

**IMPORTANT  
MANDATORY  
ARMY  
POLICY**

**FOR**

**BUYING OFFICE  
SUPPLIES**

The enclosed memorandum dated 26 Sep 02 and the updated clarifying memorandum dated 23 Dec 2002 implements a new Department of Army policy on the purchase of office supplies from the DoD email.

Many of you have already been doing this since 1 Oct 2002. To others this is a new policy. However, effective immediately ALL office suppys must be purchased via these procedures.

ALL office supplies not purchased at a local self-service supply store are to be procured via the Army BPAs. The highlights of the Army implementation policy is as follows:

1. The Army BPA'S are located on the DoD Electronic Mall. The web address is: <https://email.prod.dodonline.net>
2. All office supply ordering will utilize the following priority:
  - a. If you have a local self-service store you will purchase items from them first.
  - b. If you don't have a self-service supply store or they don't have the item that you require you MUST UTILIZE the Army BPAs for your purchases.
  - c. We have asked for a waiver and are implementing a process change to allow for ordering directly from JWOD. If you know the item is a JWOD item and you want to go directly to the JWOD web site <http://www.jwod.gov> you are still in compliance with the Army regulations if you go directly to JWOD. I believe that going directly to JWOD for some common items will save you a great deal of time. However, you may need to go to the email in order get all of your items and meet the minimum dollar or quantity.
3. The vendors on the Army BPA list are both large and small. You are encouraged to give preference to small businesses on the list when possible.
4. The vendors are required to ship JWOD items first and substitute JWOD products for like commercial products. The JWOD symbol is clearly shown within the listing. You are required to search for the JWOD symbol.

5. Cardholders and Approving officials in order to be in compliance with Army policy on the purchase of office supplies.

- a. You cannot shop at the local store of a BPA contractor.
- b. You cannot use the contracts on GSA Advantage.
- c. You MUST plan purchases to ensure maximum usage of the Army BPAs.

This is mandatory not optional.

d. OCONUS users are required to use the BPAs when the suppliers can meet their needs.

6. Helpful Info:

- a. The DoD email Help Desk Number is 1-888-352-9333, option 2. If you have any problems with the EMALL please contact the help desk. They are very efficient.
- b. The Army DoDAAC number begins with a "W".

If you encounter problems please give me a call.

Thanks Janice Bryson/AMSOS-CCA-P  
309-782-4060 or DSN 793-4060  
FAX 309-782-3687 or DSN 793-3687  
email: brysonj@osc.army.mil



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
ARMY CONTRACTING AGENCY  
5109 LEESBURG PIKE SUITE 302  
FALLS CHURCH VA 22041-3201

DEC 23 2002

SFCA-CP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Blanket Purchase Agreements (BPAs) for Office Products

This memorandum supersedes and clarifies the Army Contracting Agency's implementation memorandum dated September 26, 2002, subject: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products for the Army, and provides additional instructions on the use of the mandatory Army wide BPAs for office products.

Except for limited exceptions identified in the Enclosure, cardholders are required to place orders against the mandatory BPAs, and to the maximum extent practicable, to process all orders through the Department of Defense (DoD) EMALL. Processing orders through the EMALL gives the Army valuable information about the products we use, the prices we pay, and socioeconomic status of the vendors we buy from. The resulting data will permit us to strategically manage the BPAs and institute changes based on data obtained automatically rather than through a manual tracking and reporting system. Cardholders are required to screen the BPAs to determine the best value for the products they wish to purchase. Where a Javits-Wagner-O'Day Act (JWOD) product is available, it shall be ordered in preference to other similar items of the same general type.

Orders exceeding the micro-purchase threshold may be placed against these BPAs provided the cardholder has been delegated increased purchase authority, and orders are competed among all BPA holders who are OTHER THAN large business.

Where there are existing agreements with local Self Service Supply Centers or their equivalent, many of which are operated by JWOD-participating nonprofit agencies, cardholders shall use these stores for JWOD products unless prices are higher than other JWOD sources (see enclosure 1.) Where similar pricing exists among BPA holders, vendors other than large business should be considered first.

