



## **Intent Letters for Print Management**

On July 1, 2011, Dan Gordon, Administrator for Federal Procurement Policy, requested Agency Senior Procurement Executives to prepare a statement of intent to participate in the Federal Strategic Sourcing Initiative (FSSI) for Print Management. Mr. Gordon requested that agencies respond to him and affirm that they intend to use the FSSI Print Management solution if it offers the best value for their agency and to also include an estimate of the annual print and copy spend that might use the FSSI solution.

Agencies are in the process of vetting and initiating those Intent Letters within their organizations. As OFPP receives the Intent Letters, the Print Management Office will release those Intent Letters with the RFQ.

The attached letters represent the Intent Letters received to date.



SEP 12 2011

The Honorable Daniel I. Gordon  
Office of Federal Procurement Policy  
725 17<sup>th</sup> Street, NW, Room 412-A  
Washington, DC 20503

Subject: Commitment to Use Federal Strategic Sourcing Initiative Print Management Agreement(s)

Dear Mr. Gordon:

This agency firmly supports the Federal Strategic Sourcing Initiative (FSSI) objectives to leverage Federal government purchasing volume to enable acquisition savings, operational efficiencies, and improved management practices regarding the purchase and support of print management services and devices. Upon award of the Print Management FSSI agreements, which provides for the attainment of acquisition savings and efficiencies, the General Services Administration (GSA) commits to using this program as part of a first consideration policy.

GSA's current spending level for copiers exceeds \$1.07 million. Additionally, expenditures on our Printer Blanket Purchase Agreement (BPA) are roughly \$700,000 per year. GSA's intent is to utilize the Print Management FSSI agreements to the extent it provides best value.

As a core member of this government-wide working group, GSA has submitted business and technical requirements to this program and has begun planning to utilize this program. GSA will instruct the appropriate policy and management officials within this agency to implement this commitment throughout their respective organizations.

Sincerely,

Dr. Mindy S. Connolly  
Chief Acquisition Officer  
Office of Acquisition Policy

~~for~~ Casey Coleman  
Chief Information Officer  
Office of the Chief Information Officer

July 13, 2011

Mr. Gordon,

This email responds to the request for the Department of Labor (DOL) to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

DOL strongly supports strategic sourcing efforts to lower prices, promote sustainability and increase operational efficiency. DOL spends over \$9 million annually for printing and reproduction services and substantially more than that when the full costs for copy devices and consumables are included. We expect that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring these types of services. As long as that is the case, DOL intends to utilize the FSSI Print Management solution for at least five percent of our annual spending on printing, copying, other equipment and related supply needs.

In my capacity as the Chief Information Officer for DOL, I am aware of the benefits of the FSSI Print Management solution and have shared my interests with the Department's Office of the Chief Information Officer to assure DOL's use of this solution.

T. Michael Kerr

Assistant Secretary for Administration and Management,

Chief Information Officer



EXPORT-IMPORT BANK  
OF THE UNITED STATES

July 7, 2011

Dear Mr. Gordon:

This letter is in response to the request for the Export-Import Bank of the United States to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management Solution.

The Export-Import Bank of the United States strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. The Export-Import Bank of the United States spends an estimated \$0.05 M (\$50,000.00) annually for print and copy devices, consumables, and services. We expect that the FSSI Print Management Solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. As long as that is the case, the Export-Import Bank of the United States intends to utilize the FSSI Print Management Solution as the primary means of obtaining our print and copy devices, consumables, and services, and expects to utilize the FSSI Print Management Solution for at least 50% of our annual spend.

Please also be aware that Fernanda F. Young, the Chief Information Officer for this agency is aware of the benefits of the FSSI solution and joins me in supporting the agency's use of this solution.

Note: The above numbers represent local and network printers used by the agency. It does not include our leased copier service (on a contract recently competed and awarded) for our central copier/printing services.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark D. Pitra".

