



**Statement of Work**

**QSDJ-DG-140002-D**

**Establishment of**

**Government-Wide Indefinite Delivery/Indefinite Quantity (IDIQ) Contracts for**

**Office Supplies for the**

**General Supplies and Services' Global Supply Requisition Channel**

FSCs: 7045 – ADP Supplies, 7420 – Accounting and Calculating Machines, 7460 – Visible Record Equipment, 7490 – Miscellaneous Office Machines, 7510 – Office Supplies, 7520 – Office Devices and Accessories, 7530 – Stationery and Record Forms, 7540 – Standard Forms, 9310 – Paper and Paperboard

**Issuing Agency:**

**United States General Services Administration  
Federal Acquisition Service  
Northeast and Caribbean Acquisition Center  
26 Federal Plaza  
New York, NY 10278**

**July 16, 2014**

The General Services Administration's Office of General Supplies & Services (GSS) is seeking sources for a potential acquisition. GSS is seeking to acquire catalogs of commercially available office supply products and utilize established large distribution networks along with providing small business opportunities for a large portion of the requirements. This acquisition has a potential value of \$200,000,000 per year.

**NAICS:**

339940 – Office Supplies (except Paper) Manufacturing

322121 – Paper (except Newsprint) Mills

325992 – Photographic Film, Paper, Plate and Chemical Manufacturing (i.e.Toner/Ink)

**FSCs:**

7045	Office	ADP Supplies
7420	Office	Accounting and Calculating Machines
7460	Office	Visible Record Equipment
7490	Office	Miscellaneous Office Machines
7510	Office	Office Supplies
7520	Office	Office Devices and Accessories
7530	Office	Stationery and Record Forms
7540	Office	Standard Forms
9310	Office	Paper and Paperboard

**BACKGROUND:**

GSA Global Supply (GGS) provides supply chain solutions for the global needs of its customers by delivering dependable, reliable, and timely supplies at best value. The GGS business line manages global supply acquisition and distribution functions. It is a vital component of the National Supply System, and supports military, civilian, and some state/local supply requirements throughout the world. Large-scale support is provided through two large distribution centers, acquisition call centers, and more than 30 stores and forward supply points located within the Continental United States (CONUS) and abroad, including multiple sites in Europe and Asia. Approximately 30% of GGS' business is shipped through the Defense Transportation System (DTS). For office supplies, under GSA's three strategic goals for savings, efficiency, and service, GGS now proposes to consolidate these contracts into six contracts by seeking strategic partners capable of performing the functions that GSA currently manages in its Stock program.

All GGS items satisfy requirements outlined in the Federal Acquisition Regulations (FAR), executive orders on environmental policy and other relevant procurement policy. GGS works with the National Industries for the Blind and National Industries for the Severely Handicapped (NISH), under the AbilityOne brand name, and with UNICOR (Federal Prison Industries) to provide top quality supplies.

GGG offers over 400,000 items. Categories of available products include: Office Supplies, Tools and Hardware, Computer Products, Safety Equipment, and Furniture and Furnishings. Strategic customers include the warfighter, FEMA's disaster response teams, and the National Wildland Fire Program that is coordinated by the USDA's Forest Service.

### **GGG SUPPLY TRANSFORMATION INITIATIVE**

The primary objective of Supply Transformation is to modernize the Office of General Supplies and Services (GSS) Office of Supply Operations (SO) business line's wholesale and retail programs. This initiative aligns with the Supply Operations Modernization Decision Memorandum that was approved by the FAS Commissioner on April 9, 2007.

The Supply Transformation (ST) vision is driven by a commitment to provide best value to agency customers and to serve as efficient stewards of taxpayer funds. The proposed contracts discussed within will meet several key initiatives including moving commercially available products toward Direct Vendor Delivery (DVD). This enhanced business model will enable GGS to provide its worldwide customer base with faster product delivery, more competitive pricing and stellar service. We believe leveraging commercial marketplace practices will enhance customer support and demonstrate commitment to providing our customers with world class service.

GSA Global Supply past practices have relied significantly on acquiring products from industry and storing them in GSA-owned distribution centers and forward stocking locations, including retail. With advances in business practices and technology, there are now more efficient, strategic ways to serve federal agency customers. In 2011, the General Supplies and Services portfolio's Office of Supply Operations began planning and implementing a Supply Transformation (ST) initiative designed to modernize the business line's wholesale and retail programs.

ST will focus the wholesale program on the concept of greater reliance on Strategic Partner Delivery (SPD) for commercially readily available items, while meeting customer demands for competitively priced products and faster delivery. The ST vision is to be more responsive to customers while saving taxpayer dollars by developing and maintaining a strongly competitive, full-service retail and wholesale supply chain offering.

The primary impetus for ST is the realization that status quo is not an acceptable option for GSA and the ST effort is an attempt to concurrently carry out the GSA Administrator's mandate to maximize use of FSSI while building a new, more sustainable business model. The new model, which is designed to leverage industry supply chain capabilities to the maximum extent, should increase internal efficiencies and our effectiveness in supporting customer requirements, while lowering our costs and thus increasing savings to customer agencies and the taxpayer.

GSS' Supply Transformation Program (STP) office is charged with establishing a business model that will ensure GSS' long term viability, solvency, and relevance in a changing market. GSS, along with GGS, will continue to bring the best products and services to customers and taxpayers at competitive prices, while leveraging commercial capabilities. GGS' wholesale distribution and store programs will be modernized to be more efficient and better able to sustain operations. GSS' STP will begin this modernization with select commercially available office supply products.

GSS STP will move toward a Strategic Partner Delivery (SPD) network, in which orders that would traditionally go to a GSA depot will be filled by a dedicated third-party Vendor integrated within GSA systems and operations that will provide direct deliveries. Increased use of SPD will provide customers with a wider range of products and services, faster delivery, and better information on orders and products, at lower costs.

## **VENDOR'S NOTES**

1. **Request for Proposal.** This is a Request for Proposal (RFP) under Federal Acquisition Regulation (FAR) 15, Contracting By Negotiation, to establish multiple Indefinite Delivery/Indefinite Quantity (IDIQ) Contracts in support of the Federal Strategic Sourcing Initiative (FSSI) for Office Supplies for Federal Government agencies. Numerous Federal agencies actively participated in the development of the requirements outlined in this RFP as part of a formalized commodity team/working group of which various agencies are expected to use the resulting solution. In short, Vendors should understand that GSA's goal is to focus all possible Federal spend through strategically sourced solutions, and will aggressively work to alleviate policy and authorization issues required during the life of this program. The contracts have been divided into several sets of agreements and will be solicited under separate RFPs but will be covered under the FSSI Office Supplies umbrella. This RFP focuses on the requisition channel and operates in concert with the purchase channel RFP. Together, the solutions cover the different ways in which the Government purchases these commodities. While the objective is to have a different set of contracts in each channel, they are all part of the FSSI initiative, and as such, the Government may use the purchase channel solutions to supplement the requisition channel solution, to cover gaps, or to serve as the basis of an interim solution.

There are three (3) basic categories, dividing the commodities up into areas of concentration. Each of the three (3) categories has a total of two (2) contracts.

This set of agreements is for Contractors to support GSA Global Supply (GGS) requirements through a channel specifically designed around the requisition process (the Requisition Channel). The requisition channel is a simple method for agencies to acquire products, supplies, and equipment directly from GSA. GSA conducts a competitive procurement, and complies with Federal Acquisition Regulations (FAR) and other relevant regulations. Agencies submit a requisition to GSA for a simple government-to-government transfer that is quick, safe and compliant. GSA offers

product fulfillment, order status, billing support and comprehensive customer service for agencies using the requisition method.

In furtherance of the Government's goals, the following structure has been established:

- a. GSA is publishing this RFP to make available to potential source Vendors the agency's mission needs of the Office Supplies for the Requisition Channel requirement and to introduce the acquisition strategy for doing so.
- b. As prescribed in FAR Subpart 15.2, a non-mandatory Industry Day meeting was held on Wednesday, February 19, 2014 in an effort to exchange information and improve the understanding of the Government's requirement, including information related to planning, ordering, reporting, and other system necessities. This pre-proposal meeting also provided additional clarification of the procurement's objectives and goals in relation to the Office Supplies for the Requisition Channel.

If interested in competing for awards under this category, respond under RFP NUMBER **QSDJ-DG-140002-D**. This RFP will explain the unique terms and conditions that apply to these GGS items, and the applicable specialized e-commerce requirements. For sake of clarity, they are consolidated and issued under this RFP, but are a part of the same FSSI solution as the contracts that will be established under the Purchasing Channel.

2. While the solution will be available for use by the entire Federal Government, requisitions come into GSA and will be placed on a first pass basis (without further touch) with the appropriate contract holder. The total spend opportunity addressable through this solicitation is estimated to be more than \$200 million annually.

3. This RFP is soliciting suppliers only for the Requisition Channel for GSA Global Supply. Under the Requisition Channel, there will be a total of three (3) categories for Office Supplies. The Government intends to establish a maximum of two (2) Contracts for Category One (Office Products), two (2) Contracts for Category Two (Office Paper), and two (2) Contracts for Category Three (Toner and Inkjet). Two (2) of these three (3) categories are utilizing small business size as a prime evaluation factor.

**PROPOSED AWARD STRATEGY:** Anticipate award of six (6) contracts, consisting of two awards for toner with socio-economic preference, two awards for paper with socio-economic preference, and two awards without socio-economic

preference for the remaining items under the scope of this requirement. If it is in its best interest, the Government reserves the right to award more contracts.

**TERM AND TYPE OF CONTRACT:** It is anticipated that there will be six (6) Indefinite Delivery Indefinite Quantity (IDIQ) open market contracts awarded. The contracts will be for one base year with the possibility of four option years, for a total of five years.

**Expectations.** The solution will be available for use by the entire Federal Government. The total estimated spend is anticipated to exceed \$1 Billion total, \$200 Million annually. Although agencies will not be able to formally obligate dollars prior to award, agencies have been asked to provide written letters of commitment from a senior agency official.

The Requisition Channel contracts will be administered by the GSA Federal Acquisition Service (FAS), Northeast and Caribbean Acquisition Center, located at 26 Federal Plaza, New York, NY 10278. The contracts will be established for a one (1) year base period and four (4) one (1) year option periods, for a total possible duration of five (5) years, if all options are exercised. During the life of these contracts, the Government may award additional contracts for similar requirements. Additional contracts will not necessarily have the same end date as those initially awarded.

**The following three (3) categories have been established for meeting this requirement:**

**I – General Office Products:**

Offerors may offer their entire commercial catalog within the scope of general office products. Office products include, but are not limited to items such as: adding machines and calculators, binding and filing supplies, calendars, personal organizers, and other dated office items, cases and portfolios, computer accessories, computer media, drawing and graphic arts supplies, mailing and shipping supplies, some office furnishings such as clocks, stools, picture frames and wastebaskets, shredders, visual communications and meeting aids, writing instruments, and miscellaneous office supplies such as staplers, paper clips, binder clips, adhesive tape, label makers, rubber stamps, ink, push pins, and paper-hole punchers.

**II Office Paper:**

Offerors may offer office paper items such as copier, carbon, cards, computer, fine stationary, inkjet, laser multipurpose, notebook filler, resume, rolls, stationary and labels. Restroom paper such as toilet paper and paper towels is excluded.

**III Toner and Inkjet:**

Offerors may offer toner and inkjet such as new ink and laser jet cartridges; multicolor and black, and solid ink and remanufactured ink and laser jet cartridges, multicolor and black, and solid ink. Toner cartridge offerors must provide arrangements for empty toner

cartridges to be returned from customers. This may include prepaid shipping labels in the products packaging and/or rebates.

### Ordering Procedure Overview

These supplies will provide solutions for GSA Global Supply to fulfill the global needs of multiple agencies seeking dependable, reliable and timely shipment to various locations, while offering the best value. Orders placed by global customers, will be received by GSA Global Supply for both civilian and military agencies. GSA Global Supply will then transmit the order via an electronic data interchange (EDI) system to the supplier. This EDI system shall interface with GSA's applications for the placement, tracking, monitoring, and reporting of all orders submitted, received, placed, shipped and canceled. Please see Pages 41-45 for additional details regarding EDI capabilities and requirements.

All awarded Vendors will be required to fully integrate with GSA's EDI systems, and to process orders of all sizes, with a \$25 minimum order.

Awarded Vendors will also be required to ship orders to destination points within CONUS (48 adjoining states and the District of Columbia), Alaska, Hawaii, and all U.S. possessions and territories (e.g. Guam and Puerto Rico). Orders for destination points outside of CONUS will be marked in accordance with MIL-STD 129, but delivered to a CONUS destination for final delivery. All Outside CONUS (OCONUS) shipments are sent to a stateside delivery point in the Continental U.S. and delivered to their final destination by DoD or a freight forwarder. There are unique marking, packaging, and labeling requirements associated with the Defense Transportation System (DTS). Standard commercial packaging, marking, packaging, or labeling can result in frustrated freight, and is not acceptable.

All Office Supplies shall satisfy the requirements outlined in the Federal Acquisition Regulations, executive orders on environmental policy and other relevant procurement policies and initiatives. The supplies listed in Attachment 1 – *Market Basket Items for Requisition Channel* includes approximately 1000 Office Supply items.

**Closing Date.** The closing date for offers in response to the RFP is **September 10, 2014, 5:00 p.m. EST**. Proposals must be submitted by electronic correspondence to Maria Viscione, Contracting Officer (see subsection 9.1 General Instructions for Proposal Submission), as instructed herein. Offers received after the schedule closing date and time will not be accepted and will not be considered for contract establishment. Offers submitted must comply with all instructions, specifications, and requirements set forth in the RFP. Offers failing to comply with the RFP may be deemed nonresponsive and will be eliminated from consideration. Proposal packages submitted in response to this RFP must be delivered to the following email addresses and the RFP NUMBER QSDJ-DG140002-D solicited under FBO:

Interested Contractors are requested to **submit their proposals electronically** to the following e-mail address: [os3requisitions@gsa.gov](mailto:os3requisitions@gsa.gov). E-Buy responses or submissions sent to another e-mail address will not be accepted. Offerors submitting their responses to this solicitation via any other location will not be considered. Please note that only one submission shall be submitted per Contractor.

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**Request for Proposal**  
**For The**  
**Fiscal Year 2014 Office Supplies for the**  
**Global Supply Requisition Channel**  
FSCs: 7045 – ADP Supplies, 7420 – Accounting and Calculating Machines, 7460 –  
Visible Record Equipment, 7490 – Miscellaneous Office Machines, 7510 – Office  
Supplies, 7520 – Office Devices and Accessories, 7530 – Stationery and Record  
Forms, 7540 – Standard Forms, 9310 – Paper and Paperboard

**1. Introduction**

The General Services Administration (GSA), continuing the initiative begun by the Office of Federal Procurement Policy (OFPP) in 2005 through its Chief Acquisition Officer Council (CAOC) to provide for strategic sourcing on a government-wide basis, seeks to establish three (3) categories of contracts for office supply products and commodities. Ultimately, under this FSSI solution, there will be one solution built to focus on purchase cards and purchase orders, and one built to focus on requisitions. The objective is to have a different set of contracts in each channel, as they are part of the same FSSI initiative, and as such, the Government may use the purchase channel solutions to supplement the requisition channel solution, to cover gaps, or to serve as the basis of an interim solution.

**2. Background**

The General Services Administration (GSA) is responsible for leading participation in the Federal Strategic Sourcing Initiative (FSSI), a government-wide program established in 2005 that promotes inter-agency collaboration to develop innovative sourcing strategies. FSSI enables the government to leverage its vast buying power, define requirements, improve contractor performance, efficiently manage demand and refine business processes while fulfilling socioeconomic and environmental responsibilities.

**GSA's Strategic Sourcing (S2) Efforts and the Federal Strategic Sourcing Initiative (FSSI)**

FSSI is chartered under the purview of the Chief Acquisition Officer's Council (CAOC) and the Office of Federal Procurement Policy (OFPP) within the Office of Management and Budget (OMB). At its core, the FSSI program strives to implement a commodity management approach to federal procurement, and drive cost savings through deep spend and market analyses. To date, GSA has awarded five solutions branded as FSSI: Office Supplies (OS2), Domestic Delivery (DDS2), Wireless and Print Management (PM FA1&2).

Strategic sourcing is a structured, analytical, and collaborative process for optimizing an organization's supply base while reducing total cost of ownership

and improving mission delivery. A strategic sourcing effort typically involves the following activities:

- Analyze spend data;
- Analyze the market;
- Develop a strategy;
- Seek and negotiate with suppliers;
- Select and award to successful suppliers;
- Implement strategy; and
- Monitor performance

A memo from the Office of Management and Budget (OMB) mandated that all Federal agencies cut their procurement expenditures by 3.5 percent for both Fiscal Years 2010 and 2011 for a total reduction of 7 percent. In the Acquisition Savings Plans that the agencies submitted in response to this memo, many projected savings from the use of agency-wide and government-wide strategic sourcing initiatives. The government-wide strategic sourcing of office supplies under the three FSSI channels is anticipated to assist the Administration in achieving its goal of cutting \$40 billion a year from procurement spending.

