



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

## **PROCUREMENT MEMORANDUM 2020-02**

### **ACTION**

**MEMORANDUM FOR:** Bureau Procurement Officials

**FROM:** Barry E. Berkowitz  
Senior Procurement Executive  
and Director for Acquisition Management

**SUBJECT:** Strategic Sourcing Initiative for Office Supplies

#### **A) Purpose**

To document the designation of the Office Supply Fourth Generation (OS4) Federal Strategic Sourcing Initiative (FSSI) as a first consideration source for office supplies when requirements cannot be fulfilled using the mandatory sources listed in Federal Acquisition Regulation (FAR) 8.002 and 8.003.

#### **B) Background**

Office of Management and Budget (OMB) Memorandum M-19-13, Category Management: Making Smarter Use of Common Contract Solutions and Practices, dated March 20, 2019, calls on agencies to annually establish plans to reduce unaligned spend and increase the use of Best in Class solutions for common goods and services, consistent with small business and other statutory socioeconomic responsibilities.

#### **C) Operating Characteristics**

The General Services Administration (GSA) has established special item numbers under the Multiple Award Schedule known as OS4 for office supplies, which OMB has designated as a Best In Class solution. If requirements for office supplies are not able to be satisfied from the mandatory sources listed in FAR 8.002 and 8.003, use of the FSSI OS4 vehicle shall be considered first for office supplies offered under the FSSI contracts. Ordering may be accomplished by any DOC warranted contracting officer or authorized purchase card holder. Information on ordering, training and other resources related to the FSSI OS4 is available [here](#).

**D) Responsibilities of the Enterprise Services Acquisition (ESA) Office**

The Enterprise Services Acquisition Office shall be responsible for obtaining and incorporating into its reporting, data available from the OS4 program office. The Enterprise Services Acquisition office shall make the data available to the Office of Acquisition Management and other DOC Bureaus in accordance with the DOC Strategic Sourcing Policy, PM 2019-05, and Governance Process, PM 2020-01.

**E) DOC Bureau Procurement Official (BPO) Responsibilities**

DOC BPOs are responsible for ensuring that DOC Contracting Officers and Purchase card holders utilize OS4 as a first consideration source for all in scope requirements that cannot be fulfilled using the mandatory sources listed in FAR 8.002 and 8.003. BPOs shall include applicable non-use determinations in the semi-annual report required under PM 2020-01.

**F) Exceptions**

A blanket exception from the first consideration use of OS4 remains for the Ability One (BSC Source, formerly PaperClips) stores located at Commerce Headquarters (Herbert C. Hoover Building), US Census Bureau (Suitland, MD) and online at [www.bsccsource.com](http://www.bsccsource.com).

**G) Effective Date**

This procurement memorandum is effective upon issuance and remains in effect until the OS4 source and the terms of this memorandum are incorporated in the strategic sourcing portfolio located on the strategic sourcing portal and Chapter 1313.301 of the Commerce Acquisition Manual.

**H) Point of Contact**

The point of contact for this memorandum is Olivia Bradley, [obradley@doc.gov](mailto:obradley@doc.gov).