




**The Deputy Secretary of Energy**  
Washington, DC 20585

July 25, 2013

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: DANIEL B. PONEMAN 

SUBJECT: Utilization of General Services Administration Federal Strategic Sourcing Initiative Blanket Purchase Agreements for Office Supplies

Prudent fiscal management requires that we lower costs whenever possible. Over the last three years, the Department has achieved significant cost savings using strategic sourcing approaches. To accelerate our progress, the Department will make greater use of strategic sourcing tools available through the General Services Administration's (GSA) Federal Strategic Sourcing Initiative contracts.

The first opportunity is in the area of office supplies, which has the potential for significant savings. In Fiscal Year 2012, the Department spent over \$2.4 million on office supplies using government-issued SmartPay purchase cards. Of that amount, only \$443,000 was spent using government-wide contracts managed by GSA. These contracts, which are used by more than 20 Federal agencies, including the military, leverage the buying power of the Federal government and provide opportunities for greater cost savings. As many of the GSA vendors are small businesses, using these contracts will also further the Department's achievement of its small business goals.

Effective immediately, all office supplies that are available under the GSA contracts must be purchased through the GSA, unless it can be demonstrated that doing so would not be cost-effective or inefficient. This does not require the termination of existing orders for office supplies.

Please communicate this requirement to your contracting officers, approving officials, and other purchasing personnel. The GSA contracts are available for use by DOE prime contractors. Those contractors are encouraged to use the GSA contracts as a means to reduce costs.

The Office of Management will collaborate with Departmental Elements to implement additional strategic sourcing opportunities, as they become available through GSA. For additional information about office supplies, please visit:  
<http://www.gsa.gov/fssiofficesupplies>.

For questions concerning this memorandum, please contact Scott Clemons, Office of Acquisition and Project Management, at (202) 287-1554.