In December 2012 OMB and OFPP further reinforced their FSSI efforts through issuance of Memo M1302: Improving Acquisitions through Strategic Sourcing. One component of this memo directs GSA to implement no less than ten new government-wide strategic sourcing solutions; five in each of fiscal years 2013 and 2014.

### **3. Goals and Objectives**

To achieve the Government's goals, the following objectives are sought through this acquisition:

- Achieve uniform prices and measurable total cost savings while maintaining or improving current service capability levels;
- Obtain significant reporting and transactional data including sustainable products spend data to enable agencies to better manage spend for office supplies;
- Provide agencies available options to meet socioeconomic goals;
- Ensure regulatory compliance in the acquisition of office supplies and commodities to include the AbilityOne Program and sustainable purchase requirements
- Align purchasing with existing agency business practices; and
- Promote easier use.

The overall goal of this Requisition Channel acquisition is to give the Government a fast and effective way to order office supplies and commodities at sharply discounted prices with prompt, cost-effective delivery and effective customer service, while capturing economies of scale, ensuring compliance with applicable regulations,

fostering markets for sustainable technologies and environmentally sustainable products, simplifying data collection, and ensuring opportunity for small businesses.

To meet this goal, GSA intends to implement the FSSI for office supplies by establishing multiple contracts for the Global Supply Requisition Channel, in which other government agencies will submit requisitions to GSA to fulfill. The resulting contracts will be available to all Federal agencies.

#### **4. Scope**

Offerors are requested to submit proposals for the specific Market Basket items list, located at Attachment 1 (Office Supplies Proposal Sheet). The Market Basket items are made up of historically high volume supplies procured by Government Agencies participating in this contract action.

The Office Supplies Requisition Channel Request for Proposal (RFP) will be designed to specifically maximize opportunities for small businesses. If a contract is established with one Contractor in multiple categories, a single contract will be established with that Contractor and all sales under the contract will be included in the calculation of the aggregate discount expected to be applied under the contract methodology. The contract is intended to be part of the FSSI program, and as such works with the solution focusing on the purchase channel. Each category will be built around a market basket of core-items. The market basket is made up of high-spend office supplies that are used Government-wide. All category items, not already included in the core market basket, within the contractor's commercial price list are included in the contract as non-market basket items.

Two separate RFPs are being issued for the FSSI for Office Supplies. GSA has already issued a Request for Proposal for the purchasing channel, built to respond to orders submitted via purchase cards, e-Buy, GSA Advantage, DoD EMALL, etc. The requisition channel RFP is for orders placed through GSA Global Supply (GGS) via FedStrip and MilStrip. The purchasing channel consisted of four (4) categories. The requisition channel will have three (3) categories. As with the purchasing channel, the requisition channel will have a category with no preference for socio-economic status and categories where the socioeconomic status is more important than other technical factors and significant preference will be given for small businesses over other than small businesses.

Office supplies have been divided into 3 categories: General Office Products, Office Paper, Toner and Inkjets. Offeror must meet product requirements for any or all category submission(s). Market Basket items for each category are listed in Attachment 1, Office Supplies Proposal Sheet.

##### **1.1 Requisition via Global Supply Channel**

Requisition is a simple method for agencies to acquire a broad range of products, supplies, and equipment directly from GSA. GSA conducts a competitive procurement, via compliance with Federal Acquisition Regulations (FAR) and other required policies. Agencies submit a requisition to GSA for a simple government-to-government transfer that is quick, safe and compliant. GSA offers product fulfillment, order status, billing support and comprehensive customer service for agencies using the requisition method.

GSA's Global Supply offers approximately 400,000 office supplies, computer products and tools via requisition based ordering. Customers may use a SmartPay 2® purchase card or arrange direct billing using their Activity Address Code (AAC/DoDAAC) or equivalent. When Department of Defense (DoD) customers requisition, the use of Military Interdepartmental Purchase Requests (MIPRs) are permitted. These MIPRs are the funding documents used to obligate funds to meet specific needs for a definitive period of time. These orders provide supplies for special projects requiring a high level of technical expertise, high dollar requirements, or both.

Within the Requisition Channel, there are three categories; two (2) contract awards will be established for each. These three categories, General Office Products, Office Paper, and Toner and Inkjet will assist the Government in actively supporting small businesses while efficiently meeting federal agencies global needs.

### **Category One: General Office Products**

Office supplies include, but are not limited to items such as: adding machines and calculators, binding and filing supplies, calendars, personal organizers, and other dated office items, cases and portfolios, computer accessories, computer media, drawing and graphic arts supplies, mailing and shipping supplies, some office furnishings such as clocks, stools, picture frames and wastebaskets, shredders, visual communications and meeting aids, writing instruments, and miscellaneous office supplies such as staplers, paper clips, binder clips, adhesive tape, label makers, rubber stamps, ink, push pins, and paper-hole punchers. **EXCLUSIONS:** All products which have been determined to be essentially the same as items available under the AbilityOne Program;(formerly JWOD) items which do not comply with the requirements set forth in Executive Order 13423 and Items which are not in compliance with the Trade Agreements Act.

### **Category Two: Office Paper**

Offerors may offer office paper items such as copier, carbon, cards, computer, fine stationary, inkjet, laser multipurpose, notebook filler, resume, rolls, stationary and labels. Restroom paper such as toilet paper and paper towels is excluded.

### **Category Three: Toner and Inkjets**

Offerors may offer toner and inkjet such as new ink and laser jet cartridges; multicolor and black, and solid ink and remanufactured ink and laser jet cartridges, multicolor and black, and solid ink. Toner cartridge offerors must provide arrangements for empty toner cartridges to be returned from customers. This may include prepaid shipping labels in the products packaging and/or rebates.

## **1.2 Applicable Conditions**

The FSSI for Office Supplies' pricing and scheduling may be impacted by environmental mandates (e.g. Environmentally Preferable Purchasing Program, the Comprehensive Procurement Guidelines (CPG), and Energy Star), statutory mandates (e.g. Section 508 Web Accessibility, Trade Agreements Act (TAA), etc.), and Federal agencies' specific specification requirements (e.g. delivery requirements, security requirements, point-of services requirements).

The FSSI for Office Supplies is designed to meet different Federal agencies' requirements. As an FSSI, all Federal agencies may use this contract vehicle. The agencies listed below provided formal commitment letters to use the predecessor contract, FSSI OS2. :

- Department of Navy,
- Department of Air Force,
- Department of Health and Human Services,
- Department of Treasury,
- General Services Administration,
- Small Business Administration,
- Department of Veterans Affairs,
- Federal Aviation Administration, and
- Department of Energy.

Vendors shall note that the FSSI market basket for Office Supplies is based on the historical purchases (spend) by the agencies listed above.

## **2.0 REQUIREMENTS**

National stock number (NSN) standardization is a key goal of this acquisition. Standardizing on NSNs will facilitate direct comparisons of offered products against the manufacturer's part number, and over the length of the contracts, which will aid GSA in driving down prices. Additionally, this process will aid the Vendor in obtaining better

pricing from its supplier(s). Only manufacturer part numbers will be permitted. In the event that the same item has more than one NSN, the Vendor shall contact the GSA Contracting Officer (CO) for identification of the standard part number, which the Vendor shall then use in its proposal (and orders, if awarded).

National Stock Numbers (NSNs) and Item Purchase Descriptions (IPDs) will be used to provide the salient characteristics of the items in the Market Baskets. To be considered items offered must meet the salient characteristics identified in the IPDs in the attached zip files.

**OS3 CLIN Offerings:**

**CLIN 1 – General Office Products (2 Vendors)**

- 2 Awards with no preference for socio-economic status.

**CLIN 2 - Paper (2 Vendors)**

- 2 Awards with socio-economic preference for small business.

**CLIN 3 - Toner & Inkjet (2 Vendors)**

- 2 Awards with socio-economic preference for small business.

**Part I – GOODS & SERVICES**

Period of Performance: DOA – 12 months + Options

CLIN	Item	Unit of Issue	Location	Attn To:	ARO Days	Est Qty	EPMR	Guaranteed Qty	Orders
0001	0001	LO	Any Location in US		4	TBD	N/A	0	N/A

0001  
 Unit of Issue: General Office Products (OS)  
 LO  
 FOB Type: Destination  
 NAICS Number:339940 Office Supplies (except Paper) Manufacturing

**CLIN 0001 General Office Products:** Offerors may offer their entire commercial catalog within the scope of general office products. Office products include, but are not limited to items such as: adding machines and calculators, binding and filing supplies, calendars, personal organizers, and other dated office items, cases and portfolios, computer accessories, computer media, drawing and graphic arts supplies, mailing and shipping supplies, some office furnishings such as clocks, stools, picture frames and wastebaskets, shredders, visual communications and meeting aids, writing instruments, and miscellaneous office supplies such as staplers, paper clips, binder clips, adhesive tape, label makers, rubber stamps, ink, push pins, and paper-hole punchers.

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CLIN	Item	Unit of Issue	Location	Attn To:	ARO Days	Est Qty	EPMR	Guaranteed Qty	Orders
0002	0002	LO	Any Location in US		4	TBD	N/A	0	N/A

0002 0002 Office Paper  
Unit of Issue: LO  
FOB Type: Destination  
NAICS Number:322121 Paper (except Newsprint) Mill

**CLIN 0002 Office Paper:** Offerors may offer office paper items such as copier, carbon, cards, computer, fine stationary, inkjet, laser multipurpose, notebook filler, resume, rolls, stationary and labels. Restroom paper such as toilet paper and paper towels is excluded.

CLIN	Item	Unit of Issue	Location	Attn To:	ARO Days	Est Qty	EPMR	Guaranteed Qty	Orders
0003	0003	LO	Any Location in US		4	TBD	N/A	0	N/A

0003 0003 Toner and Inkjet  
Unit of Issue: LO  
FOB Type: Destination  
NAICS Number: 325992 – Photographic Film, Paper, Plate and Chemical Manufacturing (i.e., Toner/Ink)

**CLIN 0003 Toner and Inkjet:** Offerors may offer toner and inkjet such as new ink and laser jet cartridges; multicolor and black, and solid ink and remanufactured ink and laser jet cartridges, multicolor and black, and solid ink. Toner cartridge offerors must provide arrangements for empty toner cartridges to be returned from customers. This may include prepaid shipping labels in the products packaging and/or rebates.

### **3.0 Category Requirements:**

#### **3.1 Contractor Category Requirements**

Currently, GGS has numerous individual established contracts for the provision of office supplies. With the intent of saving taxpayer dollars, GSA is undergoing a supply transformation to a new business model, which includes Direct Vendor Delivery. This new business model will entail reducing the number of contract vehicles and moving towards a strategic sourcing ideology. With the support of participating federal agencies, it is anticipated that pricing to be obtained will be more competitive than that which a single agency can achieve. To this end, the



Contractor is strongly encouraged to offer contract prices that are lower than pricing offered to any other Federal Government agency.

Items may be ordered by Fedstrip/Milstrip or Government Purchase Card (GPC) via GSA Global Supply ([www.gsaglobalsupply.gsa.gov](http://www.gsaglobalsupply.gsa.gov)) or GSA Advantage! websites, GSA Call Center, GSA Customer Supply Center, and DOD EMALL (routed to GSA). Orders under this SIN are NOT to be sent directly to the Vendor(s), but to GSA Global Supply for fulfillment. Contractors must comply with the GSA Global Supply solicitation package included in the solicitation for requirements such as: packaging, packing, marking, Electronic Data Interchange (EDI) platform, orders destined for OCONUS delivery, hazardous items, etc. Some items are identified by National Stock Number (NSN); the NSN facilitates ordering and is compatible with the global DoD requisitioning system. Part-numbered items without NSNs will experience increasing compatibility with requisitions as GSA systems are enhanced.

Office supplies products include, but are not limited to items such as: adding machines and calculators, binding and filing supplies, calendars, personal organizers, and other dated office items, cases and portfolios, computer accessories, computer media, drawing and graphic arts supplies, mailing and shipping supplies, some office furnishings such as clocks, stools, picture frames and wastebaskets, shredders, visual communications and meeting aids, writing instruments, and miscellaneous office supplies such as staplers, paper clips, binder clips, adhesive tape, label makers, rubber stamps, ink, push pins, and paper-hole punchers.

**EXCLUSIONS:** All products which have been determined to be essentially the same as items available under the AbilityOne Program;(formerly JWOD) items which do not comply with the requirements set forth in Executive Order 13423 and Items which are not in compliance with the Trade Agreements Act.

### **3.2 Requirements Related to Regulatory Compliance**

The office supplies are identified as and determined to be commercial items readily available in the commercial marketplace. Consequently, the items have no inherent special capabilities and characteristics above and beyond its commercial standards. However, due to the nature of the identified office supplies and existing Government mandates, the following programs apply:

- AbilityOne (see FAR 8.704);
- BioPreferred Program;
- Comprehensive Procurement Guidelines; and
- Additional Regulations (see section 5.2.3).

#### **3.2.1 AbilityOne Program**

The contract requires statutory compliance with the Javits-Wagner-O'Day (JWOD) Act (41 USC 46-48c), which requires federal customers to purchase products that

are on the Procurement List, as indicated in FAR 8.704. The JWOD Act is administered by the AbilityOne Program.

#### 3.2.1.1 Authorized Distributor

The Contractor **shall be** an AbilityOne distributor for procurement list items within the market basket prior to submission of its proposal. Information on the AbilityOne Program can be found at [www.abilityone.gov](http://www.abilityone.gov). The Contractors **shall remain** an AbilityOne Authorized Distributor for the contract's entire period of performance. Contractors must notify the Contracting Officer of any change in the AbilityOne representation during the course of the contract.

#### 3.2.1.2 Addition of Products

Based on an addition to the Procurement List or otherwise, if a commercial product is designated "essentially the same" (ETS) in accordance with 41 CFR Chapter 51, the contract holder is required to update its contract to remove the ETS commercial product and add the corresponding AbilityOne product. Contract holders must block the purchase of ETS items by substituting the appropriate AbilityOne product.

#### Allocation of AbilityOne Orders

The NSNs identified in Attachment 1 (subject to change) from AbilityOne's National Industries for the Blind (NIB) are shipped from multiple NIB Non-Profit Agencies (NPAs). NIB manages the NPA allocation percentage for these NSNs and, in accordance with Federal Acquisition Regulation (FAR) 8.705-3, contractors shall execute the allocations as directed by NIB Headquarters ([703-310-0354](tel:703-310-0354), [gsa2@nib.org](mailto:gsa2@nib.org)) to appropriately allocate each order to the appropriate NPA. While SourceAmerica (formerly known as AbilityOne's NISH) does not currently have allocated items, the POC there is Monica Zveare, [mzveare@sourceamerica.org](mailto:mzveare@sourceamerica.org); [571-226-4504](tel:571-226-4504).

After award, the contractor shall acknowledge within 15 calendar days to the GSA contracting officer that they have been in contact with NIB in accordance with this coordination process. The contractor must also provide quarterly reporting to GSA and NIB Headquarters within 30 days of the end of the quarter on allocation results to ensure NPA allocation program integrity.

#### 3.2.1.3 8.705-3 Allocation process for Ability One Orders.

(a) When the direct order process has not been authorized, the ordering office (GSA) shall submit a letter request for allocation (requesting the designation of the AbilityOne participating nonprofit agency to produce the supplies or perform the service) to the central nonprofit agency designated in the Procurement List. Ordering offices (GSA) shall request allocations in sufficient time for a reply, for orders to be placed, and for the nonprofit agency to produce the supplies or provide the service within the required delivery or performance schedule.

(b) The ordering office's request to the central nonprofit agency for allocation shall include the following information:

- (1) For supplies—Item name, stock number, latest specification, quantity, unit price, date delivery is required, and destination to which delivery is to be made.
- (2) For services—Type and location of service required, latest specification, work to be performed, estimated volume, and required date or dates for completion.
- (3) Other requirements; e.g., packing, marking, as necessary.

(c) When an allocation is received, the ordering office (GSA) shall promptly issue an order to the specified AbilityOne participating nonprofit agency or to the central nonprofit agency, as instructed by the allocation. If the issuance of an order is to be delayed for more than 15 days beyond receipt of the allocation, or canceled, the ordering office (GSA) shall advise the central nonprofit agency immediately.

(d) Ordering offices (GSA) may issue orders without limitation as to dollar amount and shall record them upon issuance as obligations. Each order shall include, as a minimum, the information contained in the request for allocation. Ordering offices (GSA) shall also include additional instructions necessary for performance under the order; e.g., on the handling of Government-furnished property, reports required, and notification of shipment.

