

# Acquisition Policy DOT DASH 2011-12

**Date:** June 07, 2011

**To:** Chief of the Contracting Office (COCO)  
Acquisition Personnel

**From:** Office of the Senior Procurement Executive

**Subject:** Use of Federal Strategic Sourcing Initiative (FSSI) Office Supply (OS2)  
Blanket Purchase Agreements (BPAs).

## **SUMMARY**

In June 2010, GSA awarded fifteen (15) FSSI Office Supply BPAs for a base year and three-one year option periods. The BPAs are the result of a collaborative effort of agencies (led by GSA) to provide office supply ordering vehicles for use by Federal Agencies as a means of leveraging the Government's buying power per the Office of Management and Budget.

The Department of Transportation is committed to using the BPAs to the maximum extent practicable because prices have been discounted. Savings are expected to range from 5% to 20%, with discounts averaging 19%. The greatest discounts will be for the top 1,000 core office supply items purchased across the Federal Government. Discounts will increase as the collective purchases increase across the Federal Government. Once a tiered discount threshold is reached on collective purchases against a BPA, the next tiered discount will apply to all orders for the life of the BPA or until the next discounted tier is reached. See attachment for more details.

The Federal Aviation Administration (FAA) will continue to operate their strategic sourcing initiatives under the SAVES program.

## **POLICY**

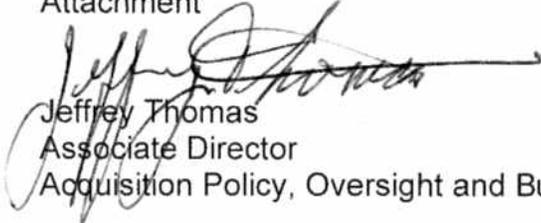
Effective immediately, all non- FAA Department of Transportation contracting officers (COs) and purchase card holders shall first consider available products under the FSSI Office Supply BPAs to determine if they offer the best value for the agency (e.g., price, quality, warranty, etc.) before purchasing covered items from any other source.

Because Staples (stapleslink.com) is covered by the GSA's OS2 BPA, Non-FAA Operating Administrations currently utilizing Staples (stapleslink.com) may continue to do so and fulfill the intent of this policy.

This DASH will be available online at the following website: <http://www.dot.gov/ost/m60>, under Breaking News or Quick Picks, Policy DASHES.

Questions concerning this policy DASH should be directed to Ames Owens at (202) 366-9614 or [ames.owens@dot.gov](mailto:ames.owens@dot.gov)

Attachment



Jeffrey Thomas  
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**Federal Strategic Sourcing Initiative (FSSI) Office Supply (OS2) Blanket Purchase Agreements (BPAs).**

There are three BPA pools from which to choose. Pool 1 consists of nine (9) BPAs and focuses on participation from socioeconomic businesses. Pool 2 consists of three (3) BPAs focused on lowest price. Pool 1 and 2 vendors carry all the top 1,000 core office supply items. Pool 3 consists of three (3) BPAs for toner products and toner cartridges, and focuses on socioeconomic participation. We recommend comparing prices among BPA holders to obtain the lowest prices.

COs and purchase card holders can use e-Buy on GSA Advantage to compete among the BPA holders and obtain additional discounts. For example, additional discounts should be offered for large dollar requirements (e.g. \$100,000 or \$1 million requirements). COs can also solicit quotes by contacting the BPA holders. Toward the end of calendar year 2010, the large business BPA holders will offer the same discounted prices in their stores if the government purchase cards are used.

The GSA FSSI BPAs can be accessed on GSA Advantage by:

- Accessing the GSA Advantage Website at [https://www.gsaadvantage.gov/advgsa/advantage/main/start\\_page.do](https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do), or accessing the Website from OAG's "Contracts and BPAs" Webpage;
- Logging in with your name and password;
- Clicking on "Strategic Sourcing BPAs" on the left side of the screen under the heading "Special Programs," and scrolling down to "FSSI-Office Supply;"
- Selecting the BPA you want to access;
- Clicking on "Ordering" on the right side of the screen to access the "Ordering Site," or comparing prices on the right side of the screen by clicking on "Compare Prices," or obtaining quotes by clicking on "Get Quotes."



# Strategic Sourcing

*President's Management Council*

March 30, 2011

# Strategic sourcing initiatives – cooperative buying with big benefits!

Initiative	Estimated annual spend	Estimated savings	Notes
Office Supplies	\$1.6B	10-25%	50 participating agencies. Need to double down efforts
Delivery Services	\$400M	15%	60 participating agencies
Print Management	\$2B	30-40%	Refining RFQ with agencies and industry. Award target is July 2011
Wireless	\$1B	20%	Draft RFQ being released. Award target is 1 <sup>st</sup> Qtr, FY2012.
Software	\$6B	20-30%	Known as SmartBUY. Developing new strategy to reinvigorate it.