Office products are generally consumable items that are used in an office environment. Mandatory use of BPAs applies to products meeting the definition established by the General Service Administration (GSA) when establishing their Federal Supply Schedule (FSS) for this class of items, as follows:

**"OFFICE PRODUCTS** - Offerors may offer their entire commercial catalog, or may offer a select, limited line of office products. Office products include, but are not limited to items such as: pens, pencils, markers, xerographic paper, and printer paper, fax paper, binders, tape, envelopes, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassette, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, minivacuums, etc.) optical disks, CD ROMS, physical storage, security, protective and related ADP supplies, remanufactured toner cartridges excluding Hewlett Packard Part Nos. HP92291A and HP92295A. EXCLUSIONS: All products which have been determined to be essentially the same as items available under the JWOD Program; items which do not comply with the requirements set forth in Executive Order 13101 and Items which are not in compliance with the Trade Agreements Act."

Other products, such as furniture, which may appear in typical office supply catalogs are not mandatory for purchase under these BPAs.

We are working with the DoD EMALL Program Management Office to make using the EMALL easier and more efficient for Army users. An EMALL Help Desk has been established to assist users with registration and ordering problems. The toll free number is 1-888-352-9333. The EMALL can be accessed through [www.emall.dla.mil](http://www.emall.dla.mil). Mr. Steve White is the ACA liaison to the EMALL and can be reached at 703-681-5409. Army Contracting Agency points of contact are: Mr. Rick Thurston, 703-681-1042 for ACA Contract Policy; and Ms. Alice Williams, 703-681-1050 for Army Government Purchase Card problems.

*Sandra O. Sieber*

Sandra O. Sieber  
Acting Director of the Army Contracting Agency

DISTRIBUTION:

HEADS OF CONTRACTING ACTIVITY

Administrative Assistant to the Secretary of the Army, 105 Army Pentagon,  
Washington, D.C. 20310-0105

Assistant Deputy Chief of Staff for Research, Development and Acquisition,  
Acquisition, Contracting, and Program Management, HQ, U.S. Army Materiel  
Command, ATTN: AMCRDA-A, 5001 Eisenhower Avenue, Alexandria, VA  
22333-0001

Commander, U.S. Army Aviation and Missile Command, ATTN: AMSAM-CG,  
Redstone Arsenal, AL 35898-5280

Commander, U.S. Army Communications-Electronics Command, ATTN:  
AMSEL-CG, Fort Monmouth, NJ 07703-5000

Commander, U.S. Army Operations Support Command, ATTN: AMSOS-CG,  
Rock Island, IL 61299-6000

Commander, U.S. Army Tank-automotive and Armaments Command, ATTN:  
AMSTA-CG, Warren, MI 48397-5000

Deputy Chief of Staff for Force Sustainment, U.S. Army Medical Command, ATTN:  
DASG-ZD, 2050 Worth Road, Suite 3, Room 229, Fort Sam Houston, TX  
78234-6003

Commander, U.S. Army Intelligence & Security Command, ATTN: IACG,  
Fort Belvoir, VA 22060-5246

Commander, U.S. Army Medical Research and Materiel Command, ATTN:  
MCMR-ZA, 504 Scott Street, Fort Detrick, MD 21702-5012

Commander, U.S. Army Military District of Washington, Fort Lesley J. McNair,  
ATTN: ANCG, Washington, D.C. 20319-5058

Commander, Military Traffic Management Command, ATTN: MTCG, Hoffman  
Building II, 200 Stovall Street, Alexandria, VA 22332-5000

Deputy Commander, U.S. Army Space & Missile Defense Command, ATTN:  
SMDC-ZB, P.O. Box 1500, Huntsville, AL 35807-3801

Commander, U.S. Army Training and Doctrine Command, ATTN: ATCG,  
7 Fenwick Road, Building 37, Fort Monroe, VA 23651-1049

Deputy Commanding General, HQ U.S. Army, Europe and Seventh Army,  
ATTN: AEAPR, APO AE 09014

Commanding General, Eighth United States Army, ATTN: EACC, Unit 15236,  
APO AP 96205-0009

