

**For:** State and County Offices

**Information Technology (IT) Equipment and Supplies**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

In October 2004 USDA approved an Incidental Transfer Agreement for the transfer of certain IT support functions from FSA to OCIO, Information Technology Service (ITS). Since that time, ITS and FSA have been refining IT policy and streamlining procedures related to IT support functions. As a result, FSA has changed the method for requesting IT computer equipment and supplies for FY 2007.

**B Purpose**

This notice provides SED's, administrative officers, and County Offices:

- the definition of ITS computer equipment (Exhibit 1)
- the definition of non-ITS computer equipment and Geographical Information System/Global Positioning System (GIS/GPS) equipment (Exhibit 2)
- examples of IT and GIS/GPS supplies (Exhibit 3)
- the method for requesting IT computer equipment and IT supplies.

**C Contact**

Direct any questions about this notice to Lori Beutel, ITSD, BAO, by:

- e-mail to [lori.beutel@wdc.usda.gov](mailto:lori.beutel@wdc.usda.gov)
- telephone at 202-720-4709.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2007	State Offices; State Offices relay to County Offices

**Notice IRM-383**

**2 Purchasing IT Equipment**

**A Federal and Non-Federal Allotment Restrictions**

IT computer equipment **cannot** be purchased from any State or county level Federal or non-Federal allotments.

IT computer equipment is funded from FSA National IT Budget. Upon budgetary approval from FSA, ITSD, BAO, either of the following will happen:

- OCIO, ITS will purchase the equipment
  
- State Offices will be advised to use a State Office Purchase Card, Delivery Order, or Purchase Order through the Integrated Acquisition System, to execute the acquisition of IT computer equipment.

**Note:** Accounting classification codes from FSA National IT Budget, as provided by an FSA, ITSD, BAO staff member, will be used for IT computer equipment purchases when reconciling in the Purchase Card Management System or using a Purchase or Delivery Order. County Office Purchase Cards **cannot** be used to purchase IT computer equipment.

**B Acquisition and Repairing ITS Computer Equipment (See Exhibit 1)**

OCIO, ITS computer equipment is owned and managed by OCIO, ITS. OCIO, ITS is responsible for operation of OCIO, ITS equipment. Exhibit 1 contains a list of OCIO, ITS computer equipment. Follow these steps for acquisition and repairing OCIO, ITS computer equipment (including IT related cabling and wiring):

<b>Step</b>	<b>State or County Office Action</b>	<b>Request/ Approval Format</b>	<b>Organization Responsible</b>	<b>Approver/ Approving Official</b>
1	Request <b>Technical Approval</b> from State's OCIO, ITS, Technical Support Division (TSD) Group Manager	Coordinate with OCIO, ITS, TSD Group Manager	OCIO, ITS, TSD	OCIO, ITS, TSD Group Manager

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2 Purchasing IT Equipment (Continued)

B Acquisition and Repairing ITS Computer Equipment (See Exhibit 1) (Continued)

Step	State or County Office Action	Request/ Approval Format	Organization Responsible	Approver/ Approving Official
2	Forward OCIO, ITS, TSD signed AD-700 to FSA, ITSD, BAO for <b>Budgetary Approval</b> .	OCIO, ITS, TSD AD-700 may be FAXed or e-mailed to FSA, ITSD, BAO staff.	FSA, ITSD, BAO will provide <b>Budgetary Approval</b> by assigning an approval number and signature to AD-700 and returning AD-700 to the State Office.	<p>FSA, ITSD, BAO Office Director is <b>lori.beutel@wdc.usda.gov</b> or 202-720-4709.</p> <p>FSA, ITSD, BAO staff is:</p> <ul style="list-style-type: none"> <li>• <b>crystal.njoku@wdc.usda.gov</b> or 202-720-5058</li> <li>• <b>delayne.gravelle@wdc.usda.gov</b> or 202-720-9340</li> <li>• <b>earl.bice@wdc.usda.gov</b> or 202-720-0893</li> <li>• <b>najmur.nahar@wdc.usda.gov</b> or 202-720-5788</li> <li>• <b>tamara.ashton@wdc.usda.gov</b> or 202-720-9147.</li> </ul> <p>FAX numbers for FSA, ITSD, BAO are 202-720-7134 or 202-690-4589.</p>
3	Provide OCIO, ITS, TSD Group Manager with AD-700 <b>Budgetary Approved</b> document from FSA, ITSD, BAO.	OCIO, ITS, TSD Group Manager will execute the acquisition.	OCIO, ITS, TSD	OCIO, ITS, TSD Group Manager.

