Janitorial & Sanitation (JanSan)

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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 30% on the Purchasing Channel reported for fiscal years 15 and 16
- 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 will benefit from additional discounts
- GSA will use the transactional data provided by JanSan contractors to keep pricing competitive
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

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

<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>Cleaning Compounds: X</td>
</tr>
<tr>
<td>CAPP, Inc.</td>
<td>SB</td>
<td>Non-Motorized: X</td>
</tr>
<tr>
<td>Document Imaging Dimensions</td>
<td>WOSB</td>
<td>Paper Products: X</td>
</tr>
<tr>
<td>Global Procurement Solutions, Inc.</td>
<td>SDVOSB</td>
<td>Motorized: X</td>
</tr>
<tr>
<td>Noble Supply &amp; Logistics</td>
<td>WOSB</td>
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<tr>
<td>Premier &amp; Companies, Inc.</td>
<td>SB</td>
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</tr>
<tr>
<td>Shelby Distributions, Inc.</td>
<td>SDVOSB</td>
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<tr>
<td>Staples Advantage dba Staples</td>
<td>O</td>
<td></td>
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<tr>
<td>Sterling Business Machines, Inc.</td>
<td>WOSB</td>
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<tr>
<td>Supply Now, Inc.</td>
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<tr>
<td>The Office Group, Inc.</td>
<td>WOSB</td>
<td></td>
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<tr>
<td>TSRC, Inc. dba Frank Parsons Co- The Supply Room</td>
<td>WOSB</td>
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<tr>
<td>W.W. Grainger, Inc.</td>
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<td></td>
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<tr>
<td>WECsys LLC</td>
<td>SB</td>
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<tr>
<td>Wrigglesworth Enterprises, Inc.</td>
<td>WOSB</td>
<td></td>
</tr>
</tbody>
</table>
JanSan Purchasing Channel - Period of Performance and Contract Type

- Period of Performance
  - Base Period: July 2014 to July 2015
  - Option Years: Four one-year potential option periods

- 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 Purchasing 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 Purchasing Channel - Terms & Conditions Continued

- 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 Purchasing 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!
  - DoD EMALL
  - 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
JanSan Purchasing Channel - 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.
JanSan Purchasing Channel – Ordering Instructions – FAR 8.4

- For orders at or below the micro-purchase threshold (under $3,500)
  - 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 $3,500; less than $150,000)
  - 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 $150,000)
  - Place orders with the JanSan contractor that can provide the supply that represents the best value [FAR 8.405-3(c)(2)(iii)]
JanSan Purchasing Channel – Ordering from GSA Advantage!

gsaadvantage.gov
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? 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 Requisition 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
  - DoD EMALL
Homepage, Main Shopping page and Toolbar Overview  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
Simplified Homepage

Users are greeted with two simple options on the homepage...

Welcome to the new GSA Global Supply™ ordering site!

GSA Global Supply™ is your one-stop source for all your military and agency support needs, from non-Tools to Office Supplies. When you order through us, you are assured of regulatory compliance, one bill and global delivery from a reliable government source. There's no need to comparison shop thanks to regulation-based ordering. GSA Global Supply™ guarantees you easy compliance with government acquisition policies and socio-economic regulations. GSA also provides full accountability from order placement through delivery and billing. Ordering from GSA Global Supply™ has never been easier!

GSA has deployed staff in Afghanistan and Kuwait to help customers with training, order tracking and other supply and logistics tasks. Contact information for GSA staff is at www.gsa.gov/globalsupplyconnect.

WHAT'S NEW?

- GSA Global Supply expands Strategic Sourcing with JSaNet and MRO
- 2017 Calendar Raffles
- Available: 2016/2017 Office Supply Catalog
- Important changes on GSA Global Supply - Email verification
- Revised Order Acceptance Criteria
- Updated on Strategic Sourcing for Office Supply NSOs
- GSA's 2016 Supply Catalog available as an electronic Flipbook
- Toner and Ink Cartridge Reference Guide

Tutorial

Please click on the GO button to view a tutorial on how to maximize your GSA Global Supply online experience. Topics include: registering, searching, purchasing, tracking requisition status and other important GSA Global Supply features.
Main Shopping Page – Find what you need, fast.

Before you log in you can:

- Browse products by category
- Keyword search for products
- Request a 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 that matched your keyword search.
- Click on the NSN/Product # to get detailed information on product.
- 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 (shipping is included), unit of issue, size, color min/max order quantity, F.O.B, etc...

- Review this information carefully and thoroughly to ensure receipt of the 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’d

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 Cont’d

- **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 Cont’d

- **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 Cont’d

- **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 $3,500)

- 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
FAR 8.4 Ordering Requirements

For orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold (above $3,500; less than $150,000)

- 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
FAR 8.4 Ordering Requirements

For orders exceeding the simplified acquisition threshold (above $150,000)

- 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