



U.S. Department of Justice

United States Marshals Service

Office of the Director

Washington, DC 20530-1000

April 23, 2009

MEMORANDUM TO: United States Marshals
Chief Deputy United States Marshals
Associate Directors
Assistant Directors
Deputy Assistant Directors
Staff Offices
Administrative Officers

FROM: Chris Dudley 
Acting Deputy Director

SUBJECT: Office Products Strategic Sourcing Initiative

I am pleased to announce that the Office of Procurement has established Blanket Purchase Agreements (BPAs) for the nationwide purchase of office supplies with the following five companies:

Corporate Express, A Staples Company	DJMS-09-A-0600
Future Solutions, Inc.	DJMS-09-A-0601
George W. Allen Company	DJMS-09-A-0602
Metro Office Products	DJMS-09-A-0603
Stephens Office Supply	DJMS-09-A-0604

The BPAs were established to reduce administrative costs by acquiring commercial items under the GSA Federal Strategic Sourcing Initiative (FSSI) Schedule 75 200 contract for office products, as well as to provide across the board savings in the purchase of office products. These vendors have a record of dependable performance and a history of providing quality supplies and services at low prices.

The customized discounts negotiated for the United States Marshals Service (USMS) are between 1 and 16 percent below published GSA schedule rates. Therefore, you are strongly encouraged to use these BPAs for all office supply needs.

The period of performance is from February 25 to September 30, 2009, with four one-year option periods. The Office of Procurement will evaluate each BPA annually to ensure that it still represents the best value to the government.

Call orders will be placed via the vendors' web-based ordering systems using the GSA purchase card. Vendors will contact you or your staff personally to obtain information necessary to establish your local account(s).

Authorized callers include contracting officers, administrative officers, and GSA credit card holders acting within the scope of their delegated authority. The current minimum and maximum per call limitations are \$25 and \$150,000, respectively.

It is anticipated that online ordering will begin in May 2009. Over the coming weeks, you will be notified of opportunities to meet the BPA holders and learn more about their products. In the interim, please share the attached instructions with your staff and direct any questions or concerns to Ms. Karen C. Schroeder, Office of Procurement, by e-mail at Karen.Schroeder2@usdoj.gov, or by telephone at 202-353-4063.

Attachments

**USMS OFFICE OF PROCUREMENT
BLANKET PURCHASE AGREEMENTS
OFFICE SUPPLIES**

Point of Contact

Karen C. Schroeder
District Contracts
Office of Procurement
Room 926, Crystal Square #3
Washington, D.C. 20530-1000
Phone: (202) 353-4063
Fax: (202) 307-9695
Email: Karen.Schroeder2@usdoj.gov

BPA Holders

Corporate Express, A Staples Company

BPA Number:	DJMS-09-A-0600
GSA Contract Number:	GS-23F-FS004
Address:	45095 Old Ox Road, Suite 110 Sterling, Virginia 20166
Point of Contact:	Amanda Locklear
Phone:	(703) 480-2986
Email:	Amanda.Locklear@staples.com
Website:	http://www.ce4justice.com

Future Solutions, Inc.

BPA Number:	DJMS-09-A-0601
GSA Contract Number:	GS-23F-FS006
Address:	13350 West 43 rd Drive Wheat Ridge, Colorado 80403
Point of Contact:	Vanessa Navarro
Phone:	(303) 460-7007
Email:	vnavarro@futuresolutionsinc.com
Website:	http://www.futuresolutionsinc.com

George W. Allen Company, Inc.

BPA Number:	DJMS-09-A-0602
GSA Contract Number:	GS-23F-FS003
Address:	5640-J Sunnyside Avenue Beltsville, Maryland 20705-2213
Point of Contact:	Michael Tucker
Phone:	(301) 614-9500
Email:	mtucker@gwaco.com
Website:	http://www.gwaco.com

**USMS OFFICE OF PROCUREMENT
BLANKET PURCHASE AGREEMENTS
OFFICE SUPPLIES**

BPA Holders (Continued)

Metro Office Products

BPA Number: DJMS-09-A-0603
GSA Contract Number: GS-23F-FS001
Address: 105 Westwood Place, Suite 210
Brentwood, Tennessee 37207
Point of Contact: Minh Tri Van Dang
Phone: (877) 638-7641, ext. 5815
Email: tdang@mymetroofficeproducts.com
Website: <http://www.mymetroofficeproducts.com>

Stephens Office Supply

BPA Number: DJMS-09-A-0604
GSA Contract Number: GS-14F-0019L
Address: 372C Wythe Creek Road
Poquoson, Virginia 23662
Point of Contact: Gail Wojciechowski
Phone: (757) 868-0914
Email: gwojo@theofficestore.com
Website: <http://www.theofficestore.com>

