

Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Fourth Generation (OS4) (As delivered on 11/13/2019)

Agenda

- Overview
- Ordering Procedures
- Requisition
- How to Buy FSSI OS4 Products
- Points of Contact

FSSI OS4 Overview

- Program consists 24 OS4 awards to date
- Enhanced Special Item Numbers (SINs)
 - SIN 75-220: Enhanced SIN For Office Products & Services
 / Office Supplies 4th Generation (OS4)
 - SIN 75-280: Enhanced SIN For Overseas Office Products
 & Services / Office Supplies 4th Generation (OS4)

FSSI OS4 Overview

SIN 75-220:

- Offerors may offer their entire commercial catalog, or may offer a select, limited line of office products.
- This SIN also includes all commercially available services related to the support of office products.
- Optional services include, but are not limited to:
 - Desktop Delivery
 - Secure Desktop Delivery
 - On-Site Stores
 - Walk-in Stores

FSSI OS4 Overview

SIN 75-280:

- This SIN covers items for use only in overseas destinations.
- This SIN also includes all commercially available services related to the support of office products.
- Optional services include, but are not limited to:
 - Desktop Delivery
 - Secure Desktop Delivery
 - On-Site Stores
 - Walk-in Stores

New OS4 Solution!

OS4, the new Office Supplies solution, has awarded 24 contracts!

Contractors:

- ABM FEDERAL SALES, INC.
- ACCESS PRODUCTS, INC.
- ALL-CITI TONER INC.
- ASE DIRECT, INC.
- AUTOMATION AIDS, INC.
- CARTRIDGE SAVERS, INC.
- DOCUMENT IMAGING DIMENSIONS, INC.
- ENTERPRISE TECHNOLOGY SOLUTIONS
- GUERNSEY OFFICE PRODUCTS, INC.
- MINTON-JONES COMPANY
- MJL ENTERPRISES, LLC
- MONO MACHINES LLC
- NEW CENTURY IMAGING, INC.
- NOBLE SALES CO., INC.

- NORTHEAST OFFICE SUPPLY COMPANY, LLC
- PACIFIC INK, INC.
- PACIFIC NORTHWEST BUSINESS PRODUCTS, INC.
- PERFECT OUTPUT, LLC
- SITA BUSINESS SYSTEMS, INC.
- STAPLES, INC.
- STERILE SERVICES CO.
- U S REPROGRAPHICS CORPORATION
- WECSYS, LLC
- ZAPOPAN BUSINESS GROUP LLC

This list is updated frequently. For the updated list of vendors on SIN 75 220 and 75 280, please see:

https://www.gsaelibrary.gsa.gov/ElibMain/scheduleSummary.do?scheduleNumber=75

Major new features:

- Real time order status! Find out where your order is in real time.
- Convenience fees No longer be limited by minimum orders vendors will ship orders below minimum order amount for a shipping fee.

OS4 Features

- Improve pricing and savings
- Enhance vendor requirements
- Capture data (data spending tracking capabilities)
- Vendor accountability
- Provide 4-day direct delivery (CONUS) and 7-day direct delivery (OCONUS)
- Enable achievement of socio-economic goals
- Support nation's Small Businesses
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use
- Make it easy to purchase green items
- Offer enhanced delivery options including next-day delivery, desktop delivery, and secure desktop delivery

Value to the Customer

- Government Savings
 - Total spend in FSSI OS3 since inception is \$471 million
 - Cumulative savings average 14.67% (\$80.6M total savings)
 - 80% of purchases went to Small Businesses
- Continue to provide Government Savings under OS4
- Enable Agency Socio-economic Goals
- Meet all Procurement Regulations

OS4 Discounts

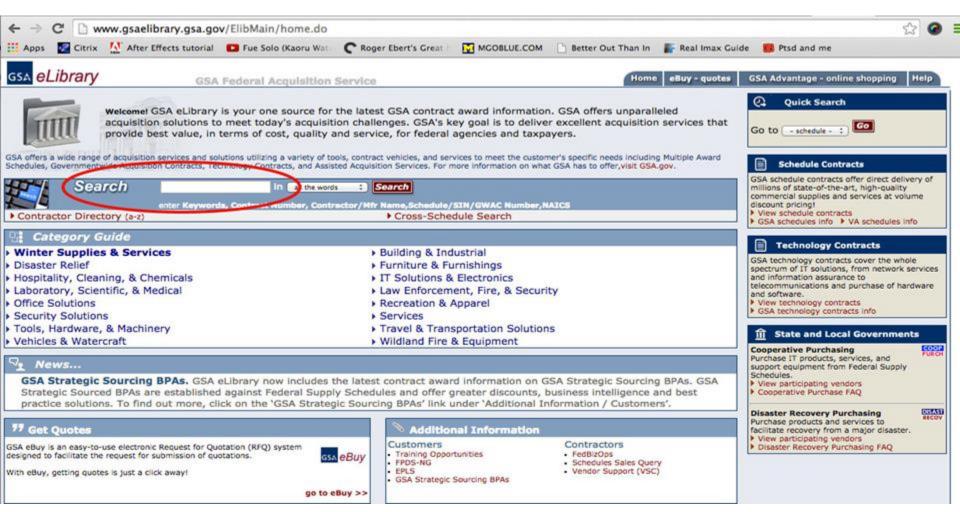
- Order Volume Discounts
 - Consolidate orders and save as discounts are triggered on individual orders starting at \$300 for some vendors
 - Discounts increase at \$1,000, \$3,000, \$5,000, and \$10,000 orders depending on the vendor
- Discounts are activated at GSA Advantage checkout.

What if my order doesn't meet the minimum purchasing requirement?

- The minimum purchasing amount is currently \$100, depending on vendors.
- We recommend that you pool together other purchases in your office using the "Park Cart" feature on GSA Advantage.
- Develop a strategy to purchase more items less frequently, planning ahead, so that you are making larger purchases.
- Remember, order minimums result in added value: better prices and less shipping waste.
- All OS4 vendors offer a convenience fee to bypass minimum order requirements. If you need to make an order below the minimum order, you may do so for a convenience fee.

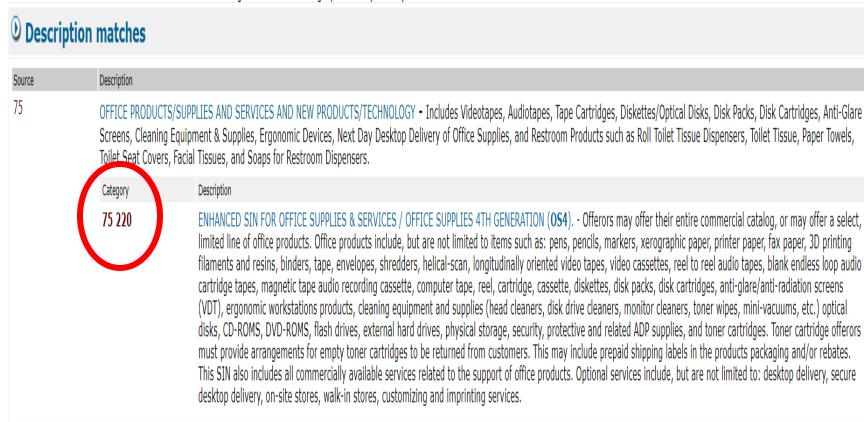
Help Meeting Vendor Minimums: Searching a Single Vendor's Catalog on GSA eLibrary

Go to GSA eLibrary, www.gsaelibrary.gsa.gov on your internet browser. Type "OS4" into the search bar.



Select SIN under Category

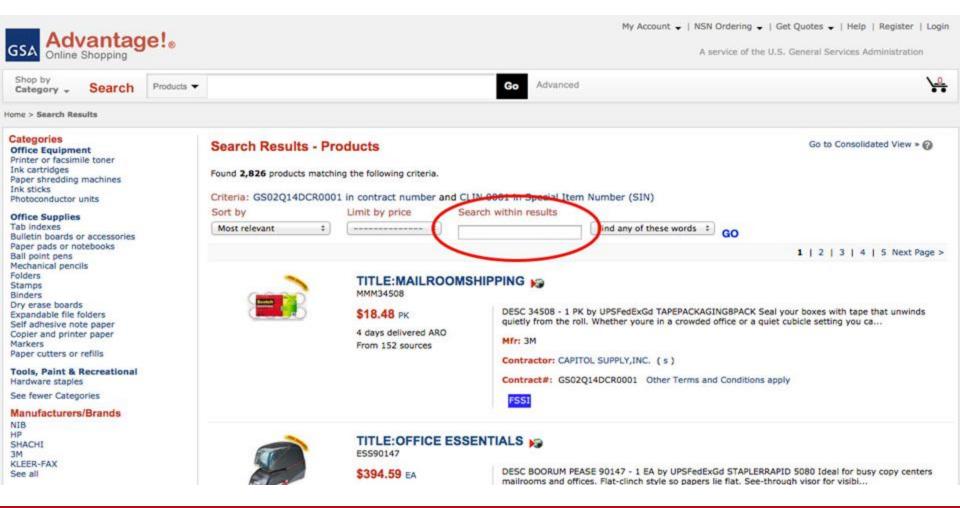
Instructions: Click the source number to view a list of categories. Click the category number (i.e. SIN) to view a list of contractors.



