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.
Goals of Strategic Sourcing

- Lower Cost for Customers
  - Heightened competition
  - Use of reverse auctions and ongoing price competition
- Better Service
  - Relatively small pool of winning vendors
  - Greater consistency on delivery, labeling and more
  - EDI connections for speed and transparency
- For GSA, streamlined vendor pool eases administration and lowers operating cost, adding to customer savings.
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 (standard prefix is “OSR”)
- Awards made in summer 2015 and “go live” was October 2015; 3rd option period was just renewed for an additional year.
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 (e.g. Army’s SARRS)
  • Manual Transmission via DD1348-6
• Web:
  • http://www.GSAglobalsupply.gsa.gov
  • http://www.gsaAdvantage.gov
  • FedMail
• Phone: 800-525-8027
  NCSC also accepts orders 24/5 at (800) 488-3111, option 2
  DSN: 465-1416
  Fax: 800-856-7057
In this case, we see the start of a list of more than 30 clipboards. What I’ve highlighted is something new. Instead of just identifying the contractor as “GSA Global Supply,” as we normally do, we’ve added some detail. In this case, the items are from GSA Global Supply, but they are “Provided by LCI.” If you look just to the right, on all 3 of these items, you see the icon that says “FSSI.” That appears whenever one or your search results, or in this case all 3 that are visible, are made available through our strategic sourcing program.

As always, you can indicate the quantity you want and click “Add to cart.”
In this case, I have requested 2 of the first clipboard on the prior screen. Note that red arrow is highlighting a new message. The message indicates that the minimum order for this vendor is $28.75 and the order I have started is below that minimum.

Remember that I do not have to buy $28.75 of each line item, but I do have to spend $28.75 with a given vendor. So, assuming I do not need more of this particular clipboard, it would help to know what other items are available from LCI. Notice that the line “GSA Global Supply provided by LC Industries” is a hyperlink. If you click on that, you will see the entire list of items available under this contract to help you reach the minimum.
Here is the start of that complete “catalog” from LCI. As the first arrow indicates, there are well over 500 choices. The arrow in the middle shows you how those 500+ items are categorized. If something on that list interests you, you could click on it and see, as an example, the 16 mechanical pencils available.

You can sort this list by NSN, by product name or by price, in either ascending or descending order.
Now for this example, I have added to my cart another item that pushes my total value over the $28.75 minimum. You'll notice that the warning message has disappeared and this order can go to checkout.
GSA Global Supply – Ordering Methods

**Call Center**

- 800-525-8027, Option 1
- DSN 465-1416
- 7:30 a.m. to 8:00 p.m. Eastern Time
- Friendly, professional service
- NCSC also accepts orders 24/5 at (800) 488-3111, option 2

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

- 800-856-7057
- 24 hours, 7 days a week
- Fax-back confirmation with order number
- GSA Global Supply Catalogs have a blank order form in the back that can be faxed in. An order confirmation will be sent back that includes an order number that you can use for tracking purposes.
In this course we will go over the following topics: an overview of the FSSI OS3 program, Ordering Procedures and regulations, How to buy FSSI OS3 products on GSA Advantage, and FSSI OS3 team points of contact.
Here is an overview of the basics of the FSSI OS3 program.

<table>
<thead>
<tr>
<th>FSSI OS3 Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Program consists of twenty-three IDIQ (Indefinite Delivery Indefinite Quantity) contracts</td>
</tr>
<tr>
<td>• Same scope as OS2, but since OS3 is an IDIQ, it does not use Schedule Item Numbers (SINs) but instead uses Contract Line Items (CLINs)</td>
</tr>
<tr>
<td>• Twenty-two of the twenty-three awardees are small businesses</td>
</tr>
<tr>
<td>• Vendors divided into 4 groups servicing the following categories: full catalog, paper, toner/ink</td>
</tr>
<tr>
<td>• Leveraging “dynamic pricing” and a tier discount structure, OS3 offers competitive pricing across the entire OS space</td>
</tr>
</tbody>
</table>
Here is a list of the four CLINs with vendors included. We will explain CLIN 4 “On the Go” on the next slide. Keep in mind that in CLIN 2 and 3, the designations of “paper” and “toner” are not purchaser restrictions. Those are restrictions on the vendors. Customers may order paper and toner from any of the CLINs.
What does “On-the-Go” mean?

