

September 26, 2017

MEMORANDUM FOR ALL ACQUISITION PERSONNEL IN
THE OFFICE OF GENERAL SUPPLIES AND SERVICES (GSS)

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OFFICE OF GENERAL SUPPLIES AND SERVICES (GSS)

SUBJECT: GSS OPERATIONAL NOTICE **ON-AM-17-04** - Federal Supply
Schedule (FSS) contracts and **FedMall** FOR GENERAL SUPPLIES
AND SERVICES (GSS)

1.0 Purpose of ON-AM-17-04. The purpose of this ON is to provide new guidance regarding The Defense Logistic Agency's (DLA's) FedMall (FedMall) (which replaced DLA's "EMALL" on June 20, 2017) and Federal Supply Schedule (FSS) contracts. This ON updates the current process for Contracting Officers to facilitate GSA Vendor files to be hosted on DLA's FedMall. **This ON replaces ON-12-012 in its entirety.**

1.1 Does ON-AM-17-04 apply to me? This ON applies to acquisition personnel in the Office of General Supplies and Services who manage Multiple Award Schedule (MAS) contracts. It does not apply to GSS Global Supply.

1.2 Effective Date and Duration. This ON is effective immediately upon signature and remains effective until revised or revoked, in writing.

2.0 Background. The Defense Logistics Agency (DLA), a military logistics support agency within the United States Department of Defense (DoD), developed FedMall in partnership with IBM, with the intended purpose of streamlining its acquisition system. DLA's Federal Mall (FedMall) replaced EMALL on June 19, 2017, as a web-based ordering platform for commercial Off-The-Shelf items (COTS) for federal, state, local governments and other authorized buyers. FedMall is a parallel e-Commerce platform to GSA Advantage, where GSA and DLA support GSA's largest customer, the DoD.

MAS vendors who choose to post their offerings in FedMall, must both register, and have their MAS Catalog loaded to FedMall. Historically, GSA was not involved in any aspect of the posting of MAS Vendor catalog to DLA's website for ordering (then "EMALL"). However, on December 14, 2010, DoD requested that GSA implement a process which required that MAS contract data be loaded into DoD-owned Electronic Document Access (EDA) portal before a catalog can be posted to the federal marketplace via FedMall.

GSA supports the inclusion of Schedule items on FedMall because it provides another avenue for customers to find and order Schedule items, saving time and money for the government customers. GSS has worked with DLA to validate the following information as additional guidance for the acquisition workforce in supporting their vendors:

3.0 Procedures.

3.1 MAS Vendor Responsibilities: If vendors elect to register in FedMall and upload their MAS catalogs to FedMall, they are required to have the following:

1. Active [SAM registration](#), [CAGE code](#),
2. A DoD valid authentication certificate, such as a CAC card, PIV card, or a soft certificate, which can be obtained through the Supplier Portal <https://iase.disa.mil/pki/eca/Pages/index.aspx>
3. A long-term government contract, such as Term Agreement (LTA), Blanket Purchase Agreement (BPA), a GSA schedule or a DLA contract,

Exception to requirement #3: For any vendor selling *office supplies under the Micro Purchase Level*, in FedMall's "Marketplace" no contract is required by FedMall.

For purposes of requirement #3 above, GSA schedule vendors wanting to have a presence on FedMall will email their GSA CO, requesting assistance for their schedule contract to be loaded into DoD owned Electronic Document Access (EDA). EDA is a web-based system that provides secure online access, storage, and retrieval of contracts, contract modifications, and other relevant contract documents to authorized users throughout the Department of Defense.

Vendors who are authorized negotiators for their contracts should include the following when emailing their Contracting Officers:

1. Company Name
2. Contract Number
3. Number of items for initial hosting on FedMall¹ or indicate "entire catalog"
4. Authorized Individual's name, title and and phone number

3.2 Contracting Officer responsibilities. The CO receiving the vendor request must:

1. **Verify** the vendor's awarded DUNS# under contract
2. **Match** vendor's DUNS # on **SAM.gov** to retrieve the Commercial and

¹ A vendor is not required to submit their entire catalog to FedMall. Vendors should identify to their COs whether they are submitting their entire catalog ("entire catalog"), or if less items, identify the lesser number.

Government Entity (**CAGE**) Code

3. **Email** GSA's Common Acquisition Platform (CAP) Point of Contact (POC) with "EDA load request" as the subject of the email, and include the following information in the body of the email:
 - Vendor Name & Address
 - Contract number
 - Issue (DoD) Activity Address Code (AAC)^{2*}
 - Admin (DoD) AAC
 - Pay (DoD) AAC
 - Date of Last Signature/Award Date:
 - Effective Date through End of Current Option Date:
 - DUNS Number
 - CAGE Code
 - Signed 1449 (as an attachment)

For the purposes of FSS contracts, GSA Vendors should be listing **products only**, not services on FedMall. In addition, only Authorized AbilityOne vendors are permitted to sell mandatory source items (reference FAR 8.700, 8.703 and 8.704). The AbilityOne mandatory Procurement List can be found at <http://www.abilityone.gov>.

4.0 Data Migration and other Questions

Q1: Who migrates the MAS contract/Vendor Upload information into EDA?

A1: Because the autofeed functionality was turned off in January 2016, GSA Vendor Upload into EDA now requires the manual migration of award documents by GSA's CAP POC.

GSA's CAP POC actively migrates the Vendor information received from the GSA CO into to EDA for verification and posting. GSA's CAP POC advises the CO on the estimated time for completion of upload into EDA and may also request further information if the Vendor information is incomplete.

² *The Activity Address Code (AAC) is the FAS procurement office where the CO who awarded the vendor's contract resides. (see: https://docs.google.com/spreadsheets/d/17h0Cd2EW9gDxSX7_ZiEtTQTUjIHpgTijlKKpban8ToY/edit#gid=397572459) (see also: FAR 4.605(e) and FAR 2.101. AAC to be used in the one "assigned to the issuing contracting office as the contracting office code" For purposes of this ON, the Issue AAC, Admin AAC and Pay AAC will all be the same code (because these are schedule contracts issued by GSA Contracting officers).

Q2: If there is a modification to my vendor's contract, am I required to forward the SF-30 modification to the contract to the CAP POC?

A2: No. Once the initial upload is approved, the MAS contracting officer will not be required to submit any further documentation to CAP POC. All fully executed modifications (SF-30s) are the responsibility of the vendor to submit to FedMall

Q3: Where should I direct Industry for Questions?

A3: GSA vendors interested in participating in FedMall should be directed to the webpage at <https://www.fedmall.mil/index.html> This site includes all the information these vendors may need to register and list their products in the e-Commerce application, including the Supplier Portal registration at <https://www.suppliers.fedmall.mil/>