



No. 2013-10(R)
December 18, 2013

RECIPIENT GUIDANCE

PROGRAM: Indian Housing Block Grant (IHBG)

FOR: All Tribal Government Leaders and Tribally Designated Housing Entities (TDHEs)
RJB

FROM: Rodger J. Boyd, Deputy Assistant Secretary for Native American Programs, PN

TOPIC: Federal Supply Sources

PURPOSE: The purpose of this Guidance is to provide information to tribes and tribally designated housing entities (TDHE) about the U.S. General Services Administration (GSA) federal supply sources available under the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA). This Guidance replaces Office of Native American Programs (ONAP) Program Guidance 2010-09.

BACKGROUND: The Native American Housing Assistance and Self-Determination Reauthorization Act of 2008 (Public Law 110-411) added the following to section 101 of NAHASDA.

“(j) Federal Supply Sources.— For purposes of section 501 of title 40, United States Code, on election by the applicable Indian tribe —

- (1) each Indian tribe or tribally designated housing entity shall be considered to be an Executive agency in carrying out any program, service, or other activity under this Act; and
- (2) each Indian tribe or tribally designated housing entity and each employee of the Indian tribe or tribally designated housing entity shall have access to sources of supply on the same basis as employees of an Executive agency.”

Section 501 of title 40, United States Code, provides that the GSA Administrator shall procure and supply personal property and non-personal services for executive agencies to use in the proper discharge of their responsibilities, and perform functions related to procurement and supply including contracting, inspection, storage, issue, property identification and classification, transportation and traffic management, management of public utility services, and repairing and converting.

FEDERAL SUPPLY SOURCES: GSA is the centralized federal procurement agency designed to help federal agencies obtain goods and services through the Federal Acquisition Service (FAS). Nearly all of these federal offerings are available to NAHASDA IHBG recipients for the purposes of carrying out NAHASDA activities. GSA provides a tribal support customer service that can assist tribes and TDHEs in learning about GSA and utilizing the agency's offerings. Go to <http://www.gsa.gov/portal/content/159505> or contact: Florence Francis at (520) 879-5148 or florence.francis@gsa.gov for the contiguous 48 states or Givey Kochanowski at (907) 271-3942 or givey.kochanowski@gsa.gov for Alaska.

The major GSA offerings include:

- GSA Automotive (buying new vehicles through a federal contract)
- GSA Global Supply
- GSA Multiple Award Schedule contracts
- GSA Advantage
- GSA SmartPay Charge Card Program
- GSA Airline City Pair Program
- GSA Travel Program
- Federal Surplus Personal Property Donation Program

GSA Automotive. GSA is the official, single source for federal vehicles. Annually, the agency purchases over 60,000 new vehicles with an average discount of over 26% below invoice pricing. Tribes and TDHEs may purchase new vehicles through this program once they have established an Activity Address Code (AAC) (explained below) and an account through the GSA Autochoice office. For more information see: www.gsa.gov/automotive, call (703) 605-CARS (2277), or email: vehicle.buying@gsa.gov

GSA Global Supply. GSA Global Supply provides common-use consumable products such as office supplies, tools, cleaning products, bulk paper products, and paints. GSA Global Supply provides easy and flexible requisition-based ordering. Customer orders ship from GSA distribution centers and from GSA vendors directly. Pricing includes delivery for most items shipped within the 48 contiguous states. Free in-state delivery is provided from GSA's Anchorage store. Products shipped to Alaska from the "48 states" often incur additional shipping charges, depending on the contract source used by GSA. Alaska customers also may visit GSA's Anchorage store to obtain products.

Customer orders placed with GSA Global Supply are requisitions, not "purchase orders" or contracts. The customer deals directly with GSA, not the vendor. GSA handles all contracting functions, product delivery, billing, and resolves any problems with shipments.