Commander, U.S. Army, Pacific, ATTN: APCG, Fort Shafter, HI 96858-5100

Commander, U.S. Army South, ATTN: SOCG, Fort Buchanan, PR 00934

Commanding General, U.S. Army Corps of Engineers, ATTN: CECG, 441 G Street,  
N.W., Washington, D.C. 20314-1000

Chief, National Guard Bureau, Department of the Army and Air Force, ATTN:

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

- U.S. Army Contracting Region, South, ATTN: SFCA-SR, 1301 Anderson Way, S.W.,  
Fort McPherson, GA 30330-1062
- U.S. Army Contracting Command, Southwest Asia, ATTN: SFCA-SA, 1881 Hardee  
Avenue, S.W., Fort McPherson, GA 30330-1064
- U.S. Army Contracting Region, North, ATTN: SFCA-NR, 5 North Gate Road,  
Building 5F, Room 306, Fort Monroe, VA 23651-1048
- U.S. Army Contracting Command, Europe, ATTN: SFCA-EC, Unit 29331,  
APO AE 09266
- U.S. Army Contracting Command, Korea, ATTN: SFCA-KC, Unit 15237,  
APO AP 96205-0062
- U.S. Army Contracting Region, Pacific, ATTN: SFCA-PR, B Street, building T-115,  
Fort Shafter, HI 96858-5100
- U.S. Army Contracting Region, Southern Hemisphere, ATTN: SFCA-SH, P. O.  
Box 34000, Building 223, Fort Buchanan, PR 00934
- E-Commerce and Commercial Contracting Center (ITEC4), ATTN: SFCA-IT,  
2461 Eisenhower Avenue, Alexandria, VA 22331-1700
- HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC), 5001 Eisenhower  
Avenue, Alexandria, VA 22333-0001
- U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC, Building 4488,  
Redstone Arsenal, AL 35898-5000
- U.S. Army Robert Morris Acquisition Center, ATTN: AMSSB-AC,  
4118 Susquehanna Avenue, Aberdeen Proving Ground, MD 21005 5002
- U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC, Building  
1208E, Fort Monmouth, NJ 07703-5000
- U.S. Army Operations Support Command, ATTN: AMSOS-CC, Building 350,  
5<sup>th</sup> Floor, NW Wing, Rock Island, IL 61299-6000
- U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-AQ,  
Building 231, Warren, MI 48397-5000
- Defense Contracting Command-Washington, 5200 Army Pentagon, Washington,  
DC 20310-5200
- U.S. Army Medical Command, ATTN: MCAA, Building 2792, Suite 32, 2050 Worth  
Road, Fort Sam Houston, TX 78234-5069
- U.S. Army Intelligence and Security Command, ATTN: IAPC, 8825 Beulah Street,  
Fort Belvoir, VA 22060-5246
- U.S. Army Medical Research and Materiel Command, ATTN: MCMR-AAZ-A,  
820 Chandler Street, Fort Detrick, MD 21702-5014
- U.S. Army Military District of Washington, Fort Lesley J. McNair, ATTN: ANPC,  
103 Third Avenue SW, Building 39, Room 5B, Fort Lesley J. McNair, DC  
20319-5058

**DISTRIBUTION: (CONT)**

**PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING**

Military Traffic Management Command, ATTN: MTAQ, Hoffman Building II,  
200 Stovall Street, Alexandria, VA 22332-5000

U.S. Army Space and Missile Defense Command, ATTN: SMDC-CM (PARC),  
P.O. Box 1500, Huntsville, AL 35807-3801 U.S. Army Corps of Engineers,  
ATTN: CEPR-ZA, 441 G Street, NW, Washington, DC 20314 1000

National Guard Bureau, ATTN: NGB-AQ, Suite 8300, Jefferson Plaza 1,  
1411 Jefferson Davis Highway, Arlington, VA 22202-3231

**Copy Furnished:**

Assistant Deputy Chief of Staff for Research, Development and Acquisition  
(Acquisition, Contracting and Program Management), HQ, U.S. Army  
Materiel Command, ATTN: AMCRDA-A, 5001 Eisenhower Avenue,  
Alexandria, VA 22333-0001

Chief, Contract Policy Team, Headquarters, U.S. Army Materiel Command,  
ATTN: AMCRDA-AP, 5001 Eisenhower Avenue, Alexandria,  
VA 22333-0001