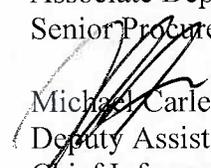
Mark D. Pitra  
Chief Acquisition Officer



JUL 26 2011

To: Daniel I. Gordon  
Administrator  
Office of Federal Procurement Policy

From: Angela Billups, Ph.D.   
Associate Deputy Assistant Secretary for Acquisition  
Senior Procurement Executive

  
Michael Carleton  
Deputy Assistant Secretary for Information Technology  
Chief Information Officer

Subject: Participation in the Federal Strategic Sourcing Initiative (FSSI) Print Management Solution

This memo is in response to your request for the Department of Health and Human Services (HHS) to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

HHS strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print/copy usage and costs. Our annual spend for printers, copy devices, consumables, and services is estimated at \$58M. We expect the FSSI Print Management solution to offer the best value and lowest total costs for acquiring and operating print devices along with required management services. As long as that is the case, we intend to utilize the FSSI Print Management solution as our primary means of procuring printers, copy devices, consumables, and services for applicable purchases. Our initial target will be to utilize the FSSI Print Management solution for at least 25% of our current annual spend. The plan is to increase this target as current HHS contracts expire and proper planning is in place to transition future requirements to the FSSI Print Management solution.

As the Department's Senior Procurement Executive (SPE) and Chief Information Officer (CIO), we are aware of the benefits of this Print Management solution and support the Department's gradual transition toward exclusive use of this FSSI.



# Federal Housing Finance Agency

1700 G Street, N.W., Washington, D.C. 20552-0003

Telephone: (202) 414-3800

Facsimile: (202) 414-3823

[www.fhfa.gov](http://www.fhfa.gov)

July 29, 2011

Mr. Daniel I. Gordon, Administrator  
The Office of Federal Procurement Policy  
The Office of Management and Budget  
725 17th Street, NW  
Washington, DC 20503

Re: Federal Strategic Sourcing Initiative's (FSSI) Print Management Solution

Dear Mr. Gordon:

This letter is in response to the request for Federal Housing Finance Agency (FHFA) to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

FHFA strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. FHFA spends an estimated \$219,810 annually for print and copy devices, consumables, and services. We expect that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. As long as that is the case, FHFA intends to utilize the FSSI Print Management solution as the primary means of obtaining our print and copy devices, consumables, and services, and expects to utilize the FSSI Print Management solution for all of our annual spend.

Sincerely,

A handwritten signature in black ink that reads 'Mark Kinsey'. The signature is written in a cursive style with a large, stylized 'K'.

Mark Kinsey  
Senior Procurement Executive

## National Science Foundation Agency Commitment Letter

Dear Mr. Gordon:

This letter is in response to the request for the National Science Foundation (NSF) to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

NSF strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. NSF spends an estimated \$2M annually for print and copy devices, consumables, and services. We expect that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. As long as that is the case, NSF intends to utilize the FSSI Print Management solution as the primary means of obtaining our print and copy devices, consumables, and services, and expects to utilize the FSSI Print Management solution for at least TBD of our annual spend.

Sincerely,

Greg Steigerwald  
Branch Chief, Contracts  
Division of Acquisition and Cooperative Support  
National Science Foundation  
(703) 292-5074



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

August 4, 2011

The Honorable Daniel Gordon  
Administrator  
Office of Federal Procurement Policy

SUBJECT: Commitment to Use Federal Strategic Sourcing Initiative's Print Management Solution

Dear Dan:

The Department of the Treasury strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. Treasury spends an estimated \$27.4M annually for print and copy devices, consumables, and services.

For your information, Treasury has taken a multi-faceted approach to achieve procurement savings. Treasury consolidated its headquarters procurement organization with IRS procurement and the former Office of Thrift Supervision with the Office of the Comptroller of the Currency's procurement organization. These consolidations will provide greater economies of scale and deeper capabilities, including enhanced access to strategic sourcing.

In addition to participation in government-wide efforts to leverage basic commodity buying, Treasury has strategically sourced some of its required software products and subscription services.

Finally, to promote collaboration, Treasury established the "Quad Council," which brings together chiefs from the procurement, information, financial and human capital offices. In July, the Quad Council agreed to establish nine spending categories covering all Treasury spending. Each category was assigned an executive sponsor who is responsible for developing and managing a plan to increase savings while maintaining or improving procurement measures such as risk and socio-economic goals.

We fully expect that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. As long as that is the case, Treasury provides its interim intent to utilize the FSSI Print Management solution as the primary means of obtaining our print and copy devices, consumables, and services, and expects to utilize the FSSI Print Management solution for at least 80% of our annual spend.