- OS3 GSA On-the-Go provides general office supplies with added capability for same day delivery, secure desktop delivery, expedited delivery within 4 hours of order receipt and/or brick & mortar store presence for onsite immediate delivery serving Government offices in the top 10 U.S. metropolitan areas by population.
- Brick & Mortar availability does not mean you can go into a store and buy any item that vendor is selling. You must first ensure you are purchasing an OS3 item. If you purchase an OS3 item with your federal p-card, you will get OS3 pricing.

You may have wondered what On-the-Go in CLIN 4 meant. Here is an explanation.
Must I purchase paper and toner from the “Paper” and “Toner” CLINS?

• No. The “Paper” and “Toner” CLINs are restrictions on those vendors, not on customers. It means the vendors may only sell paper and toner, in their respective CLINs.
• You may also purchase paper and toner from the full service CLINs.

Remember, Paper and Toner are restrictions on vendors, not on customers.
Here are the goals of the OS3 program.

OS3 Goals

- Achieve savings (tier discount structure)
- Capture data
- Enable achievement of socio-economic goals
  - Approximately 90% of Government spend is projected to go to SB in OS3
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use
- Make it easy to purchase green items
Value to the Customer

- Government Savings
  - Total spend in FSSI OS3 since inception is $378 million
  - Cumulative savings average 15% ($67.5M), with an average savings rate of 15% in FY 2017
- Data Collection
  - Identified top 1,000 office supplies purchased by government; leveraged buying power for those items
- Enable Agency Socio-economic Goals
- Meet all Procurement Regulations

Remember that “value” means more than price.
Remember that “value” means more than price.
FSSI OS introduces the new Dynamic Market Pricing Strategy to help lower prices even further in the program.

Dynamic Market Pricing Strategy

• Uses purchasing data to ensure lower prices and customer savings
• Tightens the competitive range on vendor prices
• Vendors must charge within 10% of the LOWEST price available for an item available on the OS3 contract
• This will help to guarantee that you get the lowest price on your items and that the lowest price is easy to find in GSA Advantage!
OS3 Discounts

• OS3 Cumulative Volume Discount Tiers
  • Price variance reductions are triggered based on Contractor’s cumulative OS3 volume
    • Price variance reductions are triggered at $10M, $25M, $50M, $75M, and $100M
• OS3 Delivery Order size 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 contractor

There are two brand new additional savings measures in FSSI OS3. OS3 Cumulative volume discount tiers which are triggered as vendors get more and more sales, and Delivery Order size discounts which increase them more you spend per order.
Here is an table of the vendors’ Delivery order size discounts.

<table>
<thead>
<tr>
<th>OS3 Contractor</th>
<th>Task Order Size Discounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$300 - $999.99</td>
</tr>
<tr>
<td>Jacobs Gardner Supply Company, Inc.</td>
<td>1.00%</td>
</tr>
<tr>
<td>Alliance Micro</td>
<td>1.00%</td>
</tr>
<tr>
<td>TSRC, Inc</td>
<td>1.00%</td>
</tr>
<tr>
<td>E2 Print Supplies</td>
<td>0.00%</td>
</tr>
<tr>
<td>Document Imaging Dimensions, Inc.</td>
<td>0.00%</td>
</tr>
<tr>
<td>MyOfficeProducts</td>
<td>0.00%</td>
</tr>
<tr>
<td>Office Depot, Inc.</td>
<td>0.00%</td>
</tr>
<tr>
<td>Capital Supply, Inc.</td>
<td>0.00%</td>
</tr>
<tr>
<td>Capstone Office Products LLC</td>
<td>0.00%</td>
</tr>
<tr>
<td>MJL Enterprises, LLC</td>
<td>0.00%</td>
</tr>
<tr>
<td>BathFed Corp</td>
<td>0.00%</td>
</tr>
<tr>
<td>Premier &amp; Companies, Inc.</td>
<td>0.00%</td>
</tr>
<tr>
<td>Rito’s Tape Media LLC DBA CompusPro Global</td>
<td>0.00%</td>
</tr>
<tr>
<td>Crimson Imaging Supplies LLC</td>
<td>0.00%</td>
</tr>
<tr>
<td>Access Products, Inc.</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