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**2 Purchasing IT Equipment (Continued)**

**C Acquisition of Non-ITS Computer Equipment and GIS/GPS Equipment (See Exhibit 2)**

Non-ITS computer equipment and GIS/GPS equipment will be:

- funded, procured, repaired, and replaced as needed by the Service Center Agencies (SCA's)

**Note:** ITS will provide a recommendation on equipment to be procured to ensure that it is compatible with the existing Common Computing Environment (CCE).

- installed and/or managed by OCIO, ITS to ensure that it is compatible with existing equipment and that it is operational when connected.

**Note:** Exhibit 2 contains a listing of non-ITS computer equipment and GIS/GPS equipment.

The following steps should be followed to acquire **non-ITS computer equipment**.

<b>Step</b>	<b>State Office Action</b>	<b>Request/ Approval Format</b>	<b>Organization Responsible</b>	<b>Approver/ Approving Official</b>
1	Request <b>Technical Approval</b> from State's OCIO, ITS, TSD Group Manager	Written request by memo, e-mail, or AD-700.	OCIO, ITS, TSD	OCIO, ITS, TSD Group Manager
2	Request IT <b>Budgetary Approval</b> from FSA, ITSD, BAO (forwarding OCIO, ITS, TSD's recommendation, Technical Approval, and cost estimate).	Written request by memo, e-mail, or AD-700 to FSA, ITSD, BAO staff.	FSA, ITSD, BAO will respond with the budgetary approval by providing accounting information for State Office to purchase the equipment.	<p>FSA, ITSD, BAO Office Director is <b>lori.beutel@wdc.usda.gov</b> or 202-720-4709.</p> <p>FSA, ITSD, BAO staff is:</p> <ul style="list-style-type: none"> <li>• <b>crystal.njoku@wdc.usda.gov</b> or 202-720-5058</li> <li>• <b>delayne.gravelle@wdc.usda.gov</b> or 202-720-9340</li> <li>• <b>earl.bice@wdc.usda.gov</b> or 202-720-0893</li> <li>• <b>najmur.nahar@wdc.usda.gov</b> or 202-720-5788</li> <li>• <b>tamara.ashton@wdc.usda.gov</b> or 202-720-9147.</li> </ul> <p>FAX numbers for FSA, ITSD, BAO are 202-720-7134 or 202-690-4589.</p>

2 Purchasing IT Equipment (Continued)

C Acquisition of Non-ITS Computer Equipment and GIS/GPS Equipment (See Exhibit 2) (Continued)

Step	State Office Action	Request/ Approval Format	Organization Responsible	Approver/ Approving Official
3	Execute acquisition.		FSA State Office	FSA State Office Federal Purchase Card holder or contracting/procurement representative.

**GIS/GPS Equipment.** FSA’s, MSD, KCASB, Property and Facilities Management Section (PFMS) Troost Warehouse has some GIS/GPS equipment in stock. The following steps should be followed to acquire GIS/GPS equipment.

Step	State Office Action	Request/ Approval Format	Organization Responsible	Approver/ Approving Official
1	Submit Help Desk ticket. If item is: <ul style="list-style-type: none"> <li>• available, Troost Warehouse will ship the item to requestor</li> <li>• not available, proceed to Step 2</li> </ul>	Merlin self-service Help Desk (SSHD) application	FSA, MSD, KCASB, PFMS Troost Warehouse	Alease Williams at either of the following: <ul style="list-style-type: none"> <li>• <a href="mailto:alease.williams@kcc.usda.gov">alease.williams@kcc.usda.gov</a></li> <li>• 816-926-2608.</li> </ul>
2	Request <b>Technical Approval</b> from State’s OCIO, ITS, TSD Group Manager.	Written request by e-mail, FAX, or AD-700.	OCIO, ITS, TSD	OCIO, ITS, TSD Group Manager

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2 Purchasing IT Equipment (Continued)

C Acquisition of Non-ITS Computer Equipment and GIS/GPS Equipment (See Exhibit 2) (Continued)