In the fourth week of August 2011, we will review the FSSI Print Management solution with the Department's leader for this spending category after which we expect to provide you with our final intent to utilize the FSSI Print Management solution.

If you have any questions, please contact me at (202) 622-1039.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Sharpe', written in a cursive style.

Thomas Sharpe  
Senior Procurement Executive  
Department of the Treasury

Cc: Dan Tangherlini, Assistant Secretary for Management and Chief Financial Officer,  
Treasury  
Kevin Youel Page, Deputy Director, OPE  
Cynthia Schell, Acquisition Improvement Analyst, OPE



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

AUG - 2 2011

Mr. Daniel I. Gordon  
Administrator for Federal Procurement Policy  
Executive Office of the President  
Office of Management and Budget  
Washington, D.C. 20503

Dear Mr. Gordon:

This letter is in response to the request for Department of Commerce to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

The Department of Commerce strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. The Department of Commerce spends an estimated \$10 million annually for print and copy devices, consumables, and services. We expect that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. As long as that is the case, the Department of Commerce intends to utilize the FSSI Print Management solution as the primary means of obtaining our print and copy devices, consumables, and services, and expects to utilize the FSSI Print Management solution for at least 90% of our annual spend.

Please also be aware that Simon Szykman, the Chief Information Officer for this agency is aware of the benefits of the FSSI solution and joins me in supporting the agency's use of this solution.

Sincerely,

A handwritten signature in black ink that reads "Barry Z. Berkowitz".

Barry Z. Berkowitz  
Senior Procurement Executive and  
Director for Acquisition Management



**U. S. Department of Justice**

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**AUG 22 2011**

*Washington, D.C. 20530*

Mr. Dan Gordon  
Administrator for Federal Procurement Policy  
Office of Management and Budget  
725 17th Street, NW  
Washington, DC 20503

Dear Mr. Gordon:

This letter is in response to the request for the U.S. Department of Justice to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

The U.S. Department of Justice strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. The U.S. Department of Justice spends an estimated \$4M - \$8M annually for print and copy devices, consumables, and services. We expect that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. As long as that is the case, the U.S. Department of Justice intends to utilize the FSSI Print Management solution as the primary means of obtaining our print and copy devices, consumables, and services, and hopes to utilize the FSSI Print Management solution for at least 25% of our annual spending.

Sincerely,

A handwritten signature in cursive script that reads "Michael W. Allen".

Michael Allen  
Deputy Assistant Attorney General  
for Policy, Management and Planning/  
Senior Procurement Executive



OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

The Honorable Daniel Gordon  
Administrator, Federal Procurement Policy  
1650 Pennsylvania Ave, NW  
Washington, DC 20503

AUG -4 2011

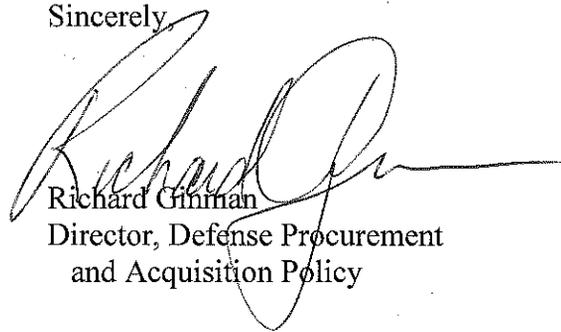
Dear Mr. Gordon:

The Department of Defense (DoD) strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. The DoD has a component of the Defense Logistics Agency (DLA) - DLA Document Services - that has the primary mission to deliver print management solutions across the DoD as well as perform as a transformation agent to shift DoD component print requirements into the digital domain. They serve a vital forcing function not only to reduce the total cost of necessary print, but to enable DoD components with capability to eliminate the need for print.

The DoD spends an estimated \$500M annually for print and copy devices, consumables, and services. We are committed to meet our print and copy requirements in the DoD by using best value business arrangements. As long as the GSA BPAs are best value business arrangements with respect to price, schedule, and performance, we will use them.

My staff and primary members of DoD's Strategic Sourcing Directors Board will continue to collaborate with GSA and the FSSI Commodity Team on this effort. My point of contact for the FSSI for print management is Mr. Ruben Campos, 703-614-6719.