Choose a vendor and click the GSA Advantage icon under "View Catalog"

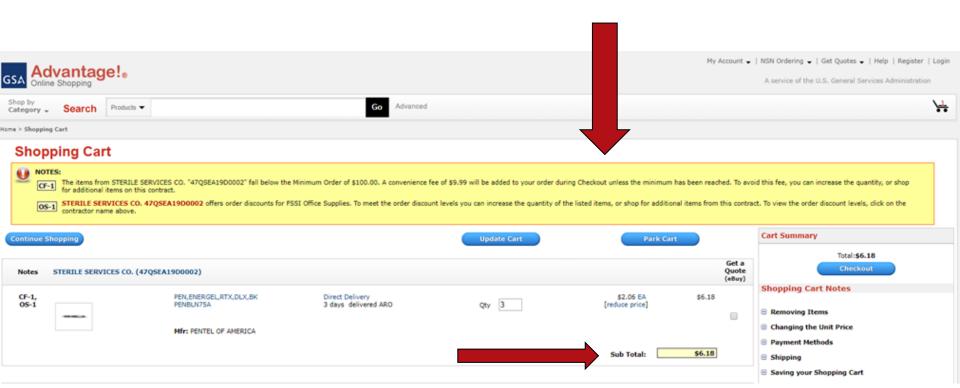
18 contractors		D	Splay: All Socio-Economic Indicators Small Business Woman Owned Business	Go		Search Contra	ctor T&Cs/Pric	
Download Contractors (Excel)		Hold the 'Ctrl' key to select all that apply						
Contractor A		Contract #	Phone	City, State 💠	Socio- Economic	Contractor T&Cs /Pricelist	View Catalog	
ABM FEDERAL SALES, INC.	DISAST	47QSEA19D000B	800-522-9226	CHESTERFIELD ,MO	S	/FICEISC	GSA Advantage	
ALL-CITI TONER INC.	DISAST	47QSEA19D007N	888.237.6002	BROOKLYN ,NY	S		GSA Advantag	
AUTOMATION AIDS, INC.	DISAST	47QSEA19D0074	8002342790	HORSHAM ,PA	S		GSA Advantag	
CARTRIDGE SAVERS, INC.	DISAST	47QSEA19D0037	608 227-7283	MADISON,WI	s/d	_ _	GSA Advantag	
ENTERPRISE TECHNOLOGY SOLUTIONS, INC.	DISAST	47QSEA19D001M	925 400 9586	BETHESDA ,MD	s/w	=	GSA Advantag	
GUERNSEY OFFICE PRODUCTS, INC.	DISAST	47QSEA19D004Q	703-968-8200	DULLES ,VA	S		GSA Advantag	
MINTON-JONES COMPANY	DISAST	47QSEA19D007U	(770)449-4787	NORCROSS,GA	S			
AJL ENTERPRISES, LLC	DISAST	47QSEA19D009B	(757)449-3090	VIRGINIA BEACH ,VA	s/dv			
MONO MACHINES LLC	DISAST	47QSEA18D008C	800-592-1306	NEW YORK ,NY	S		GSA Advantag	
NEW CENTURY IMAGING, INC.	DISAST	47QSEA19D0094	(800)513-5157	goleta ,CA	s/w/wo			
PACIFIC INK, INC.	DISAST	47QSEA19D006Y	877-838-6843	SAN DIEGO ,CA	s/w/wo/ew		GSA Advantag	
PACIFIC NORTHWEST BUSINESS PRODUCTS, INC.	DISAST	47QSEA19D0042	866-332-9630 EXT 229	ISSAQUAH,WA	s/v		GSA Advantag	
PERFECT OUTPUT, LLC	DISAST	47QSEA19D000D	1-816-268-2229	OVERLAND PARK ,KS	s/v/d		GSA Advantag	
SITA BUSINESS SYSTEMS, INC.	DISAST	47QSEA19D0065	(571)308-1930	CHANTILLY, VA	s/w/wo		GSA Advanta	
STAPLES, INC.	DISAST	47QSEA19D008T	1-800-999-9077 X 358	ENGLEWOOD, NJ	0		GSA Advantag	
STERILE SERVICES CO.	DISAST	47QSEA19D0002	757-570-2975	miami ,FL	s/w/wo/ew/dv/d/8a/h		GSA Advantag	
J S REPROGRAPHICS CORPORATION	DISAST	47QSEA19D0069	(800) 500-3038	ANAHEIM ,CA	S		GSA Advantag	
ZAPOPAN BUSINESS GROUP LLC	DISAST	47QSEA19D006Z	210-495-5400	SAN ANTONIO ,TX	s/w/wo/ew/d		GSA Advantag	

This brings you to that vendor's catalog on GSA Advantage. Now type the item you need under "Search within results."



Avoid vendors' minimum order requirements with Convenience Fees

 If your order is below a vendor's minimum order requirement, you will receive a prompt in your shopping cart.



Avoid vendors' minimum order requirements with Convenience Fees

 If your order remains below a vendor's minimum order requirement, their convenience fee will be added at checkout.

Purchase Order1: STERILE SERVICES CO.							
Purchase Order No. 47QDCC19M1H9Z Requisition/Reference No.							
Dealer: STERILE SERVICES CO. 445 NW 54TH	ST MIAMI, FL						
Delivery Time 3 days delivered ARO	Appropriation Data	Deliver on or before Nov ▼ 3 ▼ 2018 ▼					
FOB See Below	PO Note						
Mfr. Part No.	FOB		Qty	Unit Price	Total Price		
PENBLN75A PEN ENFRGELETX DLX BK	Destina	ation - Includes Shipping	2	\$2.06	\$4.12		
Convenience Fee			1	\$9.99 PO Total:	\$9.99 \$14.11		
Advantage!e Home My Account Order History Logout Halp Reports GSA eBuy News Acquisition Gateway **** WARNING *** This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action in Privacy and Security							

Ordering Procedure For Orders At Or Below the Micro Purchase Threshold (\$10,000)

- Attempt to distribute orders among multiple OS4 contractors.
 - Order minimums are currently \$100, but some vendors will accept lower minimums.
 - Smaller orders may be placed with vendors for a convenience fee.
- As part of the government's sustainable ("green") mandates, place larger orders to reduce the number of deliveries and transactions.
- Keep in mind Delivery Tier discounts for orders at \$300 and above from some vendors.

What If the Office Supply I want to buy is not on OS4?

- In general, the OS4 program includes a wide range of products, brands, and part numbers although not every brand or part number may be included.
- By purchasing office supplies through OS4, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13834).
- We recommend purchasing an item that is a "close second" to the office supply you are intending to buy.

Orders Exceeding Micro-Purchase Threshold but less than the SAT (\$10,000 to under \$250,000)

- Orders exceeding Micro-Purchase threshold but less than the SAT must follow FAR Part 8.405-1(c).
- Survey at least 3 contractors through GSA Advantage or request quotes from at least 3 OS4 awardees.

Orders equal to or above the SAT (\$250,000)

- Must provide fair opportunity to all OS4 vendors
- Encouraged to use GSA's E-Buy system or a reverse auction
- Consult FAR part 8.405-1(d) for more information

I'm outside the Continental US. Can I use FSSI OS4?

 You can use the FSSI REQUISITION CHANNEL for OCONUS ordering or the FSSI OS4 SIN 280 for OCONUS ordering as well.

GSA Global Supply – A Government to Government Wholesale Supply Source

- GSA Global Supply has already procured the most in-demand products on the government's behalf, meaning that your order is a simple requisition between agencies.
- Requisitions satisfy all Federal Acquisition Regulation (FAR)
 requirements, including Trade Agreements Act policies,
 socioeconomic goals, AbilityOne mandates, executive orders
 and best overall competitive pricing.
- Place a requisition via DoD Activity Address Code, Civilian Activity Address Code, and/or Government Purchase Card.