### 3.2.2. Sustainable Products

As applicable, the contractor shall offer products that comply with the Government's sustainable acquisition policy, outlined in FAR Subpart 23.1. The Government has identified the environmental programs below as applicable to certain products that will be awarded under this contract. The market basket may include certain green items, which the contractor is required to offer. The contractor is encouraged to add other sustainable products. The contractor may also visit the Green Procurement Compilation ([www.sftool.gov/greenprocurement](http://www.sftool.gov/greenprocurement)) for an updated, comprehensive database of products covered by mandatory federal environmental programs.

Several of the NSNs in the market basket fall under the USDA Biobased Preferred Program and Environmental Protection Agency Comprehensive Procurement Guideline Program. Since this acquisition consists of NSNs that are USDA and EPA Designated Items and the acquisition is expected to exceed \$10,000, the Contracting Authority is required to follow the procedures set forth under FAR 23.4. Pursuant to FAR 23.4 the procurement team must ensure the products contain the biobased content determined by the USDA and recovered material content determined by the EPA.

- (a) BioPreferred: The U.S. Department of Agriculture (USDA) manages the BioPreferred program, which includes a Federal procurement preference program. Under this program, USDA designates categories of biobased products (e.g., glass cleaners). As a part of the designation process, USDA establishes the minimum biobased content for the category. Visit <http://www.biopreferred.gov> to learn more.

However, pursuant to FAR 23.404(b)(1)(i)-(iii), some NSNs may be exempt from the biobased content requirements if the item cannot be purchased competitively within a reasonable time frame, meet reasonable performance standards or at a reasonable price. For all exempt NSNs, Contractors are encouraged to provide products that meet the outlined recovered material content minimum when possible.

- (b) Comprehensive Procurement Guidelines (CPG): Under the CPG program, the U.S. Environmental Protection Agency (EPA) designates products that are or can be made with recovered materials, and recommends practices for buying these products (minimum content levels). Once a product is designated, procuring federal agencies are required to purchase it with the highest recovered material content level practicable. Visit [www.epa.gov/cpg](http://www.epa.gov/cpg) to learn more.

However, pursuant to FAR 23.404(b)(1)(i)-(iii), some NSNs may be exempt from the recovered material minimum requirements if the item cannot be purchased competitively within a reasonable time frame, meet reasonable performance standards or at a reasonable price. For all exempt NSNs, Contractors are encouraged to provide products that meet the outlined recovered material content minimum when possible.

- (c) The CO will identify any new federal environmental requirements applicable to this contract. The Contractors shall update their product offerings to include compliant products within 90 days of this notification (unless otherwise notified).

#### Commercial Items

The Office Supplies are identified as, and determined to be, commercial items readily available in the commercial marketplace. Consequently, the items have no inherent special capabilities and characteristics above and beyond their commercial standards.

#### **4.0 Vendor Category Requirements**

Some participating agencies currently use established agency-specific vehicles for the purchase of Office Supplies at a significant discount. The aggregate

participation of these and other agencies should result in pricing that is more competitive than that which a single agency can achieve. Consequently Vendors are strongly encouraged to offer prices that are lower than pricing offered to any other Federal Government agency.

The Requisition Channel Office Supplies have been divided into three (3) categories: General Office Products, Office Paper, and Toner and Inkjet. The Vendor's submission shall meet the requirements for all market basket items within each category.

*4.1.1 General Office Products:*

Provide office products as defined under the tab entitled Category Selection in Attachment 1, Requisition Channel Office Supplies Proposal Sheet. Vendors shall provide a response to the market basket items listed in Attachment 1, Requisition Channel Office Supplies Proposal Sheet.

*4.1.2 Office Paper:*

Provide office papers as defined under the tab entitled Category Selection in Attachment 1, Requisition Channel Office Supplies Proposal Sheet. Vendors shall provide a response to the market basket items listed in Attachment 1, Requisition Channel Office Supplies Proposal Sheet.

*4.1.3 Toner and Inkjet:*

Provide toner and inkjet products as defined under the tab entitled Category Selection in Attachment 1, Requisition Channel Office Supplies Proposal Sheet. Vendors shall provide a response to the market basket items are listed in Attachment 1, Requisition Channel Office Supplies Proposal Sheet.

## **5.0 Contractor Business Requirements**

### **5.1 Contractor Administration Requirements**

GSA will evaluate proposals of the market basket items. The three (3) Requisition Channel categories are mutually distinct based on the structure of the evaluation factors assigned to each designated category as described further in this RFP.

Price proposals for the contracts shall be inclusive of all shipping charges for the items offered under each Category. Specific delivery requirements include the following:

## 5.2 Overview

The Contractor proposal shall demonstrate to the Government that the vendor understands the basic processes and requirements contained in this section, and how the Contractor will conform to these requirements.

GSA or GSA-specified systems will largely supply "ship to" addresses for customer orders. However, this process can also require the vendor to furnish information regarding characteristics of the order to GSA/ GSA-specified systems that can impact where and how an order is to be shipped. For CONUS shipments, the Contractor largely controls the manner in which customer requirements are delivered so as achieve the best balance of time and cost while meeting customer or contractually defined delivery dates. For OCONUS shipments, particularly in support of DOD, additional requirements occur. SOW Attachment 1 shows general shipment information related to vendor transportation requirements.

## 5.3 Transportation and Routing

- 5.3.1 Routing Instructions.** Vendors will be provided routing instructions via the purchase order, its electronic equivalent, or via the Vendor Shipment Module (VSM). Vendors are encouraged to use the VSM when possible. Routing instructions will include "Ship To" and "Mark For" addresses, and if applicable specific or special handling instructions apply.
- 5.3.2 CONUS Shipments.** In most cases these shipments are FOB Destination. The vendor is responsible for all charges and fees. Dependent upon the item and shipment characteristics the mode selected for delivery should be made with on-time delivery in mind. The following considerations should be understood.
- 5.3.3 Shipment Consolidation.** Shipments to the same customer, as defined by the "Mark For" Activity Address Code (AAC) information, may be consolidated into appropriate unitized containers. Comingling of shipments destined to multiple customers to maintain item integrity is not allowed.
- 5.3.4 Delivery timeline.** Delivery should be made in accordance with the required delivery date (RDD) identified on the purchase order. See SOW Attachment 2 for general delivery time requirements.
- 5.3.5 OCONUS Shipments.** By their very nature OCONUS (export) shipments are more complex. Additionally, attention must be paid as to whether the consignee is a Department of Defense (DoD) recipient or non-DoD recipient. For most OCONUS shipments the

vendor responsibility for delivery of the item will be considered complete once the shipment passes into the hands of the government or government transportation contractor. OCONUS order routing can occur in different ways that reflect the type of customer and characteristic of the order. Bidders may find helpful considering the specific outcomes to understand the different business process requirements that attain these outcomes. Outcomes are: APO / FPO mail; Military Air; Military "Express" (i.e., "WWX - World-Wide Express"); Surface shipment to DOD Consolidation Points; surface shipment to specified freight forwarders, and on occasion, special transportation involving commercial air freight. As of the issuance of this solicitation, GSA is developing / implementing use of the DLA "Vendor Shipment Module", which will greatly assist the OCONUS routing process for DOD shipments, including providing a means of production of the unique DOD shipping labels and some other documentation needed for OCONUS shipments. GSA also provides other business and IT process interfaces that will generate instructions to the Contractor on where and "how" (i.e., mode of shipment) in the event the VSM is not applicable for specific shipment groups.

**5.3.6 Mode Selection.** Mode selection will be generally be made by GSA and directed to the vendor. Specific instructions will be provided via the purchase order, and particular attention must be paid to the "Ship To" and "Mark For" information. Refer to SOW Attachment 1 for general weight and cube characteristics for each mode.

**5.3.7 Shipment Consolidation.** Shipments to the same customer, as defined by the "Mark For" Activity Address Code (AAC) information, may be consolidated into appropriate unitized containers. Comingling of shipments destined to multiple customers to maintain item integrity is not allowed. Pack and consolidate for the ultimate consignee.

**5.3.8 Delivery timeline.** Delivery should be made in accordance with the required delivery date (RDD) identified on the purchase order. See SOW Attachment 3 for general delivery time requirements.

**5.3.9 Use of Army/Air Force Post Office (APO) and Fleet Post Office (FPO).**

If the package meets the requirement for use of the APO or FPO, the Contractor will ship to the consignee using the appropriate APO or FPO. The requirements can be found at: (<https://www.usps.com/ship/apo-fpo->

[guidelines.htm](#)). See Attachment 4 for guideline information regarding use of APO and FPO addresses.

**5.3.9.1 Issues with APO/FPO Shipments.** If the shipment has been identified as meeting the postal service criteria, but issues arise, the vendor will contact the appropriate transportation office for shipping instructions.

**5.3.10 Use of Consolidation Points.** Three types of consolidation points are possible interim points for shipments under this solicitation, the aerial or water port, a government facility or a third party facility. In each case however the primary requirements apply. Shipments will be marked, labeled, packed and consolidated for the ultimate consignee.

**5.3.11 Special Case Transportation.** GSA is regularly involved in numerous events which may require changes in the normal processes and procedures. The following paragraphs discuss these situations.

**5.3.11.1 Material Sourced from AbilityOne.** AbilityOne and National Industries for the Severely Handicapped currently utilize GSA's Transportation Routing services, i.e., ship FOB "Origin" under Government Transportation means, as the most cost-effective way for transportation. Since the Government mandates continued sourcing from these product sources, GSA has an interest in assuring that transportation continues to process in the most cost-effective manner. The Contractor shall propose how transportation of this product will occur in instances where sourced directly from these vendors. The Government reserves the right to specify alternate means of transportation from these sources.

**5.3.11.2 Federal Emergency Management Administration (FEMA) Disaster Response Areas.** The nature of the operations being supported in responding to disasters requires additional awareness and cooperation. Shipments made under these circumstances will be directed from a GSA organization. Vendors must be able to meet these requirements which may not reflect normal routing or prioritization.

**5.3.11.3 Security Cooperation Agreement Shipments.** This category includes Foreign military Sales (FMS) as well as other agreement in which the consignee is not a U.S. entity.



These shipments will be identified on the purchase order and may have additional customer requirements. However, in most cases these will be treated similarly to OCONUS shipments with vendor delivery points in CONUS.

**5.3.12 Use of the Vendor Shipment Module (VSM).** The Defense Logistics Agency maintains the VSM which is a web-based application that allows vendors to print commercial bills of lading, military shipping labels, packing slips, address labels and small package carrier labels. Purchase order information is pre-loaded into VSM as well as routing business rules. VSM can be accessed by an individual on a computer, or via Electronic Data Interchange (EDI).

## SOW Attachment 1 - Transportation and Delivery for Acquisition

**Criteria.** There are three primary areas of consideration when determining the transportation and delivery options and responsibilities. These are noted below:

- Destination/location of the consignee. There are three elements within this criterion:
  - Continental/Contiguous United States (CONUS) – these locations consist of the forty-eight contiguous states and the District of Columbia
  - Non-contiguous states and territories – these locations consist of Alaska, Hawaii, and Puerto Rico
  - Outside CONUS (OCONUS/Export) – these locations include foreign countries and any locations not described above
- Delivery terms. There are two elements, Free/Freight On Board (FOB) Origin and FOB Destination. These terms define responsibility for transportation and delivery arrangements as well as transfer of title to the goods.
  - FOB Origin means that responsibility and title pass to the customer at the beginning of the shipment, usually as the materiel crosses from the outbound loading area into the conveyance. The customer is responsible for all transportation, delivery and charges associated with the movement, unless otherwise agreed upon.
  - FOB Destination means that responsibility and title pass to the customer at delivery. The shipper (vendor) is responsible for all transportation, delivery and charges associated with the movement, unless otherwise agreed upon. These responsibilities do not change even if the transportation is directed to a specific mode or carrier by the government.
- Mode of shipment. There are three primary categories, air, surface, and mail/postal. While mail/postal is not usually defined as a differing mode, laws and regulations govern the movement of materiel dependent upon the mode. Vendors must be able to comply with all requirements regardless of the mode selected.
  - Air mode includes movement by commercial aircraft, military aircraft and small package carriers. Vendors should be thoroughly familiar with commercial practices and the GSA Domestic Delivery Services (DDS) contract and the U.S. Transportation Command's World Wide Express (WWX) contract.
  - Surface mode includes movement by truck, rail, and water borne carriers. Each of which may involve small package carriers. Vendors should be thoroughly familiar with commercial practices, the GSA Domestic Delivery Services (DDS) contract and have a working knowledge of the U.S. Transportation Command's Universal Services (USC) contract.

- Postal service/mail is the introduction of shipments into the U.S. Postal Service and the follow-on movement via the Military Postal Service for OCONUS shipments.

**Governance.** In addition to all laws, regulations and recognized practices, vendors should be thoroughly knowledgeable in the following government documents, and any documents incorporated by reference:

- Federal Standard 123 (FED-STD-123), Marking for Shipment (Civil Agencies). This document establishes requirements for marking unit, intermediate and transport packages, and unit loads.
- Military Standard 129 (MIL-STD-129), Department of Defense Standard Practice, Military Marking for Shipment and Storage. This document provides the minimum requirements for uniform military marking for shipment and storage.
- Department of Defense Regulation 4500.9-R (DoD 4500.9-R), Defense Transportation Regulation. This document prescribes procedures and guidance for performing traffic management functions associated with movement of materiel destined for, or moving under the guise of the Department of Defense. This regulation also prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DoD.
- 49 CFR - Transportation. Identifies requirements for the domestic movement of hazardous materials.
- International Air Transport Agency (IATA) Dangerous Goods Regulation (DGR). Identifies requirements for the movement of dangerous goods internationally via air.
- International Maritime Dangerous Goods Code (IMDGC). Identifies requirements for the movement of dangerous goods internationally via water.

**Deliveries within CONUS.** Vendors must be able to arrange for and verify deliveries to locations throughout CONUS. The costs associated with these deliveries are the responsibility of the vendor, unless otherwise directed. Additional requirements are noted below:

- Packing, Marking and Labeling.
  - For deliveries to DoD customers all shipments must be prepared in accordance with MIL-STD-129. Additionally, shipments must be organized by consignee.
  - For deliveries to non- DoD customers all shipments must be prepared in accordance with FED-STD-123 unless otherwise noted in the purchase/delivery order. Additionally, shipments must be organized by consignee.
- Mode of shipment. The vendor will select the mode of shipment that supports the delivery requirements with consideration for the item characteristics.

- Delivery terms. Most CONUS shipments will be FOB Destination, unless otherwise noted. The purchase/delivery order will identify when this is not the case.

**Shipments destined for OCONUS Customer.** This category is also termed export. However, in most cases the vendors will be responsible only for the movement to the port of export/embarkation or consolidation point, but shipments should be prepared for the ultimate export movement. Many of the same principles that apply for CONUS shipments apply for export, but there are differences. For export orders packing, marking and labeling are essential to ensure the continuous movement of the materiel. **The Contractor shall include in their proposal capabilities for delivery to Alaska and Hawaii.**

**The Contractor shall include in their proposal capabilities for delivery to U.S. Territories.**

**The Contractor shall include in their proposal capabilities for delivery to foreign countries.**

Vendors must be able to arrange for and verify deliveries to locations to CONUS consolidation points. The costs associated with these deliveries are the responsibility of the vendor, unless otherwise directed. All deliveries for CONUS destinations should be made in accordance with the time frames as defined in the attached matrix.

- Packing, Marking and Labeling.
  - For deliveries to DoD customers all shipments must be prepared in accordance with MIL-STD-129. Additionally, for orders that require more than a single pallet, and are destined for multiple consignees, shipments must be organized by consignee.
  - For deliveries to non- DoD customers all shipments must be prepared in accordance with FED-STD-123 unless otherwise noted in the purchase/delivery order. Additionally, for orders that require more than a single pallet, and are destined for multiple consignees, shipments must be organized by consignee.
- Mode of shipment. The vendor will select the mode of shipment that supports the delivery requirements with consideration for the item characteristics.
- Delivery terms. The movement to the port of Most CONUS shipments will be FOB Destination, unless otherwise noted. The purchase/delivery order will identify when this is not the case.

**General Mode Descriptions.** These descriptions are designed to provide an overview of how transportation modes will be determined by the GSA routing authorities. These descriptions apply to OCONUS shipments.

- United States Postal Service (USPS). These shipments will move to the appropriate Army/Air Force Post Office (APO) or Fleet Post Office (FPO). Deliveries to the APO/FPO will be made via USPS. In essence the vendor will just mail the shipment.