No Automatic Task Order Discounts Offered

<table>
<thead>
<tr>
<th>Task Order Size Discounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS3 Contractor</td>
</tr>
<tr>
<td>Point Nationwide</td>
</tr>
<tr>
<td>Shelby Distributions</td>
</tr>
<tr>
<td>Pacific Ink, Inc.</td>
</tr>
</tbody>
</table>

Task order discounts = even more savings!
Ex: $1,500 monthly order - Jacob’s Gardner Supply
Monthly vs. Bi-Monthly ordering frequency

<table>
<thead>
<tr>
<th>Order Size</th>
<th>Monthly</th>
<th>Bi-Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,500.00</td>
<td>$3,000.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Task Order Discount</th>
<th>2%</th>
<th>7%</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Net Order Amount</th>
<th>$1,470.00</th>
<th>$2,790.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2 Month Total</th>
<th>$2,940.00</th>
<th>$2,790.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>150.00</td>
<td></td>
</tr>
</tbody>
</table>
Here you can see OS3 prices compared to prices throughout the federal government. XSB is a database of government pricing.
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.

Please remember that purchase minimums in FSSI OS3 range from $25-$100. This means that your orders need to be over the given minimum for a particular vendor.
The following are instructions on how to search a single vendor's catalog through GSA eLibrary.
Go to gsaelibrary.gsa.gov and type “OS3” into the search bar.
Select one of the four CLINs.
Then choose a vendor and click “View Catalog.”
Use the search bar on the next page and type in the item you are looking for.
Here are order procedures for orders at or below the micro purchase threshold of $3,000.
There are a few things to keep in mind when an item is not available on FSSI OS3.

What If the Office Supply I want to buy is not on OS3?

• In general, the OS3 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 OS3, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13514)
• We recommend purchasing an item that is a “close second” to the office supply you are intending to buy
Orders Exceeding Micro-Purchase* Threshold ($10,000 to $250,000) - *specific to Fair Opportunity

Orders exceeding Micro-Purchase threshold must offer fair opportunity: Consider using GSA Reverse Auction. Reference FAR 16.505(b)

(b) Orders under multiple-award contracts—
(1) Fair opportunity.
(i) The contracting officer must provide each awardee a fair opportunity to be considered for each order exceeding $10,000 issued under multiple delivery-order contracts or multiple task-order contracts, except as provided for in paragraph (b)(2) of this section.

*See FAR 16.505(b) for further guidance regarding the fair opportunity process, including exception to the fair opportunity process.

Here is the order procedure for purchases above the micro-purchase threshold.
Here is the order procedure for purchases above $150,000.

- Must provide fair opportunity to all OS3 vendors
- Encouraged to use GSA’s E-Buy system or a reverse auction
- Consult FAR part 16.505(b) for more information
Orders exceeding $5 million

• Must provide fair opportunity to all OS3 vendors
• Encouraged to use GSA’s E-Buy system or a reverse auction
• Consult FAR part 16.505(b) for more information

Here is the order procedure for purchases above $5 million.
GSA eBuy Overview

- You can use GSA eBuy to post RFQs (Request for Quotes) for FSSI OS3
- GSA eBuy is an online Request for Quote (RFQ) tool. Buyers may prepare and post RFQs for specific supplies.
- When searching GSA eBuy, search “OS3” instead of “Office Supplies” to limit the RFQ to FSSI OS3 and receive superb government savings.
GSA eBuy
(for orders over the micro-purchase threshold)
Lastly, there is a final review to confirm your order and shipping information before completing the purchase. GSA Advantage will automatically generate a PO#. If you already have a PO# you want to use, you can type it in and your PO# will override the one GSA Advantage had originally supplied to you.
Lastly, there is a final review to confirm your order and shipping information before completing the purchase. GSA Advantage will automatically generate a PO#. If you already have a PO# you want to use, you can type it in and your PO# will override the one GSA Advantage had originally supplied to you.
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When it comes to orders above $3,000, we recommend using GSA ReverseAuctions.

ReverseAuctions℠ through GSA eBuy

• With ReverseAuctions℠, OS vendors compete one-on-one for agency business. Through [www.reverseauctions.gsa.gov](http://www.reverseauctions.gsa.gov), authorized ordering activity personnel submit a solicitation, then contractors under OS3 can submit bids that compete off of each other’s submitted pricing.
• An award can then be made to the lowest bidder if it meets the solicitation’s terms and conditions and is technically acceptable. Ordering activity personnel will need a valid GSA eBuy user name and password to use this site.
• Training is available

When it comes to orders above $3,000, we recommend using GSA ReverseAuctions.
Remember that all FSSI OS3 purchases are Tax Exempt.
Customer service is extremely important to the FSSI OS3 team. For delivery service issues please contact the NCSC.