Sincerely,



Richard Ginnman  
Director, Defense Procurement  
and Acquisition Policy

cc:  
Senior Procurement Executives



# Homeland Security

AUG 09 2011

MEMORANDUM FOR: Daniel I. Gordon  
Administrator, Federal Procurement Policy  
Office of Management and Budget

FROM: Nick Nayak   
Chief Procurement Officer

SUBJECT: Letter of Intent to Utilize the Federal Strategic Sourcing Initiative  
Government-wide Print Management Blanket Purchase Agreement

The attached Letter of Intent affirms the Department of Homeland Security's (DHS) intent to utilize Federal Strategic Sourcing Initiative's (FSSI) Government-wide Print Management Blanket Purchase Agreement whenever possible to achieve price improvements and to perpetuate continuous service quality. The DHS Strategic Sourcing Program Office charter is predicated upon two core principles: providing mission-focused value to our Component constituency and providing the Department with opportunities to exploit improved acquisition strategies across critical commodities. We look forward to working with FSSI on this procurement as the initiative continues to mature.

If you have any questions regarding this initiative or selection of alternate purchasing mediums, please contact Michael B. Smith, Director, Strategic Sourcing Program Office at (202)447-5562 or via email at [michael.b.smith@dhs.gov](mailto:michael.b.smith@dhs.gov).



Homeland  
Security

Letter of Intent  
Between  
U.S. Department of Homeland Security  
And  
U.S. General Services Administration  
For the  
Utilization of the Federal Strategic Sourcing Initiative  
Government-wide Print Management Blanket Purchase Agreement

This letter demonstrates the Department of Homeland Security's (DHS) intent to utilize the Federal Strategic Sourcing Initiative (FSSI) Government-wide Print Management Blanket Purchase Agreement (BPA) as the primary means of obtaining copier, printer, scanner, and fax capabilities within the Department. The DHS supports the FSSI program and the efficiencies it creates in coordinating government-wide acquisitions in conjunction with the General Services Administration (GSA) and the other participating federal agencies.

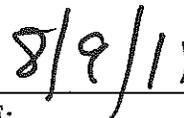
As a part of her Efficiency Review Initiative, Secretary Napolitano issued a Management Action Directive requiring all of its components and offices to consolidate printers, fax machines, copiers, and scanners into all-in-one machines, the Multi-Functional Devices (MFD). The Department currently spends approximately \$20M annually on MFDs, and intends to transition from the existing Department-wide MFD BPAs to the new Government-wide Print Management BPA.

The Department's intent to use the Government-wide Print Management BPA is contingent on the contract providing aggregate pricing and service levels comparable to or better than the existing DHS Department-wide BPAs, and the ability to use this BPA to meet the Department's socio-economic goals.

APPROVED:

  
Nick Nayak  
Chief Procurement Officer

DATE:



**From:** Gallagher, Michael HQ DCBFM <[Michael.Gallagher@ssa.gov](mailto:Michael.Gallagher@ssa.gov)>  
**To:** Gordon, Dan  
**Cc:** ^DCBFM Controls <[DCBFM.Controls@ssa.gov](mailto:DCBFM.Controls@ssa.gov)>; Runion, Kelly <[Kelly.Runion@ssa.gov](mailto:Kelly.Runion@ssa.gov)>  
**Sent:** Mon Aug 08 16:55:21 2011  
**Subject:** FSSI - Print Management

Dear Mr. Gordon:

Thank you for the opportunity to respond to your request that we participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

SSA strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. We spend an estimated \$13 million annually for print and copy devices, consumables, and services. We expect that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. As long as the FSSI Print Management Solution offers the best value and meets the agency's rigorous Section 508 accessibility requirements, SSA intends to use the FSSI Print Management solution to the maximum extent practicable as a means of obtaining print and copy devices and services.

If you have any questions, you may contact me at [\(410\) 965-3148](tel:(410)965-3148). Please direct staff inquiries to Dianne L. Rose, Associate Commissioner, Office of Acquisition and Grants at [\(410\) 965-9455](tel:(410)965-9455).