We are focusing on office supplies execution to develop a model for other existing and future efforts

**Office Supplies: Going in right direction but need to pick up pace to reach goal of 40% by end of FY**

*Note: Higher volumes yield even greater discounts*

**Target**

**Eligible spend using Office Supply Initiative**

- 50%
- 45%
- 40%
- 35%
- 30%
- 25%
- 20%
- 15%
- 10%
- 5%
- 0%

June      July      Aug      Sept      Oct      Nov      Dec      Jan      Feb

# Agencies vary significantly on implementation

Select agencies	Issued department-wide policy on OS2 use	Use of OS2 to date
VA	✓	High
Interior	✓	High
Labor	✓	Medium
Navy	✓	Medium
Ag	✓	Medium
DHS	✓	Medium
GSA	✓	Medium
Commerce	✓	Medium
Energy		Medium
DoJ		Medium
HUD		Medium
Air-Force	✓	Low
DOD (Other)		Low
DoT		Low
Amny		Low
HHS		Low
State		Low

590%

For Treasury and Education, we have not developed an accurate baseline estimate. We are continuing to work with these agencies to 4 refine estimates.

## Next steps

For GSA and OMB:

- OMB will **sit down** with CAO/SPEs at large agencies with little spend

For PMC:

- Use **GSA-provided agency dashboard** to push CAO to drive implementation

- Continued **best-practice** sharing at OS2 meetings
- Continued **monitoring of contract prices**
- Assign a **strategic sourcing champion and OS2 liaison**
- Encourage your CAO and CIO to participate in and use **full menu** of strategic sourcing efforts
- How else can we help?

# Appendix

## Efforts by Veterans Affairs

- Aggressive implementation strategy
  - Mandatory usage
  - Extensive training: 20 GSA sessions plus continuing training led by VA
  - Frequent communications with vendors
    - Industry day kick-off
    - Three vendor meetings
  - Active stakeholder engagement
    - Weekly internal reporting on activities and frequent meetings to discuss initiative implementation with senior leadership and support
    - Active analysis to identify office supplies spend not in compliance with the OS2 usage policy
- Results
  - Leader-of-the-pack
  - Roughly 60% of eligible FY11 office supply spending has gone through OS2

## Efforts by DHS

- Comprehensive implementation plan
  - Mandatory usage
  - Training : GSA-led webinars
  - Frequent communications
    - Posted FSSI on DHS website
    - Email campaign, newsletters and outreach
    - Vendor discussion to improve marketing
  - Active stakeholder engagement
    - Regularly monitor OS2 usage to identify spend not in compliance with OS2 usage policy
    - Agency POC serving as central coordinating point to drive adoption
- Results
  - Third-largest user of OS2
  - Spend increased by 40% last month
  - Reached targets for Q1-Q2, FY2011



U.S. General Services Administration

# Federal Strategic Sourcing Initiative

Department of Transportation

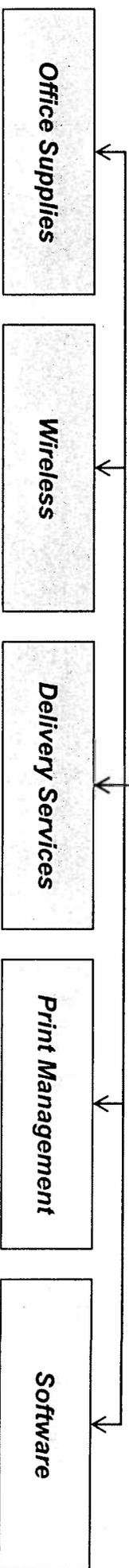
April 27, 2011



# The OS2 Program is part of GSA's Federal Strategic Sourcing Initiative (FSSI)

## Federal Strategic Sourcing Initiative

### Federal Strategic Sourcing Initiative (FSSI)



- ~\$1.6B annual spend
  - Mature solution with over 50 federal customers
  - GSA is focused on implementation and increasing usage across the Federal government
  - Realized savings of 8%
- ~\$400 M annual spend
  - Mature solution with over 60 federal customers
  - Realized savings of 16%
- ~\$2B annual spend
  - GSA is meeting with agencies and industry on refining RFQ with a target award date July 2011
  - Project 30-40% savings
- ~\$1B annual spend
  - GSA is preparing a draft RFQ with award(s) targeted for 1Q FY2012
  - Projected savings of 20%
- ~\$6B annual spend
  - GSA is working with agencies to develop new strategy for the 7-year-old effort to improve management and increase savings

*Office Supplies is being used as a model for the refinement of existing programs and the development of future efforts*



# The OS2 Commodity Team, which currently includes 18 Agencies, identified six goals for the solution

## Federal Strategic Sourcing Initiative

### 18 OS2 Commodity Team Agencies...

- General Services Administration
- Department of Homeland Security
- Department of Energy
- Department of Commerce
- Department of Justice
- Environmental Protection Agency
- Department of the Navy
- Department of the Treasury
- Department of Veterans Affairs
- Department of State
- Department of the Air Force
- Department of Agriculture
- National Aeronautics and Space Administration
- Department of Labor
- Department of the Navy
- Department of Education
- Department of Health and Human Services
- Department of the Interior

### ...identified six overarching goals for the solution

- Achieve savings
- Capture data
- Enable achievement of socio-economic goals
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use

*The identified strategy targeted a mix of socioeconomic-focused and lowest price awards to ensure broad industry participation in the resulting solution*



**Agencies committed to using FSSI OS2 are estimated to save between 7% and 11% annually with Government-wide savings of \$52M a year**

