



**Request for Quotation (RFQ)  
#2QSAB-10-Q-0002  
Amendment 0001**

For the Establishment  
of  
Government-Wide  
Multiple Blanket Purchase Agreements (BPAs)  
for  
Office Supply Products and Commodities

**Solicited to:**

**GSA Multiple Award Schedule (MAS)  
Federal Supply Schedule 75 Holders  
SIN 75 200**

Issued by:

The U.S. General Services Administration  
Northeast and Caribbean Region  
Federal Acquisition Service  
Office Products Acquisition Branch  
26 Federal Plaza, Room 20-100  
New York, New York 10278

March 22, 2010

## **Notes to Contractors**

Vendors submitting a quotation in response to the RFQ must acknowledge all amendments issued against the solicitation. Failure to acknowledge any amendments to the solicitation may consider any quote submission non-responsive and may eliminate the quotation for further consideration for award.

## **Summary of Changes**

1. The quotation due date has been extended, from March 31, 2010 at 3:00PM to April 07, 2010 at 3:00PM.
2. In the Notes to Contractors, paragraph 2 is revised,
3. From: “BPA Pools. The General Services Administration (GSA) intends to establish BPAs against the GSA’s Federal Supply Schedule 75 Office Solutions: Supplies & Services, SIN 75 200 Office Products for Federal Government-wide usage, as part of the GSA’s FY10 Federal Strategic Sourcing Initiative. These BPAs will be administered by the GSA Federal Acquisition Service, Northeast and Caribbean Region, located at 26 Federal Plaza, Room 20-100, New York, NY, 10278. The BPAs will be established for a one-year base period and three one-year option periods, for a total possible duration of four years, if options are exercised. The BPAs will be established based on a best-value basis, broken down into three distinct award pools.
  - a. Pool One: Full office supply catalog with an emphasis on socioeconomic concerns and price. The Government has a preference for Pool One BPA holders to be comprised of small businesses with at least one being a Service-Disabled Veteran-Owned Small Business concern. GSA intends to establish three BPAs for this pool.
  - b. Pool Two: Full office supply catalog with emphasis on price. GSA intends to establish two BPAs for this pool.
  - c. Pool Three: Toner catalog only with an emphasis on socioeconomic concerns and price. The Government has a preference for Pool Three BPA holders to be Service-Disabled Veteran-Owned Small Business concerns. GSA intends to establish two BPAs for this pool.”,

To: “BPA Pools. The General Services Administration (GSA) intends to establish BPAs against the GSA’s Federal Supply Schedule 75 Office Solutions: Supplies & Services, SIN 75 200 Office Products for Federal Government-wide usage, as part of the GSA’s FY10 Federal Strategic Sourcing Initiative. These BPAs will be administered by the GSA Federal Acquisition Service, Northeast and Caribbean Region, located at 26 Federal Plaza, Room 20-100, New York, NY, 10278. The BPAs will be established for a one-year base period and three one-year option periods, for a total possible duration of four years, if options are exercised. The BPAs will be established based on a best-value basis,

broken down into three distinct award pools.

- d. Pool One: Full office supply catalog with an emphasis on socioeconomic concerns and price. The Government has a preference for Pool One BPA holders to be comprised of small businesses with at least one being a Service-Disabled Veteran-Owned Small Business concern. GSA intends to establish seven BPAs for this pool.
  - e. Pool Two: Full office supply catalog with emphasis on price. GSA intends to establish two BPAs for this pool.
  - f. Pool Three: Toner catalog only with an emphasis on socioeconomic concerns and price. The Government has a preference for Pool Three BPA holders to be comprised of small businesses with at least two being a Service-Disabled Veteran-Owned Small Business concern.. GSA intends to establish three BPAs for this pool.”
4. The requirement in subsection 5.1, Product Requirements, second paragraph is revised,
- From: “Office supplies have been divided into the three categories: Paper, Toner, and General Office Supplies. Contractor must meet product requirements for any or all category submission(s).”,
- To: “Office supplies have been divided into the four categories: Paper, Toner, Ink and General Office Supplies. Contractor must meet product requirements for any or all category submission(s).”
5. The requirement in subsection 5.1.4 *Batteries* has been deleted.
6. The requirement in subsection 5.3.1, paragraph f is revised,