Organization of the Products

- Three categories established for bidders:
 - General Office Products (staplers, clipboards, binders, etc.)
 - Paper Products office paper only (no paper towels)
 - Toner and Inkjet Products
- Market basket (MB)
 - Mandatory items (high demand) vendors must offer
 - Supplemented by non-MB NSNs they can offer
 - Invited to supplement further with part numbered items in that category
 - Currently have approx. 1500 NSNs and 4000 part numbers under contract
- Awards made in summer 2015 and "go live" was October 2015; 4th
 (final) option period was just renewed for an additional year. Contracts
 sunset August 2020.

Vendor Partners for Office Supplies

- General Office Products:
 - LC Industries (LCI)
 - Mono Machines
- Office Paper
 - Document Imaging Dimensions
 - Pacific Ink
- Toner Products
 - Supplies Now
 - Access Products

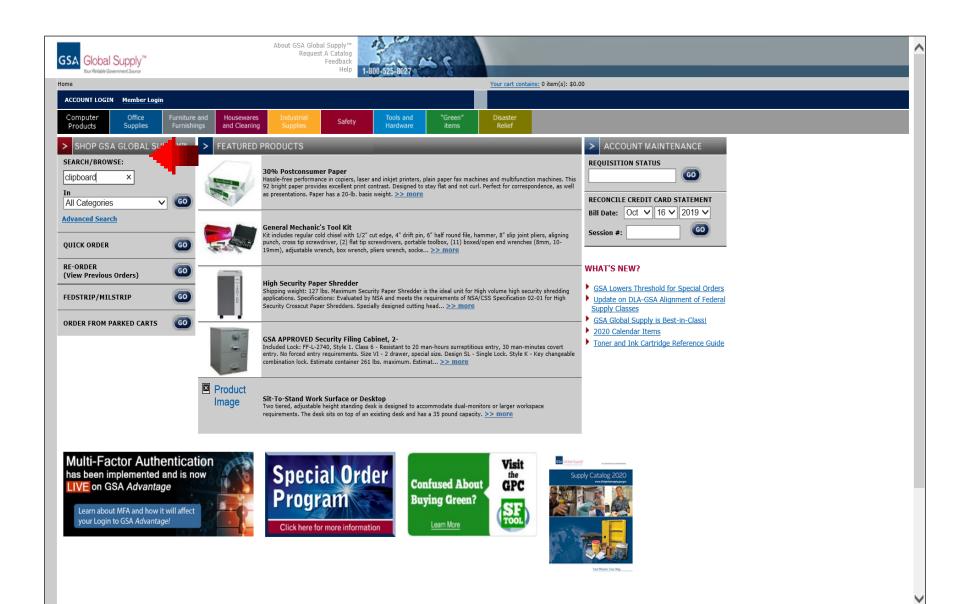
Ordering Options

- MILSTRIP
 - Internal Supply System
 - Manual Transmission via DD1348-6
- Web:
 - http://www.GSAglobalsupply.gsa.gov
 - http://www.gsaAdvantage.gov
 - FedMall

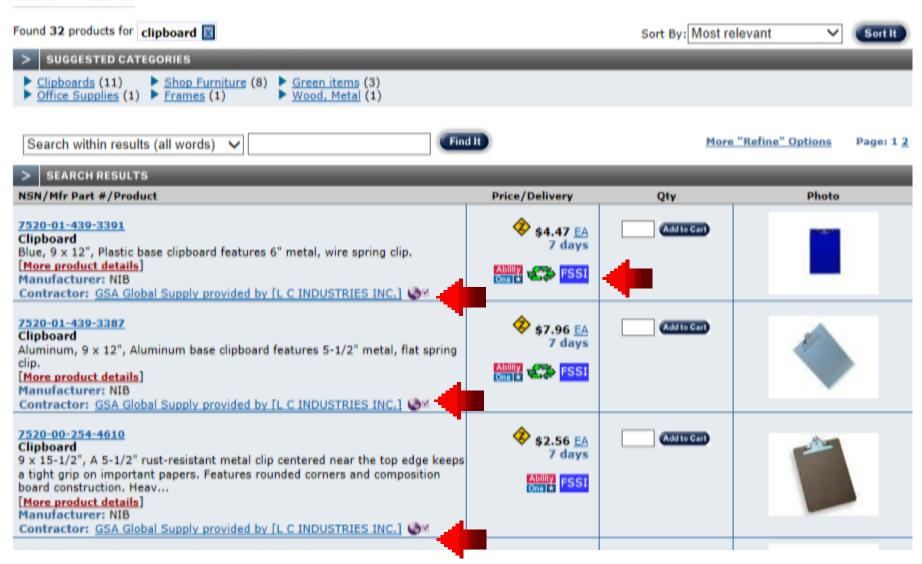
Phone: (800) 488-3111, option 2

DSN: 465-1416

Fax: 800-856-7057



Search Results





About GSA Global Supply™ Request A Catalog Feedback Help



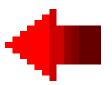
Home Your cart contains: 1 item(s): \$8.94 GO ACCOUNT LOGIN User ID: Password: Registration or Login Assistance Computer "Green" Office Furniture and Housewares Tools and Safety Products Fire items Relief Supplies and Cleaning Hardware items

My Cart

Continue Shopping



3-2: The items from L C INDUSTRIES INC. fall below the Contract Minimum Order of \$28.75. You must increase the quantity of the listed items/services or shop for additional items/services from this contract.



WARNING: IF YOU HAVE TO LEAVE THIS CART FOR 60 MINUTES OR LONGER, BE SURE TO PARK THE CART TO AVOID LOSING YOUR DATA.

Notes	NSN/Mfr. Part No.	Unit Price	Qty	Total Price	Item Details	Re
GSA Glob	al Supply provided by [L C IND	USTRIES INC. 1				
3-2	7520-01-439-3391 CLIPBOARD	\$4.47 <u>EA</u>	2	\$8.94	Direct Delivery <u>Change Address</u>	
						Sub Total: \$8.94

Park Cart

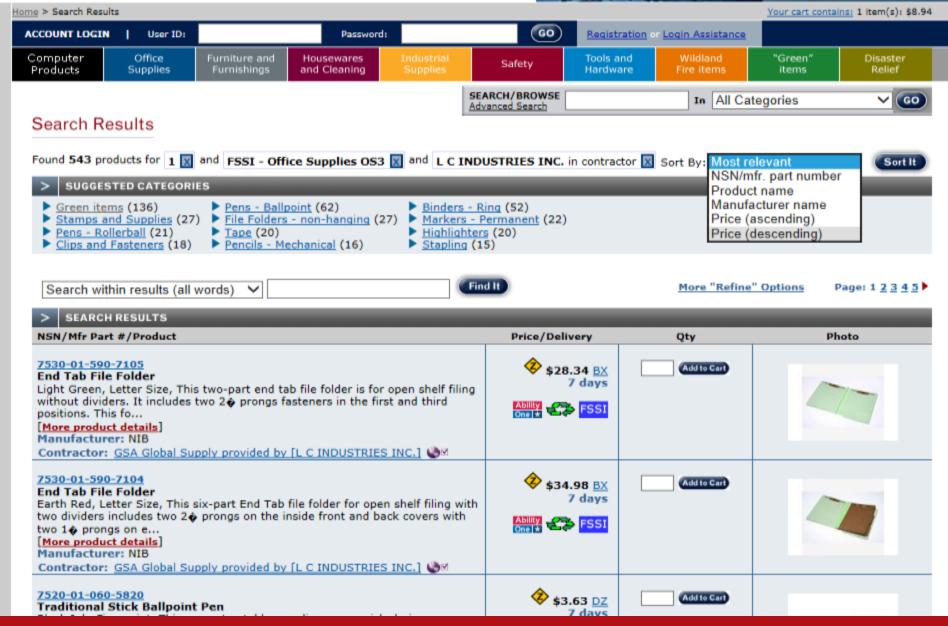






About GSA Global Supply™ Request A Catalog Feedback Help





Home Your cart contains: 2 item(s): \$37.28 (60) ACCOUNT LOGIN Registration or Login Assistance User ID: Password: Computer Office Furniture and Housewares Tools and "Green" Safety Relief Products Supplies and Cleaning Hardware Fire items items

My Cart

Continue Shopping

WARNING: IF YOU HAVE TO LEAVE THIS CART FOR 60 MINUTES OR LONGER, BE SURE TO PARK THE CART TO AVOID LOSING YOUR DATA.