**Federal Strategic Sourcing Initiative**

**FSSI OS2 PRICING COMPARISON TO AGENCY BPAs**

Agency	Estimated One Year Savings Range (\$)	Estimated One Year Savings Range (%)
Department of Defense		
Dept of Navy	\$6.10 – 3.68	10.2 – 6.1%
Air Force	\$3.09 – 1.80	7.7 – 4.5%
All other DOD	\$6.49 – 3.24	6.8 – 3.4%
Department of Veterans Affairs	\$11.32 – 4.86	9.4 – 4.1%
Department of Homeland Security	\$7.72 – 5.75	11.0 – 8.2%
Department of Treasury		
IRS	\$0.00 – 0.00	0.0 – 0.0%
All other Treasury	\$0.01 – 0.01	0.0 – 0.0%
General Services Administration	\$0.44 – 0.18	6.8 – 2.8%
Environmental Protection Agency	\$0.27 – 0.11	6.8 – 2.8%
Department of Interior	\$0.28 – 0.13	7.0 – 3.2%
Department of Education	\$0.05 – 0.02	6.7 – 2.7%
Social Security Administration	\$0.07 – 0.04	7.4 – 3.8%
Non-committed Agencies	\$16.32 – 8.47	2.3 – 1.2%
<b>Total Savings Potential</b>	<b>\$52.15 – 28.28</b>	<b>4.6 – 2.5%</b>

**OS2 SAVINGS POTENTIAL**

- Government-wide realizable savings are estimated at \$52M annually with potential for higher savings based on increased use. Realizable 4-year cumulative savings of **\$208M**
- Agencies committed to using the OS2 solution stand to save **7-11%** annually on total office supplies (with a savings of 13% on portion of spend through OS2). In addition, greater savings can be achieved in as volume tiers are reached.
- OS2 savings potential was calculated based on estimated discounts from FSSI OS1, existing agency BPAs and vendor schedules
- Commitment to using the FSSI OS2 solution and estimated capture rate are the key drivers to savings calculations. Actual savings will result from Government adoption of this solution, as a community



**GSA acts as executive agent for OS2 to ensure that savings continue and that the solution is meeting Agency needs**

## Federal Strategic Sourcing Initiative

U.S. General Services Administration

### Program Management

- Provide overall program management, including customers, contract and vendor management
- Serve as liaison between customers and vendors and ensure customer complaints are addressed
- Monitor market / wholesale price trends and approve / deny price adjustment requests

### Implementation Support

- Support Agency implementation of OS2
- Develop / maintain OS2 in a Box implementation materials
- Provide training to Agency GPC users and approving officials on use of OS2

### Data Analysis & Tracking

- Ensure correct / timely data reporting from vendors and confirm accuracy of vendor reports
- Calculate monthly savings figures for the overall program and individual Agencies
- Prepare monthly Agency dashboards to demonstrate Agency progress toward sales, savings and implementation goals

***In addition, OMB is continuing to actively support the solution by providing overall strategic guidance and communicating the benefits of OS2 to Federal decision-makers***



# The OS2 program office prepares dashboards for each OS2 agency to detail sales, savings and implementation progress

## Federal Strategic Sourcing Initiative

U.S. General Services Administration

### Agency Implementation Activities:

Agency Use Policy Issued	X
OS2 Champion Named	X
Progress Reports for Agency Leadership	X
Conducted Employee Communications	X
Agency Updates to Commodity Team	X

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	None
Sales Targets	Agency has not set targets yet.
Training	None

### Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 3/31/11	QUARTERLY TARGETS FOR OS2				OS2 SPENDING
		Quarterly OS2 Spend	Quarterly OS2 Goal	Progress to Goal	OS2 Usage	
Total Spend	\$0.64 M	FY11 Q1	\$0.08 M		<p><b>GOALS NOT SET</b></p> <p>Low. We classify DOT's usage of OS2 in FY11 as Low based on its use compared to its overall office supplies spending (estimated to be \$22.7M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with DOT to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.</p>	
Total Savings	\$0.04 M	FY11 Q2	\$0.27 M			
Est. % Savings	6.9%	FY11 Q3				
Total Small Business	\$0.06 M	FY11 Q4				
% Small Business	9.4%	Total FY11	\$0.35 M			

### Accomplishments / Milestones:

### Questions / Notes:

- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- GSA does not know of senior official accountable for strategic sourcing which prevents having Commodity Team rep and interaction with the agency regarding FSSI/OS2

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided



**As DOT's dashboard indicates, DOT has shown some usage of OS2, but additional savings can be captured through a formal commitment to the program**

## Federal Strategic Sourcing Initiative

### DOT has already achieved some usage of OS2...

- Through March 2011, DOT has channeled \$0.6M through the OS2 solution
  - This usage largely results from the easy-of-use of the OS2 solution
  - For example, GPC users will receive a point-of-sale discount and OS2 pricing even if they are unaware of the solution
- We estimate that DOT saved \$44,000 on its OS2 spend since inception
  - Nevertheless, DOT could have saved an estimated \$1.1M by channeling the entirety of its eligible spend through the solution

### ...but should consider a formal commitment to the OS2 program

- DOT can pursue two initial steps to drive OS2 sales and savings
  - Make a formal commitment to the OS2 program
  - Name an Agency office supplies champion and a Commodity Team representative
- After taking this initial steps, DOT-wide implementation can be pursued through OS2 in a Box
  - OS2 in a Box provides a step-by-step guide to Agency-wide implementation of OS2
  - OS2 in a Box also includes example memos, communications and marketing materials