- Package must weigh less than 70 pounds.
- Maximum size is 130 inches in combined length and girth (distance around the thickest part).
- Worldwide Express (WWX). This is a government contract for international commercial express package service.
  - Packages cannot exceed 300 pounds
  - Maximum length is 119 inches with a maximum combined length and girth of 300 inches
- Military Airlift. Vendors may be directed to route shipments for movement via military air lift either directly to the aerial port, or to a consolidation point.
  - No single piece may be more than 9600 pounds
  - Maximum dimensions are 84 inches by 104 inches length and width, and no more than 96 inches high
- Surface (ocean) movement. Vendors may have international shipping containers delivered to their facility for stuffing, or shipments may be directed to a consolidation point. Consolidation points include: the carrier location at a water port, a consolidation point, or a third party.
  - Maximum weight of any single piece is 10,000 pounds
  - Maximum dimensions are 228 inches by 85 inches by 85 inches
- Consolidation points. GSA will make extensive use of consolidation points in order to achieve efficiency in movement. These consolidation points will all be CONUS and may include aerial or water ports, government facilities or third party facilities. In each case the shipments should be packaged, marked, labeled and segregated as if the delivery was being made to the consignee.

**Wood Packaging Materials (WPM).** WPM means wood pallets, skids, load boards, pallet collars, wooden boxes, reels, dunnage, crates, frame and cleats. The definition excludes materials that have undergone a manufacturing process, such as corrugated fiberboard, plywood, particleboard, veneer, and oriented strand board (OSD).

- All OCONUS shipments that require use of WPM must meet requirements of International Standards for Phytosanitary Measures (ISPM) 15, "Guidelines for Regulating Wood Packaging Materials in International Trade."
- All WPM shall include certification/quality markings in accordance with the ALSC standard. Markings shall be placed in an unobstructed area that will be readily visible to inspectors. Pallet markings shall be applied to the stringer or block on diagonally opposite sides of the pallet and be contrasting and clearly visible. All containers shall be marked on a side other than the top or bottom, contrasting and clearly visible. All dunnage used in configuring and/or securing the load shall also comply with ISPM 15 and be marked with an ASLC approved DUNNAGE stamp.

Please note – Below is updated palletization information pertaining to direct delivery shipments. This supersedes palletization information noted in Item Purchase Descriptions in zip files.

**PALLETIZATION & PREPARATION FOR DELIVERY:** The item(s) shall be packaged and packed to afford adequate protection against physical damage during shipment from the supplier to the first receiving activity. The pack shall comply with the rules and regulations applicable to the mode of transportation. The package shall be the same as that normally provided by the supplier. If pallet or skid is used for shipping, it shall be made in accordance with normal industry standards. In the event a wooden pallet or skid is used for shipping, the following notice shall apply:

Notice of special requirements for shipment to all countries that have endorsed the IPPC Guidelines for treatment of non-manufactured wood packaging: The International Plant Protection Convention (IPPC) has approved and published on March 15, 2002, Guidelines for Regulating Wood Packaging Material in International Trade . Countries endorsing the IPPC Guidelines are found at <http://www.aphis.usda.gov/ppg/swp/>. Clause D-FSS-468 requires non-manufactured wood pallets and other non-manufactured wood packaging material used in shipments destined to IPPC compliant countries require the appropriate wood treatment. Additionally, shipments delivered to DOD distribution facilities or freight consolidation points for eventual delivery to or through EU/IPPC countries shall comply with applicable DLA Regulations and Procurement Letter PROCLTR 02-17.

**SOW Attachment 2 – Delivery Timelines for CONUS Shipments with no special provisions**

**PLEASE NOTE – ALL DELIVERY DAYS NOTED ARE BUSINESS DAYS**

If the shipment is	And	Then the delivery timeline is:
Less than 151 pounds and less than 108 inches in length, or 165 inches in length plus girth	Is <b>not</b> defined as a hazardous material	4 days after receipt of order
Between 151 and 10,000 pounds and no single piece exceeds 228" X 85" X 85"	Is <b>not</b> defined as a hazardous material	8 days after receipt of order
Exceeds 10,000 pounds or any single piece exceeds 228" X 85" X 85"	Is <b>not</b> defined as a hazardous material	16 days after receipt or order
Less than 151 pounds and less than 108 inches in length, or 165 inches in length plus girth	Is defined as a hazardous material	6 days after receipt of order
Between 151 and 10,000 pounds and no single piece exceeds 228" X 85" X 85"	Is defined as a hazardous material	10 days after receipt of order
Exceeds 10,000 pounds or any single piece exceeds 228" X 85" X 85"	Is defined as a hazardous material	18 days after receipt or order

### SOW Attachment 3 – Delivery Timelines for OCONUS Shipments with no special provisions

If the shipment is	And	And	Then the delivery timeline is:
Less than 70 pounds and no more than 130 inches in combined girth	Is <b>not</b> defined as a hazardous material	Is destined for an APO or FPO	4 days after receipt of order
Less than 300 pounds	Is <b>not</b> defined as a hazardous material	Is specified for Worldwide Express (WWX) movement	4 days after receipt of order
Has no single piece greater than 9600 pounds and the dimensions do not exceed 84" X 104" X 96"	Is <b>not</b> defined as a hazardous material	Is specified for movement via military airlift	10 days after receipt or order
Less than 300 pounds and no single item dimensions exceed 84" X 104" X 96"	Is <b>not</b> defined as a hazardous material	Is specified for movement to a consolidation point	4 days after receipt of order
More than 300 and less than 10,000 pounds, and no single item dimensions exceed 84" X 104" X 96"	Is <b>not</b> defined as a hazardous material	Is specified for movement to a consolidation point	10 days after receipt of order
Less than 300 pounds and no single item dimensions exceed 84" X 104" X 96"	Is defined as a hazardous material	Is specified for movement to a consolidation point	6 days after receipt of order
Between 151 and 10,000 pounds and no single piece exceeds 228" X 85" X 85"	Is defined as a hazardous material	Is specified for movement to a consolidation point	10 days after receipt of order
Exceeds 10,000 pounds or any single piece exceeds 228" X 85" X 85"	Is defined as a hazardous material	Is specified for movement to a consolidation point	18 days after receipt or order



## **SOW Attachment 4 – Use of the Military Postal System**

**Current Guidelines.** *Vendors should be fully familiar with the USPS regulations as they relate to use of the APO and FPO. Shipments through the Military Postal System must conform to standard domestic mail addressing. To meet this need the USPS has created military city and state equivalents to be used in the normal addressing.*

- **Military “Cities”**
  - APO – Army/Army Force Post Office
  - FPO - Fleet Post Office
  - DPO - Diplomatic Post Office
- **Military “States”**
  - **AA** – *to be used for Armed Forces, (the) Americas*
  - **AE** – *to be used for Armed Forces, Europe*
  - **AP** – *to be used for Armed Forces, Pacific*

**Example:** *a typical overseas Military Mail address includes a name (or title), the postal service center + identifier, the military city and state, and the zip code, and may look like:*

**Commanding Officer  
USS Neversail  
FPO AE, 01XXX**

There are additional restrictions based on content, preparation for shipment and handling, as well as size and weight. Current general restrictions for size and weight are a maximum of 108 inches in length, 130 inches combined length and girth, and 70 pounds.

## **SOW Attachment 5 – OCONUS Shipments**

**Customers.** This section discusses shipments destined for overseas customers that will move via other than postal and small package arrangements. GSA overseas customers include both non-DoD and DoD. Each group has somewhat differing requirements, but the vast majority of OCONUS shipments will be destined for DoD customers. Vendors must be thoroughly familiar with the Defense Transportation Regulation, Chapter 202 and 203 to fully comprehend these requirements. For delivery timelines see SOW Attachment 3.

- A. Non-DoD (Civilian) Agencies.** Contractors will not ship directly overseas. A GSA transportation office will issue routing instructions and a government bill of lading.
- B. DoD Customers.** Contractors will not ship directly overseas. Shipments to DoD customers must move via the Defense Transportation System (DTS).
- C. Export Procedures.** Contractors will be expected to meet all provisions required to ensure efficient and effective movement of materiel from origin to consignee. While air and surface shipments have differing characteristics, the primary requirements for each mode are the same.
  - a. **Routing Instructions.** Contractors will be provided specific instructions from GSA either by interfacing with the acquisition center or via one of the available automated systems. For shipments over 800 cubic feet or 10,000 pounds coordination with the acquisition center transportation office will be required. These shipments are defined as a container load (CL)
    - i. **System registration.** At time of award Contractors will register with the GSA Value Added Network System (VANS) and the DLA Vendor Shipment Module (VSM) unless otherwise directed. These systems provide automated interface to data that is important to ensuring transportation accuracy.
    - ii. **Routing.** For shipments that do not meet the definition of container load, shipments will be routed to a consolidation point within CONUS, unless it is more economically advantageous to the government to move the shipment as a container load. For container load shipments the contractor will be provided a shipping container(s).
  - b. **Packaging, Marking and Labeling.** For non-DoD customers packaging, marking and labeling shall be in

accordance with FED-STD 123. For DoD customers packaging, marking and labeling shall be in accordance with Mil-STD 129. For assistance with customer identity contact the acquisition center or National Customer Service Center.

- c. Container load Shipments.** If a shipment is determined to meet the definition of container load the servicing acquisition center will arrange for the booking, delivery and pick-up of the required container(s). Contractors will be responsible for the proper stowage of the materiel within the container to include all packing, dunnage and other materials necessary to ensure safe passage of the shipment. Any delays in meeting the established booking will be reported immediately to the servicing acquisition center.

- i. Radio Frequency Identification (RFID) Tags.**

- Shipments destined for DoD customers require RFID tags. For shipments to consolidation points to include aerial ports, the vendor is not responsible for any RFID requirements. For Container Load shipments, stuffed at the vendor location GSA will provide the RFID tag via express delivery. Contractors will be responsible for attaching the RFID tag to the container in a manner that will allow continuous monitoring of the container movement.

- ii. U.S. Central Command (CENTCOM) Containers.**

- Containers destined for the CENTCOM AOR require additional security measures. These measures consist of cable seals (minimum 72 inches) and bolt seals (minimum ¼ inch). The contractor will be responsible for the procurement of these items and to ensure the requirements are met.

- d. Documentation.** Contractors will be provided all appropriate documentation for each shipment.

#### **5.4.1 Vendor Shipping Module – Shipping Labels**

GSA Global Supply is planning to use DLA's Vendor Shipping Module (VSM) for all shipping labels. The term Vendor Shipment Module (VSM), formerly known as the distribution planning and management system (DPMS), is a Defense Logistics Agency (DLA) web-based distribution and transportation system available for the purpose of obtaining current shipping addresses, two dimensional bar coded shipping labels in accordance with military standard (MIL-STD) 129R, bills of lading, packing lists, and other shipping documentation. VSM replaces the need for the contractor to contact the DLA transportation office, prior to shipping, when directed in DLA contracts.

Contractors using VSM must possess the following minimum information technology capability:

- Pentium personal computer or equivalent system sufficient to access the Internet;
- Compatible laser printer with two megabytes of memory;
- Internet Explorer 6.0 or higher;
- Adobe Acrobat 8.0 or higher; and
- Minimum 56 Kbps internet connection

Vendors will be required to use VSM for all shipping labels including CONUS & OCONUS (except for APO/FPO orders being shipped by U.S. Air Force/Army Post Office/Fleet Post Office).

#### **5.4.2 Packing/Packaging, Marking, Labeling and Documenting:**

Pack/Packaging, marking, labeling and documenting shall be in accordance with the requirements in the MAS contract, and the information provided as follows:

**5.4.3 Packing/Packaging** - Packing shall be in accordance with commercial packing requirements established in Title 49 of the Code of Federal Regulations (CFR) and in accordance with the American Society for Testing and Materials' (ASTM) , D 3951-10 "Standard Practice for Commercial Packaging", as applicable. ASTM standards are available at <http://www.astm.org>. Additionally, packaging requirements specific to the item are in the Item Purchase Description (IPD). All non-manufactured wood pallets or packaging material for export to countries IPPC Guidelines must be treated and marked in accordance with GSAM 552.211-89. The use of plastic in the packaging of items or as cushion or filling in the transport package is not permitted for items that are designated as PRIME items in the IPD and to be delivered to Navy and Marines DODAACs. PRIME are items that are included in the Navy's PLASTICS REMOVAL IN MARINE ENVIRONMENT (PRIME) PROGRAM.

## PACKAGING OF ITEMS IN THE PLASTICS REMOVAL IN MARINE ENVIRONMENT (PRIME) PROGRAM

At the request of the U.S. Navy Supply Systems Command, items that are included in the Navy's PLASTICS REMOVAL IN MARINE ENVIRONMENT (PRIME) PROGRAM under the U.S. Marine Plastic Pollution Research and Control Act of 1987 (MPPRCA) and the International Convention for the Prevention of Pollution from Ships Treaty (MARPOL) Annex V are items which require biodegradable packing materials. The package shall be the same as that normally provided by the supplier and the pack shall comply with the rules and regulations applicable to the mode of transportation except that the use of plastic packing materials and pressure sensitive tapes are prohibited. **Additionally, the use of plastic cushioning or filling material in the shipping container is also prohibited for shipments to the Navy or Marines.** The definition of plastic shall be in accordance with that given in ASTM D883-00, "Standard Terminology Related to Plastics".

To know if an item is designated as "PRIME", contractors may refer to the Item Purchase Description (IPD) or consult with the contracting officer for a list of PRIME items.

Preservation, packaging, packing, marking and labeling of hazardous material shall be in accordance with D-FSS-440 as below:

### **Revised D-FSS-440 PRESERVATION, PACKAGING, PACKING, AND MARKING AND LABELING OF HAZARDOUS MATERIALS (HAZMAT) FOR EXPORT & DOMESTIC SHIPMENTS**

#### **I. EXPORT SHIPMENTS**

(a) Preservation, packaging, packing, and marking and labeling of hazmats for overseas (OCONUS) surface and air shipments shall comply with all requirements of the following:

- (1) International Maritime Dangerous Goods (IMDG) Code established by the International Maritime Organization (IMO);
- (2) Items which qualify under the Department of Transportation (DOT) Hazardous Material Regulation (HMR) 49 CFR Parts 171 through 180 as a consumer commodity (ORM-D) shall be packaged in accordance with the IMDG code and dual marked with both "ORM-D," and IMDG marking and labeling.

(3) Occupational Safety and Health Administration (OSHA) Regulation 29 CFR Part 1910.1200; and

(4) Preservation, packaging, packing, and marking and labeling of overseas hazmat via commercial aircraft shall comply with the International Air Transport Association (IATA), Dangerous Goods Regulation; and via military aircraft shall comply with the Air Force Joint Service Manual (AFJM) 24-204, Preparing Hazardous Materials for Military Air Shipments.(5) Any preservation, packaging, packing, and marking and labeling requirements contained elsewhere in this solicitation.

(b) The test reports showing compliance with packaging requirements shall be made available to GSA contract administration/management representatives upon request.

## II Domestic Shipments

Preservation, packaging, packing, and marking and labeling of Hazmats for domestic Surface (CONUS) shipments shall comply with all requirements of the following:

(1) U.S. Department of Transportation (DOT) Hazardous Materials Regulation (HMR) 49 CFR Parts 171 through 180. (Note: ORM-D classification applies)

(2) International Maritime Dangerous Goods (IMDG) Code established by the International.

(3) Any preservation, packaging, packing, and marking and labeling requirements contained elsewhere in this solicitation.

**5.4.4 Marking and Labeling for Civilian Agencies** - All unit, intermediate, transport packages and unit loads shall be marked for delivery to Civilian Agencies IAW the commercial practices outlined in the ASTM's D 3951 standards and FED-STD-123.

**5.4.5 Marking and Labeling for Military Agencies** - All unit, intermediate, transport packages and unit loads shall be marked and labeled for delivery to military activities, including all orders destined for OCONUS, in accordance with the latest version of MIL-STD-129R, "Military Marking for Shipment and Storage," as per GSAM 552.211-73.

Contractors shipping activities will apply address markings using a bar coded MSL for all cargo shipments that will enter the DTS. This includes shipments moving within the CONUS, between the CONUS and OCONUS, or conversely between OCONUS and the CONUS. Shipments originating at non-military facilities moving to or through any DTS node, to include origin, consolidation, transship, a receiving terminal, or a TO or supply

receiving function will be considered to have “entered the DTS” and must be marked with a Military Shipping Label (MSL). Shipments that will not enter the DTS will have address markings applied as specified by the identified activity.