Notes NSN/Mfr. Part No. Unit Price Qty Total Price Item Details R GSA Global Supply provided by [L C INDUSTRIES INC.] 7520-01-439-3391 \$4.47EA 2 \$8.94 Direct Delivery Change Address 7530-01-590-7105 \$28.34BX 1 \$28.34 Direct Delivery Change Address END TAB FILE FOLDER \$28.34BX 1 \$28.34 Supply provided by [L C INDUSTRIES INC.] Sub Total: \$37.28				orrestrating and			711 MP711711
7520-01-439-3391 CLIPBOARD \$4.47EA 2 \$8.94 Direct Delivery Change Address 7530-01-590-7105 END TAB FILE FOLDER \$28.34BX 1 \$28.34 Direct Delivery Change Address	Notes	NSN/Mfr. Part No.	Unit Price	Qty	Total Price	Item Details	R
CLIPBOARD Change Address 7530-01-590-7105 END TAB FILE FOLDER See Section 2 Change Address Direct Delivery Change Address	GSA Global	Supply provided by [L C INDUSTRI	ES INC.]				
END TAB FILE FOLDER Change Address			\$4.47 <u>EA</u>	2	\$8.94		
Sub Total: \$37.28			\$28.34 <u>BX</u>	1	\$28.34		
							Sub Total: \$37.28





Cart Tota

GSA Global Supply – Ordering Methods

Call Center

- (800) 488-3111, option 2
- DSN 465-1416
- 7:30 a.m. to 8:00 p.m. Eastern Time
- Friendly, professional service

The Call Center is able to take orders utilizing a DoDAAC, AAC or Government Purchase Card.



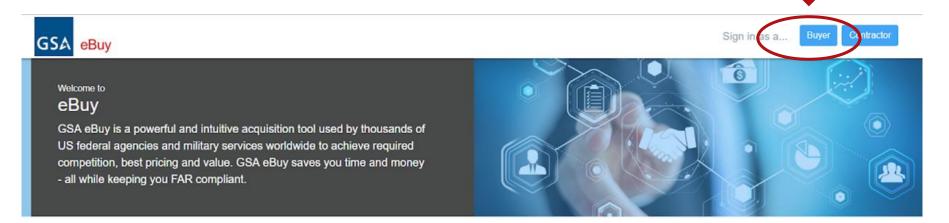
GSA eBuy Overview

- You can use GSA eBuy to post RFQs (Request for Quotes) for FSSI OS4.
- GSA eBuy is an online Request for Quote (RFQ) tool. Buyers may prepare and post RFQs for specific supplies.
- When searching GSA eBuy, search "OS4" instead of "Office Supplies" to limit the RFQ to FSSI OS4 and receive superb government savings.

GSA eBuy (for orders over the micro-purchase threshold)

eBuy Login

Select "Buyer" at the top left.



Benefits at a glance

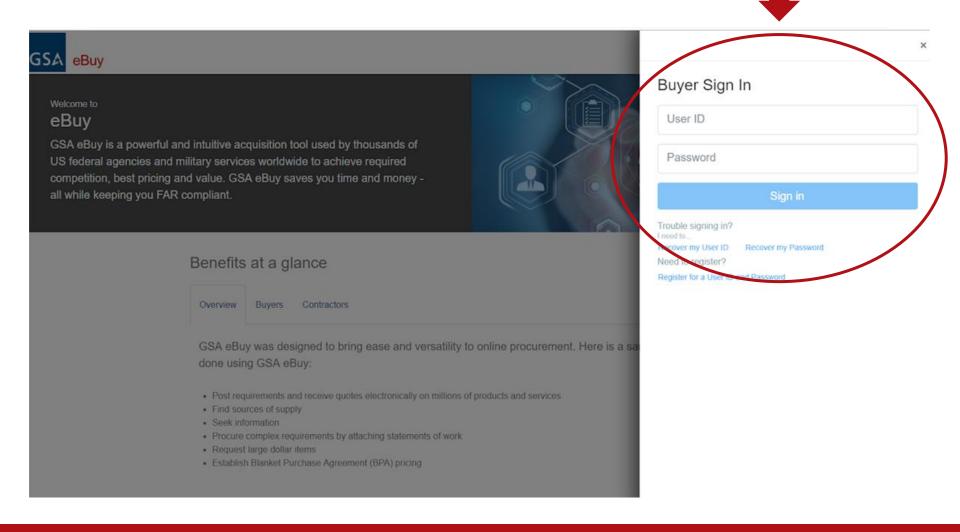


GSA eBuy was designed to bring ease and versatility to online procurement. Here is a sample of what can be done using GSA eBuy:

- · Post requirements and receive quotes electronically on millions of products and services
- · Find sources of supply
- · Seek information
- · Procure complex requirements by attaching statements of work
- · Request large dollar items
- · Establish Blanket Purchase Agreement (BPA) pricing

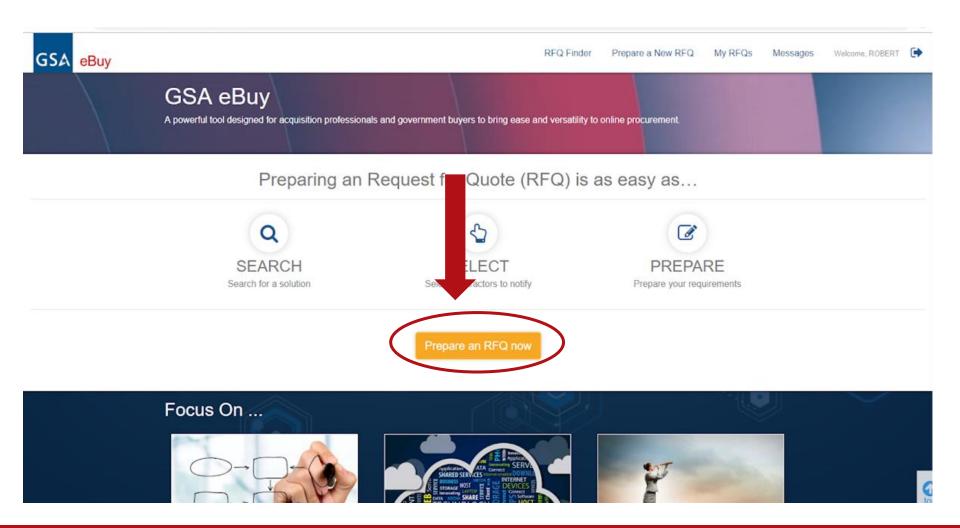
eBuy Login

Enter your GSA Advantage ID and Password to log in.



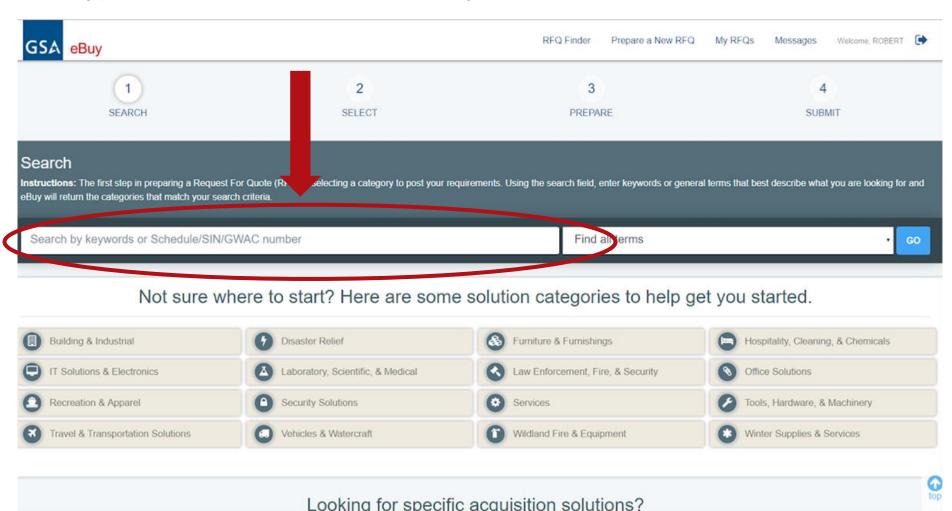
eBuy Search

Click "Prepare an RFQ now"



eBuy Search

Type "OS3" or "OS4" into the eBuy Search Bar



Delivery or Service issues? Send us an email.

