

# AGAR ADVISORY

## ADVISORY NO. 98 (a)

### USDA Mandatory Source for Express and Ground Domestic Delivery Service in the Continental United States

**REVISION (a):** Beginning June 10th, 2011, deliveries to or from locations in Alaska, Hawaii, Puerto Rico, and shipments of HAZMAT materials not covered under the DDS2 BPA, are exempt from USDA mandatory use of the GSA BPA. USDA recommends that agencies obtain an alternative service for these deliveries. See paragraph 2.a. and b., below.

#### 1. INTRODUCTION:

This Agriculture Acquisition Regulation (AGAR) Advisory replaces **AGAR Advisory 98** that requires mandatory USDA usage of the General Services Administration (GSA) Blanket Purchase Agreement (BPA) Number GS-33F-BQV08 for Express and Ground Domestic Delivery Services (DDS2) for deliveries to or from all locations in the continental United States.

#### 2. SUMMARY:

USDA is transitioning its delivery and shipping services under the Domestic Delivery Services (DDS2) BPA, awarded to United Parcel Service (UPS). DDS2 is an Office of Management and Budget (OMB) initiative to facilitate cost savings for Federal agencies by using a single vendor. 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 from GSA's Multiple Award Schedules.

**Alternative Sources:** USDA recommends that contracting officers seek best value alternative sources, including through GSA Multiple Award Schedules, for the categories below:

**a. HAZMAT or International Deliveries:** The DDS2 program does not cover international or certain HAZMAT deliveries. USDA agencies must obtain alternative delivery services for these deliveries.

**(1) HAZMAT Deliveries:** Agencies should contact the UPS office to find out if the HAZMAT material they need to ship is covered by DDS2. Please call **(800) 554-9964**. For HAZMAT deliveries not covered under the DDS2 BPA, agencies are exempt from mandatory use of the BPA and must use an alternative delivery service.

**(2) International Deliveries:** Agencies must use alternative delivery services for international deliveries.

**b. Deliveries to Alaska, Hawaii, and Puerto Rico:** USDA agencies with deliveries to or from locations in Alaska, Hawaii, Puerto Rico, are exempt from mandatory use of the GSA BPA. USDA recommends that agencies obtain alternative sources for deliveries to or from these locations.

**3. COMPETITION REQUIREMENTS:** No additional competition is required when using DDS2. However competition requirements must be met when seeking alternative delivery services.

**4. 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) .

**5. ADDITIONAL INFORMATION:** The link at <http://www.dm.usda.gov/procurement/toolkit/orderingtools.htm>, provides pertinent information such as: the original letter sent to the Procurement Council informing USDA agencies of the transition to DDS2, 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>. The GSA Multiple Award Schedules may be found at <http://www.gsa.gov/portal/content/197989>. Additional policies, training, and operating procedures regarding DDS2 will be posted to the website as they become available.

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>.

**6. EXPIRATION DATE:** This advisory remains in effect until cancelled.

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