



POLICY FLASH 2010-42

DATE: April 8, 2010

TO: Procurement Directors

FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: Use of New Strategically Sourced Blanket Purchase Agreement for Domestic Delivery Services with United Parcel Service

SUMMARY: The Department of Energy (DOE) is participating as an authorized user of the second generation General Services Administration (GSA) Blanket Purchase Agreement (BPA) GS-33F-BQV08 for Express and Ground Domestic Delivery Services (DDS2) in the continental United States, Alaska, Hawaii, and Puerto Rico. DDS2 is a full service Federal Strategic Sourcing Initiative (FSSI) solution providing agencies with a range of delivery options as well as streamlined acquisition, data analytics, and dedicated customer service. GSA awarded one (1) master task order to the DDS2 BPA holder, United Parcel Service (UPS).

All existing UPS accounts under DOE will participate and all field offices, (including Headquarters) are responsible for issuing new individual funding documents for billing purposes. The Period of Performance (PoP) for the BPA is October 1, 2009 – September 30, 2010, with four one year options. The PoP for the Master Task Order is February 5, 2010 – September 30, 2010, with four one year options. *Note: This FFSI DDS2 does not include the handling of "Classified" material.*

International delivery service is outside the scope of DDS2. GSA delegated authority to the Department of Defense (DoD) to procure on behalf of Federal civilian agencies express international small package and heavyweight service up to 300 lbs. For more information on DoD's multiple award Worldwide Express (WWX) contracts and how to setup accounts, visit <http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FBC3&contentId=9674&contentType=GS> A. BASIC.

DOE field offices that are working under STRIPES must obligate funding as a Task Order to BPA Number GS-33F-BQV08 for UPS. The task order must reference DDS2 Task Order QPN BQW 0070. DOE field offices that are not currently under STRIPES can still use DDS2. A BPA Call against BPA Number GS-33F-BQV08 must be created and it shall include the same reference DDS2 Task Order QPN BQW 0070. Calls outside of STRIPES, must code the FPDS data as "Fair Opportunity/Limited Sources". *Note: Under both scenarios, GSA has pre-populated many of the fields in FPDS, so it is not necessary to attempt to over-write them.*

All DOE contractors previously authorized to receive government pricing under the FedEx GSAFSSI contract shall move to DDS2.

Training on all UPS technologies and procedures is available free of charge via multiple methods (webinar, by telephone, tutorials, in-person, etc.) Below are the links to tutorials and the UPS Service Guide. In addition, there are user guides within the appropriate solution tab.

Shipping

<http://www.completeview.ups.com/GSA/apps/Shipping.aspx>

UPS CampusShip Admin Tutorial

UPS CampusShip User Tutorial

UPS Internet Shipping Tutorial

Tracking

<http://www.completeview.ups.com/GSA/apps/Tracking.aspx>

Quantum View Manage Demo

Domestic Delivery Services Solution Frequently Asked Questions is attached to this Flash and should be referred to when seeking information about: delivery times, charges, drop boxes, pre-printed mailing labels, transitioning from FedEx, etc. Visiting www.gsa.gov is also suggested when searching for information on DDS2.

This flash and its attachments will be available online at the following website:

http://www.management.energy.gov/policy_guidance/policy_flashes.htm.

Questions concerning this policy flash should be directed to Sandra Cover at (202) 287-1344 or Sandra.Cover@hq.doe.gov.



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Attachments