

MANDATORY USE OF THE FEDERAL STRATEGIC SOURCING INITIATIVE (FSSI) FOR DOMESTIC DELIVERY SERVICES FOR EXPRESS SMALL PACKAGE, EXPRESS HEAVYWEIGHT, AND GROUND SMALL PACKAGE SHIPMENTS (EXGDDS)

- 1. REASON FOR ISSUE.** To publish the Department of Veterans Affairs (VA) directive, Mandatory Use of the Federal Strategic Sourcing Initiative (FSSI) for Domestic Delivery Services for Express Small Package, Express Heavyweight, and Ground Small Package Shipments (ExGDDS). This directive announces the terms, conditions, and user responsibilities for use of the General Services Administration (GSA) FSSI ExGDDS agreement awarded to Federal Express, Inc.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES.** This directive contains mandatory Department-wide policy for the use of the GSA FSSI ExGDDS Express Small Package, Express Heavyweight, and Ground Small Package Domestic Delivery Services contract. The contract is GS-23F-0170L with GSA Blanket Purchase Agreement GS-33F-BQT03, and GSA Task Order QPN BQT 06.
- 3. RESPONSIBLE OFFICE.** Associate Deputy Assistant Secretary for Program Management and Operations (049M), Office of Acquisition and Materiel Management.
- 4. RELATED HANDBOOK.** None.
- 5. RESCISSION.** VA Directive 7179 dated April 7, 2003, Mandatory Use of the Domestic Express Small Package Blanket Purchase Agreement (BPA) Awarded to Federal Express, Inc.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/Robert T. Howard
Assistant Secretary for Information and Technology

/s/Robert J. Henke
Assistant Secretary for Management

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MANDATORY USE OF THE FEDERAL STRATEGIC SOURCING INITIATIVE (FSSI) FOR DOMESTIC DELIVERY SERVICES FOR EXPRESS SMALL PACKAGE, EXPRESS HEAVYWEIGHT, AND GROUND SMALL PACKAGE SHIPMENTS (EXGDDS)

1. PURPOSE: This directive provides mandatory Department-wide policy relative to domestic small package express and ground delivery services, and express heavyweight shipping. VA is participating in a Federal Strategic Sourcing Initiative (FSSI) for small package delivery services awarded to Federal Express, Inc. VA's high shipping volume, combined with that of several other agencies, has resulted in more favorable rates and terms than VA's Domestic Express Small Package Blanket Purchase Agreement (VA DOMEX BPA) could provide. The most favorable rates will result from mandatory VA usage.

2. POLICY

a. The Secretary's approval of the mandatory-use provision indicates that whenever there is a need for small package express or ground delivery services provided for in the GSA FSSI contract GS-23F-0170L and GSA Blanket Purchase Agreement (BPA) GS-33F-BQT03, the BPA shall be the mandatory source for VA to access those delivery services. The mandatory-use provision for small package express and ground delivery services is highly desirable since the FSSI ExGDDS pricing for these services is significantly lower than either the GSA Small Package Multi-Award Schedule rates or the VA DOMEX BPA. Use of FSSI express heavyweight (shipments exceeding 150 pounds) delivery services is not mandatory. Packages under one pound that can be machine-processed as mail should continue to be directed through the US Postal Service.

b. FSSI ExGDDS domestic delivery account holders must:

(1) Use the FSSI ExGDDS BPA GS-33F-BQT03 as the mandatory source for small package express and ground domestic delivery services whenever such services are required to meet the needs of the Department.

(2) Establish FedEx Express and FedEx ground accounts with the contractor for access to the FSSI ExGDDS BPA GS-33F-BQT03 discounted rates.

(3) Reference FSSI ExGDDS BPA GS-33F-BQT03 with your FedEx-registered express and ground accounts.

(4) Verify that the account(s) billing address and point of contact are correct and the account(s) is properly funded.

(5) Verify with each billing that the FSSI ExGDDS BPA GS-33F-BQT03 rates and accessorial charges have been properly applied to your shipments.

(6) Where multiple ground accounts exist at the same shipping facility, consolidate accounts into one large volume ground account to possibly qualify for greater ground rates discounts. Account billing procedures will identify each user's costs.

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(7) Use of FSSI ExGDDS BPA GS-33F-BQT03 express heavyweight domestic delivery service is not mandatory. FSSI ExGDDS BPA GS-33F-BQT03 express heavyweight shipping is very costly and must be used judiciously. Standard freight services will often meet the needs of the Department. Contact the VA Transportation and Logistics Center (VATLC) for shipping alternatives, freight cost estimates and freight bills of lading. Call (202) 273-6118 or e-mail VATLC@va.gov for assistance.

(8) Ensure that agreements with other express and ground domestic delivery service providers are canceled. Agreements must not be made with a non-contract service provider without receiving a waiver from the contracting officer's representative (COR) at the VATLC. Same-day pickup and delivery services for laboratory specimens by a courier may qualify for a waiver. Call (202) 273-6118 or email VATLC@va.gov for assistance.

3. RESPONSIBILITIES. The Associate Deputy Assistant Secretary for Program Management and Operations (049M), Office of Acquisition and Materiel Management will:

- a. Monitor all FSSI ExGDDS BPA GS-33F-BQT03 express and ground accounts and user compliance.
- b. Ensure that the VA COR monitors the contractor's service performance and manages service complaints from VA users.
- c. Provide assistance to express and ground account holders for service and payment issues.
- d. Provide freight management assistance to users that contemplate making express heavyweight shipments (shipments over 150 pounds).
- e. Develop reports detailing account holder shipping volumes, express and ground services used, accessorial services used, and detailed shipment and accessorial costs.
- f. Confirm revised rate discounts as shipping volumes are validated.
- g. Review mandatory-use waiver requests and grant waivers, whenever justified.

NOTE: The FSSI ExGDDS BPA GS-33F-BQT03 can be accessed at the VA Web site, <http://www1.va.gov/oamm/pmo/lms/trs/desps.cfm> . Questions, inquiries, or service issues requiring COR intervention should be directed to the Transportation and Relocation Services Division (0492T) at (202) 273-6120, or faxed to (202) 273-6236.