

**For:** State and County Offices

**Federal Strategic Sourcing Initiative (FSSI) Second Generation  
Blanket Purchase Agreements (BPA's) for Office Supplies Webinars**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

FSA will host 2 GSA training webinars to provide training for SED's, DD's, CED's, and FLM's on FSSI Second Generation BPA's for Office Supplies.

**B Purpose**

This notice provides information about webinar registration, PowerPoint training slides location, and Continuous Learning Points (CLP's).

**C Contacts**

This table provides contacts for questions about this notice.

<b>IF there are questions about...</b>	<b>THEN contact...</b>
the purchase card program review process	either of the following: <ul style="list-style-type: none"> <li>• Sheryl Welch, Agency Program Coordinator (APC), by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:sheryl.welch@kcc.usda.gov">sheryl.welch@kcc.usda.gov</a></li> <li>• telephone at 816-926-6108</li> </ul> </li> <li>• LaVerne Walker, APC, by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:laverne.walker@wdc.usda.gov">laverne.walker@wdc.usda.gov</a></li> <li>• telephone at 202-720-4044.</li> </ul> </li> </ul>
procurement policy	Yvonne Howerton, AMD Director, by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <a href="mailto:yvonne.howerton@wdc.usda.gov">yvonne.howerton@wdc.usda.gov</a></li> <li>• telephone at 202-690-5401.</li> </ul>

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2013 8-12-13	State Offices; State Office relay to County Offices

## 2 Webinar Registration

### A Webinar Links

FSA is hosting 2 GSA webinars. To participant in a webinar, individuals shall:

- select 1 of the following links to register for a session
- register to receive the information to connect to the webinar and training slides for the webinar
- scroll to user's selection from the following 2 links, RIGHT-CLICK user's mouse, and CLICK "**Open Weblink in Browser**" to open the registration page.
  - Thursday, August 22, 2013 11:00 AM - 12:00 PM EDT
  - Monday, August 26, 2013 1:00 PM - 2:00 PM EDT.

**Note:** Registration for the webinar **must** be completed before the start date and time to receive the information needed to access the webinar. To alleviate connectivity problems participants shall access the site 10 minutes before the starting time of the webinar.

### B Submitting Questions

Participants can submit questions during or after the webinar as follows:

- **during the webinar** by electronically "raising their hand" or by typing questions into the provided dialog box
- **after the webinar** to either Sheryl Welch or LaVerne Walker by e-mail according to subparagraph 1 C.

## 3 Additional Training Information

### A PowerPoint Training Slides

The PowerPoint training slides developed for the webinar training will be available on DAFO's Intranet training site at <http://fsaintranet.sc.egov.usda.gov/fsatraining/> before the webinar.

### B CLP's

Training participants can earn 0.5 CLP for this training. After GSA issues the training certificate, participants shall contact their training coordinator to ensure that sure they receive credit.