***The OS2 program office is available to support DOT's implementation of OS2 in any way possible***



## Next Steps

### Federal Strategic Sourcing Initiative

- Make a formal commitment to the OS2 program
- Designate a DOT Agency Champion for office supplies
- Select a representative for the OS2 Commodity Team
- Initiate DOT-wide implementation of OS2 through OS2 in a Box

U.S. Department of Transportation



## Next Steps

# Federal Strategic Sourcing Initiative

U.S. General Services Administration

## Appendix I: OS2 Contractors



# The final procurement included fifteen BPAs across three vendor pools

## Federal Strategic Sourcing Initiative

Procurement Goals	Products Sold	Vendors	Small Business Status		
<b>Pool 1</b> <ul style="list-style-type: none"> <li>Focus on socio-economic status</li> </ul>	<ul style="list-style-type: none"> <li>Full OS catalog (excluding Furniture and Janitorial products)</li> </ul>	Capitol Supply	SB		
		Document Imaging Dimensions	WOSB		
		Independent Stationers	SB		
		Metro Office Products	SDB		
		New York Inkjet	WOSB		
		Shelby Distributions	SDVOSB		
		Sita Business Systems	WOSB/SDB		
		Stephens Office Supply	WOSB		
		WECSys	SDB		
		<b>Pool 2</b> <ul style="list-style-type: none"> <li>Focus on best pricing</li> </ul>	<ul style="list-style-type: none"> <li>Full OS catalog (excluding Furniture and Janitorial products)</li> </ul>	EZ Print Supplies	WOSB
				Office Depot	LB
				Staples	LB
				ASE Direct	SDVOSB
				Cartridge Savers	SDB
		<b>Pool 3</b> <ul style="list-style-type: none"> <li>Focus on socio-economic status</li> </ul>	<ul style="list-style-type: none"> <li>Toner products only</li> </ul>	Imaging Systems	SDVOSB

*Through March, the OS2 solution has already saved over \$6M across the Federal government*



U.S. General Services Administration

# Federal Strategic Sourcing Initiative

## FSSI Office Products II Agency Dashboard

Updated May 24, 2011



# Department of Agriculture

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	Dorothy Lay
Rep. to GSA OS2 Team	John McCain
Sales Targets	Agency has not set targets yet.
Training	Planning with GSA

### Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 2/28/11	QUARTERLY TARGETS FOR OS2			SALES TO OS2 USAGE
		Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal	
Total Spend	\$1.75 M	FY11 Q1	\$0.36 M		<p>Medium. We classify USDA's usage of OS2 in FY11 as Medium based on its use compared to its overall office supply spending (estimated to be \$41.9M in FY09 by GSA) and controlling for the fact that not all office supply spending is eligible for OS2. GSA plans to work with USDA to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.</p>
Total Savings	\$0.19 M	FY11 Q2	\$0.91 M		
Est. % Savings	10.0%	FY11 Q3			
Total Small Business	\$1.41 M	FY11 Q4			
% Small Business	80.5%	FY11 to date	\$1.27 M		

### Accomplishments and Notes:

- No quarterly targets set - GSA needs to work with USDA to develop estimates of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion has been named based on our understanding

\*NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Commerce

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	Virna Evans
Rep. to GSA OS2 Team	Virna Evans
Sales Targets	Agency has not set targets yet.
Training	Planning with GSA

### Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 2/28/11	QUARTERLY TARGETS FOR OS2			SALES PERFORMANCE USAGE
		Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal	
Total Spend	\$0.60 M	FY11 Q1	\$0.22 M		<b>Medium.</b> We classify Commerce's usage of OS2 in FY11 as Medium based on its use compared to its overall office supplies spending (excluding Census spending, estimated to be \$18.2 by Commerce in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. Commerce has estimated that 89% of their office supplies spending is eligible for OS2.
Total Savings	\$0.12 M	FY11 Q2	\$0.28 M		
Est. % Savings	17.1%	FY11 Q3			
Total Small Business	\$0.46 M	FY11 Q4			
% Small Business	76.4%	FY11 to date	\$0.50 M		

### Accomplishments and Notes:

- GSA held one webinar and is working with GSA to plan a further webinar schedule
- Commerce planning acquisition conference for implementation, planning to do leakage report analysis with SmartPay data
- GSA meeting with bureau level managers on implementation
- GSA needs to work with Commerce to develop estimates of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion has been named based on our understanding

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Health and Human Services

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	Pending
OS2 Champion Named	✓
Progress Reports for Agency Leadership	✓
Conducted Employee Communications	✓
Agency Updates to Commodity Team	✓

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	Angela Billups
Rep. to GSA OS2 Team	Kesa Russell
Sales Targets	Agency has not set targets yet.
Training	Incorporated into HHS strategic sourcing training

### Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 2/28/11
Total Spend	\$0.29 M
Total Savings	\$0.04 M
Est. % Savings	13.4%
Total Small Business	\$0.10 M
% Small Business	34.5%

	QUARTERLY TARGETS FOR OS2		
	Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal
FY11 Q1	\$0.08 M		
FY11 Q2	\$0.06 M		
FY11 Q3			
FY11 Q4			
FY11 to date	\$0.14 M		

**GOALS NOT SET**

**Low.** We classify HHS's usage of OS2 in FY11 as Low based on its use compared to its overall office supplies spending (estimated to be \$57.1M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with HHS to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.