1. Phone: (800) 488-3111
2. Email: mashelpdesk@gsa.gov
We recommend using GSA Advantage for all purchases under $3,000.

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
Here is a GSA Advantage tutorial.
There are several ways to utilize GSA Advantage! to purchase FSSI office supplies. We're going to walk you through the easiest way to get what you need.
Log in using your user ID and password.
Click on Office Supplies & Equipment / FSSI on the left hand column.
Find your desired product within the FSSI store

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

Use the FSSI search bar in the middle of the screen.
Find your desired product within the FSSI store

Use any of the four search filters.

Option 2: Search for your product by clicking **Select this filter** in at least one category and selecting **Search**.
Keywords in your search and any filters are displayed at the top under “Search Results”

The consolidated view on this page is the default view which will return only one record per unique product. This consolidated view eliminates the repeating of identical products

The expanded view will return individual contractor records which would allow you to filter based upon contractor special attributes such as whether a product is offered by a small business contractor than you would use the expanded view
Keywords in your search and any filters are displayed at the top under “Search Results”.

The consolidated view on this page is the default view which will return only one record per unique product. This consolidated view eliminates the repeating of identical products.

The expanded view will return individual contractor records which would allow you to filter based upon contractor special attributes such as whether a product is offered by a small business contractor than you would use the expanded view.
Select the product you want to buy

Details for the product are provided in description along with any special attributes

Pricing can be compared across all OS3 and non-OS3 vendors for a specific item, Unit of Issue is listed showing options for more bulk purchasing

Socio-economic information is available for each vendor

Delivery terms included in the price are clearly indicated

Review the Features, Contractor, Socio-economic labels, and Minimum Order Requirements. Then, select a radio button.
Details for the product are provided in description along with any special attributes.

- Pricing can be compared across all OS3 and non-OS3 vendors for a specific item. Unit of Issue is listed showing options for more bulk purchasing.
- Socio-economic information is available for each vendor.
- Delivery terms included in the price are clearly indicated.
Details for the product are provided in description along with any special attributes

- Pricing can be compared across all OS3 and non-OS3 vendors for a specific item, Unit of Issue is listed showing options for more bulk purchasing

- Socio-economic information is available for each vendor

- Delivery terms included in the price are clearly indicated
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.

The cart can later be retrieved by clicking on the “parked carts”
Pay for your order

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

- Shipping options are listed by Contractor
- Each shipping option has the additional cost associated with it
Pay for your order

Select **Continue** to enter your payment information.

- Shipping options are listed by Contractor
- Each shipping option has the additional cost associated with it
Pay for your order

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

- Select purchase card or AAC/DoDAAC to pay for your order.
Pay for your order

Select **Submit-continue**.

- Select Submit/Continue.
Lastly, there is a final review to confirm your order and shipping information before completing the purchase. GSA Advantage will automatically generate a PO#. If you already have a PO# you want to use, you can type it in and your PO# will override the one GSA Advantage had originally supplied to you.
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Other Purchasing Channels Available

- Agency virtual stores
- Vendors websites
- FedMall
- Phone, fax, or directly with the vendor
- OS3 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 OS3 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.

While you can order directly from an OS3 vendor, we recommend using GSA Advantage. Here’s why.
Information Sources

- [http://www.strategicsourcing.gov](http://www.strategicsourcing.gov)
- Agency guidance documents
- How-to videos (coming soon)
- OS3 and agency performance reports (ETA Q2 2015)
- [http://www.gsa.gov/os3](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](http://www.gsa.gov/csd)
- Find your local GSA Customer Service Director

You can find additional information at the following websites.
Thank you. If you have any additional questions, feel free to reach out to the FSSI OS3 team at fssi.officesupplies@gsa.gov.
For more information:

Maria Viscione
212-264-8727
maria.viscione@gsa.gov

Robert Andersen
212.264.9293
robert.andersen@gsa.gov
Janitorial and Sanitation (JanSan)

Federal Strategic Sourcing

GSA SmartPay® Training Forum
August 7-9, 2017

presented by
Dana Weaver
Fort Worth, TX
Janitorial & Sanitation (JanSan)