MIL-STD-129R requires that a MSL be affixed to the outside of the container-load. The label shall include the requisition number (REQN), priority code (PRI), project code (PRO J), required delivery date (RDD), and transportation control number (TCN), and ship date; (Contractors may view the sample military shipping label for additional details and guidance in Chapter 208 – Packaging and Handling accessible via the link below). All labels attached to boxes that will be shipped OCONUS shall be of water resistant grade paper, and protected with a clear coating that will not interfere with scanning or reading printed information. Additional information on shipping labels and packing lists can be accessed on-line via the <http://www.transcom.mil/dtr/part-ii/chapters.cfm>

**5.4.6 Documenting** - The Contractor shall produce one of two different types of shipping documentation, commercial and FEDSTRIP/MILSTRIP. The commercial documentation requirements is a shipping document (packing/packaging list) will be produced and provided for all packages for orders designated as commercial. The commercial shipping document will list all items included in packages or CLs shipped. The FEDSTRIP/MILSTRIP documentation will be required for all OCONUS shipments. Additionally, a Department of Defense (DD) Form 1348, Single Line-Item Requisition Document as an issue release/receipt document, will be provided with these orders. Federal Standards and Military Standards can be accessed on-line via the <http://www.transcom.mil/dtr/part-ii/chapters.cfm>

#### **GSA LOGO Marking:**

**Each container shall be marked with GSA’s logo. The logo should be surrounded with as much clear space as possible. The distance between the GSA logo and other graphic elements (typography, charts, photos, and illustrations, etc) should be not less than ½ of the height of the logo. The vendor may place an adhesive label on the packages with the GSA logo or the vendor may print the GSA logo directly on the shipping label.**

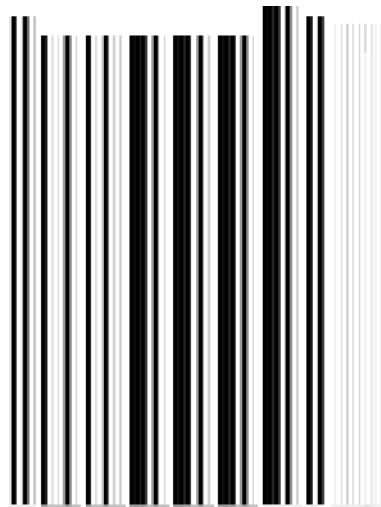
**5.4.7 Commercial Documentation Requirement** - A shipping document (packing list) will be produced and provided for all


packages within CLs for orders designated as commercial. All variable data will be either transmitted to the Contractor on the Electronic Data Interchange (EDI) 850 *notice to deliver* or derived from the contractor's internal cataloging or product information. The commercial shipping document will be furnished with each shipment. In a one-package shipment the commercial shipment document shall be affixed to the exterior of the package using an adhesive, packing list envelope. Multi-package shipments will be clearly labeled in a manner to reference the commercial shipping document, which shall be affixed to the lead carton. For "multi-packs", boxes containing more than one type of product a copy of the commercial documentation shall additionally be included in the box clearly identifying box contents. *Additional EDI details are available at <https://vsc.gsa.gov/EDIUser/eddven.cfm>*

#### 5.4.8 Universal Product Code (UPC-A)

- Each product proposed must contain a UPC-A code. Each UPC-A barcode consists of a scan-able strip of black bars and white spaces, above a sequence of 12 numerical digits. No letters, characters or other content of any kind may appear on a standard UPC-A barcode. The digits and bars maintain a one-to-one correspondence - in other words, there is only one way to represent each 12-digit number visually, and there is only one way to represent each visual barcode numerically.
- The scanned area of every UPC-A barcode follows the pattern SLLLLLMRRRRRRE, where the S (start), M (middle), and E (end) guard bars are represented exactly the same on every UPC and the L (left) and R (right) sections collectively represent the 12 [numerical digits](#) that make each UPC unique. The first digit L indicates a particular number system to be used by the following digits. The last digit R is an [error detecting check digit](#) that allows some errors in scanning or manual entry to be detected. The non-numerical identifiers, the guard bars, separate the two groups of six digits and establish the timing.
  - **Standard UPC-A**

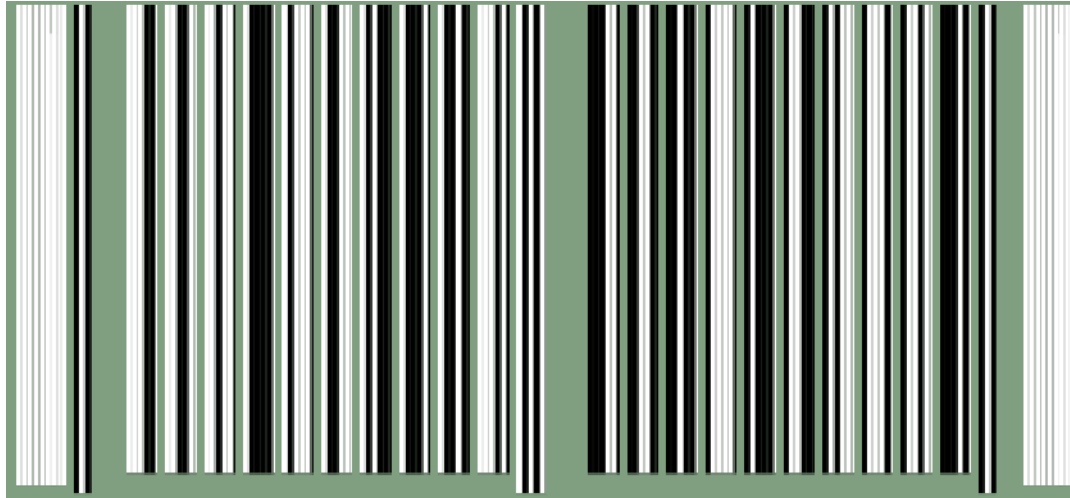




-  1 2 3 4 5 6 7 8 9 9 9 9 9
- □ Note: UPC-A 123456789999 corresponds with UPC-E 234569 (with the EOOEOE parity pattern). Equivalent UPC-A barcodes share the same check digit, which are 9 in this case.
- UPC-A barcodes can be printed at various densities to accommodate a variety of printing and scanning processes. The significant dimensional parameter is called x-dimension, the ideal width of single module element. A single x-dimension must be used uniformly within a given UPC-A barcode. The width of each bar and space is determined by multiplying the x-dimension by the module width of each bar or space (1, 2, 3, or 4 units). Visually, a grouping of two or more adjacent bars appear as a single wide







- 
- Each digit is 7 modules wide. The UPC's left-side digits (the digits to the left of the middle guard bars) have odd parity, which means the total width of the black bars is an odd number of modules. The right-hand side digits have even parity. Consequently, a UPC scanner can determine whether it is scanning a symbol from left-to-right or from right-to-left (the symbol is upside-down). After seeing a start or end pattern (they are the same bar-space-bar whichever way they are read), the scanner will first see odd parity digits if scanning left-to-right or even parity digits if scanning right-to-left. With the parity/direction information, an upside-down symbol will not confuse the scanner. When confronted with an upside-down symbol, the scanner may simply ignore it (many scanners alternate left-to-right and right-to-left scans, so they will read the symbol on a subsequent pass) or the scanner may recognize the digits and put them in the right order. There is further structure in the digit encoding. The right-hand digits are the optical complement of the left-hand digits. That means that black bars are turned into white spaces and vice versa. Numbers on the right side of the middle guard bars are optically the inverse of the numbers to the left. In other words, while a number on the left side of the UPC will be made up of black bars and white spaces, the same number on the right side would be made up of white bars and black spaces. For example, the left-hand "4" digit is *space x 1, bar x 1, space x 3, bar x 2*; the right-hand "4" digit is *bar x 1, space x 1, bar x 3, space x 2*.

#### 5.4.8 Status Reports of Orders and Shipments GSAM 552.242-70 (Feb 2009)

The Contractor shall furnish to the Contracting Officer (CO) a report covering orders received and shipments made during each calendar month of contract performance. The information required by the Government shall be reported on GSA Form 1678, Status Report of Orders and Shipments, IAW instructions on the form. The information required by the GSA Form 1678 may also be submitted in an automated printout form if authorized by the CO. Alternatively, the required information may be reported by EDI using ANSI standards. For further information, contact a GSA Regional Global Supply Center, Acquisition

Division or the POCs listed within the Government's Project POC. Reports shall be forwarded to the CO no later than the 7th workday of the succeeding month.

A copy of GSA Form 1678 will be forwarded to the Contractor with the contract. Additional copies of the form, if needed, may be reproduced by the Contractor.

## **5.5 Contractor Inventory Management**

### **5.5.1 Contractor Inventory Management Requirements**

This section details contractor responsibility for inventory management and catalog coverage.

Contractors will be expected to provide a comprehensive list of products that are of benefit to the federal customer. With respect to the federal cataloging system of National Stock Numbers (herein after NSNs), it will be the contractors responsibility to match their product offerings to currently available NSNs via the technical specifications of each item. The applicable NSNs will be provided by GSA.

Upon initial contract establishment, GSA will coordinate with contractors to verify the company's self-identified NSN matches. In addition, a list of commercially available part numbers matched to NSNs will be provided by GSA for quick reference and catalog matching. Therein after, the contractor will be contracted to provide the NSN, rather than a specific part number. It will be their responsibility to fulfill NSNs on their list even as part numbers change. Should a viable product become unavailable given the NSN requirements, they will notify GSA of a full discontinuation of that NSN/product as it relates to their catalog.

Contractors will be responsible for keeping up to date catalog information for contract items, and ensuring that GSA is privy to this list. If they are contracted to provide an NSN, part number(s) must be listed in accordance. Contractors may still provide products not linked to an NSN in their list of offerings, but will remain contracted by part number for those goods.

#### **Non Market Basket Items -**

With respect to NSN application, the contractor is expected to cover a majority of non market basket NSNs in their applicable supply class(es) to be considered. In addition, the contractor must be able to meet the NSN requirements at a restricted price ceiling. Each NSN will have a listed price ceiling, provided along with the initial part-number match list for reference. NSN price changes will only be made/considered twice annually. If a contractor cannot provide an NSN at the fair and reasonable set price, then they will no longer be a carrier of this product.

Offers may add/include Manufacturer's Brand Names and Part numbers that cross reference to national stock numbers (NSNs) in the Federal Supply Classes 7510, 7520 and 7530 which are not listed in the Market Basket listing of NSNs.

These are anticipated to be lower demand items and may be cross referenced to NSNs by using the Federal Logistics Information System's public database and entering the MFR part number to search if there is a corresponding NSN not listed in the Market Basket list of NSNs.

Federal Logistics Information System (WEBFLIS) link

[http://www.dlis.dla.mil/webflis/pub/pub\\_search.aspx](http://www.dlis.dla.mil/webflis/pub/pub_search.aspx)

Following the initial NSN to part-number match in contract set-up, contractors will be responsible for ongoing verification that new products match the requirements. If they are questioning a product's match, they can send to it their Government POC/COR for agency verification. GSA will conduct periodic audits of various NSNs to verify that contractors are meeting the specifications. GSA will also respond to customer feedback via the National Customer Service Center (NCSC) regarding incorrect product complaints. Contractors will be measured on their thoroughness and accuracy in meeting NSN specifications. Should a product be determined to not be an NSN match, the contractor will have to remove it from their available catalog immediately.

Contractors will be responsible for providing a catalog of items with NSN matches in response to this RFP.

## 5.6 ORDERING

### 5.6.1 Order Placement

For each category within the solution, there will be two (2) awards.  
Order Issuance and Allocation

#### Order Issuance

Orders will be issued to vendors to fulfill requisitions received by GSA. Requisitions received by GSA may be consolidated prior to issuance of orders that may contain multiple lines (requisitions) destined for the same customer. Individual requisitions will not be split between vendors. A requisition consists of one NSN, quantity, and one delivery location. Orders, which may contain multiple lines, will be issued to vendors based on the lowest cost per order.

The order allocation process may be changed solely at the government's discretion to obtain better pricing on an individual NSN basis, or to consolidate multiple requisitions destined for the same delivery locations.

While the requirements for the Requisition Channel will be received by GSA via FedStrip/MilStrip or Military Interdepartmental Purchase Request (MIPR), the actual placement of an order to a contractor will be issued from GSA. The contractor will receive orders directly from GSA Global Supply via EDI transactions.

### 5.6.2 Order Responsiveness

For any orders placed as outlined above, the Contractor shall provide the following:

- Electronic acknowledgement within 8 hours to the customer that the order was received;
- Electronic acknowledgement within 8 hours of the order being shipped;
- Electronic acknowledgement of credit returns or refunds within 48 hours; and
- Out-of-stock/backorder notification within 24 hours informing the customer when an item will be available. Customers will determine if they wish to wait for the back-ordered item or order from another contract holder. If no response is received from the customer within 24 hours of notification of a back-ordered item's delivery estimate, the Contractor shall default to "Kill" for the line item.

#### 5.6.2.1 Partial Orders – Fill or Kill

In the "fill" or "kill" phase, Contractors are required to obtain affirmative acknowledgement from the customer, GSA Global Supply, on all orders received. Should an order fail to be able to be fulfilled by the Contractor at the time order is placed, the Contractor shall provide notification to GSA Global Supply that the intended order cannot be filled within the time specified and provide (when applicable) backorder details regarding the order. Should the customer fail to acknowledge to the Contractor to move forth with the requested items placed on backorder, the Contractor shall "kill" (not fulfill) the order within 24 hours of the Contractor's response to the customer's backorder. Otherwise, Contractor's receipt of acknowledgment to move forth with the backorder for the agreed date of fulfillment, the Contractor shall "fill" the order as requested, agreed, and acknowledged.

Fill or Kill applies at the line-item level, not at the order level. The Contractor must:

Notify the GSA ordering Contracting Officer placing the order within 24 hours if there are any problems filling an order;

- Provide any anticipated wait time; and
- Allow the customer to cancel that item or wait for the later delivery.

Notification and agreement with the customer must be in writing or through the ordering portal. The Contractor shall automatically deliver items available and notify customers within 24 hours of order placement when a backordered item can be delivered at a later date/time. Customers will determine if they wish to wait for the backordered item or order from another contract holder. If no response is received from the customer within 24 hours of notification of a backordered item's delivery estimate, the Contractor shall default to "Kill" for the line item.

#### 5.6.2.3 Order Tracking

The Contractor shall maintain an order tracking system that permits the Government to ascertain the location of an order between the time the order leaves the Contractor's facility and delivery and acceptance at destination.

#### 5.6.2.4 Order Minimum

**The established minimum order is \$25.**

#### 5.6.2.5 Contractor Invoice Submission

After shipment, Contractors shall submit invoices electronically, otherwise, they shall mail to:  
GSA Accounts Payable Branch  
PO Box 419018  
Kansas City, MO 64141

Contractors having any inquiries regarding payment details and status may contact GSA representatives at (816) 926 – 7287 during normal operating hours.

### 5.7 **Electronic Data Interchange (EDI) Requirements**

#### SYSTEM INTERFACE AND INTEGRATION

Contractors must be able to conduct business utilizing a standardized electronic method. All transactions will be submitted to and received by the prime Contractor ONLY. Under the Delivery Orders, GSA will not conduct electronic transactions with the prime Contractor's subcontractors or dealers. All electronic communications

between GSA and awarded Contractors will be through the GSA Electronic Data Interchange (EDI) Gateway or a GSA provided third party service provider.

Due to the potentially large volume of delivery orders, GSA's preferred method of communications is EDI. If a non-EDI method is agreed upon, GSA will revisit the communications agreement periodically and reserves the right to partially or comprehensively implement EDI transactions within 6 months of notification.

The following information is provided to assist Vendors who plan to communicate with GSA via EDI.

#### 5.7.1 Electronic Communications with GSA

GSA will on-board the awarded Contractors directly to the GSA EDI Gateway or a GSA provided third party service provider using the standards of EDI business documents detailed in Sections 5.5.1 and 5.5.2 below. GSA personnel will coordinate the on-boarding activities with the contractor.

#### 5.7.2 Government to Business Communications

GSA communicates using American National Standards Institute (ANSI) X12 transaction sets as follows: (details are available at <http://vsc.gsa.gov/ediuser.eddven.cfm>)

- 810 Invoice
- 855 Purchase Order Acknowledgement
- 856 Advance Shipment Notice
- 865 Purchase Order Change Acknowledgement (not an initial requirement, but may be phased in at a later date)
- 997 Functional Acknowledgement
- 214 Transportation Carrier Shipment Status Message (not an initial requirement, but may be phased in at a later date)
- 846 Inventory Inquiry/Advice (not an initial requirement, but may be phased in at a later date)
- 850 Purchase Order
- 860 Purchase Order Cancellation

GSA purchase orders are transmitted hourly to the Contractor. The Contractor is required, at a minimum, to acknowledge all purchase orders within 24 hours of receipt.

##### 5.7.2.1 Government to Business Transactions Using EDI

This section provides additional details regarding government-to-business transactions using EDI.

Purchase Order, Electronic Data Interchange (EDI) 850. GSA will submit purchase orders to contractors via the GSA EDI Gateway utilizing Electronic Data Interchange (EDI).