Sincerely,

Michael G. Gallagher  
Deputy Commissioner for Budget, Finance and Management  
Social Security Administration



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

SEP 29 2011

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

Mr. Daniel I. Gordon  
Administrator  
OMB Office of Federal Procurement Policy  
725 17<sup>th</sup> Street NW  
Washington, DC 20503

Dear Mr. Gordon:

This letter is in response to the request for the Environmental Protection Agency (EPA) to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

EPA strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. At present, EPA, like most agencies, is not able to credibly and accurately capture the estimated dollar amount spent for print and copy devices, consumables and services given the level of information available from current Federal and Agency data systems, as well as the variety of methods used to acquire these goods and services, including the Government-wide Purchase Card and SEAT management contracts. However, as part of EPA's implementation of an Agency-wide Strategic Sourcing Program, EPA will conduct a detailed spend analysis in the first quarter of Fiscal Year 2012, to identify prospective strategic sourcing opportunities within the Agency. As such, to the extent that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services, EPA is committed to using that vehicle as the primary means of obtaining our print and copy devices, consumables, and services.

Please also be aware that Malcolm D. Jackson, Chief Information Officer for this agency is aware of the potential benefits of the FSSI solution and joins me in supporting the agency's prospective use of this solution.

Sincerely,

A handwritten signature in blue ink, appearing to read "John R. Bashista".

John R. Bashista,  
Director, Office of Acquisition Management

October 31, 2011

Dear Mr. Gordon:

This letter is in response to the request for the U.S. Office of Personnel Management (OPM) to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management solution.

OPM strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. OPM spends an estimated \$1.2 M annually for print and copy devices, consumables, and services. OPM's procurement of print devices and print management services is not centrally procured. The spending estimates were obtained from the FPDS and purchase card spending data. We expect that the FSSI Print Management solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. As long as that is the case, OPM intends to utilize the FSSI Print Management solution when possible as a means of obtaining our print and copy devices, consumables, and services, and expects to utilize the FSSI Print Management solution for at least 75% of our annual spend.

Please also be aware that Matthew Perry, the Chief Information Officer for OPM is aware of the benefits of the FSSI solution and joins me in supporting the agency's use of this solution. If you require additional information, please contact W. Neal Patterson, Director of Contracting at [William.Patterson@opm.gov](mailto:William.Patterson@opm.gov) or telephone [202-606-1984](tel:202-606-1984).

Sincerely,

Tina B. McGuire  
Senior Procurement Executive



**DEPARTMENT OF VETERANS AFFAIRS**  
EXECUTIVE DIRECTOR FOR ACQUISITION, LOGISTICS, AND CONSTRUCTION  
WASHINGTON DC 20420

DEC 23 2011

The Honorable Daniel I. Gordon  
Administrator  
Office of Federal Procurement Policy  
Office of Management and Budget  
725 17<sup>th</sup> Street NW  
Washington, DC 20503

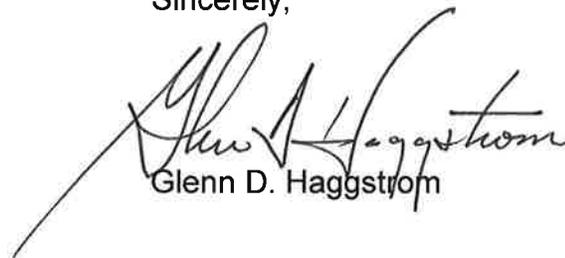
Dear Mr. Gordon:

This letter is in response to your request for the Department of Veterans Affairs (VA) to participate in the Federal Strategic Sourcing Initiative's (FSSI) Print Management Solution.

VA strongly supports strategic sourcing efforts to lower prices, increase operational efficiency, promote sustainability, and improve agency visibility into print and copy usage and costs. VA spends an estimated \$90 million annually for print and copy devices, consumables, and services. We expect the FSSI Print Management Solution will offer the best value and lowest total costs for acquiring and operating print devices and print management services. Therefore, VA intends to use the FSSI Print Management Solution as its primary means of obtaining print and copy devices, consumables, and services.

VA's Chief Information Officer, Roger Baker, is also aware of the benefits of this FSSI Print Management Solution and joins me in supporting the VA's use of this solution.

Sincerely,

A handwritten signature in black ink, reading "Glenn D. Haggstrom". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Glenn D. Haggstrom