- Dana Weaver, Project Lead
- Donna Peck, Project Manager
- Jamila Buchanan, Contracting Officer, Purchasing Channel
- Joshua Walker, Contract Specialist, Requisition Channel
- Herman LeJeune, Contract Specialist, Requisition Channel
- Fred Mobley, Data Analyst
Strategic Sourcing to Category Management

- JanSan BPAs awarded as a Strategic Sourcing Solution
- Strategic sourcing is the structured and collaborative process of critically analyzing an organization’s spending patterns
- Category Management goals
- Increased savings
- Reducing the number of new contracts
- Increasing spend under government-wide management
JanSan named Best in Class

Key characteristics:

- JanSan’s discounted pricing has been pre-negotiated and additional volume tier discounts are available to the government through awarded contractors, adding to the cost savings.
- Data collection enhances transparency and enables agencies to better manage expenditures and measure cost savings.
- JanSan products are required to follow many existing federal regulations, offering equipment and supplies that are AbilityOne, and compliant with federal sustainable product requirements, the Berry Amendment and Trade Agreement Act.
- Actively engaged cross-governmental commodity teams and closely managed industry partners create feedback channels to optimize the solution.
JanSan Channels

- Two core areas of concentration
  - Purchasing Channel
    - Self service solution using SmartPay2® or government-issued purchase card or purchase order to buy products from BPA contractors
  - Requisition Channel
    - Full service solution using GSA Global Supply
JanSan Purchasing Channel
Why should I use JanSan Purchasing Channel?

- Average savings of 28% on the Purchasing Channel reported for fiscal years 16 and 17
- Leveraged strategic sourcing to drive down pricing and delivery times
- Additional discounts may be available once government-wide cumulative thresholds are reached, triggered at $6M, $12M, $18M, $24M, and $30M
  - The more customers buy through the JanSan purchasing channel, the quicker agencies benefit from additional discounts
JanSan Purchasing Channel - Scope

- The JanSan Purchasing Channel BPAs were established in 4 distinct categories:
  - **Category I**: Cleaning Compounds and Related Dispensers
  - **Category II**: Non-Motorized Cleaning Equipment and Trash Receptacles
  - **Category III**: Paper Products and Related Dispensers
  - **Category IV**: Motorized Cleaning Equipment and Accessories
### JanSan Purchasing Channel - Awardees

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>Socio-Economic Status</th>
<th>Product Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acuity Specialty Products, Inc. dba Zep Sales</td>
<td>O</td>
<td>X</td>
</tr>
<tr>
<td>CAPP, Inc.</td>
<td>SB</td>
<td>X</td>
</tr>
<tr>
<td>Document Imaging Dimensions</td>
<td>WOSB</td>
<td>X</td>
</tr>
<tr>
<td>Global Procurement Solutions, Inc.</td>
<td>SDVOSB</td>
<td>X</td>
</tr>
<tr>
<td>Noble Supply &amp; Logistics</td>
<td>WOSB</td>
<td>X</td>
</tr>
<tr>
<td>Premier &amp; Companies, Inc.</td>
<td>SB</td>
<td>X</td>
</tr>
<tr>
<td>Shelby Distributions, Inc.</td>
<td>SDVOSB</td>
<td>X</td>
</tr>
<tr>
<td>Staples Advantage dba Staples</td>
<td>O</td>
<td>X</td>
</tr>
<tr>
<td>Sterling Business Machines, Inc.</td>
<td>WOSB</td>
<td>X</td>
</tr>
<tr>
<td>Supply Now, Inc.</td>
<td>SB</td>
<td>X</td>
</tr>
<tr>
<td>The Office Group, Inc.</td>
<td>WOSB</td>
<td>X</td>
</tr>
<tr>
<td>TSRC, Inc. dba Frank Parsons Co- The Supply Room</td>
<td>WOSB</td>
<td></td>
</tr>
<tr>
<td>W.W. Grainger, Inc.</td>
<td>O</td>
<td>X</td>
</tr>
<tr>
<td>WECsys LLC</td>
<td>SB</td>
<td>X</td>
</tr>
<tr>
<td>Wrigglesworth Enterprises, Inc.</td>
<td>WOSB</td>
<td>X</td>
</tr>
</tbody>
</table>