The EDI Purchase Orders generated by GSA utilize the EDI 850 transaction set and use, at a minimum, version 3010. EDI 850 transaction sets are transmitted hourly, seven days a week, providing the data needed to identify, process, and track all orders.

Purchase Order Cancellation, EDI 860. An EDI 860 Cancellation transaction set cancels a customer order in its entirety or for the full quantity of a line item. GSA receives a cancellation status if the cancellation was successful or a shipment status if the cancellation was unsuccessful. An EDI 860 Change Request (Buyer-Initiated) transaction set initiates an overage shipment transaction (the customer desires to retain and pay for the extra items received) and provides the data necessary to generate an invoice that GSA can process. The contractor is required to provide a status, using the Ship Notice/Manifest, EDI 856, or Purchase Order Acknowledgement, EDI 855 detailed below, within 24 hours after a Purchase Order Cancellation or Purchase Order Change Request (Buyer Initiated) was received.

### 5.7.3 Business to Government Communications

The Contractor shall communicate with GSA to:

- acknowledge receipt of a purchase order;
- acknowledge receipt of a purchase order change;
- provide purchase order status including, but not limited to, cancelled, backorder, and shipped;
- invoice for orders fulfilled;
- correct erroneous information provided to GSA on the disposition of a purchase order;
- provide shipment information including tracking number
- provide delivery information including, but not limited to date of delivery and order signatory (not an initial requirement, but may be phased in at a later date); and
- provide inventory information (not an initial requirement, but may be phased in at a later date)

Data exchange between the awarded Contractor and the GSA EDI Gateway shall occur via EDI or XML only.

The Contractor shall communicate information back to GSA using American National Standards Institute (ANSI) X12 transaction sets as follows: (details are available at <https://vsc.gsa.gov/EDIUser/eddven.cfm>)

- 810 Invoice;
- 855 Purchase Order Acknowledgement;
- 856 Advance Shipment Notice;
- 865 Purchase Order Change Acknowledgment (not an initial requirement, but may be phased in at a later date);

- 997 Functional Acknowledgement;
- 214 Transportation Carrier Shipment Status Message (not an initial requirement, but may be phased in at a later date); and
- 846 Inventory Inquiry/Advice (not an initial requirement, but may be phased in at a later date)
- 850 Purchase Order
- 860 Purchase Order Cancellation

The Contractor is required to work with GSA to understand and adhere to GSA business rules and requirements as they relate to:

- processing of backorders;
- purchase order acknowledgements;
- shipment information;
- delivery information;
- delivery documentation;
- accuracy of data provided to GSA;
- contractor cancellations;
- customer cancellations;
- interpretation of GSA data in order to meet GSA shipping documentation guidelines; and
- processing of emergency purchase orders

#### 5.7.4 Business to Government Using EDI

This section provides additional details regarding business-to-government transactions using EDI.

Functional Acknowledgement Transaction, EDI 997. The contractor is required to transmit a Functional Acknowledgement Transaction, EDI 997, to GSA within 24 hours upon receipt of the Purchase Order. This is required for all Purchase Orders.

Purchase Order Acknowledgement, Version 4010, EDI 855. The contractor may use Purchase Order Acknowledgement, Version 4010, EDI 855 in place of the Advance Ship Notice Manifest, EDI 856, as described below.

Advance Ship Notice/Manifest, Version 4010, EDI 856. The contractor is required to provide additional shipping notification using the Advance Ship Notice/Manifest, Version 4010, EDI 856 within 24 hours after an order has been shipped to a customer. The EDI 856 transaction set provides the shipment status (ship, cancel or backorder) of an order. For export shipments that cannot be mailed, this transaction set informs GSA of the Export Packing Facility or the Consolidation and Containerization Point that received the shipment. The EDI 856 transaction set should always display full line-item accountability.

Invoice EDI 810. In order to invoice GSA, the contractor must utilize either the Invoice, EDI 810 transaction set, using version 3010; or the FedPay portal at <http://apps.ocfo.gsa.gov/vendorpayment/index.htm>. If using EDI, the 810 transaction set is sent to FedPay to initiate payment to the Contractor.

NOTE: THE CONTRACTOR SHALL INVOICE AT TIME OF SHIPMENT.

Communications Protocol: The awarded Contractor may choose a Value Added Network (VAN) or Secure File Transfer Protocol (SFTP) to conduct business with GSA; i.e., sending and receiving Electronic Data Interchange (EDI) or Extensible Markup Language (XML) transactions.

Additional Technical Information for Transactions: Specifically, at a minimum, GSA will use the Reference Number (REF) segment with '2I' qualifier to receive the tracking number and carrier information of the shipment; the Date/Time Reference (DTM) segment with qualifiers '011' for shipped dates and '139' estimated ship dates, and the PRF segment will house the contract number and the release/delivery order number in PRF01 and PRF02, respectively. GSA will be notified once the Purchase Order has been received, via the EDI 997 transaction set and once the order has been shipped, via the EDI 855 or 856 transaction set.

Please note that other EDI transactions may become mandatory as the program evolves.

Resources. The following web site is available as a resource for researching detail on the above business-to-government and government-to-business transactions.

EDI: EDD EDI Documentation, available at <https://vsc.gsa.gov/EDIUser/eddven.cfm>

#### 5.7.5 Testing

Prior to contract award, GSA personnel may test the Contractor's ability to transact via EDI as a material requirement of the RFQ.

Post award, GSA personnel will coordinate testing with the Contractor. GSA will coordinate end-to-end testing with GSA systems and the Contractor's systems.

At a minimum, the following transactions will be tested:

- 850 purchase/delivery order;
- 997 functional acknowledgement;
- 855 purchase order acknowledgement;
- 856 advance ship notice/manifest;
- 860 PO cancellation/buyer initiated change; and
- 810 invoice

GSA may select up to 20 items from the Contractor's catalog for end-to-end testing and may select to conduct testing with live (production) orders.

For any EC/EDI clarifications please contact the GSA EDI Helpdesk at [703-605-9444](tel:703-605-9444).

## **6.0 DELIVERY REQUIREMENTS**

### **6.1 Delivery**

Except when otherwise specified in the order, all orders shall be delivered within the contiguous United States (CONUS); within four (4) business days after receipt of order. Delivery to outside the continental United States (OCONUS), including Alaska, Hawaii and US Territories and possessions are not to exceed seven (7) business days. Requirements for expedited delivery may not be requested or provided under the Requisition Channel office supplies contract.

### **6.2 Freight on Board (FOB) Destination**

The Contractor shall ensure delivery to locations specified by GSA Global Supply as delineated on the order.

### **6.3 Packing Slip**

The Contractor shall prepare a packing slip for each order placed under the contract and provide it with the order. The Contractor shall ensure the delivery ticket or packing slip contains the following minimum information:

- Name of Contractor;
- Contract number, order, or call number;
- Government employee/purchaser and activity address;
- Government Order or Requisition number
- Date of purchase;
- Itemized list of supplies shipped;
- Manufacturer's part numbers;
- National Stock Number (NSN); and
- Quantity, unit price, and total cost of each item shipped.

The name of the Government employee/purchaser and the agency name shall appear in all "ship-to" address blocks of packing slips and invoices.

### **6.4 Safety Data Sheet**

The safety data sheet (SDS) shall be submitted in accordance with the latest revision of Federal Standard No. 313. For shipments to the customer, the contractor shall provide one copy of the SDS inside or affixed to the outside of each transport package. If affixed outside, the SDS must be placed in a weather-resistant envelope.

#### 6.5 Damaged Goods

Damaged goods are the Contractor's responsibility and liability. If ordered items are received in damaged condition, the Contractor must replace items within 3 business days after receipt of notification of damage, at the Contractor's expense.

The Contractor must provide a returned merchandise authorization (RMA) and prepaid shipping label with each replacement order. The cardholder or Government employee/purchaser will document damage on shipping documents.

#### 6.6 Returns

The Contractor shall allow the Government to return items in the original packaging and in sellable condition up to 30 days from the date the item was delivered. The Contractor shall provide a full refund, less any applicable restocking fee, for such items within 30 days of receipt of the returned item.

#### 6.7 Restocking fees

The Contractor may assess a restocking fee in accordance with the established schedule restocking fee amount, however capped at no more than 10 percent of the item cost when the Contractor incurs additional costs due to customer ordering error. There shall be no restocking fees when the item is returned due to item condition or Contractor error.

#### 6.8 Reliability

The Contractor shall maintain a 98 percent on-time delivery record. On a rolling 90-day basis, delivery must occur within the required timeframes for at least 95 percent of orders placed during the period (see Attachment 8 – *Performance Requirement Summary*).

The 98 percent on-time delivery baseline will not include any items for which the Contractor has notified the customer of stock outages or delivery problems at time of order placement.

#### 6.9 Price Adjustments

Price adjustments will be determined by the Contracting Officer. Clause 552.216-70, Economic Price Adjustment, is applicable to the contract(s). In approving any request for a price increase, the Contracting Officer will conduct a horizontal and vertical price comparison. The mere fact of a price increase commercially will not be sufficient cause for approving a price increase under the contract.

#### 6.10 Customer Service

Contractor shall provide a customer service center that is operational during normal business hours Monday through Friday, except Federal holidays for the location of the customers in the 48 contiguous United States, Alaska,

Hawaii, and Puerto Rico. Customer service personnel shall be knowledgeable of the Federal Government’s purchase procedures and those procedures specifically tailored to the FSSI contract. Contractor must have dedicated agency managers available to meet with Federal agency officials. The same manager may serve multiple agencies.

**6.11 Quality Control**

The Contractor is responsible for providing quality control to ensure a proper level of performance, including procedures employed throughout the contract’s period of performance, that ensure items provided conform to contract performance standards (e.g., delivery time, deliverables relating to reporting submissions, etc.).

The Government reserves the right to inspect any and/or all surveillance at the Contractor and/or Government facility, as may be necessary to determine supplies conform to contract requirements.

**7.0 PROGRAM MANAGEMNET**

**7.1 Deliverables**

The Contractor shall adhere to the following schedule of deliverables, which will be used by the GSA Contracting Officer’s Representative (COR) to monitor timely progress of the established contract. All references to workdays are business days (Monday through Friday) with the exception of Federal holidays (mentioned below) or days the Government may otherwise be closed. When the due date is a non-business day, the deliverable is due No Later Than (NLT) the next business day

7.1.1 The Contractor shall provide the Contracting Officer, Project/Program Officer, or designee(s) with a primary and alternate POC within 5 business days after establishment the contract. The Contractor shall provide updated information for POC/alternate as changes occur.

7.1.2 Within 10 business days of contract establishment, the Contractor must submit its most current full-line catalog reflecting contract established pricing catalog in electronic format (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer or designees.

The following schedule of deliverables will be used by the GSA Contracting Officer’s Representative to monitor timely progress of the established contract. All references to days are workdays; the abbreviation NLT stands for no later than. When the due date is a non-work day, the deliverable is due by the next work day.

Milestone/Deliverable	Action Provided From	Planned Completion Date
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Kickoff Meeting	Contractor /Government	NLT 5 business days after date of contract establishment
Primary and alternate POC (7.1.1)	Contractor	NLT 5 business days after date of contract establishment

### 7.1.3 Program Management Review

The Contracting Officer, Program/Project Officer, and/or designees, shall call quarterly program review meetings for the first year and quarterly or bi-annually for the option period(s), at the Contracting Officer’s discretion. Such meetings will be held in any means agreed to between the attendees, either in person, by webinar, or conference call and may include all contract holders, representatives from prospective customer agencies, a combination of current and prospective customer agencies, or individual contract holders.

## 8.0 Government Administration Considerations and Responsibilities

8.1. The Contracting Officer is the sole point of contact for this requirement during the solicitation. Address any questions or concerns you may have to Maria Viscione, Contracting Officer, George Doukas, Contract Specialist, or Gwen Bustamante, Contracting Officer.

Maria Viscione  
 General Services Administration  
 Federal Acquisition Service (FAS)  
 Northeast and Caribbean Acquisition Center  
 E-mail: [maria.viscione@gsa.gov](mailto:maria.viscione@gsa.gov)

George Doukas  
 General Services Administration  
 Federal Acquisition Service (FAS)  
 Northeast and Caribbean Acquisition Center  
 E-mail: [George.doukas@gsa.gov](mailto:George.doukas@gsa.gov)

Gwen Bustamante  
 General Services Administration  
 Federal Acquisition Service (FAS)  
 Northeast and Caribbean Acquisition Center  
 E-mail: [Gwen.Bustamante@gsa.gov](mailto:Gwen.Bustamante@gsa.gov)

Written requests for explanation or information or any questions regarding this solicitation should be directed to:

[os3\\_requisitionquestions@gsa.gov](mailto:os3_requisitionquestions@gsa.gov)

ALL QUESTIONS MUST BE SUBMITTED BY COB JULY 30, 2014. RESPONSES TO BE PROVIDED BY AUGUST 13, 2014.

**IMPORTANT: DO NOT ADDRESS PROPOSALS, MODIFICATIONS OR WITHDRAWALS TO THE ABOVE ADDRESS. THE ADDRESS DESIGNATED FOR RECEIPT OF OFFERS IS CONTAINED ELSEWHERE IN THIS SOLICITATION.**

8.2 Any disputes arising from any awards against established contracts that remain unresolved shall be subject to resolution in accordance with FAR 8.406-6, Disputes.

8.3 Assignment of ACOs for this contract may be changed at any time by the Government without prior notice to the Contractor. However, the Contractor will be notified of the change in writing.

8.4 Ordering Procedures: For each category within the solution, there will be two (2) awards.

## Order Issuance and Allocation

### Order Issuance

Orders will be issued to vendors to fulfill requisitions received by GSA. Requisitions received by GSA may be consolidated prior to issuance of orders that may contain multiple lines (requisitions) destined for the same customer. Individual requisitions will not be split between vendors. A requisition consists of one NSN, quantity, and one delivery location. Orders, which may contain multiple lines, will be issued to vendors based on the lowest cost per order.

The order allocation process may be changed solely at the government's discretion to obtain better pricing on an individual NSN basis, or to consolidate multiple requisitions destined for the same delivery locations.

## 9.0 GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

### 9.1 Format for Proposal Submission:



In order to effectively and equitably evaluate all proposals, the Contracting Officer must receive information sufficiently detailed to clearly address submission requirements as outlined below. Each of the Volumes outlined below must be submitted in a separate document.

The Offeror’s proposal submission shall consist of five (5) Volumes. These required Volumes are provided in the table as follows:

Volume Number	Submission Volumes Brief Descriptions	File Name	Page Limitations*
Volume I	Administrative requirements (include statements in response to address all compliance requirements and applicable attachments)	Administrative Requirements	6
Volume II	Technical requirements Go/No-Go Factors (Excluding 100% Office Supplies Market Basket)	Technical Requirements	15
Volume III	100% Market Basket Items	Market Basket	None
Volume IV	Past Performance	Past Performance	3
Volume V	Price – Office Supplies-Requisition Proposal Summary Sheet (Attachment 1)	Price	None

#### 9.1.1 Volume Descriptions

**Volume I** – Administrative Requirements-Offerors shall provide a response addressing all the compliance requirements mentioned in section 9.7.1 Administrative Compliance Requirements Review, including the following:

- GSAM 552.203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law;
- Trade Agreement Act (TAA);
- Environmental and Energy Conservation Objectives and Requirements;
- AbilityOne® Program; and
- Agency-defined reporting requirements

Volume II – Technical Factors-Offerors shall propose a detailed approach that addresses the following:

- Provide responses to each Technical Proposal Go/No Go Factors noted in section 9.7.2 Evaluation Requirements;
- Provide information in response to Attachments 1, 10, 11 and 12 (Attachment 7 is only applicable to other than small businesses); and
- Provide statements in response to Attachments 3 and 5 regarding the Contractor's compliance and capability verification

Volume III – 100% Market Basket-Contractors shall have items available under their relevant commercial catalog prior to submission of their proposal and submit a completed copy of Attachment 1 – Office Supplies Requisition Channel Supplies Proposal Sheet.

Volume IV – Past performance-Offerors are encouraged to submit Past Performance information to assess relative risks associated with an Offeror's likelihood of success in fulfilling the solicitation's requirements as indicated by that Offeror's record of performance in past contracts of similar type, size, and scope. The Government will conduct a performance assessment based on the quality, relevancy and recentness of the Offeror's past performance as it relates to the probability of successful accomplishment of the required effort. IF THE OFFEROR HAS NO RELEVANT PAST PERFORMANCE, it shall affirmatively state that there is no relevant past performance.

Past Performance information shall be submitted for a period of three years, from the RFP closing date, for similar effort. The Contractor shall provide relevant Contract Numbers, Company/ Government Agency Names, Point of Contact information and dollar amount of effort.