fssi.officesupplies@gsa.gov

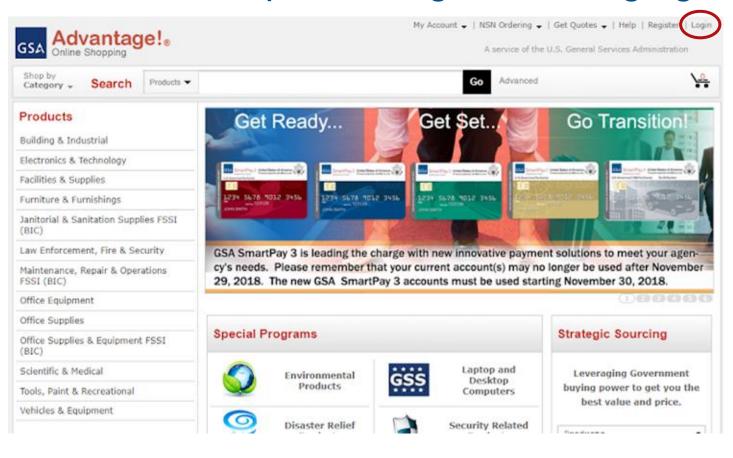
Why order through GSA Advantage?

- Step-by-step ordering guide available
- Multiple ways to evaluate vendors, products, and pricing
- Filters to limit results to green items, small business vendors, toner, and AbilityOne products
- Quantity discount pricing
- Park Cart feature
- Varied shipping options

GSA Advantage!

Access GSA Advantage! Online

https://www.gsaadvantage.gov



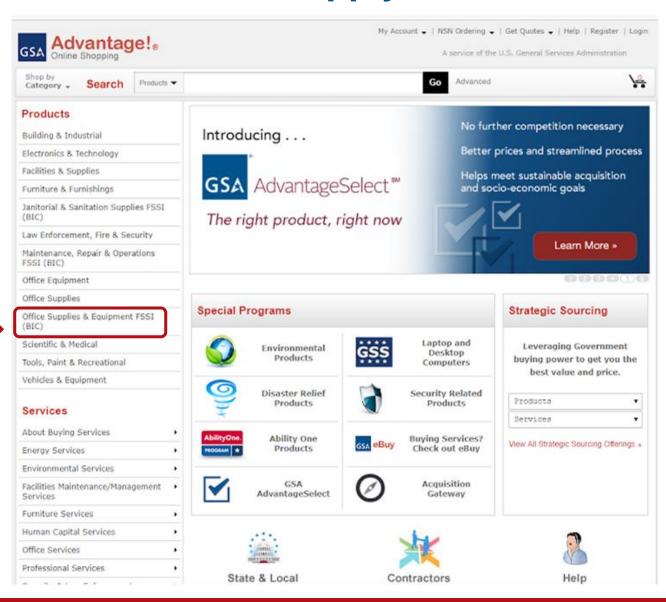
Select **Login**, or **Register** if you have not yet done so.

Log in to GSA Advantage!



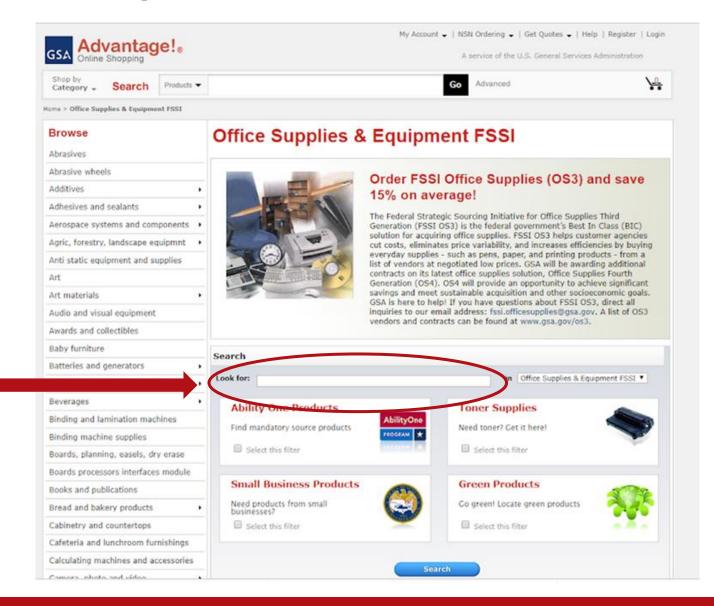
Access the FSSI Office Supply Items

Hover your mouse over **Products**; click on "Office Supplies & Equipment FSSI (BIC)"



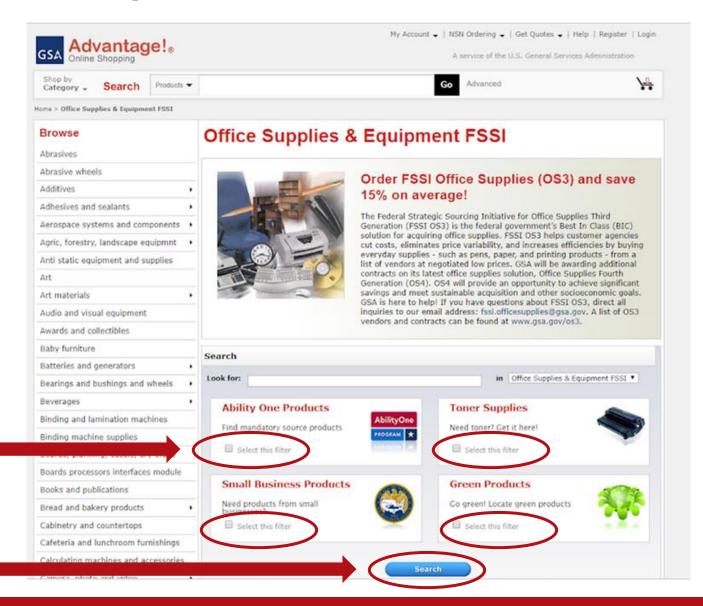
Find your desired product within the FSSI store

Option 1: Search for your product by typing it into the FSSI search bar



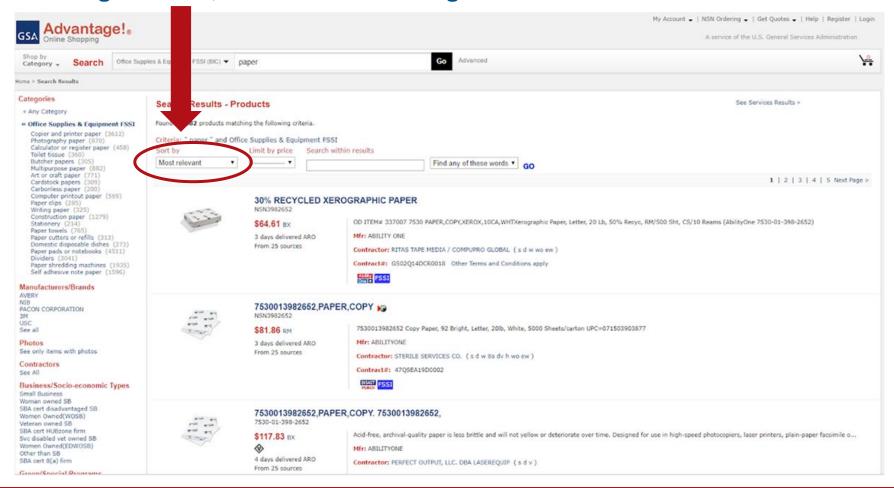
Find your desired product within the FSSI store

Option 2: Search for your product by clicking Select this filter in at least one category and selecting Search.