NAHASDA recipients fulfill the usual competitive procurement requirements under 24 CFR part 85 and other competitive purchasing requirements in accordance with the Federal Acquisition Regulation when requisitions are placed with the GSA Global Supply. In addition, Indian Preference requirements do not apply to this government-to-government requisition process through GSA Global Supply. The recipient must comply with Indian Preference requirements if making purchases through any other GSA source listed in this Guidance.

Orders are placed using the GSA SmartPay 2 Charge Card (see below) or via use of an AAC assigned by GSA. An AAC account establishes a ship-to address and a billing address and provides a means for either an electronic billing or a manual billing process to a customer-supplied payment address. Additional information about the AAC is below.

Customers may place orders at www.gsaglobalsupply.gsa.gov, by telephone [1-800-525-8027](tel:1-800-525-8027), and also via GSA “Advantage” (see below).

Alaska-based tribes and Alaska-based TDHEs should place orders through the GSA Alaska store to reduce shipping and wait times. The contact number for the Alaska GSA Global Supply Store is (907) 271-3640. The store will assist NAHASDA grantees in establishing a store account and access code once an organization has an established AAC.

For more information about GSA Global Supply, including a product catalog, please visit the GSA Global Supply website at www.gsaglobalsupply.gsa.gov.

GSA Multiple Award Schedule contracts: GSA provides acquisition and supply chain solutions for a wide range of high-quality products and service ranging from paper clips to computer equipment to financial and business services. GSA negotiates Multiple Award Schedule contracts, also called GSA Schedule and Federal Supply Schedule contracts, with the intent of acquiring the contractors’ most favored customer price. GSA Schedules offer customers direct delivery of millions of state-of-the-art, high-quality commercial supplies and services at volume discount pricing. GSA Schedules ensure that customers receive the best value at the lowest overall cost when using GSA Schedule contracts. Buyers are encouraged and empowered to seek price reductions, not only for orders that exceed the maximum order threshold or when establishing blanket purchase agreements, but also when circumstances warrant, such as when a lower price is available elsewhere. All products available through GSA Schedule contracts are pre-negotiated with “ceiling” pricing, enabling buyers to negotiate pricing to meet their unique needs. The GSA vendors determine whether they want to extend GSA pricing to tribes and TDHEs. GSA Vendors are not contractually bound to extend GSA pricing, but most do so. Advantages of using GSA Schedule contracts include:

- GSA has determined that the vendors are responsible.
- GSA has determined that prices under the Schedule contracts are fair and reasonable.
- Schedule contracts have been awarded in compliance with all applicable laws and regulations.
- Schedule contracts offer a wide selection of state-of-the-art commercial supplies and services.
- The administrative time for procurement is reduced.

The grantee is still responsible for meeting all competitive procurement and Indian preference requirements when using GSA Multiple Award Schedules.

GSA Advantage (www.gsaadvantage.gov): GSA Advantage is an online shopping and ordering system that includes both GSA Global Supply items and commercial products available through GSA Multiple Award Schedule contracts. A complete listing of GSA Multiple Award schedule vendors can be found at the GSA Elibrary www.gsaelibrary.gsa.gov. Entities wishing to use GSA’s online solicitation system may use GSA Ebuy after establishing a GSA Advantage account. GSA Ebuy allows buyers to contact GSA Multiple Award Schedule vendors in an easy, streamlined online format to request information or quotes.

GSA SmartPay2 Charge Card Program. GSA established the federal government's credit card program in 1998. This program offers separate fleet, travel, and purchase cards as well as an integrated card incorporating all three functions. It is the largest charge card program in the world with over 98 million transactions annually valued in excess of \$30 billion. Federally-recognized tribes and TDHEs may request a SmartPay2 card from GSA. A request form and instructions for non-federal entities (which includes tribes and TDHEs) can be found at: <https://smartpay.gsa.gov/about-gsa-smartpay/eligibility>.