### Accomplishments and Notes:

- GSA held one webinar with more to be provided
- Guidance on FSSI issued, more formal policy in April; comm. sent to agency purchase cardholders with more extensive rollout slated
- HHS working with JPMorgan to obtain FSSI spend; HHS is determining whether to cancel existing RFQ & utilize FSSI OS BPAs as their sole source for office supplies or to continue with RFQ & utilize a joint approach
- GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Homeland Security

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### Agency Ownership:

SS Champion	Michael Smith
OS2 Senior Champion	Deborah Ford
Rep. to GSA OS2 Team	Deborah Ford
Sales Targets	Agency set target for FY11 Q2
Training	Training by GSA in progress

### Sales & Performance Metrics:

FSSI SPEND TO DATE*	QUARTERLY TARGETS FOR OS2			OVERALL OS2 USAGE	
	Through 2/28/11	Quarterly OS2 Spend*	Quarterly OS2 Goal		Progress to Goal
Total Spend	\$4.87 M	FY11 Q1 \$1.23 M		<p><b>Medium.</b> We classify DHS's usage of OS2 in FY11 as Medium based on its use compared to its overall office supplies spending (estimated to be \$72.8M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. DHS has estimated that 75% of their office supplies spending is eligible for OS2, which is their target.</p>	
Total Savings	\$0.68 M	FY11 Q2 \$1.56 M	86.5%		
Est. % Savings	12.3%	FY11 Q3			
Total Small Business	\$3.15 M	FY11 Q4			
% Small Business	64.6%	FY11 to date	\$2.78 M		\$1.80 M

### Accomplishments and Notes:

- DHS posted FSSI info on their FSSI website, monthly e-mail campaigns to P card holders, on-line newsletter, monitor usage via SmartPay data, scheduling webinars with GSA, meetings with FSSI vendors regarding marketing tactics
- DHS has a very proactive implementation program and shares best practices with Commodity Team

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11.



# Department of Justice

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	Cleopatra Allen
Rep. to GSA OS2 Team	Kevin Blume
Sales Targets	Agency has not set targets yet.
Training	Planning with GSA

### Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 2/28/11	QUARTERLY TARGETS FOR OS2				% Small Business
		Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal	OS2 Usage	
Total Spend	\$2.82 M	FY11 Q1	\$0.71 M			<p><b>GOALS NOT SET</b></p> <p>Medium. We classify DoJ's usage of OS2 in FY11 as Medium based on its use compared to its overall office supplies spending (estimated to be \$46.3M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with DoJ to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future</p>
Total Savings	\$0.57 M	FY11 Q2	\$0.99 M			
Est. % Savings	16.8%	FY11 Q3				
Total Small Business	\$1.21 M	FY11 Q4				
% Small Business	42.9%	FY11 to date	\$1.70 M			

### Accomplishments and Notes:

- DOJ placed FSSI website on their portal, briefed AOPCs
- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion has been named based on our understanding

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of State

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	X
OS2 Champion Named	X
Progress Reports for Agency Leadership	X
Conducted Employee Communications	X
Agency Updates to Commodity Team	X

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	None
Sales Targets	Agency has not set targets yet.
Training	None

### Sales & Performance Metrics:

FSS/ SPEND TO DATE	QUARTERLY TARGETS FOR OS2		AVERAGE OF OS2 USAGE
	Through 2/28/11	Quarterly OS2 Spend*	
Total Spend	\$0.73 M	FY11 Q1 \$0.19 M	<p>Low. We classify State's usage of OS2 in FY11 as Low based on its use compared to its overall office supplies spending (estimated to be \$131.9M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with State to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.</p>
Total Savings	\$0.23 M	FY11 Q2 \$0.24 M	
Est. % Savings	23.6%	FY11 Q3	
Total Small Business	\$0.46 M	FY11 Q4	
% Small Business	62.4%	FY11 to date \$0.43 M	

### Accomplishments and Notes:

- No quarterly targets set
- GSA team has not yet been able to meet with State to discuss how OS2 might help domestic purchases
- No department-wide Strategic Sourcing Champion, OS2 Senior Champion or Rep. to the GSA OS2 team have been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of the Air Force

## Office Supplies Initiative (OS2)

April 2011

### ➤ Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### ➤ Agency Ownership:

SS Champion	None
OS2 Senior Champion	Richard Bigler
Rep. to GSA OS2 Team	Christopher Vanzoest/Traci Hamilton
Sales Targets	Agency has not set targets yet.
Training	None

### ➤ Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 2/28/11	QUARTERLY TARGETS FOR OS2				% OS2 USAGE
		Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal		
Total Spend	\$2.80 M	FY11 Q1	\$0.73 M			<p><b>Low.</b> We classify Air Force's usage of OS2 in FY11 as Low based on its use compared to its overall office supplies spending (estimated to be \$162.8M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with Air Force to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.</p>
Total Savings	\$0.23 M	FY11 Q2	\$0.72 M			
Est. % Savings	7.6%	FY11 Q3				
Total Small Business	\$2.70 M	FY11 Q4				
% Small Business	96.4%	FY11 to date	\$1.45 M			

### Accomplishments and Notes:

- GSA provided implementation materials prior to OS2 in a Box Kit; AF preparing implementation
- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion has been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of the Army

## Office Supplies Initiative (OS2)

April 2014

### Agency Implementation Activities:

Agency Use Policy Issued	X
OS2 Champion Named	X
Progress Reports for Agency Leadership	X
Conducted Employee Communications	X
Agency Updates to Commodity Team	X