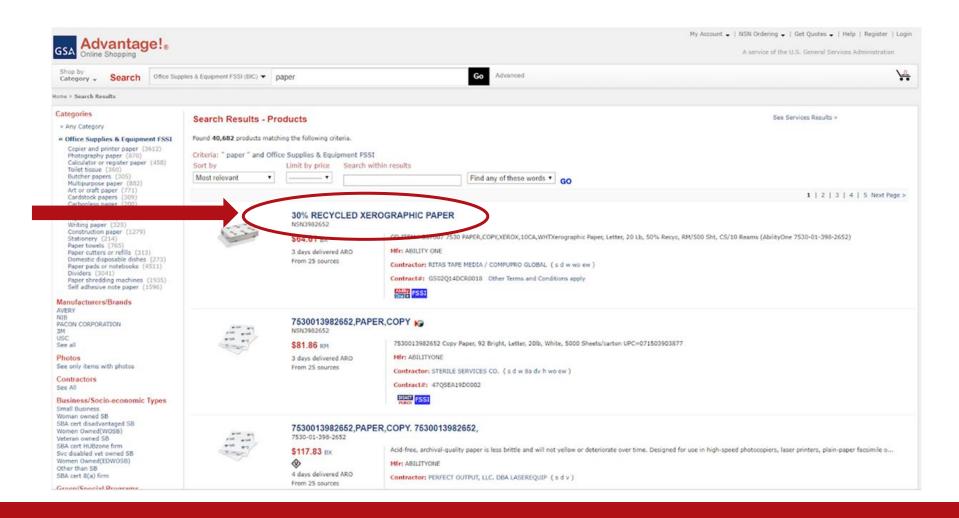
Browse the search results to find what you want

Review the Search Results by the most important criteria to you: by **Most Relevant** (default option), Product Name, NSN/mfr. Part number, Manufacturer Name, Price – High to Low, or Price – Low to High



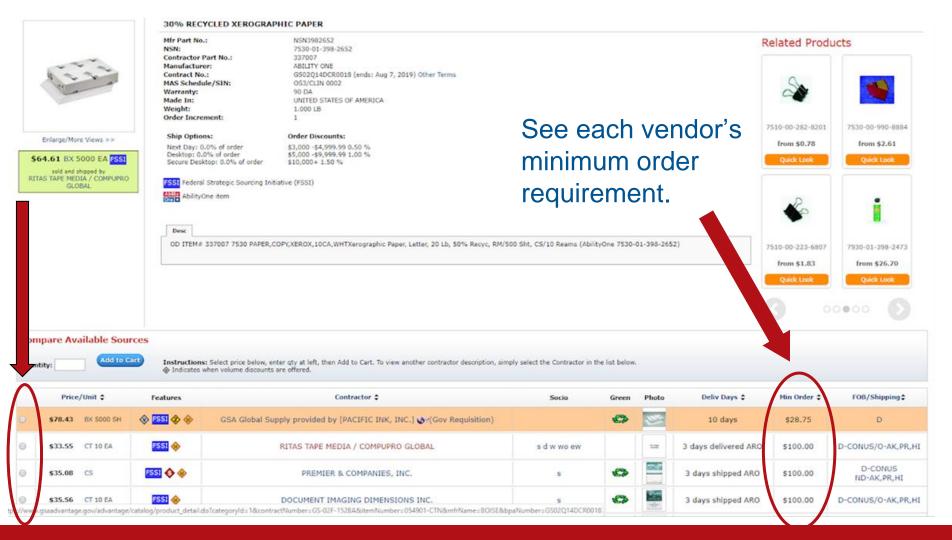
Browse the search results to find what you want

Click on the item name to select.

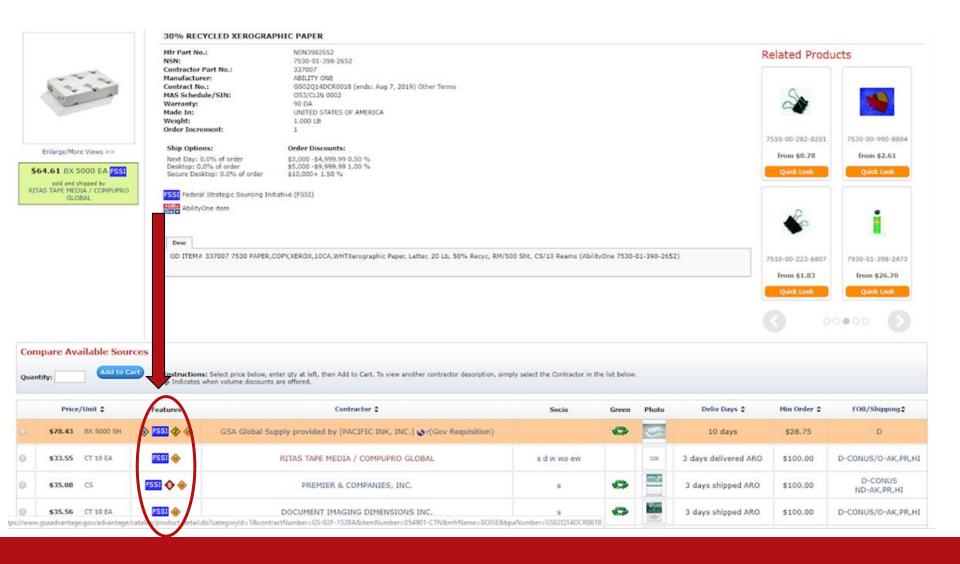


Select the product you want to buy

Review the Features, Contractor, Socio-economic labels, and Minimum Order Requirements. Then, select a **radio button**.

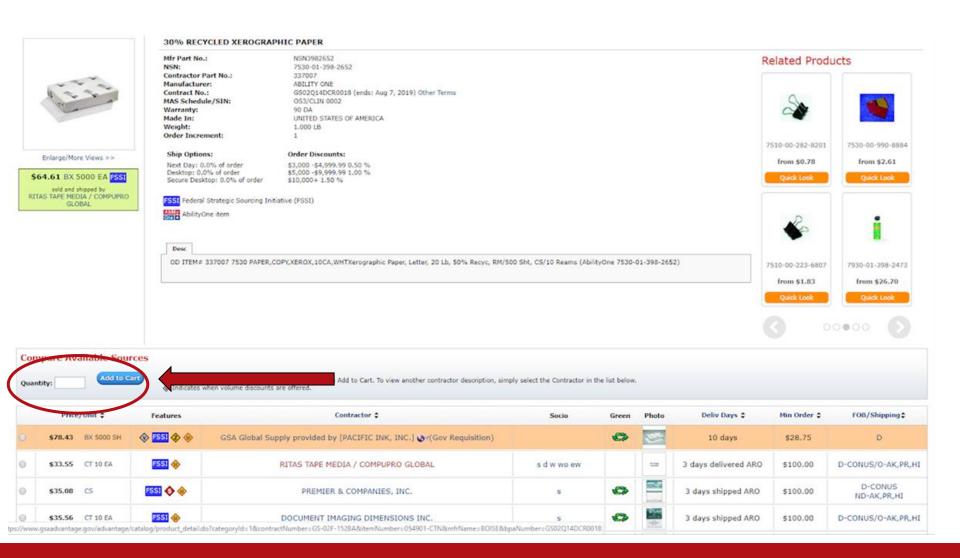


Look for the BLUE "FSSI" Icon



Select the product you want to buy

Enter your desired quantity and select Add to Cart.



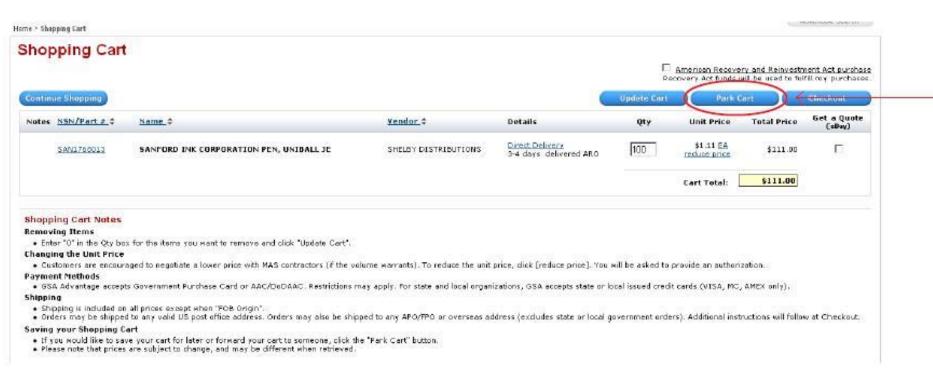
Review your order

Option 1: Select Checkout to finalize your order.

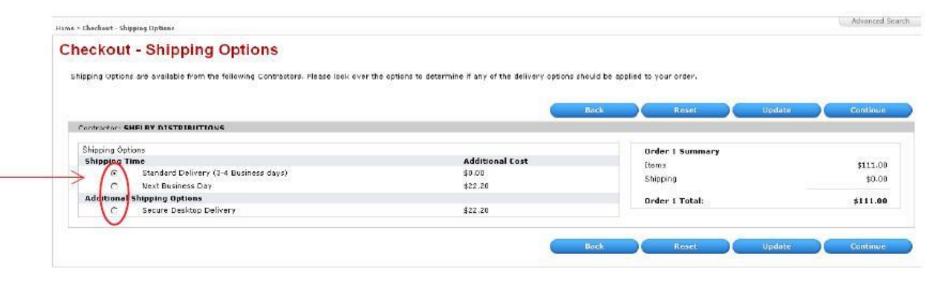


Review your order

Option 2: Take advantage of FSSI's economies-of-scale pricing system by selecting **Park Cart** to allow your colleagues to access your account and add items to your cart, or to return at a later date to consolidate your order.



