



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DEC - 5 2014

Memorandum

To: Heads of Bureau and Offices
Director, Interior Business Center
Bureau Assistant Directors – Administration

From: Debra E. Sonderman *Debra E. Sonderman*
Director, Office of Acquisition and Property Management and Senior Procurement Executive

Joseph W. Nassar *J. Nassar*
Director, Office of Facilities and Administrative Services

Subject: **Mandatory Use of the General Services Administration's Third Generation Federal Strategic Initiative for Domestic Delivery Services**

The purpose of this joint policy memorandum is to mandate the use of the General Services Administration's (GSA) Third Generation Federal Strategic Sourcing Initiative (FSSI) for Domestic Delivery Services (DDS3), and to establish parameters on the preferred shipping method.

GSA recently awarded DDS3 Blanket Purchase Agreements (BPAs) to Federal Express (FedEx) and the United Parcel Service (UPS). The BPAs provide a great opportunity for Federal agencies to achieve significant savings; and the Department will leverage its buying power through participation in GSA's FSSI. Bureaus and offices should establish policies and procedures to implement the following two actions:

- (1) **Mandate the use of the DDS3 BPAs**. Domestic delivery services under the DDS3 FSSI are available in the continental United States, Alaska, Hawaii, and Puerto Rico. Effective immediately, all domestic delivery service purchases must be made through the following BPAs:
 - a. **FedEx - BPA Number GS-33F-CA001, Task Order Number QPN-BQB-0154**; or
 - b. **UPS - BPA Number GS-33F-BA016, Task Order Number QPN-BQB-0144**

In accordance with Federal Acquisition Regulation 8.405-3(c)(2)(ii), both DDS3 vendors shall be afforded a fair opportunity to be considered for each domestic delivery service that exceeds the micro-purchase threshold, but is under the simplified acquisition threshold.

Bureaus must document all purchase decisions as appropriate. Please note that existing account information will automatically roll over; therefore, opening a new account is not necessary. However, new accounts will need to include the BPA information provided above.

- (2) Establish parameters on the preferred shipping method. Consideration and scrutiny should be given to the use of express and overnight deliveries that are costly and may be unnecessary. Ground shipping will be the default selection. The Department has authorized both BPA vendors to set a default for ground shipping within 60 days of the effective date of this policy to help reduce costs and balance workload. A manual override is required to enable express shipping.

The Office of Facilities and Administrative Services (OFAS) has operational oversight and coordination responsibilities for the Department's domestic delivery services. A listing of bureau and office Mail Managers and instructions on how to order services through the GSA DDS3 FSSI can be found online at <http://www.doi.gov/ofas/asd/mmmo.cfm>. Related questions may be directed to Taunya Scott, Program Analyst, OFAS, at (202) 208-1452 or Taunya_Scott@ios.doi.gov.

Policy questions may be directed to Scott Curit, Senior Procurement Analyst, Office of Acquisition and Property Management, at (202) 513-0719 or Scott_Curit@ios.doi.gov.

cc: Bureau Chief Financial Officers
Bureau Procurement Chiefs
Charge Card Agency/Organization Program Coordinators
Charge Card Bureau Leads
Director, Office of Small and Disadvantaged Business Utilization