Chief, Program Management and Acquisition Support Office, Headquarters,  
U.S. Army Materiel Command, ATTN: AMCRDA-AM, 5001 Eisenhower  
Avenue, Alexandria, VA 22333-0001

**Exceptions to Mandatory Use of Army Blanket Purchase Agreements and  
Instructions for Javits-Wagner-O'Day (JWOD) Act Purchases**

When any of the following conditions exist, an exception to the mandatory use of these BPAs is granted:

- (i) Purchase is made from local JWOD Self-Service Stores
- (ii) The mandatory BPA vendors cannot satisfy the ordering office's urgent delivery requirement;
- (iii) Purchase is made of a JWOD product from sources other than BPA holders when mandatory JWOD products from BPA holders are determined to be priced above fair market value of the product. A comparison with other JWOD sources is required, and the least expensive JWOD source shall be used.

The Javits-Wagner-O'Day Act (41 U.S.C. 46-48c), requires the Government to purchase supplies or services on the Procurement List, at prices established by the Committee, from JWOD participating nonprofit agencies if they are available within the period required (FAR 8.704). Where a JWOD product is available, it shall be ordered in preference to other similar items of the same general type. If the product from BPA holders appears to be priced above the fair market value of the product, then a comparison with other JWOD sources is required, and the least expensive JWOD source shall be used. If the least expensive JWOD alternative is still considered to be above fair market price, the cardholder is not excused from purchasing the mandatory JWOD product, but shall submit a report detailing the discrepancy to the Army JWOD point of contact, Ms. Dorothy Hindman, at (703) 681-1032, [dorothy.hindman@saalt.army.mil](mailto:dorothy.hindman@saalt.army.mil). It is critical that the Army identify discrepancies to the Committee for Purchase From People Who Are Blind or Severely Disabled, so that the problem can be addressed. The report shall include the following data:

Item, description, BPA holder name, BPA holder price, cheapest JWOD source name, cheapest JWOD source price, estimated cost of shipping to destination. POC name, POC phone number, and documentation of other sources demonstrating that the JWOD product is not being offered at fair market price.

FAR 8.707(f) permits the Army Contracting Agency to make recommendations to the Committee for Purchase from People Who Are Blind or Severely Disabled for price revisions for supplies and services on the Procurement List if it believes the prices are not set at fair market price.

Enclosure 1



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
ARMY CONTRACTING AGENCY  
5109 LEESBURG PIKE SUITE 302  
FALLS CHURCH VA 22041-3201  
(PROVISIONAL)

SEP 26 2002

SAAL-PI

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES

SUBJECT: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products for the Army

This memorandum mandates use of Department of the Army Blanket Purchase Agreements (BPAs) for the purchase of office products. The effective date of these BPAs is October 1, 2002. These BPAs will be hosted on the Department of Defense (DOD) Electronic Mall (EMALL) and can be accessed at: <https://emall.prod.dodonline.net/scripts/EMStoresRelatedSites.asp>.

Historically, the Army has purchased approximately \$100 million in office supplies annually. Many of these purchases are made at full retail price without consideration for the statutory preference to utilize General Service Administration (GSA) schedules. Additionally, many of the purchases ignored the statutory mandate to obtain comparable products available from blind and severely disabled vendors under the Javits-Wagner-O'Day (JWOD) Program. Mandatory use of the Army's BPAs for office products will remedy most of these shortfalls.

Our goal is to standardize the Army's method of procuring office products while offering our requiring activities better prices (by maximizing quantity discounts), delivery of orders as quickly as within 24 hours, and enhancing the Army's commitment to support the JWOD Program. The 12 BPAs identified on the enclosed list were carefully culled from existing vendors on the GSA Federal Supply Schedule, so as to promote the use of small and/or disadvantaged businesses. Last, use of these BPAs will better ensure compliance with the JWOD program, as the suppliers will automatically substitute JWOD products for like commercial products.