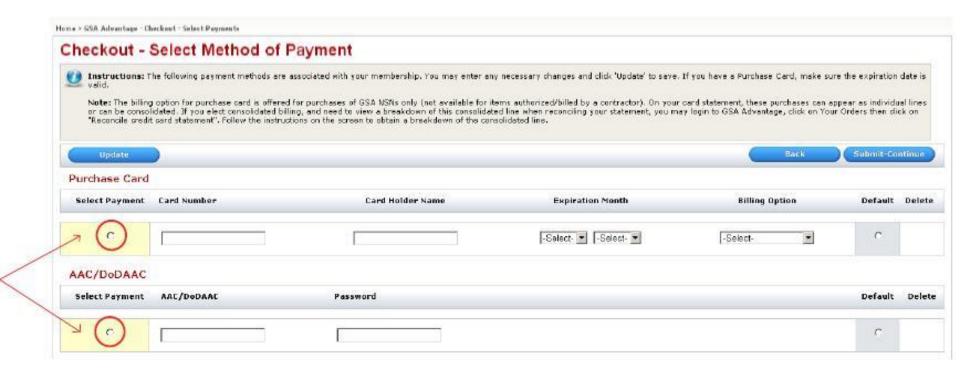
Select your **Shipping Time** and **Additional Shipping Options**.



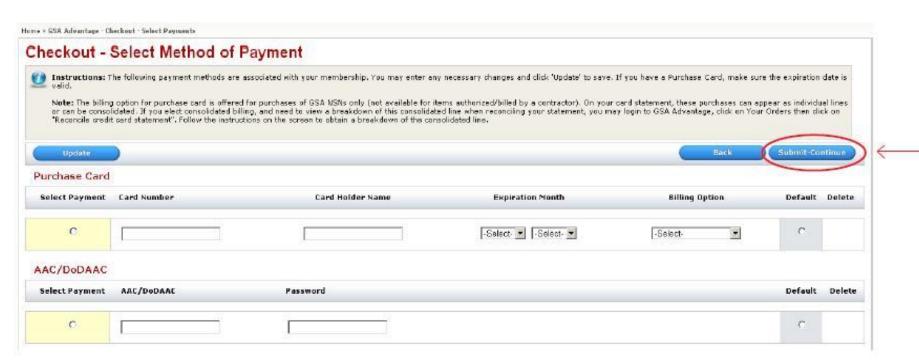
Select Continue to enter your payment information.



Select your **payment method**, then enter your credit card information.

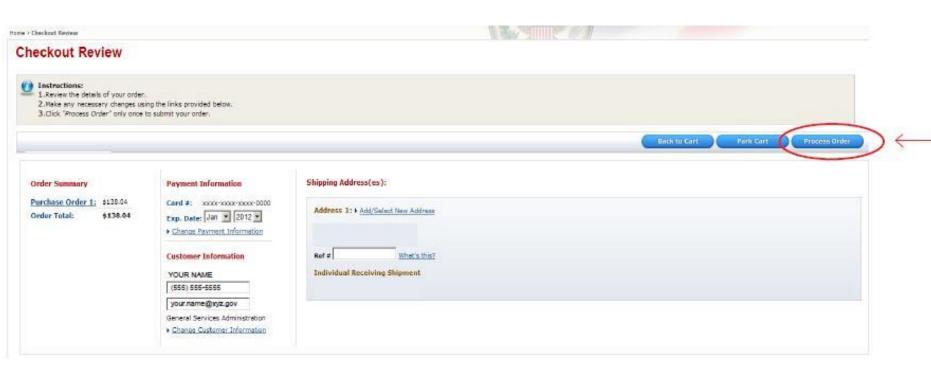


Select **Submit-continue**.



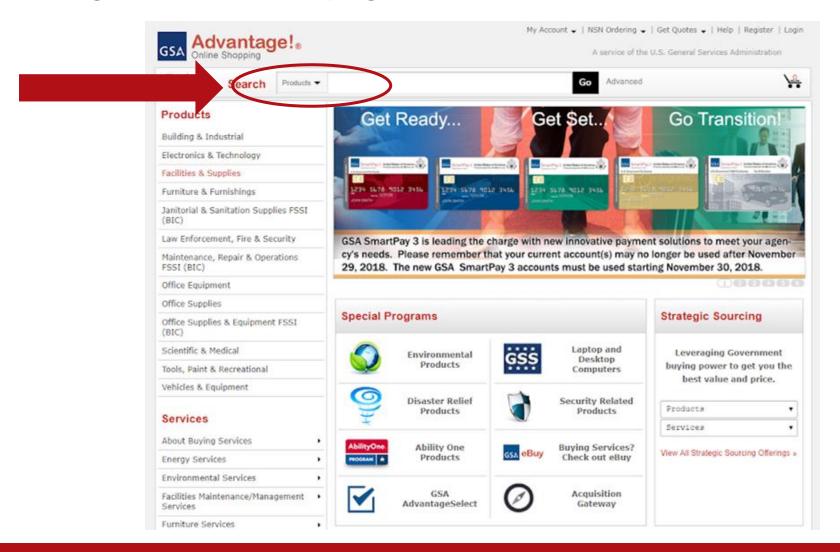
Confirm and process your order

Review your order and select Process Order.



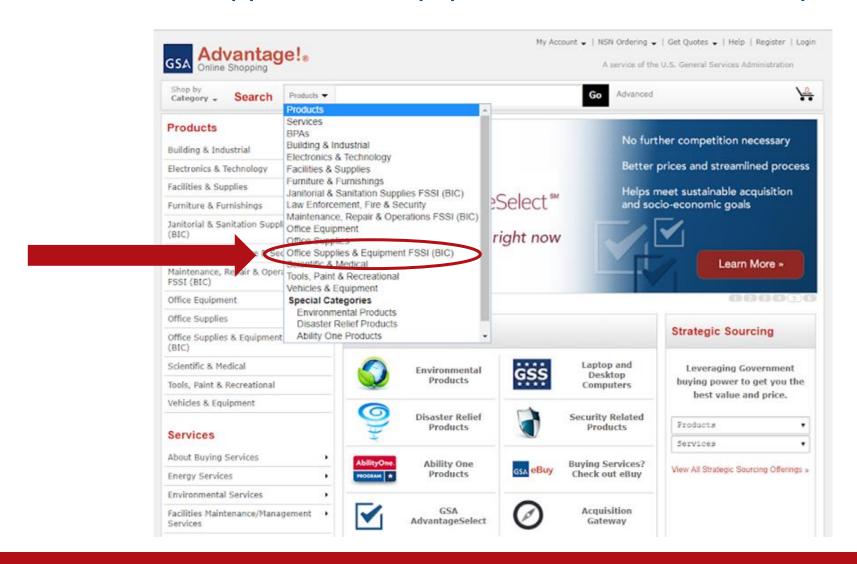
New Search Option

Change filter on homepage.

