

March 1, 2011

# AGAR ADVISORY

**UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PROCUREMENT AND PROPERTY  
MANAGEMENT AGAR ADVISORY NO. 98**

**USDA Mandatory Source for Express and Ground Domestic Delivery Services  
in the continental United States, Alaska, Hawaii and Puerto Rico**

**INTRODUCTION :** This Agriculture Acquisition Regulation (AGAR) Advisory announces that the USDA mandates the usage of the General Services Administration (GSA) Blanket Purchase Agreement (BPA) Number GS-33F-BQV08 for Express and Ground Domestic Delivery Services (DDS2) in the continental United States, Alaska, Hawaii, and Puerto Rico.

**SUMMARY:** The purpose of this AGAR Advisory is to inform agencies that USDA is transitioning its delivery and shipping services to UPS under the Domestic Delivery Services (DDS2) contract. DDS2 is an Office of Management and Budget (OMB) initiative to facilitate cost savings for Federal agencies by using a single vendor. The BPA for DDS2 was awarded to UPS. The contract covers 99.5% of the United States, Alaska, Hawaii, and Puerto Rico addresses. UPS accepts Government Purchase Cards and has the capacity to create accounts for electronic billing. The DDS2 program offers rates that are significantly discounted over GSA's Multiple Award Schedules. The DDS2 program does not cover international or HAZMAT delivery services. USDA agencies must obtain alternative service for international and HAZMAT delivery services. USDA agencies must submit a waiver to the Office of Procurement and Property Management, for approval to obtain another delivery service provider for HAZMAT delivery services only; no waiver is required for international delivery services. USDA recommends when obtaining alternative delivery services for international and HAZMAT delivery services that USDA agencies use the GSA Procurement Schedule. **Beginning March 1, 2011, all USDA agencies must use DDS2 for Express and Ground Domestic Delivery Services in the continental United States, Alaska, Hawaii and Puerto Rico.**

**COMPETITION REQUIREMENTS:** No additional competition is required.

**HOW TO OBTAIN AN UPS ACCOUNT OR PICK-UP SERVICES:** Contact USDA's UPS representative Bill Sturgeon, Director of Strategic Accounts, Government Sales, telephone number 732-672-5885 or email address [bsturgeon@ups.com](mailto:bsturgeon@ups.com).

**ADDITIONAL INFORMATION:** The following link, <http://www.dm.usda.gov/procurement/toolkit/orderingtools.htm>, provides pertinent information such as: the original letter sent to Procurement Council informing USDA agencies of the transition to DDS2, applicable waiver from DDS2 for HAZMAT

materials, UPS excel spreadsheet for submitting locations and establishing UPS accounts, and frequently asked questions. Further information can be found on GSA's Domestic Delivery Services website at: <http://www.gsa.gov/portal/content/105105>. Additional policies, training, and operating procedures are forthcoming and will be posted to the website.

If you have questions regarding this advisory, please contact Genevieve Lucas, via email at [genevieve.lucas@dm.usda.gov](mailto:genevieve.lucas@dm.usda.gov). You may also send an email to [procurement.policy@dm.usda.gov](mailto:procurement.policy@dm.usda.gov).

This advisory is available at <http://www.dm.usda.gov/procurement/policy/advisories.html>.

**EXPIRATION DATE:** This Advisory remains in effect until cancelled.

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