These BPAs are mandatory for the purchase of office products using the Government Purchase Card within the Army. Installations (CONUS) that have local (on-site) Self Service Supply Centers - many of which are operated by JWOD-participating nonprofit agencies - will first attempt to fulfill their needs for office supplies there. If the product is not available, the BPAs shall be used. OCONUS locations are to use the BPAs whenever the suppliers can meet their delivery requirements. Government purchase cardholders from other agencies within DoD, i.e., Navy, Air Force, may use these BPAs if they desire.

Offerors may offer their entire commercial catalog but they shall not list commercial products that have been determined to be essentially the same as items available under the JWOD Program, items that do not comply with the requirements set forth in Executive Order 13101, and items that are not in compliance with the Trade Agreements Act.

Consistent with the cardholder's purchase authority, Government purchase cards may be used for transactions under these BPAs. FAR 8.404 and DFARS Subpart 208.4 provides guidance for placing orders against these BPAs. Again, you are encouraged to give preference to small business suppliers on the BPA whenever placing orders.

Point of contact for questions/comments is Bruce E. Sullivan at (703) 681-7564 or e-main [bruce.sullivan@saalt.army.mil](mailto:bruce.sullivan@saalt.army.mil).

*Sandra O. Sieber*

Sandra O. Sieber

Acting Director of the Army Contracting Agency

Enclosure

CF: PARCs (w/encl)

**Department of the Army (DA) Blanket Purchase Agreements (BPAs) for Office Products**

<u>Contractor/POC/Phone</u>	<u>GSA Contract/ Expiration Date</u>	<u>BPA Number/ Business Size</u>
Adams Marketing Associates, Inc. 3995 Deep Rock Road Richmond, VA 23294 Corinne Hoke, 800-322-6082	GS-14F-9734C 28 February 2005	DAKF23-02-A-0054 Small/Woman-Owned
George W. Allen Company, Inc. 5640-J Sunnyside Avenue Beltsville, MD 20705-2213 Mike Tucker, 800-419-3717	GS-14F-0177D 2 February 2005	DAKF23-02-A-0051 Small
BENTCO Office Solutions, Inc. P. O. Box 5613 Chattanooga, TN 37406 Ed Bentley, 423-756-4437	GS-14F-0031L March 2006	DAKF23-02-A-0057 8(a)/SDB/VSDB/Hub Zone
Boise Cascade Office Products 5568 General Washington Drive Suite A-200 Alexandria, VA 22312 Mark Heuer, 703-333-5498	GS-14F-0035K 23 August 2005	DAKF23-02-A-0047 Large
CADD0 Design and Office Products 2760 West Fifth Avenue Denver, CO 80204 Clark Tallbull, 303-534-3252	GS-14F-0001L 13 October 2005	DAKF23-02-A-0053 8(a)/Native American
Corporate Express 45449 Severn Way #155 Sterling, VA 20166 David Harris, 800-881-4318 X222	GS-14F-0016L 23 August 2005	DAKF23-02-A-0048 Large
Creative Sales Solutions, Inc. 507 5 <sup>th</sup> Street Macon, GA 31201 Eddie Slocum, 478-738-0296	GS-14F-0027L 1 March 2005	DAKF23-02-A-0056 SDB
Metro Office Products, Inc. 4605 Compass Point Road, Suite B Belcamp, MD 21017 Greg Sheridan, 410-297-6666	GS-14F-0032K 22 August 2005	DAKF23-02-A-0055 SDB

Miller's Office Products  
8404 Alban Road  
Springfield, VA 22150  
Wayne Stillwagon, 703-644-2522

GS-14F-0015L  
2 January 2006

DAKF23-02-A-0050  
Small/Woman-Owned

Office Depot  
8870 Greenwood Place  
Savage, MD 20763  
Jeffrey Hawting, 800-890-4914 X7157

GS-14F-0040K  
20 September 2005

DAKF23-02-A-0049  
Large

Staples National Advantage  
45 East Wesley Street  
South Hackensack, NJ 07606-1498  
Don Hamilton, 513-347-9242

GS-14F-0036K  
23 August 2005

DAKF23-02-A-0052  
Large

Stephens Office Supply  
372-C Wythe Creek Road  
Poquoson, Virginia 23662  
Gail Wojciechowski, 757-868-0914 X11

GS-14F-0019L  
24 August 2005

DAKF23-02-A-0081  
Small