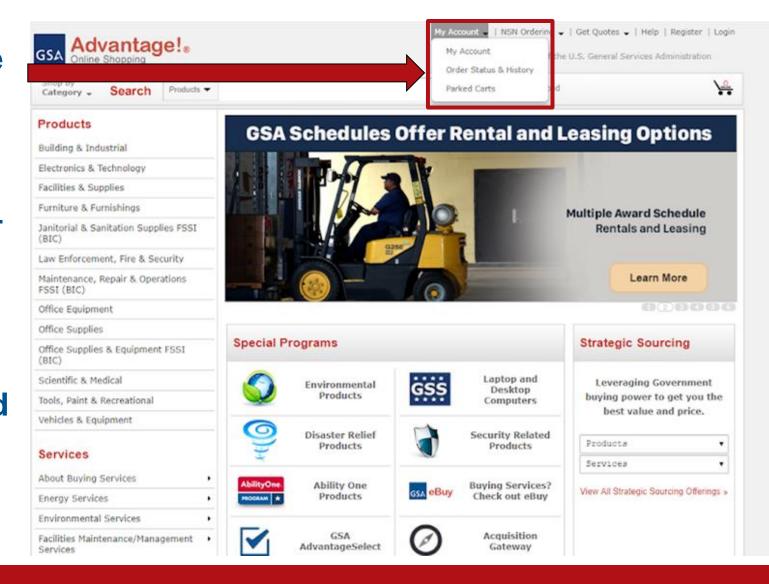


New Search Option

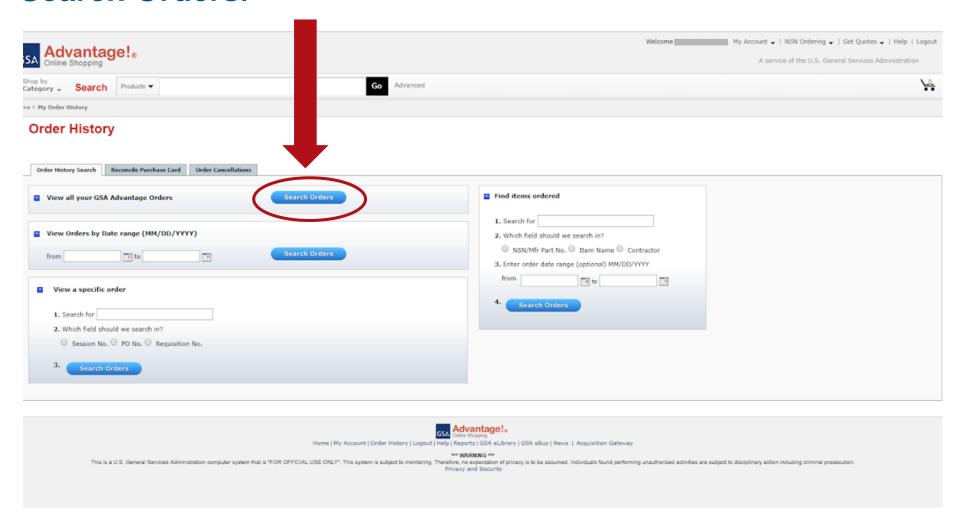
Select Office Supplies and Equipment FSSI from the dropdown.



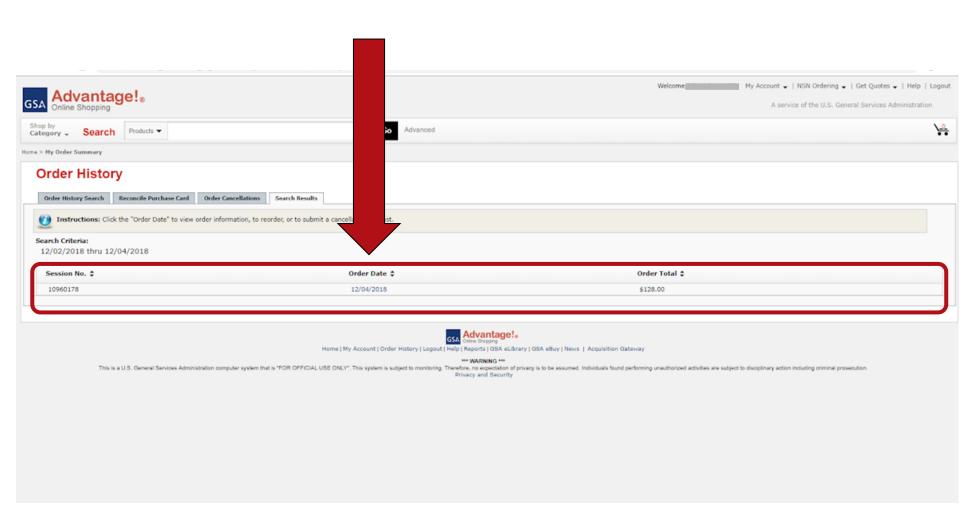
Once you have made an order, visit GSA Advantage homepage. Under My Account, select Order Status and History.



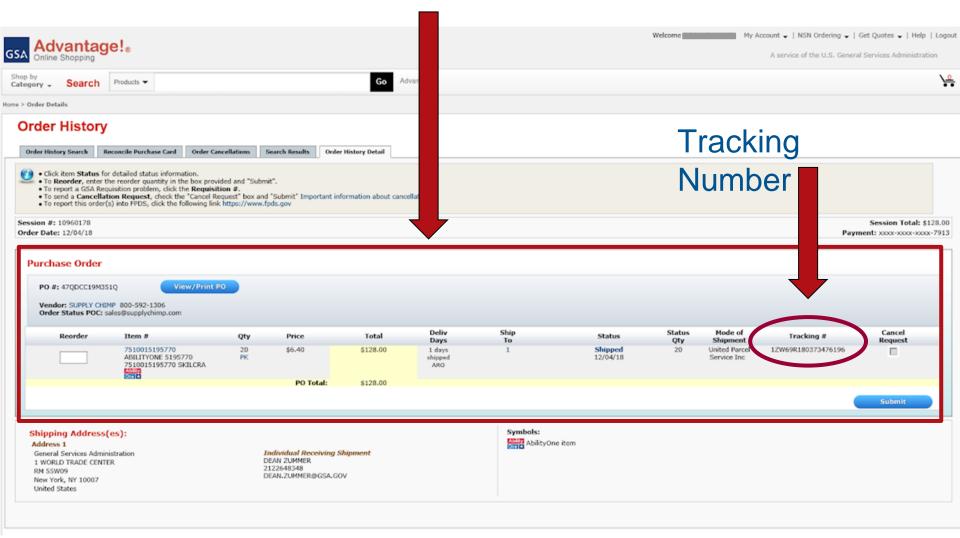
Choose "View all your GSA Advantage Orders" and click **Search Orders**.



View Order history and select the order you would like to track.

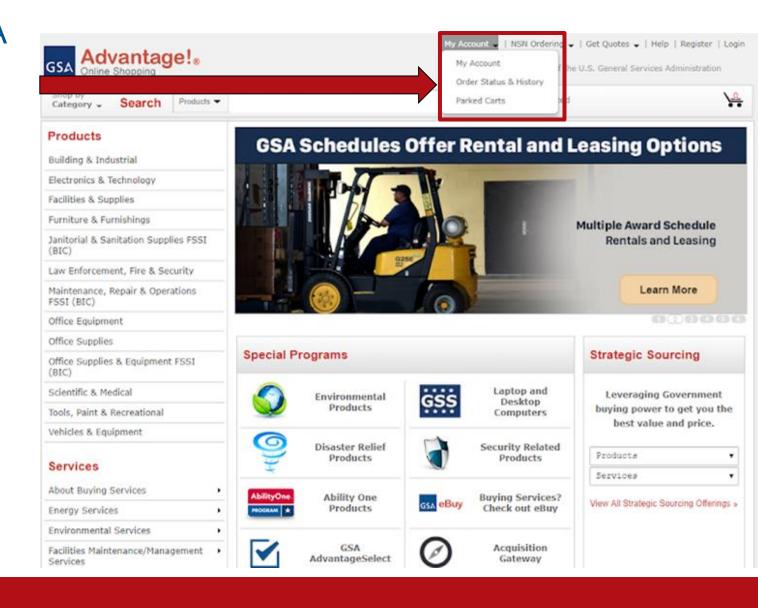


Order information is available in real time.



Make sure You are getting order updates

Visit the GSA Advantage homepage. Under My Account, select "My Account."



Make sure you are getting order updates

Under Email Preferences, select "Yes" and "Consolidated."



Other Purchasing Channels Available

- Agency virtual stores
- Vendors websites
- FedMall
- Phone, fax, or directly with the vendor
- OS4 pricing for walk-in customers

However, GSA Advantage! Is the simplest to use and best for tracking agency spend!

Can I order directly from an OS4 vendor?

- You are encouraged to order from the FSSI vendors on GSA Advantage
- You may order directly from the vendors.
 Please first ensure that an item is on the FSSI contract before ordering.
- If you order an FSSI item directly from the vendor with your purchase card, you will get the FSSI pricing.

Information Sources

- GSA.gov Schedule 75 Page
 - Agency guidance documents
 - How-to videos
- http://www.gsa.gov/os3 and http://www.gsa.gov/os3
 - List of all vendors with information
 - GSA contact information
 - Ordering guide and links to purchasing websites
- http://www.gsa.gov/csd
 - Find your local GSA Customer Service Director

Thank You From the GSA OS4 Program Team

Feel free to contact us!

fssi.officesupplies@gsa.gov