Step	State Office Action	Request/ Approval Format	Organization Responsible	Approver/ Approving Official
3	Request IT <b>Budgetary Approval</b> from FSA, ITSD, BAO (forwarding OCIO, ITS, TSD recommendation, technical approval, and cost estimate).	Written request by e-mail, FAX, or AD-700 to FSA, ITSD, BAO staff.	FSA, ITSD, BAO will respond with the budgetary approval by providing accounting information for State Office to purchase the equipment.	<p>Lori Beutel, FSA, ITSD, BAO Office Director at either of the following:</p> <ul style="list-style-type: none"> <li>• <b>lori.beutel@wdc.usda.gov</b></li> <li>• 202-720-4709.</li> </ul> <p>FSA, ITSD, BAO staff is:</p> <ul style="list-style-type: none"> <li>• <b>crystal.njoku@wdc.usda.gov</b> or 202-720-5058</li> <li>• <b>delayne.gravelle@wdc.usda.gov</b> or 202-720-9340</li> <li>• <b>earl.bice@wdc.usda.gov</b> or 202-720-0893</li> <li>• <b>najmur.nahar@wdc.usda.gov</b> or 202-720-5788</li> <li>• <b>tamara.ashton@wdc.usda.gov</b> or 202-720-9147.</li> </ul> <p>FAX numbers for FSA, ITSD, BAO are 202-720-7134 or 202-690-4589.</p>
4	Execute Acquisition		FSA State Office	FSA State Office Federal Purchase Card Holder or contracting/procurement representative.

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**3 Purchasing IT and GIS/GPS Supplies**

**A Acquisitioning IT and GIS/GPS Supplies**

In FY 2007, FSA State and County Offices may purchase IT and GIS/GPS supplies using their purchase cards and local budgets. State and County Office allotments will be increased to cover the cost of IT and GIS/GPS supply items.

**Note:** State and County Offices are to use local accounting classification codes, **not** National Office accounting codes; 98-FI is being updated to consolidate subobject codes related to IT Budget Object Code (BOC) 2639. Beginning in FY 2007, BOC 2639 and subobject code 01 should be used for IT and GIS/GPS supplies.

A Blanket Purchase Agreement (BPA) has been awarded to ABM Federal Sales for remanufactured and Original Equipment Manufacturer (OEM) toner and ink supplies. If purchasing FAX, printer and plotter toner/cartridges, and ink supplies is required, State and County Offices will use the ABM Federal Sales BPA unless the BPA does **not** include the items required. Exhibit 5 contains detailed information about the ABM Federal Sales BPA, including the ordering process.

The following steps should be followed to acquire **IT and GIS/GPS supplies**.

<b>Step</b>	<b>State or County Office Action</b>	<b>Method</b>	<b>Organization Responsible</b>	<b>Approver/ Approving Official</b>
<b>1</b>	Determine if item is available in FSA's, MSD, KCASB, PFMS Troost Warehouse	See Exhibit 4.	FSA State or County Office	FSA State or County Office employee.
	<b>IT Supplies:</b> If available, FSA State or County Office employee shall submit a request to the warehouse and the warehouse will ship the order to requestor.	E-mail or FAX FSA-159 to the warehouse.	FSA's, MSD, KCASB, PFMS Troost Warehouse	Larry Harris by any of the following: <ul style="list-style-type: none"> <li>• e-mail at <b><a href="mailto:larry.harris@kcc.usda.gov">larry.harris@kcc.usda.gov</a></b></li> <li>• telephone at 816-363-1103</li> <li>• FAX at 816-363-1762.</li> </ul>
	<b>GIS/GPS Supplies:</b> Submit Help Desk ticket. If item is available, the Troost Warehouse will ship the item to requestor.	Merlin SSHD application.	FSA's, MSD, KCASB, PFMS Troost Warehouse	Alease Williams at either of the following: <ul style="list-style-type: none"> <li>• <b><a href="mailto:alease.williams@kcc.usda.gov">alease.williams@kcc.usda.gov</a></b></li> <li>• 816-926-2608.</li> </ul>
	<b>B</b> If not available, proceed to Step 2.			