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	None
Sales Targets	Agency has not set targets yet.
Training	None

### Sales & Performance Metrics:

FSSl SPEND TO DATE	Through 2/28/11		QUARTERLY TARGETS FOR OS2				STATE OF OBSERVANCE
	Total Spend	Total Savings	Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal		
Total Spend	\$4.24 M		FY11 Q1	\$1.14 M		<b>GOALS NOT SET</b>	<p>Low. We classify Army's usage of OS2 in FY11 as Low based on its use compared to its overall office supplies spending (estimated to be \$473.9M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with Army to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.</p>
Total Savings	\$0.46 M		FY11 Q2	\$1.61 M			
Est. % Savings	9.7%		FY11 Q3				
Total Small Business	\$2.95 M		FY11 Q4				
% Small Business	69.5%		FY11 to date	\$2.76 M			

### Accomplishments and Notes:

- Only branch of DoD without agency wide FSSl OS2 policy regarding consideration of OS2 use-Initial discussions between GSA and Army regarding FSSl OS 2 use
- No department-wide Strategic Sourcing Champion, OS2 Senior Champion or GSA rep have been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired
- No quarterly targets have been set

NOTE: All Information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of the Interior

## Office Supplies Initiative (OS2)

April 2010

### Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	Pia Scott
Rep. to GSA OS2 Team	Pia Scott
Sales Targets	Agency has not set targets yet.
Training	One webinar conducted

### Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 2/28/11		QUARTERLY TARGETS FOR OS2			% OF OS2 USAGE
	Total Spend	Total Savings	Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal	
Total Spend	\$1.60 M		FY11 Q1	\$0.57 M		<p><b>High.</b> We classify Interior's usage of OS2 in FY11 as High based on its use compared to its overall office supplies spending (estimated to be \$21.7M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with Interior to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.</p>
Total Savings	\$0.15 M		FY11 Q2	\$0.64 M		
Est. % Savings	8.7%		FY11 Q3			
Total Small Business	\$1.02 M		FY11 Q4			
% Small Business	63.7%		FY11 to date	\$1.21 M		

### Accomplishments and Notes:

- GSA held focus group and conducted one webinar
- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion has been named based on our understanding

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of the Navy

## Office Supplies Initiative (OS2)

April 2011

➤ Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

➤ Sales & Performance Metrics:

➤ Agency Ownership:

SS Champion	None
OS2 Senior Champion	Jamey Halke
Rep. to GSA OS2 Team	Tine Thompson
Sales Targets	Agency set targets for FY11 Q2, Q3, Q4
Training	Multiple Navy Agency Conference Calls, Email Blasts, Website Postings, Future Information Expos, etc.

FSSSI SPEND TO DATE		Through 2/28/11
Total Spend		\$7.74 M
Total Savings		\$0.14 M
Est. % Savings		1.8%
Total Small Business		\$6.36 M
% Small Business		82.1%

	QUARTERLY TARGETS FOR OS2		
	Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal
FY11 Q1	\$2.05 M		
FY11 Q2	\$2.72 M	\$4.09 M	66.6%
FY11 Q3		\$6.13 M	
FY11 Q4		\$12.26 M	
FY11 to date	\$4.78 M	\$22.48 M	21.3%

**AVERAGE OS2 USAGE**

Medium. We classify Navy's usage of OS2 in FY11 as Medium based on its use compared to its overall office supplies spending (estimated to be \$177.6M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. Navy has estimated that 45% of their office supplies spending is eligible for OS2.

**Accomplishments and Notes:**

- GSA held focus group
- Navy tracks and reports on non-compliant spend monthly and establishing channels for user feedback to improve usage and performance
- Navy has been proactive in implementation and managing this commodity
- Navy continuously shares best practices with the Commodity Team
- No department-wide Strategic Sourcing Champion has been named based on our understanding

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Treasury

## Office Supplies Initiative (OS2)

April 2011

### ➤ Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### ➤ Agency Ownership:

SS Champion	Thomas Sharpe
OS2 Senior Champion	Thomas Sharpe
Rep. to GSA OS2 Team	Cynthia Schell
Sales Targets	Agency has not set targets yet.
Training	Agency internal and GSA provided training

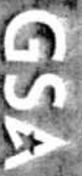
### ➤ Sales & Performance Metrics:

FSSS SPEND TO DATE	QUARTERLY TARGETS FOR OS2		FSSS OS2 USAGE		
	Through 2/28/11	Quarterly OS2 Spend*		Quarterly OS2 Goal	Progress to Goal
Total Spend	\$0.28 M	FY11 Q1	\$0.11 M		We are continuing to work with Treasury to learn more about IRS spend in order to refine estimates.
Total Savings	\$0.02 M	FY11 Q2	\$0.12 M		
Est. % Savings	5.9%	FY11 Q3			
Total Small Business	\$0.23 M	FY11 Q4			
% Small Business	84.0%	FY11 to date	\$0.23 M		

### Accomplishments and Notes:

- GSA provided training Nov 2010; Strategic sourcing metric updated monthly and reported to Asst Secy for Mgt and the Dep Secy.
- Working with FSSS SmartPay data to reconcile with FSSS spend
- Have not been able to meet with IRS to determine whether IRS-specific contracts are more economical than OS2
- Spend targets discussed with Treasury include all OS vehicles, not just FSSS OS2
- No department-wide Strategic Sourcing Champion has been named based on our understanding