GSA City Pair Program. The City Pair Program (CPP) offers fares considerably discounted from comparable commercial fares thereby saving the federal government billions of dollars annually. Federally-recognized tribes can tap into these significant airfare savings. Tribes and TDHEs desiring to utilize this program will need a GSA SmartPay2 travel card which is the required payment method. In addition to the price savings, the CityPairs Program has many features which allow travelers as much flexibility as possible in planning official travel such as:

- Fares priced on one-way routes permitting agencies to plan multiple destinations
- No advance purchase required
- No minimum or maximum-length stay required
- Tickets fully refundable
- Last seat availability
- No blackout periods
- Stable prices enabling travel budgeting
- Dual fares availability

Additional details can be found at: www.gsa.gov/City Pair

GSA Travel Program. This program allows federally-recognized tribes to benefit from the same travel offerings federal agencies use to save tax dollars. The FedRooms program is a great way to secure lodging for transient and extended stays of up to 29 days. Hotels offering rooms through this program are all compliant with the federal travel regulations and FEMA safety standards. Hotel rooms through FedRooms are at or below federal per diem rates with flexible terms. The travel program includes much more than hotel rooms. Additional details can be found at: www.gsa.gov/travel.

Federal Surplus Personal Property Donation Program. Eligible State, local government, State Indian tribes, and certain nonprofit organizations can acquire federal surplus property. State Agencies and public organizations seeking donations of surplus federal property should contact a SASP representative in their region. These stat-run organizations coordinate the federal program for the donation of federal surplus property to public, tax-supported entities and eligible private nonprofit tax-exempt organizations. SASPs evaluate all organizations and determine eligibility based on proof of eligibility through proper documentation. SASPs may provide search-only access for GSAXcess®, which is a web-enabled platform where eligible customers can search for and select personal property. Surplus personal property includes all types and categories of personal property except:

- Land or other real property
- Certain naval vessels
- Records of the federal government

Additional details can be found at: www.gsa.gov/propertydonations

ACTIVITY ADDRESS CODE (AAC): An AAC is required if a tribe or TDHE wishes to purchase vehicles through GSA or purchase goods through the Global Supply Store. An AAC may also be used for purchasing goods and services on GSA Advantage. An AAC is not used to make payment, but is necessary to obtain certain products and services through GSA. The AAC account identifies the payment office to which GSA bills will be sent. To apply for an AAC, the tribe or TDHE must submit an application to the Area ONAP. A list of contacts within the Area ONAP is attached (Attachment A).

The ACC application must be on either:

- tribal letterhead signed by the tribal chairperson or other appropriate senior tribal official for a tribal application, or
- TDHE letterhead signed by the TDHE Executive Director or other appropriate senior TDHE official for a TDHE application.

The AAC application must include:

- Grant recipient name
- Grant number
- Billing terms
- Shipping and billing addresses.
- List of individuals authorized to use the AAC on behalf of the tribe or TDHE.

The Area ONAP will review the application to ensure that all required information is completed and approved by an appropriate tribal or TDHE official. Then, the Area ONAP will forward the application to HUD's AAC point of contact in HUD Headquarters. When forwarding the application, the Area ONAP will indicate that the application addresses the criteria in this notice and should be forwarded to GSA. HUD's AAC point of contact in turn will submit the AAC request to GSA. GSA assigns an AAC in response.

GSA AAC assignments may also occur through the Bureau of Indian Affairs (U.S. Department of Interior) for other authorized uses. Contact ordermgmt@gsa.gov for additional information.

Once an AAC has been assigned, a password must be requested to order on GSA Advantage using the AAC. Follow the steps below to request an AAC password.

- Login to GSA Advantage
- Select Profile from the GSA Advantage menu
- Select Edit Methods of Payment
- Select Apply for a Password
- Complete the Password request form
- The AAC Password will be sent by electronic mail within 48 hours

FSS CENTER FOR ACQUISITION EXCELLENCE: FSS Center for Acquisition Excellence is an electronic learning site available free of charge 24 hours a day, 7 days a week to provide customer agencies with online training and resources regarding GSA acquisition vehicles, policies and guidance. GSA is making sure that training for its customers and vendors is available without a

hassle. These classes are online now:

- **Using GSA Schedules for Customers:** Designed for authorized ordering activities such as federal agency procurement officials, this course covers the proper use of GSA Schedules. Ask how this course can be customized for your agency.
- **How to Become a GSA Schedule Contractor:** This course teaches how the GSA Schedules Program works and how to obtain and manage a GSA Schedule.
- **Cooperative Purchasing Program:** This program was developed to train acquisition personnel with state and local governments how to use the Cooperative Purchasing program.