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**3 Purchasing IT and GIS/GPS Supplies (Continued)**

**A Acquisitioning IT and GIS/GPS Supplies (Continued)**

<b>Step</b>	<b>State or County Office Action</b>	<b>Method</b>	<b>Organization Responsible</b>	<b>Approver/ Approving Official</b>
2	Determine if item is available on ABM Federal Sales BPA.	Contact ABM Federal Sales at <a href="http://usda.abmfederal.com">http://usda.abmfederal.com</a> or 866-860-4288.	FSA State or County Office	FSA State or County Office employee.
A	If available, acquire the item from ABM Federal Sales BPA according to Exhibit 5.	Use State or County office allotment.	FSA State or County Office	FSA State or County Office purchase card holder or contracting/ procurement representative.
B	If not available, proceed to Step 3.			
3	Acquire item according to procurement regulations.	Use State or County Office allotment.	FSA State or County Office	FSA State or County Office purchase card holder or contracting/ procurement representative.

**ITS Computer Equipment**

The following is a description of equipment that is owned and managed by OCIO, ITS.

**Notes:** All equipment that is owned, supported, and maintained by ITS **must** meet **all** the following criteria:

- operating with CCE image
- listed in Microsoft Windows “Active Directory” for network tracking and locating
- connected to OCIO, ITS network
- listed in the Equipment Acquisition Tracking System (EATS) application.

Workstations are tracked in EATS as a bundle using the Central Processing Unit (CPU) serial number; monitors, keyboards, and mice are **not** tracked separately.

Where workstations are connected only by an Internet Protocol (IP) address, ITS will support the IP connection but will **not** support the operation or software for the unit.

Conservation District and other Agency partner’s work stations should be included where they meet **all** this criteria.

Item	Description of Items Owned, Supported, and Managed by OCIO, ITS
1	<b>Workstations</b> , such as desktop PC, laptop PC, TabletPC, etc.  <b>Note:</b> ITS defines laptop batteries as ITS computer equipment.
2	<b>Servers</b> , including non-CCE servers, Sun servers, etc.
3	Storage arrays.
4	<b>Tape libraries.</b>
5	<b>Uninterruptible Power Supplies (UPS)</b>  <b>Note:</b> Only UPS units that are CCE procured or connected to the Enterprise equipment/servers. Do <b>not</b> include UPS units that are connected to individual workstation units.
6	<b>Scanners</b> that have been procured and are installed.
7	All <b>printers and plotters</b> including laser, black and white, color, InkJet, plotters that are networked, and printers connected directly to workstations, etc.
8	<b>Only</b> government-owned <b>Personal Data Assistants (PDA’s)</b> .  <b>Note:</b> Personal PDA’s are <b>not</b> allowed on the network or to be connected to workstations.
9	<b>Photocopiers</b> connected to the network  <b>Note:</b> See Exhibit 2 for non-ITS equipment for leased equipment.
10	<b>Fax machines</b> owned by SCA’s.
11	<b>Switches/Hubs.</b>
12	<b>Routers</b> , including wireless routers.

ITS Computer Equipment (Continued)

Item	Description of Items Owned, Supported, and Managed by OCIO, ITS
13	<p><b>Telecommunication and related equipment</b> will be recorded in ITS Teltrak Telecommunications System application, as follows:</p> <ul style="list-style-type: none"> <li>• phone systems</li> <li>• phone handsets</li> <li>• cell phones</li> <li>• wireless cards</li> <li>• Blackberries</li> <li>• pagers</li> <li>• calling cards</li> <li>• 2-Way radios</li> <li>• satellite phones</li> <li>• VoiceCom/Voicemail Systems.</li> </ul>

Some equipment **not** included in this table requires software installation. In these cases, TSD will ensure that the software is loaded and functional but OCIO, ITS is **not** responsible for the equipment itself, such as projectors, etc.

OCIO, ITS is responsible for acquisitioning IT related cabling and wiring.

**Non-ITS Computer Equipment and GIS/GPS Equipment**

The following table describes of some equipment that is **not** considered ITS equipment. This equipment will be funded, procured, repaired, and replaced as needed by the SCA. ITS will provide recommendations on equipment to be procured to ensure that it is compatible with CCE. The equipment will be installed and/or managed by OCIO, ITS to ensure that it is compatible with existing equipment and that it is operational when connected.