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Veterans Affairs

## Office Supplies Initiative (OS2)

NOV 12 2011

### Agency Implementation Activities:

Agency Use Policy Issued	✓
OS2 Champion Named	✓
Progress Reports for Agency Leadership	✓
Conducted Employee Communications	✓
Agency Updates to Commodity Team	✓

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	Nelson Gonzalez
Rep. to GSA OS2 Team	Nelson Gonzalez
Sales Targets	Agency set target for FY11 Q2
Training	20 GSA conducted sessions; train the trainer

### Sales & Performance Metrics:

FSSSI SPEND TO DATE		QUARTERLY TARGETS FOR OS2			SALES GROWTH USAGE
Through 2/28/11		Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal	
Total Spend	\$12.02 M	FY11 Q1	\$4.90 M		High. We classify VA's usage of OS2 in FY11 as High based on its use compared to its overall office supplies spending (estimated to be \$101.5M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. VA has estimated that 70% of their office supplies spending is eligible for OS2.
Total Savings	\$0.71 M	FY11 Q2	\$6.33 M	60.3%	
Est. % Savings	5.6%	FY11 Q3			
Total Small Business	\$9.49 M	FY11 Q4			
% Small Business	79.0%	FY11 to date	\$11.23 M	\$10.50 M	

### Accomplishments and Notes:

- GSA held focus group, assists at VA quarterly vendor meetings and VA implementation meetings
- VA issued announcements, internal weekly activities reports; held 3 vendor meetings, Industry Day kick off, analyzing leakage data; held internal implementation meetings; No department-wide Strategic Sourcing Champion has been named based on our understanding
- VA has been extremely proactive in their implementation and has the most FSSSI OS2 spend of all agencies
- VA continuously shares best practices with Commodity team

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Environmental Protection Agency

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	Karen Richardson
Sales Targets	Agency has not set targets yet.
Training	None

### Sales & Performance Metrics:

FSSI SPEND TO DATE		QUARTERLY TARGETS FOR OS2			OS2 USAGE
	Through 2/28/11	Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal	
Total Spend	\$1.09 M	FY11 Q1	\$0.43 M		<p><b>High.</b> We classify EPA's usage of OS2 in FY11 as High based on its use compared to its overall office supplies spending (estimated to be \$4.0M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. EPA has estimated that 100% of their office supplies spending is eligible for OS2.</p>
Total Savings	\$0.09 M	FY11 Q2	\$0.33 M		
Est. % Savings	7.6%	FY11 Q3			
Total Small Business	\$1.07 M	FY11 Q4			
% Small Business	97.6%	FY11 to date	\$0.76 M		

### Accomplishments and Notes:

- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion has been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# General Services Administration

## Office Supplies Initiative (OS2)

APRIL 2011

### ➤ Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### ➤ Agency Ownership:

SS Champion	None
OS2 Senior Champion	David Kimbro
Rep. to GSA OS2 Team	James Tsujimoto
Sales Targets	Agency set target for FY11 Q2
Training	In progress

### ➤ Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 2/28/11		QUARTERLY TARGETS FOR OS2			FISCAL YEAR OS2 USAGE
	Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal			
Total Spend	\$0.35 M	FY11 Q1	\$0.11 M			<b>Medium.</b> We classify GSA's usage of OS2 in FY11 as Medium based on its use compared to its overall office supplies spending (estimated to be \$9.9M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA will develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.
Total Savings	\$0.03 M	FY11 Q2	\$0.12 M			
Est. % Savings	8.3%	FY11 Q3				
Total Small Business	\$0.20 M	FY11 Q4				
% Small Business	57.5%	FY11 to data	\$0.24 M	\$0.11 M	214.9%	

### Accomplishments and Notes:

- 3 training sessions in Dec 2010 and e-mail campaign to purchase card holders
- FSSI OS2 PMO has assisted agency with marketing and implementation plans
- No department-wide Strategic Sourcing Champion has been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Transportation

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	X
OS2 Champion Named	X
Progress Reports for Agency Leadership	X
Conducted Employee Communications	X
Agency Updates to Commodity Team	X

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	None
Sales Targets	Agency has not set targets yet.
Training	None

### Sales & Performance Metrics:

FSSI SPEND TO DATE	Through 2/28/11	QUARTERLY TARGETS FOR OS2			AVERAGE OS2 USAGE
		Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal	
Total Spend	\$0.55 M	FY11 Q1	\$0.08 M		<p><b>Low.</b> We classify DOT's usage of OS2 in FY11 as Low based on its use compared to its overall office supplies spending (estimated to be \$22.7M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with DOT to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.</p>
Total Savings	\$0.04 M	FY11 Q2	\$0.18 M		
Est. % Savings	7.2%	FY11 Q3			
Total Small Business	\$0.05 M	FY11 Q4			
% Small Business	8.9%	FY11 to date	\$0.26 M		

### Accomplishments and Notes:

- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion, OS2 Senior Champion or GSA rep have been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Labor

## Office Supplies Initiative (OS2)

April 2010

### Agency Implementation Activities:

Agency Use Policy Issued	<input checked="" type="checkbox"/>
OS2 Champion Named	<input checked="" type="checkbox"/>
Progress Reports for Agency Leadership	<input checked="" type="checkbox"/>
Conducted Employee Communications	<input checked="" type="checkbox"/>
Agency Updates to Commodity Team	<input checked="" type="checkbox"/>

