



APD ALERT

USDA Mandatory Sources for Office Supplies

PURPOSE

This Alert provides additional information on the availability of USDA mandatory sources for office supplies. The Office of Procurement and Property Management issued Agriculture Acquisition Regulation (AGAR) Advisory No. 97 announcing the availability of mandatory sources for office supplies and mandates usage of these mandatory sources. For more detailed information on this topic, refer to AGAR Advisory 97 at: <http://www.dm.usda.gov/procurement/policy/advisories.html>.

POLICY

Effective, January 3, 2011, all USDA office supply purchases must be made through the General Services Administration (GSA) Office Supply Federal Strategic Sourcing Initiative (FSSI) Blanket Purchase Agreements (BPAs) or USDA's AbilityOne Supply Store, Paperclips Etc. Fifteen BPAs have been established for use in obtaining office supplies.

Cardholders (non-warranted and warranted) are to only use the BPAs (see Enclosure 1) or Paperclips Etc. to place orders for office supplies. Please note that the Intramall contract (used specifically by ARS Area and Location offices) may not be used to purchase office supplies unless they are not available from the mandatory sources.


No competition is required on orders below the micro-purchase threshold (\$3,000). For orders exceeding the micro-purchase threshold, forward the requirement to your servicing Procurement Office. The Procurement Office will compete the requirement amongst the BPA holders.

HOW TO PLACE AN ORDER

Under the Javits-Wagner-O'Day Act, the Committee for Purchase From People Who Are Blind or Severely Disabled places items on the Procurement List that are to be purchased by the Federal Government. The list is available at http://www.abilityone.gov/pl/prod_alist.html. To comply with this Act, ensure that the AbilityOne Products indicator is checked prior to searching for a particular product or service. An AbilityOne product is identified by the AbilityOne logo.



- a. Order under Paperclips Etc.:
Log in to the store at <http://www.paperclipsetc.com>. You will need to create a Paperclipsetc.com account if not already registered with Paperclips Etc. Follow the instructions for creating a new account. Under the “Search for product” box, ensure that a “√” is placed in the box to emphasize AbilityOne products when searching for items to purchase

- b. Order under BPAs:
Log in to GSA Advantage/USDA Advantage at www.usdaadvantage.gsa.gov. Click on FSSI Office Supplies link on the left side of the page to view the category of products available under the FSSI BPAs. Under the “Search” box, type in the product or service and ensure that a “√” is placed in the AbilityOne box to find mandatory AbilityOne Products. Next, click  to begin your search. You can also click on the Strategic Sourcing BPA’s link on the right side of the page to access the list of mandatory BPAs vendors for office supplies.

Additional documents on ordering and Frequently Asked Questions are available at the GSA web site at: <http://www.gsa.gov/portal/content/141857>.

Purchase Card Coordinators: Please distribute this Alert to your cardholders and approving officials.

If you have questions regarding this Alert, please contact the Acquisition Programs and Oversight Branch at 301-504-1725 or email at APOB@ars.usda.gov.

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Federal Strategic Sourcing Initiative Blanket Purchase Agreement Vendors

The FSSI Office Supply BPAs are divided into three pools:

POOL ONE - comprised of nine companies that provide full office supply catalogs.

Vendor Name	BPA Number	Socio-Economic Status	Vendor Website
Capitol Supply Inc.	GS-02F-XA001	S	www.capitolsupply.com/gov
Document Imaging Dimensions	GS-02F-XA002	S/W	www.fssibpa.com
Independent Stationers Inc.	GS-02F-XA003	S	www.isgroup.org
Metro Office Products LLC	GS-02F-XA004	S/D	www.mymetroofficeproducts.net/fssi
New York Inkjet LLC	GS-02F-XA012	S/W	www.newyorkinkjet.com/government
Shelby Distribution Inc.	GS-02F-XA005	SDVOSB	www.expressop.com
Sita Business Systems Inc.	GS-02F-XA006	S/D/W	www.sitabs.com
The Office Group dba Stephens Office Supply	GS-02F-XA014	S/W	www.theofficestore.com
Wecsys LLC	GS-02F-XA007	S/D	www.wecsysllc.com

POOL TWO - comprised of three companies that provide full office supply catalogs, next day delivery, secure desktop delivery, fill/kill and international shipping.

Vendor Name	BPA Number	Socio-Economic Status	Vendor Website
EZ Print Supplies Inc.	GS-02F-XA008	S/W	www.ezprintsupplies.com
* Office Depot	GS-02F-XA009	L	www.business.officedepot.com

* Staples Inc.

GS-02F-XA013

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www.staples4government.com

* Office Depot commercial website, www.officedepot.com, currently not available

* Staples commercial website, www.staples.com, currently not available

POOL THREE - comprised of three companies that provide toner catalogs.

Vendor Name	BPA Number	Socio-Economic Status	Vendor Website
ASE Direct Inc.	GS-02F-XA010	SDVOSB	www.govtoner.com
Cartridge Savers Inc.	GS-02F-XA011	S/D	www.cartridgesavers.com
Imaging Systems dba Access Products	GS-02F-XA015	SDVOSB	www.fssitoner.com