Past performance will be determined through review of the System for Award Management (SAM), as well as the Federal Awardee Performance and Integrity Information System (FAPIIS), Past Performance Information Retrieve System (PPIRS), ACO Report Cards, and other data obtained from other sources that are considered accurate and relevant. Reports will be retrieved by each Contractor's DUNS number.

The Contractor should be aware of any negative past performance information contained in SAM, FAPIIS, and PPIRS and, where applicable, should have addressed the issues as permitted by the system. Should the Contracting Officer obtain negative past performance information from a source to which the Contractor has not had an opportunity to respond, the Contractor will be given the opportunity to submit a one-page explanation for consideration by the Contracting Officer.

**NOTE:**

**Offeror is to provide three (3) to five (5) relevant past performance references of a similar scope and size to this proposal. Include POC name and email, contract value, contract identification information (contract number, etc.) and brief description of work. These must be reflective of significant high dollar value projects and contain extensive detail as to the work performed and the scope of ability to support widespread CONUS and OCONUS delivery.**

Volume V – Price (Firm-Fixed Price)-The Offeror shall complete the Schedule of Supplies of the solicitation and propose a price for all functional categories as proposed within Attachment 1, Office Supplies Requisition Channel Supplies Proposal Sheet. The Offeror shall also provide a total cost that combines all required categories and options if exercised.

### **9.1.2 Electronic Format**

The Contractor shall submit proposals in electronic format. The Contractor shall submit proposal using either a Microsoft Excel (.xls) file and/or an Acrobat (*PDF*) file or compatible. Only one electronic proposal shall be provided per Contractor; all categories offered shall be contained within the proposal. All of the proposal files may be compressed (zipped) into one file entitled “proposal.zip” using WinZip version 6.2 or later version or the proposal files may be submitted individually contained within one single email response per Contractor submission.

#### **9.1.2.1 Page Format**

The submission shall be clearly indexed and logically assembled. Each volume shall be clearly identified and shall begin at the top of a page. All pages of each volume shall be appropriately numbered and identified by the complete company name, date and solicitation number in the header and/or footer. Proposal page limitations are applicable to this procurement. The top, bottom, left and right margins should be a minimum of one inch each. Font size should be no smaller than 12-point. Times New Roman fonts are required. Characters shall be set at no less than normal spacing and 100% scale. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape. Line spacing shall be set at no less than single space. No reduction is permitted except for organization tables, charts or other graphic illustrations. The Contractor shall ensure the print is easily readable. Double spacing is not required for information in tables/graphics. The Contractor shall not use charts, tables, or graphics to subvert the page limits. Page numbers, company logos, and headers and footers may be within the page margins ONLY, and are not bound by the 12-point font requirement. Footnotes to text shall not be used. Pages in violation of these instructions, either by exceeding the margin, font or spacing restrictions or by exceeding the total page limit for a particular volume, will not be evaluated. The page

count will be determined by counting the pages in the order they come up in the print layout view.

#### Additional Instructions for Offer Submission:

- Legal business name of company must be identified in the subject of the e-mail proposal and indicate if email is 1 of 1, 1 of 2, etc.
  - If applicable, identify if company has a d/b/a, other company name, and what that DUNS is.
- 
- DUNS number must be included in vital statistics page and in e-mail proposal.
  - Proposals must be submitted in ZIP format and contain only PDF, Word, or Excel file types.
  - Clearly label each file with the appropriate attachment number.
  - Official signature on SF1449 (Attachment 15)

### **9.2 Proposal Due Date and Time**

The closing date and time for Contractors' submission of proposals in response to this RFP, is **September 10, 2014 at 5:00 PM EST.**

### **9.3 Basis for Award**

9.3.1 For CLIN 1, the award will be made on the basis of the lowest evaluated price, technically acceptable approach. For CLINS 2 and 3, there is a strong preference for small business participation. Achievement of socio-economic objectives will be designated as an evaluation factor, which is significantly more important than price and other non price factors.

The Government reserves the right to verify and/or follow-up on any of the information presented in the proposal by seeking clarifications.

Contracts will only be awarded to Contractors meeting the following:

9.3.2 Contractors must provide all information and statements in response to the Administrative Compliance Requirements as indicated within this RFP's subsection 9.1.1 (Volume I-Administrative Requirements);

9.3.3 Contractors must be able to comply with all the technical requirements (including 100% of market basket items) established within this RFP as noted in subsection 9.7.2 (Evaluation Requirements); and

9.3.4 Contractors must provide a price volume contained within Attachment 1 - *Requisition Channel Office Supplies Proposal Sheet*.

9.3.5 Submission of a proposal must be executed by a representative of the Contractor authorized to commit the Contractor to contractual obligations.

9.3.6 Contractor is expected to examine this entire RFP. Failure to do so will be at individual Contractor's risk.

9.3.7 Contractor shall furnish all information as called out by this RFP.

Please note that proposal revisions shall not be permitted, unless stated otherwise, and therefore, will not be considered.

#### **9.4 TECHNICAL PROPOSAL - GO/NO-GO FACTORS:**

Technical proposals will first be evaluated on the following sub-factors to determine if they are technically acceptable. Only the proposals found to be technically acceptable on all technical sub-factors will proceed to the price evaluation phase. Contractors may submit prices for one, two, or all three CLINs, if they meet the qualifications for each CLIN.

Within CLIN One (Full Office Supplies Catalog), Contractor must meet the following go/no-go requirements:

- AbilityOne-certified contractor;
- Demonstrated ability to meet all environmental reporting and green product requirements;
- Demonstrated ability to provide all office supplies on core-items list products;
- Demonstrated capability to provide real-time order status to GSA Advantage! ®;
- Currently be able to provide point of sale discount for all IDIQ Contract orders;
- Agency-defined reports at no additional cost;
- Standard delivery anywhere CONUS within 3 to 4 business days;
  - Demonstrate the ability to comply with Item Purchase Descriptions
  - Demonstrate the current ability to support a requisition environment.
  - Demonstrate the ability to meet the electronic communication capability
  - VSM Requirements: Contractor is required to be able to recognize when to use and be able to utilize the DLA's Vendor Shipment Module (VSM).
  - Demonstrate the ability to offer Fill or Kill status –
  - Marking and Packing: The Contractor shall provide evidence of knowledge for all packing/packaging requirements, marking, labeling, and documents.
  - Demonstrate the ability to secure scannable bar codes

- Demonstrate the ability to provide a Subcontracting Plan Requirement, Applicable to Other than Small Business (Socioeconomic) Concerns – If applicable
- Sub-Contracting Performance: Sub-Contracting Performance: A Contractor's past performance in meeting all of its Subcontracting goals will be reviewed.
- Satisfactory past performance.

Within CLIN Two (Paper), Contractor must meet the following go/no-go requirements:

- AbilityOne-certified contractor;
- Demonstrated ability to meet all environmental reporting and green product requirements;
- Demonstrated ability to provide all paper items on core-items list products;
- Demonstrated capability to provide real-time order status to GSA Advantage! ®;
- Currently be able to provide point of sale discount for all IDIQ Contract orders;
- Agency-defined reports at no additional cost;
- Standard delivery anywhere CONUS within 3 to 4 business days;
  - Demonstrate the ability to comply with Item Purchase Descriptions
  - Demonstrate the current ability to support a requisition environment.
  - Demonstrate the ability to meet the electronic communication capability
  - VSM Requirements: Contractor is required to be able to recognize when to use and be able to utilize the DLA's Vendor Shipment Module (VSM).
  - Demonstrate the ability to offer Fill or Kill status –
  - Marking and Packing: The Contractor shall provide evidence of knowledge for all packing/packaging requirements, marking, labeling, and documents.
  - Demonstrate the ability to secure scannable bar codes
  - Demonstrate the ability to provide a Subcontracting Plan Requirement, Applicable to Other than Small Business (Socioeconomic) Concerns – If applicable
  - Sub-Contracting Performance: Sub-Contracting Performance: A Contractor's past performance in meeting all of its Subcontracting goals will be reviewed.
  - Satisfactory past performance.

Within CLIN Three (Toner/Ink), Contractor must meet the following go/no-go requirements:

- AbilityOne-certified contractor;
- Demonstrated ability to meet all environmental reporting and green product requirements;
- Demonstrated ability to provide all toner items on core-items list products;
- Demonstrated capability to provide real-time order status to GSA Advantage! ®;
- Currently be able to provide point of sale discount for all IDIQ CONTRACT orders;
- Agency-defined reports at no additional cost;
- Standard delivery anywhere CONUS within 3 to 4 business days;
  - Demonstrate the ability to comply with Item Purchase Descriptions
  - Demonstrate the current ability to support a requisition environment.
  - Demonstrate the ability to meet the electronic communication capability

- VSM Requirements: Contractor is required to be able to recognize when to use and be able to utilize the DLA's Vendor Shipment Module (VSM).
- Demonstrate the ability to offer Fill or Kill status –
- Marking and Packing: The Contractor shall provide evidence of knowledge for all packing/packaging requirements, marking, labeling, and documents.
- Demonstrate the ability to secure scannable bar codes
- Demonstrate the ability to provide a Subcontracting Plan Requirement, Applicable to Other than Small Business (Socioeconomic) Concerns – If applicable
- Sub-Contracting Performance: Sub-Contracting Performance: A Contractor's past performance in meeting all of its Subcontracting goals will be reviewed.
- Satisfactory past performance.

\*Awards based upon estimated receipt of qualified proposals.

#### 9.5.1 Proposal Submission

Interested Contractors are requested to **submit their proposals electronically** to the following e-mail address: [os3requisitions@gsa.gov](mailto:os3requisitions@gsa.gov). E-Buy responses or submissions sent to another e-mail address will not be accepted. Offerors submitting their responses to this solicitation via any other location will not be considered. Please note that only one submission shall be submitted per Contractor.

#### 9.5.2 Proposal Number Inclusion

The RFP Number provided *on FBO* shall also be included in the subject line of the electronic response of each offer submission.

#### 9.5.3 Proposal Submission for Acceptance

Proposals received after the scheduled closing date and time will not be accepted and will not be considered for establishment of a contract.

#### 9.5.4 Authorized Proposal Submitter

The proposals submitted in response to this RFP must be executed by a representative of the Contractor authorized to commit the Contractor to contractual obligations. The Contractor is responsible for examining and understanding the entire RFP document in preparing its offer.

#### 9.5.5 Comments Submission Information

The Contractor should furnish any questions, comments or concerns regarding all requested information proposed within this RFP, including verification statements, pricing details, and other pertinent information as required, in response to this solicitation.



### 9.5.6 Contractor Size Status Recertification

At this time, interested Contractors may elect to recertify its size status/standards on the cover sheet of its volume submission(s). Socioeconomic Status submission will assist in determining the Offeror's consideration for contract establishment. Offerors shall submit a statement of compliance that qualifies their business as a Small Business. Offerors are cautioned that they must be registered and certified in the United States Small Business Administration (SBA) (<http://www.sba.gov/>) for proper consideration.

### 9.5.7 Comments Submission Preparation Cost

The Government shall not be held liable for any cost associated with the Contractor's preparation to submit comments in response to this RFP.

### 9.5.8 Proposal Validation

Should a final RFP be established, interested Contractors shall be required to agree to the proposed price submitted, and shall be held firm for 90 days from the final solicitation close date.

## 9.6 METHODOLOGY FOR ESTABLISHING CONTRACTS AND EVALUATION CRITERIA

### 9.6.1 CONTRACT AWARDS

Proposals will be evaluated on the basis of Technical Compliance, Socioeconomic Status (for CLINS 2 and 3), Past Performance and Price Factors.

In each category, there are a maximum number of contracts to be established as a result of this RFP and, of the contracts established in each category, it is the goal of the Government to award a certain number of contracts utilizing small business size as a prime evaluation factor, in accordance with the following table:

Category Number	Maximum Number of Awards
1 – General Office Products	2
2 – Office Paper	2
3 – Toner and Inkjet	2
<b>TOTAL</b>	<b>6</b>

The Government may establish contracts without discussion based on initial

proposals received. Accordingly, each initial proposal should be submitted in as complete a form as possible and without taking exception to any provision.

Method of contract establishment: Contracts resulting from this RFP will not have a preference for socio-economic status for CLIN 1. For CLINS 2 and 3, there is a strong preference for small business participation. Achievement of socio-economic objectives will be designated as an evaluation factor which is significantly more important than price and other non-price factors. For CLINS 2 and 3 the Government expects that this will result in best-value proposals being those from small business contractors. Up to the maximum number of contracts will be established within each identified category, in keeping with the number of awards per category, as referenced earlier. Proposals responding to this solicitation will be evaluated for the Administrative Compliance Requirement, technical compliance, past performance, socioeconomic status (for CLINS 2 and 3 only), and price. The Government will evaluate non-priced information and price information contained in the proposals and, if appropriate, information obtained by the Government from other sources.

The Government will perform an in-depth review of the proposals. The Technical Evaluation Team will rate each evaluation factor for each proposal against the specified evaluation criteria in the solicitation. Technical proposals will not be compared against each other. However, the Government reserves the right to verify and/or follow-up on any of the information presented in the proposal. A No-Go on any one factor will render the proposal unacceptable, of which no further consideration will be received.

The evaluation process will consist of the administrative compliance requirement review, the technical review and price evaluation, in this relative order. For CLINS 2 and 3 there is a further preference for small business socioeconomic status. The contract award decision will be made on the basis of an assessment of the evaluation results as a whole, in accordance with the RFP requirements. All eligible firms found to be compliant with the administrative compliance requirements will be evaluated for technical proposal GO/NO-GO factor. Only technically acceptable proposals (proposals complying with administrative compliance requirements as well as complying with the requirements of the technical proposal Go/No Go factor) will be evaluated for pricing, per the procedures described in Price Evaluation Factors and in Attachment 1, *Requisition Channel Office Supplies Proposal Sheet*.

## **9.7 Non-Price Evaluation Factors**

### **9.7.1 *Administrative Compliance Requirements Review***

The Government will conduct an Administrative Compliance Requirements review to ensure that the Vendor's proposal meets certain administrative requirements of the RFP. Only proposals found to be compliant with the Administrative Compliance Requirements will qualify for the Technical evaluation phase.

Failure to comply with any of the Administrative Compliance Requirements will result in rejection of the proposal without further consideration for a contract.

The Administrative Compliance Requirement review consists of an initial examination of the proposal by the Technical Evaluation Team against the RFP requirements. As a part of the technical review, all interested Vendors must complete Attachment 1 – *Office Supplies Proposal Sheet*. GSA will conduct a random check of the market basket items to ensure the offered products meet the purchase descriptions and all of the regulatory requirements specified in the RFP.

This review may eliminate proposals that fail to provide all required information and documents in the format and detail specified. This review is to ensure that all required forms and certifications are complete.

**The Vendor must meet the following Administrative Compliance Requirements:**

**9.7.1.1** GSAM 552.203-72 *Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law* – The Contractor shall verify that it does not have, or an explanation for having, any past Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law. The proposal shall include a certification that the Contractor does not have, or an explanation for having, any past Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law. If the Contractor fails to provide a complete copy of this document, its proposal will not be considered for further evaluation. One page maximum.

**9.7.1.2** *Trade Agreement Act (TAA) compliant* – The Contractor shall provide a written statement declaring assurances that the offered item(s) are TAA compliant. If the Contractor fails to provide this documentation concerning its TAA compliance, the proposal will not be considered for further evaluation. One page maximum.

**9.7.1.3** *Demonstrated ability to meet all environmentally sustainability requirements* – The proposal shall include evidence that the contract items meet all environmentally preferable requirements as outlined in Section

7.105(b)(16), Environmental and Energy Conservation Objectives and Requirements. If the Contractor is unable to provide sufficient narrative evidence that it complies with all environmentally preferable requirements, their proposal will not be considered for further evaluation. Three pages maximum.

**9.7.1.4 AbilityOne® Authorization Letter** – The Contractor shall provide an authorization letter from the AbilityOne® Program as being an authorized product distributor. Three pages maximum.

**9.7.1.5 Financial Statements** - Offeror is to provide financial statements inclusive of tax returns for the previous three years and certification of minimum sales of \$250,000 annually, for past three years.

Proposals meeting all Administrative Compliance Requirement will move on to the technical proposal GO/NO-GO factors evaluation. All proposals that do not meet all administrative compliance requirements will be eliminated from consideration.

## **9.7.2 Technical Proposal Go/No Go Factors**

The Government plans to establish multiple contracts based on proposals received in response to the Office Supplies Requisition Channel RFP, including a maximum of two (2) contracts to Vendors with no preference for socio-economic status and a minimum four (4) contracts, based on socio-economic preference for small business. For CLIN 1, there will not be a preference for socio-economic status. For CLINS 2 and 3, there is a strong preference for small business participation. Achievement of socio-economic objectives will be designated as an evaluation factor, which is significantly more important than price and other non-price factors. This Government expects that this will result in best-value proposals being those from small business contractors. GSA intends to run a simplified reverse auction, based on the market basket items. The evaluations will be based on the information presented in each volume of Vendors' responses to the factors presented below.