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	None
Sales Targets	Agency has not set targets yet.
Training	None

### Sales & Performance Metrics:

FSSJ SPEND TO DATE	Through 2/28/11	QUARTERLY TARGETS FOR OS2				LEVEL OF OS2 USAGE
		Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal		
Total Spend	\$0.45 M	FY11 Q1	\$0.12 M		<b>GOALS NOT SET</b>	Medium. We classify DOL's usage of OS2 in FY11 as Medium based on its use compared to its overall office supplies spending (estimated to be \$6.8M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with DOL to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.
Total Savings	\$0.06 M	FY11 Q2	\$0.19 M			
Est. % Savings	11.7%	FY11 Q3				
Total Small Business	\$0.26 M	FY11 Q4				
% Small Business	58.8%	FY11 to date	\$0.31 M			

### Accomplishments and Notes:

- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion, OS2 Senior Champion or GSA rep have been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Energy

## Office Supplies Initiative (OS2)

ADP11-2011

### Agency Implementation Activities:

Agency Use Policy Issued	X
OS2 Champion Named	X
Progress Reports for Agency Leadership	X
Conducted Employee Communications	X
Agency Updates to Commodity Team	X

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	Rosemary Johnson
Sales Targets	Agency has not set targets yet.
Training	None

### Sales & Performance Metrics:

FSSSI SPEND TO DATE	QUARTERLY TARGETS FOR OS2		SALES OF OS2 USAGE
	Through 2/28/11	Quarterly OS2 Spend*	
Total Spend	\$0.19 M	FY11 Q1 \$0.09 M	<p><b>GOALS NOT SET</b></p> <p>Medium. We classify DOE's usage of OS2 in FY11 as Medium based on its use compared to its overall office supplies spending (estimated to be \$3.6M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with DOE to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.</p>
Total Savings	\$0.01 M	FY11 Q2 \$0.07 M	
Est. % Savings	5.8%	FY11 Q3	
Total Small Business	\$0.17 M	FY11 Q4	
% Small Business	88.5%	FY11 to date \$0.16 M	

### Accomplishments and Notes:

- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion, OS2 Senior Champion or GSA rep have been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Housing and Urban Development

## Office Supplies Initiative (OS2)

April 2011

### Agency Implementation Activities:

Agency Use Policy Issued	X
OS2 Champion Named	X
Progress Reports for Agency Leadership	X
Conducted Employee Communications	X
Agency Updates to Commodity Team	X

### Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	None
Sales Targets	Agency has not set targets yet.
Training	None

### Sales & Performance Metrics:

FSSI SPEND TO DATE	QUARTERLY TARGETS FOR OS2		LEAVE PROBABLY	
	Through 2/28/11	Quarterly OS2 Spend*		Quarterly OS2 Goal
Total Spend	\$0.09 M	FY11 Q1 \$0.02 M	<b>GOALS NOT SET</b>	<b>Medium.</b> We classify HUD's usage of OS2 in FY11 as Medium based on its use compared to its overall office supplies spending (estimated to be \$1.9M by GSA in FY09) and controlling for the fact that not all office supplies spending is eligible for OS2. GSA plans to work with HUD to develop an accurate baseline of eligible OS2 spending so that GSA can provide specific percentages in the future.
Total Savings	\$0.01 M	FY11 Q2 \$0.03 M		
Est. % Savings	14.4%	FY11 Q3		
Total Small Business	\$0.04 M	FY11 Q4		
% Small Business	48.8%	FY11 to date \$0.05 M		

### Accomplishments and Notes:

- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion, OS2 Senior Champion or GSA rep have been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11



# Department of Education

## Office Supplies Initiative (OS2)

April 2011

➤ Agency Implementation Activities:

Agency Use Policy Issued	X
OS2 Champion Named	X
Progress Reports for Agency Leadership	X
Conducted Employee Communications	X
Agency Updates to Commodity Team	X

➤ Agency Ownership:

SS Champion	None
OS2 Senior Champion	None
Rep. to GSA OS2 Team	John Ramsey
Sales Targets	Agency has not set targets yet.
Training	None

➤ Sales & Performance Metrics:

FSSI SPEND TO DATE		QUARTERLY TARGETS FOR OS2				AVERAGE OS2 USAGE
Through 2/28/11		Quarterly OS2 Spend*	Quarterly OS2 Goal	Progress to Goal		
Total Spend	\$0.31 M	FY11 Q1	\$0.07 M			Education has not developed an accurate baseline estimate. We are continuing to work with Education to refine estimates.
Total Savings	\$0.02 M	FY11 Q2	\$0.08 M			
Est. % Savings	6.9%	FY11 Q3				
Total Small Business	\$0.31 M	FY11 Q4				
% Small Business	100.0%	FY11 to date	\$0.15 M			

**Accomplishments and Notes:**

- No quarterly targets set - GSA needs to work with agency to develop estimate of overall office supply spending in order to calculate level of OS2 usage
- No department-wide Strategic Sourcing Champion, OS2 Senior Champion or GSA rep have been named based on our understanding
- GSA is available to conduct OS2 training for employees if desired

NOTE: All information reflects GSA's current knowledge and will be updated whenever information is provided. \* Data is through 2/28/11