**USMS OFFICE OF PROCUREMENT
BLANKET PURCHASE AGREEMENTS
OFFICE SUPPLIES**

Ordering Guidance

1. The period of performance is February 25, 2009, through September 30, 2009, with four (4) one-year option periods. We will evaluate each BPA on an annual basis to ensure it still represents the best value to the Government.
2. Authorized callers include Contracting Officers, Administrative Officers, and GSA Credit Card holders **acting within the scope of their delegated authority**. USMS is obligated only to the extent of call orders placed by these authorized individuals.
3. The current minimum and maximum per call limitations are \$25.00 and \$150,000.00, respectively.
4. USMS is obligated only to the extent of call orders placed by authorized individuals. Use of a BPA does not exempt callers from responsibility for keeping obligations and expenditures within available funds.
5. Authorized callers may place orders at or below the micro-purchase threshold with any BPA holder without seeking multiple quotations, provided the caller considers the price to be reasonable. Callers should make every effort to distribute orders equitably among all BPA holders (see Federal Acquisition Regulation subpart 13.104).
6. Before placing an order expected to exceed the micro-purchase threshold, callers must review items available from at least three BPA holders, evaluate the terms and conditions, and place the order with the vendor that offers the best value. In addition to price, when determining best value, the caller may consider such factors as past performance, special features, and delivery time.
7. All call orders placed against BPAs must be tracked and numbered sequentially using USM-403, *BPA/Delivery/Purchase Order Log*. At a minimum, callers must document the BPA holders considered, quotation(s) received, description of the supplies purchased, and amount(s) paid.
8. Every effort must be made to place call orders via the BPA holder's online ordering system using the GSA Purchase Card. Links to each BPA holder's online catalog will be available on the USMS Intranet Procurement website. Telephonic or facsimile orders will only be accepted in those instances when Internet ordering is not available.
9. All BPA holders are authorized distributors of The Ability One Program (formerly JWOD) and UNICOR (Federal Prison Industries) products. When appropriate, the online ordering system will automatically substitute comparable Ability One or UNICOR products and notify the BPA caller that a substitution has been made. The comparable items will be available for viewing via the BPA holder's online catalog.
10. Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, requires that all federal agencies purchase energy-efficient, recycled content, and environmentally-preferred ("green") products. When the BPA holder offers green products that are comparable to the items ordered, the online ordering system will automatically substitute those items and notify the BPA caller that a substitution has been made. The comparable items will be available for viewing via the online catalog.

**USMS OFFICE OF PROCUREMENT
BLANKET PURCHASE AGREEMENTS
OFFICE SUPPLIES**

Ordering Guidance (Continued)

11. All BPA holders offer, at no additional charge, recycling services for products like toner or printer cartridges. These products will be designated as recyclable in the BPA holder's online catalog.
12. All items ordered will be shipped within 24 hours of receipt and delivered in good condition within three (3) business days. Both initial deliveries and returns will be shipped F.O.B. Destination; i.e., all transportation costs prepaid.
13. BPA holders will provide written acknowledgement of receipt, shipment, or other status of all call orders within two (2) hours of receipt.
14. Real-time status will be available 24 hours, 7 days a week for all orders placed through the vendor's online ordering system within the past 30 days. The vendors' toll-free customer service line will be operational between the hours of 8:30 a.m. and 6:00 p.m., Eastern Standard Time, Monday through Friday (except Government holidays). BPA callers can obtain the location of an item at any point between the time the package leaves the vendor's facility and the time it is received and accepted at destination.
15. Any item ordered may be returned to the BPA holder in its original packaging up to 30 days after the delivery date. The GSA Purchase Card will be credited for the entire purchase of the returned item with no shipping cost added.
16. BPA callers must notify the BPA holder immediately upon discovery of any damaged goods and document the damage on the packing list or delivery ticket. The BPA holder will replace, at its own expense, any items reported within three (3) business days after notification.
17. BPA holders will notify the caller in writing within two (2) hours if there are any problems filling an order, provide any anticipated wait time, and allow the caller to cancel the item or wait for later delivery.
18. By the 15th business day of each month, each BPA caller will receive a consolidated monthly statement from the BPA holder showing all transactions occurring within the previous month. The consolidated monthly statement is **for information purposes only** and should not be used as a basis for payment. Payments will be accomplished under normal GSA Purchase Card procedures.
19. BPA callers should review all consolidated monthly statements carefully and, upon finding a discrepancy, notify the BPA holder within two (2) business days.
20. Specific ordering procedures, including a list of Frequently Asked Questions, will be found on the Office of Procurement Intranet website.