From: “If prices are increased on the Contractor’s Federal Supply Schedule 75 contract, the Contractor may request prices be increased under this BPA. There shall be no price increase for the first 12 months of the BPA. After that date, the BPA Contracting Officer will make the final decision on any request for price increases under this BPA. Any increase in BPA pricing shall remain consistent with the discount off the Contractor’s Federal Supply Schedule 75 contract identified by the Contractor at the time of BPA establishment. Any price decreases made to the Contractor’s Federal Supply Schedule 75 contract shall be immediately effective for this BPA and identified immediately to the Contracting Officer. The Contractor shall ensure price changes are reflected on DoD EMALL and GSA Advantage!® within 5 business days. As a condition of placing orders, Federal Agencies also may require the uploading of the BPA catalog to other portals.”,

To: “Price adjustments on the Blanket Purchase Agreements will be determined by the underlying Economic Price Adjustment Clause in the contractor’s Multiple Award Schedule 75 contract. The Contractor shall ensure price changes are reflected on DoD EMALL and

GSA Advantage!® within 5 business days. As a condition of placing orders, Federal Agencies also may require the uploading of the BPA catalog to other portals.”

7. The requirement in subsection 5.3.5 *Point-of-Sale Discount* has been modified to add the following:

“To address the Electronic Data Interchange (EDI) concerns, a vendor can remove his/hers awarded MAS Schedule prices on GSA Advantage and DoD EMall and replace it with the his/hers FSSI Office Supplies (OS) BPA pricing so that each of the awarded FSSI OS contractors will only have one price on GSA Advantage (not including agency-specific BPA pricing that may be loaded under the BPA aisle). A vendor can propose another methodology of ensuring that customers receive the BPA discount(s) and is encouraged to propose this methodology in its plan of accomplishment to provide point of sale discount for all BPA orders, as required in the GO/ NO GO factors.”

8. The requirement in subsection 5.3.7 *Customer Service* is revised,

From: “Contractor shall provide a customer service center that is operational, at a minimum, from 8:00 a.m. Eastern Time to 5:00 p.m. Pacific Time, Monday through Friday, except federal holidays. The hours of operation shall be those of 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 BPA. Contractor must have dedicated agency managers available to meet with Federal Agency officials. The same manager may serve multiple agencies. Contractor must be able to provide training on ordering to agency personnel when requested by the Agency Project Officer. Training may be provided online.”,

To: “Contractor shall provide a customer service center that is operational, at a minimum, from 9:00 a.m. Central Time to 5:00 p.m. Central Time, Monday through Friday, except federal holidays. The hours of operation shall be those of 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 BPA. Contractor must have dedicated agency managers available to meet with Federal Agency officials. The same manager may serve multiple agencies. Contractor must be able to provide training on ordering to agency personnel when requested by the Agency Project Officer. Training may be provided online.”

9. The requirement in subsection 5.4.1 *Program Management Review* is revised,

From: “The Contracting Officer, Program/Project Officer, and/or designees, shall call quarterly program review meetings. Such meetings will be held in person and may include all BPA holders, representatives from prospective customer agencies, a combination of current and prospective customer agencies, or individual BPA holders.”,

To: “The Contracting Officer, Program/Project Officer, and/or designees, shall call quarterly program review meetings. 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 BPA holders, representatives from prospective customer agencies, a combination of current and prospective customer agencies, or individual BPA holders.”