Using Government-wide Acquisition Contracts: A Government-wide Acquisition Contract (GWAC) is a pre-competed, multiple-award, indefinite delivery, indefinite quantity (IDIQ) contract that agencies can use to buy total IT solutions. For further information see <http://www.gsa.gov/protal/content/101598>.

INDIAN PREFERENCE UNDER NAHASDA: The regulation at 24 CFR § 1000.52 provides that to the greatest extent feasible, IHBG recipients shall give preference in the award of contracts for projects funded through the IHBG program to Indian organizations and Indian-owned economic enterprises. Recipients remain subject to the Indian preference requirements of 24 CFR § 1000.52 when using the GSA Federal Supply Sources **except** when purchasing products directly from the Global Supply Store as a government-to-government requisition.

Identifying Indian Owned Enterprises: There are three methods (SBA, GSA e-Buy System, and GSA Socio-economic preferences) to identifying Indian owned enterprises:

1. **SBA** – The best method a buyer can use to identify Indian organizations and Indian-owned enterprises that have obtained a GSA contract is by going to the portion of the Small Business Administration website devoted to the search of Small Businesses: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm. One of the criteria allows a search for Indian-owned businesses and another to identify those who have a GSA contract (under Capabilities). Simply identify those Indian-owned businesses to be able to search for them when using the GSA ordering tools.
2. **GSA E-Buy System** – Is used to issue a Request for Information using the e-Buy system. First, determine the GSA Schedule, Special Item Number that covers the product or service you require and select all contractors within that category. Enter a description of the desired product or service and add the following comment: “searching for Indian-Owned businesses = please respond if you are Indian-Owned with not less than 51 percent Indian ownership and have the capabilities to supply the product or perform the service desired.”
3. **GSA Socio-economic Preferences within GSA Federal Supply Sources** – It is easy to identify and solicit bids by certain socio-economic preferences using the GSA ordering tools. The socio-economic preference classifications are small businesses, veteran-owned small businesses, service disabled veteran-owned small businesses, women-owned small businesses, Small Business Administration (SBA) certified Historically Underutilized Business Zone firms, SBA certified 8(a) firms or SBA certified small disadvantaged businesses.

QUESTIONS: Questions regarding NAHASDA procurement requirements should be addressed to your Area ONAP listed below

AREA ONAP POINTS OF CONTACT	
Alaska ONAP 3000 C Street, Suite 401 Anchorage, AK 99503	Greg Stuckey (907) 677-9861
Eastern/Woodlands ONAP Metcalfe Federal Building 77 West Jackson Boulevard, Room 2400 Chicago, IL 60604-3507	Elton Jones (312) 913-8765
Northern Plains ONAP UMB Plaza 1670 Broadway, 22 nd Floor Denver, CO 80202-4801	Edward Vaughan (303) 672-5179
Northwest ONAP 909 First Avenue, Suite 300 Seattle, WA 98104-1000	Tom Carney (206) 220-6204
Southern Plains ONAP 301 NW 6 th Street, Suite 200 Oklahoma City, OK 73102-2807	Virginia Fredman (405) 609-8445
Southwest ONAP One North Central Avenue, Suite 600 Phoenix, AZ 85004 Attn: 9EPI	David Southerland (505) 346-6925

Questions regarding GSA usage by tribes and TDHEs should be addressed to Florence Francis, Business Development Specialist at (520) 205-2663 or florence.francis@gsa.gov in the 48 contiguous states or to Givey Kochanowski at (907) 271-3942 or givey.kochanowski@gsa.gov in Alaska.