



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

OCT 31 2011

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Supplies

1. This memorandum provides information and guidelines regarding the purchase of office supplies. This memorandum supersedes the memorandum dated September 13, 2004, Mandatory Use of BPAs for Office Products for the Army. Enforcement of this policy will be monitored using improved management reporting tools that provide detailed information on all Army office supply spending.
2. The Office Supply BPAs are available in the Army Corridor of the Department of Defense (DoD) Electronic Mall (EMALL). All BPA holders displayed in the Army Corridor are small businesses.
3. All Army Government Purchase Card (GPC) purchases for office supplies must be made against the BPAs and all orders shall be placed via DoD EMALL unless an exception applies. GPC holders may not purchase office supplies directly from vendor's website or retail store, even if that vendor is a BPA holder unless an exception applies. The BPAs allow contracting and ordering officers to use competitive fair opportunity procedures to place larger orders against these BPAs.
4. Army contracting officers must use the BPAs in preference to awarding new office supply contracts. Ordering officers shall consider socio-economic status when identifying contractors for consideration or competition for award of an order, as stated in the Federal Acquisition Regulation (FAR) Part 8.405-5(b). Contracting officers are strongly encouraged to have at least two or more small businesses in the competitive mix when soliciting from the Federal Supply Schedules.
5. Exceptions to the mandatory use of the BPAs and DoD EMALL are as follows:
 - a. In the event the DoD EMALL is unavailable for more than 24 hours, cardholders may place orders with a BPA vendor through an alternate means of communication.
 - b. GPC holders may purchase from a GSA global supply center, local alternative self-service supply store known as Base Supply Center, or a local AbilityOne base supply store, where installation agreements exist.
 - c. GPC holders may purchase an item from another source if an urgent need exists for an unplanned requirement needed for the same day. Poor acquisition planning and

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inadequate market research would not apply to this exception. Use of this exception requires valid documentation and retention in the purchase card file.

d. This policy does not apply to purchases made Outside of the Continental United States (OCONUS).

6. The point of contact is Mr. Morris McIlwain, at commercial (703) 617-0332, e-mail: ASAALT_APC@conus.army.mil.



Kim D. Denver
Deputy Assistant Secretary
of the Army (Procurement)

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