10. The requirement in subsection 5.6.7 is revised,

From: “Within 10 business days after establishment of the BPA, Contractor must submit 4 copies of its most current printed full-line catalog reflecting BPA-awarded pricing, along with an electronic format of that catalog (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer, or designee(s).”,

To: “Within 10 business days after establishment of the BPA, Contractor must submit an electronic format of its most current printed full-line catalog reflecting BPA-awarded pricing (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer, or designee(s).”

11. The requirement in subsection 5.10.5 is revised,

From: “Within 10 business days of BPA establishment, Contractor must submit 4 copies of its most current printed, full-line catalog reflecting BPA established pricing, as well as the catalog in electronic format (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer, or designees.”,

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

12. The reference “4 copies of printed full-line catalog (5.6.7)” in the exhibit milestone/deliverable exhibit in subsection 5.10 is deleted

13. In Section entitled **POOL DESCRIPTION**, the following changes are provided:

From: “BPAs will be established within the three separately designated pools with contractors found to be the most technically acceptable at the lowest price within each pool. The Pools will be defined and distinguished by the following characterizations:

- **Pool One** (initially three BPAs will be established):
  - Full catalog of compliant products on the Contractor’s GSA Schedule 75 contract, and;
  - Focus is on lowest price, with a preference for Small Business socioeconomic status including one Service Disabled Veteran Owned Small Business (SDVOSB);
- **Pool Two** (initially two BPAs will be established):
  - Full catalog of compliant products on the Contractor’s GSA Schedule 75 contract, and
  - Focus on lowest price;

- **Pool Three** (initially two BPAs will be established):
  - Catalog of compliant toner products on the Contractor’s GSA Schedule 75 contract, and
  - Focus on lowest price, with a preference for SDVOSB socioeconomic status.”,

To: “BPAs will be established within the three separately designated pools with contractors found to be the most technically acceptable at the lowest price within each pool. The Pools will be defined and distinguished by the following characterizations:

- **Pool One** (initially seven BPAs will be established):
  - Full catalog of compliant products on the Contractor’s GSA Schedule 75 contract, and;
  - Focus is on lowest price, with a preference for Small Business socioeconomic status including one Service Disabled Veteran Owned Small Business (SDVOSB);
- **Pool Two** (initially two BPAs will be established):
  - Full catalog of compliant products on the Contractor’s GSA Schedule 75 contract, and
  - Focus on lowest price;
- **Pool Three** (initially three BPAs will be established):
  - Catalog of compliant toner products on the Contractor’s GSA Schedule 75 contract, and
  - Focus on lowest price, with a preference for SDVOSB socioeconomic status.”

14. Attachment #1 is replaced in its entirety due to the following changes

- Items removed from core list for TAA compliance:
  - XER113R00628 (0615)
- Removed AbilityOne “B” list items:
  - 7510-00-266-5016 (0169)
  - 7530-01-078-5649 (0316)
- Removed copy paper items with no recycled content:
  - Laser Copy Paper, 24 lb., 8-1/2"x11", 96 Bright, 1RM, White, No Recycled Content (0329)
  - Laser Copy Paper, 96 Bright, 28lb., 8-1/2"x11", 500/RM, White, No Recycled Content (0332)
- Removed copy paper items at the Pallet level:
  - 0303
  - 0343
  - 0344
  - 0345
  - 0346

- Core list items renumbered after exclusions
- Added field on “Contact” worksheet for vendors to indicate which pool the pricing sheet should be applied
- Added field on “Additional Pricing” worksheet for vendors to include fee for International delivery
- Added separate classification for ink and toner on “Toner Pricing” worksheet

15. Attachment #9 is replaced in its entirety due to the following changes

- Removed items corresponding to core list items as indicated in changes to Attachment 1
  - 0615
  - 0169
  - 0316
  - 0329
  - 0332
  - 0303
  - 0343
  - 0344
  - 0345
  - 0346
- Renumbered items to match revised core list

16. Attachment #11 entitled “IRS Location List” is incorporated into the RFQ.