- 15 total BPA holders: 3 large and 12 Small Business
- Contractor information available at gsa.gov/fssijansan
JanSan Purchasing Channel - VETS

- 5 Additional SDVOSB BPA’s Awarded in May 2018
- Meets VA Rule of 2: Supreme Court Kingdomware Technologies, Inc.
- Contractor information available at JanSan Interact Site and gsa.gov/fssijansan
Period of Performance and Contract Type

- Period of Performance
  - Base Period: July 2014 to July 2015
  - Option Years: Four one-year potential option periods
  - Currently, in third option through July 2019

- BPA Against MAS
  - All the regulations, laws, and government program requirements applicable to the contractor’s MAS 51V, 73 and 75 Schedule Contract also will apply at the JanSan BPA order level
JanSan PC Channel - Terms & Conditions

- Standard CONUS delivery 5-7 business days, FOB destination
  - OCONUS - International and delivery to Alaska, Hawaii, Puerto Rico, and U.S. territories available from contractor
  - Fees may apply
- Contractors may provide overnight, second day, and expedited (3-4 day) delivery for an additional fee
- Damaged goods are the contractor’s responsibility if received in damaged condition
  - Contractors have 3 business days to send replacement items
JanSan PC Channel - Terms & Conditions

- 30 day returns
  - Returned items must be in original packaging
  - Restocking fees may apply
- Purchases made on behalf of the federal government are exempt from imposition of most taxes
  - BPA price includes all applicable federal, state, and local taxes
- For specific requirements such as IUID, RFID, MIL-STD-129, or agency-level restrictions
  - Include requirements within delivery orders
  - Communicate directly with JanSan BPA contractors
JanSan PC Channel - Product Compliance

- Products fulfill customer regulatory requirements
  - All contractors in Categories 1, 2 and 3 are AbilityOne-authorized distributors
  - Products are Trade Agreement Act compliant
  - Sustainable products available
JanSan Purchasing Channel - Buying Options

- Customers can use GSA SmartPay2® or government-issued purchase card
  - GSA Advantage!
  - FedMall
  - Direct from contractor operated websites, phone, fax, or brick and mortar store
- Agency contracting personnel can issue purchase orders directly to contractors if not using SmartPay2® or government-issued purchase card
- $100 minimum order threshold
  - Customers order direct from contractors for under $100
    - Fee may apply
Procurement Tools

- **eBuy.gsa.gov** is an electronic Request for Quote (RFQ) / Request for Proposal (RFP) system designed to allow government buyers to request information, find sources, and prepare RFQs/RFPs

- **Reverseauctions.gsa.gov** facilitates customer requests and quote submissions off of JanSan BPAs
  - Agencies submit commodities under JanSan solution while contractors compete one-on-one through price bidding
  - Awards are made to the best value bidder
Ordering Instructions – FAR 8.4

- **For orders at or below the micro-purchase threshold (under $10,000)**
  - May place orders at, or below, micro-purchase threshold with any JanSan contractor that can meet agency needs [FAR 8.405-3(c)(2)]

- **For orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold (above $10,000; less than $250,000)**
  - Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(ii)]

- **For orders exceeding the simplified acquisition threshold (above $250,000)**
  - Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(iii)]
Make sure that your user profile includes your Agency and Sub-Agency or Bureau name to assist with detailed data reporting. This will assist with capturing spend data at the agency level.
JanSan Requisition Channel
Why should I use JanSan Requisition Channel?

- Requisitions with GSA Global Supply are Government-to-Government transactions, a simple requisition between agencies
- Reduced acquisition workload - GSA has already satisfied all FAR requirements, including trade agreement policies, socioeconomic goals, and AbilityOne mandates
- Reduces agency risk - GSA ensures compliance
Why should I use JanSan RC? continued

- Global Supply leveraging strategic sourcing to drive down pricing and delivery times, and improve order visibility and customer experience
- Volume discounts -- as use increases, prices will improve even more
- Full range of ordering options - web (GSA Advantage and GSA Global Supply ordering sites), phone, and FEDSTRIP/MILSTRIP requisitions
Why should I use JanSan? continued

- Payment via DoD Activity Address Code (DODAAC), Civilian Activity Address Code (AAC), and/or Government Purchase Card.
- Use of DODAAC/AAC with requisition model has additional benefits:
  - GSA integration with DOD and civilian financial systems
  - Reduced risk of misuse of purchase cards
  - Reduced administrative burden associated with purchase card reconciliation
  - Encourages use of GSA solutions to manage agency spend -- AACs can only be used in government-to-government requisitions
JanSan Requisition Channel - Scope