The proposals will be reviewed to determine if the technical proposal is acceptable. During the initial technical review, if a proposal receives a "Go" rating on all of the technical sub-factors, it will move to the next evaluation phase. A neutral rating is equivalent to a "GO" rating. Proposals that receive a "No-Go" rating on any one or more of the technical sub-factors will move immediately to a second technical review. This second review may allow another technical evaluator to determine if they agree with the rating issued by the initial reviewer

that the technical proposals considered “unacceptable”, or if there is sufficient information provided for a “Go” rating.

The Government reserves the right to hold discussions during the technical evaluation and may request revised technical proposals. If the proposal receives a “Go” on the second review, it will then proceed for price evaluation. However, if the Vendor fails to receive a “Go” for all of the technical sub-factors under the first and second technical reviews, the Vendor’s proposal will be rejected and no longer considered for Office Supplies contract award. A final “No-Go” rating will make the entire proposal unacceptable.

Vendors should note that for core items that do not include the item descriptions and all regulatory requirements specified in the RFP may result in a proposal being deemed substantially incomplete and eliminated from further consideration of Office Supplies contract award.

#### 9.7.2.1 Technical Proposal Rating System

The following rating system shall be employed to evaluate the technical sub-factors proposed:

*Acceptable (Go).* Meets all requirements; Proposal is relevant and clear; and/or poses little to no risk to the Government.

*Not Acceptable (No Go).* The approach provided is significantly deficient in content/description of solution and/or does not meet the requirements and/or poses a significant risk to the Government.

#### 9.7.2.2 Evaluation Criteria

All proposals will be reviewed for a technical evaluation of the Go, No-Go factors by the Office Supplies contracting team with a final determination for technical acceptability to be made by the contracting officer. Only those proposals determined to be technically acceptable in the non-price factor evaluation will advance to the next evaluation step. Contractors may submit proposals in all three (3) categories, if they meet the qualifications for the category for which the proposal is submitted. If the Contractor receives a No-Go on any one or more of the technical sub-factors, the Contractor’s proposal will be rejected and receive no further consideration. If the proposal receives a Go on all of the technical sub-factors during the technical review it will move to the next evaluation step.

**Evaluation Requirements** – The Contractor must meet the following technical requirements to be determined acceptable:

The Contractor must meet the following Go/No Go requirements:

**(1) Demonstrated ability to provide 100 percent Market Basket items per category:** The proposal shall include evidence that the Contractor can provide 100 percent of the Market Basket items in the particular category they are quoting. For proposals including 100 percent of the market basket products, GSA will perform random sample verification, based on the NSN and applicable IPD, to ensure the products offered meet the descriptions and environmental attributes, are TAA and Essentially the Same (ETS) requirement compliant. If the items offered do not meet the IPDs of the market basket items and all regulatory requirements specified in the RFP, it shall result in a proposal receiving a No Go rating. Offerors must propose 100% of the Market Basket items in order to receive a Go rating. (Page Limit: N/A) Attachment 1, Office Supplies Proposal Sheet.

**(2) Demonstrate the ability to comply with Item Purchase Description –** The Contractor shall provide a written statement that they have reviewed and comply with the requirements, characteristics and specifications for the Government's IPD. Contractors' proposals failing to submit this statement will not be considered for further evaluation and shall result in receiving a No-Go rating. (Page Limit: One Page).

**(3) Demonstrate the current ability to support a requisition environment.** Key requirements to address this ability shall include, but is not limited to, NSN matching from Contractor Inventory Management Requirements, integration with DoD's VSM network, identify items bound for a DoD consolidation point, and ensure appropriate marking, packaging, and labeling. Contractors shall provide a realistic approach, and any past experience in meeting these capabilities. Contractors that do not address the ability to support this requisition environment will receive a No-Go rating. (Page Limit: Ten Pages).

**(4) Demonstrate the ability to meet the electronic communication capability –** The Contractor must be able to conduct business, utilizing a standardized electronic method (either EDI or Web Portal). All transactions will be submitted to and received by the prime Contractor only. Under Contracts Delivery Orders, GSA will not conduct electronic transactions with the prime Contractor's subcontractors or dealers. All electronic communications between GSA and the Contractor will be through GSA EDI Contractor or the GSA EDI Gateway. The proposal shall include a narrative statement as evidence that the Contractor will be able to conduct business utilizing a standard electronic method, via EDI or Web Portal. If the Contractor is unable to provide a sufficient narrative as evidence that it complies with being able to conduct business using a standard electronic method, the proposal will not be considered for further evaluation and shall receive a No-Go rating. (Page Limit: Three Page).

**(5) VSM Requirements:** Contractor is required to be able to recognize when to use and be able to utilize the DLA's Vendor Shipment Module (VSM). The proposal shall include a narrative statement as evidence that the Contractor will be able to utilize the DLA's VSM. The contractor must show it can recognize orders for Centcom and meet the supplemental requirements. If the Contractor is unable to provide a sufficient narrative as evidence that it complies with being able to utilize DLA's VSM the proposal will not be considered for further evaluation and shall receive a No-Go rating. (Page Limit: Four Pages)

VSM offers two types of access: manual order entry and automated order processing via web services. Given the order volume entailed, the contractor is expected to establish web services-based integration with VSM.

**(6) Demonstrate the ability to offer Fill or Kill status** – The proposal shall supply evidence of a clear understanding of the requirement for Fill or Kill at the line-item level. The Contractor will automatically deliver items available and notify customers within 24 hours of order placement when a back-ordered item can be delivered. Customers will determine if they wish to wait for the back-ordered item or order from another contract holder. If no response is received from the customer within 24 hours of notification of a back-ordered item's delivery estimate, the Contractor shall default to "Kill" for the line item. If the Contractor is unable to provide sufficient narrative evidence demonstrating a clear understanding of this requirement, the submitted proposal will not be considered for further evaluation and shall result in receiving a No-Go rating. (Page Limit: One Page).

**(7) Marking and Packing:**

The Contractor shall provide evidence of knowledge for all packing/packaging requirements, marking, labeling, and documents (noted within subsection 5.3.4.2.1 of this RFP). Requirements include, but are not limited to, knowledge of MIL-STD-129 and FED-STD-123. Therefore, Offerors are required to submit with their responses, samples of the packing slips and package labels for both CONUS and OCONUS deliveries. Contractors' proposals failing to provide sample evidence (samples) of their knowledge of all packing/packaging, marking, labeling, and documenting requirements will not be considered for further evaluation and shall result in receiving a No-Go rating. (Page Limit: Ten Pages).

**(8) Demonstrate the ability to secure scannable bar codes** – The Contractor shall ensure that all products are labeled with scannable bar codes (based on SKU, internal item number or Universal Product Code). These bar codes must have the capability of being scanned by the Symbol LS4208 Barcode Scanner, or an equivalent scanner. A written statement declaring assurance that all products are labeled with scanner bar codes must be submitted in response to this sub-factor. Contractors failing to submit this statement within proposals will not be considered for further evaluation and shall result in receiving a No-Go rating. (Page Limit: One Page).

**(9) Demonstrate the ability to provide a Subcontracting Plan Requirement, Applicable to Other than Small Business (Socioeconomic Concerns)** – If applicable, the Contractor shall submit a Subcontracting Plan. In addition, a copy of any current approved subcontracting plan shall be provided. (Sub Contracting Plan Template -Attachment 5) (Page Limit: Fifteen Pages)

**(10) Sub-Contracting Performance:** Sub-Contracting Performance: A Contractor's past performance in meeting all of its Subcontracting goals will be reviewed. Reports will be retrieved by each contractor's DUNS. Assessment reports covering the previous three (3) subcontracting plans, with the NAICS Codes for each category will be evaluated. Note: A Small Business will automatically receive a Go Factor for this Evaluation Criteria.

The contractor should be aware that the threshold to receive a Go rating in this factor is to be within ten percent (10%) of meeting subcontracting goals in each of its most recent three subcontracting plans. Should the Contracting Officer find the contractor failed to reach within 10% of its subcontracting goals; the contractor will be given the opportunity to submit a one-page explanation for consideration by the contracting office.

The determination as to whether the Contractor adequately explained its failure to meet its subcontracting goals within 10% will be up to the discretion of the Contracting Officer making the award. If the Contractor does not have three previous subcontracting plans, the Contracting Officer may use fewer than three subcontracting plans.

***(11) Demonstrate the ability to provide Past Performance –***

Past performance-Offerors shall submit a minimum list of three (3) up to five (5) current or past contracts (including Federal, State and local Government and private) for similar efforts in performance at any point during the three (3) years prior to the proposal submission deadline. Offerors shall also include any obstacles encountered and the corrective actions taken. IF THE OFFEROR HAS NO RELEVANT PAST PERFORMANCE, it shall affirmatively state that there is no relevant past performance. If it is still determined through the review that a Contractor has more than two (2) poor and/or unsatisfactory ratings in any of the above mentioned categories, the proposal will receive an unacceptable rating. (Page Limit: Three Pages)

**NOTE: Offeror is to provide three (3) to five (5) relevant past performance references of a similar scope and size to this proposal. Include POC name and email, contract value, contract identification information (contract number, etc.) and brief description of work. These must be reflective of significant high dollar value projects and contain extensive**



**detail as to the work performed and the scope of ability to support widespread CONUS and OCONUS delivery.**

**Award Decision** – For CLIN 1, the basis of award will be made upon proposals meeting all the requirements specified within the Requisition via Global Supply Office Supplies Channel technical factors section of this RFP. For CLINS 2 and 3, there is a strong preference for small business participation. Achievement of socio-economic objectives will be designated as an evaluation factor, which is significantly more important than price and other non-price factors. For CLINS 2 and 3 the Government expects that this will result in best-value proposals being those from small business contractors. Contractors must meet all the requirements for the Go/No-Go factors in order to move to the Price Evaluation phase.

#### 9.8 Price Evaluation

Technically acceptable and compliant proposals will be evaluated to determine which proposals represent the lowest prices.

The Government will analyze submitted price proposals and evaluate prices as called out in Attachment 1, Office Supplies Proposal Sheet, and as discussed in Methodology for Evaluation and Basis for Contract Establishment. However, the Government is not obligated to conduct discussions and may eliminate a Contractor from consideration or establishment of a contract without discussions if appropriate.

##### 9.8.1 Attachment 1- Office Supplies Proposal Sheet/ Market Basket

Contractors should carefully review each Tab in the Office Supplies Proposal Sheet/Market Basket to insure that all required information is provided. The Market Basket for each of the three (3) Office Supply categories is provided as a separate Tab in the Proposal Sheet. As stated in section 9.7.2. (Technical/Quality Evaluation and General Rating System), for each of the Office Supply Categories in which the Contractor intends to submit a proposal, the Contractor must offer products to meet each Market Basket item in that category (100%). To do so, the Contractor must identify a catalog item that meets each IPD by inserting that item's manufacturer name, specific model number, using the manufacturer part number, and UPC-A number. Additionally, the Contractor must provide the item's percentage of biobased or postconsumer content, if requested. The Contractor must propose Market Basket items that meet the environmental requirements established in the IPDs. To insure accuracy in the price evaluation, the Contractor must provide pricing for the Market Basket item that matches the size/quantity and unit of measure as stated in the Item Description and Unit of Measure in the Proposal Sheet. Failure to propose an item, that is, failure to provide a qualifying product for each NSN identified in the Market Basket within a Category, and/or failure to specify manufacturer part number and/or failure to provide pricing reflective of the size/quantity and unit of measure as stated in the Proposal Sheet may result in the rejection of the proposal.

### 9.8.3 Non-Market Basket Items

Offeror must provide coverage for non-market basket items to the maximum extent practicable, in addition to coverage for 100% of market basket items. Pricing for market basket items is based on direct competition. GSA reserves the right to request that the contract holder add items within the scope of this contract as new items are added to the national supply system. Through the life of the contract, the contractor must continue to offer all market basket items, and will periodically have the opportunity to re-price the market basket. (See "Volume Discounts" Section below.)

### **9.9 Overview of the process for OS3 Option Evaluations:**

The following represents an overview of the option process for OS3 Option period evaluations:

1. Options for OS3 contractors will be considered where prices fall within an acceptable competitive range (10% or less) based on existing dynamic pricing model.
2. Ability to off ramp high priced, non-performing, or non-compliant Vendors in accordance with cancellation procedures

#### 9.9.1 Reverse Auctioning

The Government may conduct a reverse auction by accepting multiple rounds of revised pricing submissions. If the Government chooses to allow revised pricing submissions, it may publish the best offered price information to all Contractors with the aim of aiding them in more effectively revising their proposals by having the ability to directly compare their own prices against the best pricing offered in the previous round of revised pricing submissions. The best offered price will be provided in the form of a single, non-attributable "best total extended market basket value" figure if the CO determines that it is in the best interest of the Government to do so prior to establishment of the contracts. No additional proposal information regarding the best total extended market basket value (such as specific items proposed, individual item pricing, name of Contractor offering best value, etc.) will be provided beyond the single calculated dollar figure.

#### 9.9.2 Price Proposal Evaluation

The Government will analyze submitted price proposals and evaluate prices as called out in Attachment 1, Requisition Channel Office Supplies Proposal Sheet, and as discussed above. However, the Government is not obligated to conduct

discussions and may eliminate a Contractor from consideration or establishment of a contract without discussions if appropriate.

**Delivery/Task Order Discount Tier Structure:**

GSA is working to improve functionality in its reporting systems. In the interim, there may be a period of time wherein awarded OS3 Contractors may be required to post transactional credits to its customers on a monthly basis to reflect the agreed discount tier and report same to GSA.

Contractors agree to adhere to the Discount Tier Structure proposed under their respective Proposal Summary Sheet TAB in Attachment 1 at \$300-\$10,000+ ranges.

**Volume Discounts:**

In order to maintain price competition OS3 will utilize a market driven approach to volume discounts by requiring items to be priced no greater than a tight tolerance above the lowest price Vendor, adjusted for quantity for each item at the discretion of the Contracting Officer. The following table below prescribes limitations:

<b>OS3 Cumulative Volume Discount Tiers</b>	
<b>Cumulative OS3 Volume</b>	<b>Maximum Tolerance Above Lowest Priced OS3 Contractor (Item</b>
<b>\$0</b>	<b>10%</b>
<b>\$10M</b>	<b>9%</b>
<b>\$25M</b>	<b>8%</b>
<b>\$50M</b>	<b>7%</b>
<b>\$75M</b>	<b>6%</b>
<b>\$100M</b>	<b>5%</b>

GSA will separately evaluate option-year pricing at time of initial award in accordance with Clause 52.217-5 *Evaluation of Options*.

For purposes of price evaluation, GSA will apply a 2% increase in the price of the items in the market basket per year for the option years. This does not preclude the use of the price adjustment procedures and evaluation in the Economic Price Adjustment (EPA) clause contained in the RFP nor does this obligate the Government to exercise the options.

Options will not be exercised for contractors not in good standing and that fail to meet contractual terms and conditions herein.

Prices for express delivery and secure desktop delivery will be evaluated for price reasonableness only.

**10. Attachments:**

- Attachment 1: Office Supplies Proposal Sheet
- Attachment 2: Office Supplies Definition

- Attachment 3: Contractor's Vital Statistics Submission
- Attachment 4: Business Rules
- Attachment 5: Past Performance Questionnaire
- Attachment 6: Participating Agencies
- Attachment 7: Subcontracting Plan Format
- Attachment 8: OS3 Performance Requirement Summary
- Attachment 9: Additional Clauses
- Attachment 10: Information and Instructions for Offerors
- Attachment 11: Letter of Supply
- Attachment 12: Agent Authorization Letter
- Attachment 13: Federal Standard Marking
- Attachment 14: Military Marking
- Attachment 15: SF1449
- Attachment 16: Vendor Contact Page

**11. Federal Acquisition Regulation (48 CFR Chapter 1)**  
**Solicitation Clauses**

Provisions and clauses incorporated by reference:  
 Provision:

552.233-70 Protests Filed Directly with the General Services Administration (Mar 2000)

Clauses:

- 52.204-2 Security Requirements (Aug 1996)
- 52.204-9 Personal Identity Verification of Contractor Personnel (Sep 2007)
- 52.217-9 Option to Extend the Terms of the Contract (fill-in date: 365 days after contract establishment) (Mar 2000)
- 252.201-700 Contracting Officer's Representative (Dec 1991)

Provisions and Clauses incorporated in Full Text:

**52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS**  
**(FEB 1999)**

The Offeror represents that—

- (a) It  has,  has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;
- (b) It  has,  has not, filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed

Sub-Contractors, will be obtained before subcontract awards.

**52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)**

The Offeror represents that—

- (a) It  has developed and has on file,  has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or
- (b) It  has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.