Federal Strategic Sourcing Initiative (FSSI)
Domestic Delivery Services 2 (DDS2)
Agency Funding

Pursuant to Federal Acquisition Regulation (FAR) Subpart 8.405-3, when the ordering activity establishes a single BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises..

GSA forwarded the requirement for all authorized users for FSSI as stipulated in the Request for quote on pages 31 through 35 (see attachment) that resulted in this single award.

One of the goals under FSSI is to drive efficiencies. As such, in response to FSSI membership requests, GSA will place task orders for participating agencies under the BPA. This will require coordination between the GSA Contracting Officer (CO) in placing task orders and participating agencies when obligating funds.

The following simplified ordering process has been established.

1. GSA will award one (1) master task order to the DDS2 BPA holder (UPS).

2. An agency submits their agency participation letter to GSA which outlines the agency's participating locations, the participating locations' estimated annual spend, and contact points under the FSSI Domestic Delivery Service (DDS2) program along with confirmation of the shipping requirements.

3. Upon receipt of sign up letter, the GSA CO modifies the master task order with UPS authorizing the agency to use the FSSI BPA, providing the information outlined above, and notifying UPS that the agency will provide funding information direct to them.

4. GSA CO notifies the agency signatory that the modification has been placed authorizing the agency to use the BPA.

5. The agency signatory notifies internal agency personnel to obligate funding to BPA Number GS-33F-BQV08 for UPS. The agency should also reference Task Order QPN BQW 0070 for UPS.

6. Internal agency personnel obligate funding via accounting system and issue funding document(s) to UPS via email to Sharon Cooperman at scooperman@ups.com or by fax to (202) 675-4255.

7. Agency begins using UPS' FSSI services and enjoys the benefits of strategic sourcing.