The JanSan Requisition Channel BPAs were established in 7 distinct categories:

- **Category I**: Cleaning Compounds and Related Dispensers
- **Category II**: Non-Motorized Cleaning Equipment and Trash Receptacles
- **Category III**: Brooms, Brushes, Mops and Sponges
- **Category IV**: Trash Bags
- **Category V**: Paper Products and Related Dispensers
- **Category VI**: Motorized Cleaning Equipment and Accessories
- **Category VII**: Personal Hygiene and Related Dispensers
JanSan RC Channel - Terms & Conditions

- Standard CONUS delivery 6 business days, FOB destination
  - OCONUS - International and delivery to Alaska, Hawaii, Puerto Rico, and U.S. territories available from contractor
  - Fees may apply
- Contractors may provide overnight, second day, and expedited (3-4 day) delivery for an additional fee
- No MOQ however, may be additional fee for orders under $25
JanSan Requisition Channel - Buying Options

- Customers can use GSA SmartPay2® or government-issued purchase card or AAC
  - GSA Advantage!
  - GSA Global Supply
  - Fed MALL
www.gsaglobalsupply.gsa.gov

- Revamped the GSA Global Supply Homepage for easier navigation
- Main Shopping page includes popular features such as:
  - Shopping by category
  - Ability to check requisition status
  - Recent order availability for quick reordering
  - Credit card reconciliation
  - And much more!
- Main toolbar is accessible from most pages and allows a variety of account features without having to link back to the Main Shopping page
Users are greeted with two simple options on the homepage...
Main Shopping Page – Find what you need, fast.

Before you log in you can:

- Browse products by category
- Keyword search for products
- Request catalog/catalogs
- View Featured Products
- Check on Requisition Status
- Reconcile credit card statement
Main Shopping Page – Find what you need, fast.

After you log in you can:

- Perform all logged-out activities
- View and re-order prior requisitions, quickly
- Edit Profile – Including address book and payment methods
- Place FED/MILSTRIP Orders
- Order from saved (Parked) carts or view current cart
Register/Create an Account

- You must register to place a requisition/order with GSA Global Supply
- Without an ID/Password, you may search items but not purchase them
- If you have a GSA Advantage! login name and password, you may use it on Global Supply
- If you need to create an ID/Password, please click on the "GO" link next to Shop Now
- You will be directed to the Main Shopping page where you may Register (next to customer login)
Search Results

- The Search Results page displays a listing of the items matching keyword search
- Click on the NSN/Product # for detailed information
- You can lessen the number of results by clicking on one of the suggested categories
- Sort your results by selecting a category from the drop down menu
Search Results

- Avoid getting too many results!
- You can limit your returns by searching for a more specific term within the results.
- You can also restrict your search at the bottom of the screen:
  - Limit by category
  - Limit by price range
  - Limit by product type
Product Detail

- This page displays product information such as price, unit of issue, size, color min/max order quantity, F.O.B
- Review this information carefully and thoroughly to ensure correct product
- If you are ready to purchase, enter the quantity desired and click “Add to Cart”
My Cart

- The My Cart screen allows you to review your current order
- Add more products by simply clicking Continue Shopping, Home or enter a keyword in the Search box (Note: your cart will not be cleared)
- When your order is complete, click Checkout to begin the checkout process

Note: If you are not logged-in when clicking Checkout you will be prompted to do so.
Placing an Order/Requisition (FEDSTRIP)
Placing an Order/Requisition (FEDSTRIP) cont.

Instructions: In order to use FEDSTRIP Ordering on GSA Global Supply, you must have an Activity Address Code (AAC) and an AAC Password.

Apply for AAC
Apply for Password
FEDSTRIP Screen

- “Form” is populated with info from your profile
- Fill in desired NSN and quantity
- Add lines if needed for large order
- Revise codes across top, if needed
- Top right has link to FEDSTRIP Guide for reference on codes, etc.
Placing an Order

Step 1: Select Method of Payment

- If you are paying by Government Purchase Card (GPC), you may select one from your profile, or you may enter a new one
- Note: When using a GPC you may specify Line Item or Consolidated billing
- If you are using an Activity Address Code (DoDAAC/AAC), select one from your profile or enter a new one
- Click Continue to move to the next step of the checkout process
Placing an Order continued

Step 2: Verify Purchase Information

- On this screen you need to verify that your shipping information and individual receiving info are accurate.
- To select a different shipping address from your profile, click Edit (default is displayed).
- Any address you enter in the shipping information will be treated as a one-time use and will not be saved in your profile.
- To save an address, you must enter it in your profile, by clicking Edit.
- Click Continue.
Placing An Order continued

Step 3: Process Your Order

• On this page you are given a final review of your requisition

• You may also select whether it contains items for Emergency Support using the drop down menu

• Click Process Order to transmit your order to GSA Global Supply

• Please DO NOT click Back once you click Process Order as it may create a duplicate order
Placing An Order continued

Step 4: Order Confirmation

• Once you’ve submitted your order a message will appear confirming receipt of your order.

• From this screen you can either log-out or go back to the Main Shopping Page by clicking on the Shop button.
Checking Order Status

- Login using the Main Toolbar
- Click on Your Order Status in the Main Toolbar
- This will allow you to see the status of any orders placed on the GSA Global Supply site or GSA Advantage!
- To see the status of other requisitions, please enter your requisition number in the status box under Account Maintenance
Parking Carts

- “Parking a Cart” is saving a cart for later use
- You can email a Parked Cart to others or add products
- To park a cart, you must login and go to the My Cart screen, accessed from the Main Toolbar (Your Cart)
- Once you have items in your cart, click on Park Cart to save your cart for later
Quick Order

- A Quick Order is an easy way to place an order if you know the exact NSN of the product you wish to purchase.
- To place this type of order, click on Quick Order (left side of Main Shopping Page).
- On this screen, simply type in each NSN you would like and the quantity desired.
- From this point you can either 1.) add the NSNs and return back to the Quick Order screen or 2.) add the NSNs and proceed to the cart to checkout.
Resources

- You can reach the JanSan team directly
  Purchasing Channel at fssi.jansan@gsa.gov
  Requisition Channel at fssi.jansan-req@gsa.gov

- More information available at www.gsa.gov/fssijansan

- Acquisition Gateway at https://hallways.cap.gsa.gov/login-information

- Check out JanSan news at interact.gsa.gov

- GSA Advantage® at https://www.gsaadvantage.gov

- GSA eBuy at https://www.gsaadvantage.gov/advantage/login/eBuyLogin

- Reverse Auctions at reverseauctions.gsa.gov
Q & A SESSION
APPENDIX
FAR 8.4 Ordering Requirements

For orders at or below the micro-purchase threshold (under $10,000)

- May place orders at, or below, micro-purchase threshold with any JanSan contractor that can meet agency needs [FAR 8.405-3(c)(2)]
- Comparative price analysis is not required
- Not required to solicit from a specific number of schedule contractors
- Justification is not required for brand name or sole source requirements
- Ordering activities should attempt to distribute orders among BPA holders

Micro-purchase threshold changed from $3000 to $3500 effective 10/1/2015
FAR 8.4 Ordering Requirements

For orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold (above $10,000; less than $250,000)

- Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(ii)]
- Provide each contractor a fair opportunity to be considered for each order
- Document circumstances for restricting consideration to less than all JanSan contractors offering required supplies and services
- Follow justification requirements for brand name or sole source items
- Conduct a comparative price analysis

Mircro-purchase threshold changed from $3000 to $3500 effective 10/1/15
FAR 8.4 Ordering Requirements

For orders exceeding the simplified acquisition threshold (above $250,000)

- Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(iii)]
- Provide your RFQ to all contractors offering required supplies
- Include description of the supplies to be delivered and the basis upon which selection will be made
- Fairly consider all responses received and make award in accordance with your RFQ selection procedures
- Document circumstances for restricting consideration to less than all JanSan contractors offering required supplies and services
- Follow justification requirements for brand name or sole source items
- Conduct a comparative price analysis
Best Value

- Past performance
- Special features of supply required for effective program performance
- Trade-in considerations
- Probable life of selected item, compared with similar item
- Warranty considerations
- Maintenance availability

- Delivery terms
- Environmental and energy-efficiency considerations
- AbilityOne preference
- Trade Agreement compliance
- Agency set socio-economic goals