Item	Description of Items Installed and/or Managed by OCIO, ITS		
1	<p><b>Peripheral equipment</b> attached to workstation, such as:</p> <ul style="list-style-type: none"> <li>• portable/external floppy, CD, or DVD drives</li> <li>• USB flash drives, memory sticks, etc.</li> <li>• non-standard computer equipment, such as large monitors and ergonomic keyboards and mice.</li> </ul>		
2	<p>All CCE purchased and Agency funded <b>non-CCE cameras</b> including digital and other types.</p> <p><b>Note:</b> CCE funded cameras will be tracked in EATS until the warranty expires and then it will be SCA’s responsibility for proper disposal.</p>		
3	<p>All CCE purchased and Agency funded <b>non-CCE GIS/GPS units</b>.</p> <p><b>Note:</b> CCE funded GIS/GPS units will be tracked in EATS until the warranty expires on the units and then will be the Service Center Agency responsibility for proper disposal.</p> <p style="text-align: center;"><b>GIS/GPS equipment available in Troost Warehouse.</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Antenna Cable, Black</li> <li>• Antenna Cable, Gray</li> <li>• Antenna, Low Profile</li> <li>• Antenna Mount, Gray</li> <li>• Antenna, Magnetic Vehicle Mounted</li> <li>• Antenna, Mast</li> <li>• Antenna, RD</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Battery AC, Adapter</li> <li>• CSI Wireless Receivers, MBX-3</li> <li>• Garmin Handheld GPS Map 76 Units</li> <li>• Quad Comm Cables, 3D, Multi-colored</li> <li>• Recharging Cables, Red</li> <li>• Serial Cable and Adapter, Black</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Antenna Cable, Black</li> <li>• Antenna Cable, Gray</li> <li>• Antenna, Low Profile</li> <li>• Antenna Mount, Gray</li> <li>• Antenna, Magnetic Vehicle Mounted</li> <li>• Antenna, Mast</li> <li>• Antenna, RD</li> </ul>	<ul style="list-style-type: none"> <li>• Battery AC, Adapter</li> <li>• CSI Wireless Receivers, MBX-3</li> <li>• Garmin Handheld GPS Map 76 Units</li> <li>• Quad Comm Cables, 3D, Multi-colored</li> <li>• Recharging Cables, Red</li> <li>• Serial Cable and Adapter, Black</li> </ul>
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4	<p>Leased <b>scanners/copiers/faxes/postage meters</b>.</p> <p><b>Note:</b> The agency leasing the equipment is responsible for the lease and a payment of the lease. If the equipment is connected to any workstation or the network, ITS will be responsible for ensuring that the unit is properly connected, that all software is up-to-date, and the equipment has been adequately patched to meet security requirements.</p>		
5	<p><b>UPS units</b> that are connected to individual workstation units, etc. and are used for electrical issues within an office.</p>		
6	<p><b>Answering machines.</b></p>		
7	<p>Owned/Leased <b>Postage Meters</b></p> <p><b>Note:</b> TSD will <b>only</b> be responsible for:</p> <ul style="list-style-type: none"> <li>• postage meters that are connected to the telephone or data network</li> <li>• supporting the connection and maintenance of the operating system.</li> </ul> <p>The Agency will continue to support maintenance contracts and the actual meter and purchase of postage etc.</p>		

Non-ITS Computer Equipment and GIS/GPS Equipment (Continued)

Item	Description of Items Installed and/or Managed by OCIO, ITS
8	<p>Only <b>projectors</b> that are connected directly to the network and are fully functional on the network.</p> <p><b>Note:</b> For projectors that only connect to workstations, TSD will assist the Agencies with their operations. The Agency will be responsible for servicing and procurement.</p>
9	<p><b>Phone headsets</b>, wireless or wired:</p> <ul style="list-style-type: none"> <li>• are at the discretion of the Agencies</li> <li>• will be considered agency equipment</li> <li>• will be funded, procured, and replaced as needed by the agencies</li> <li>• will <b>not</b> be included in the TELTRAK system.</li> </ul>
10	<p><b>Replacement accessories for cell phones and Blackberries</b>, such as chargers including electrical and vehicle, wireless access equipment such as Bluetooth equipment, etc. When accessories need to be replaced or are not part of the original procurement, it is the responsibility of SCA's to fund, procure, and/or replace the accessories.</p>

**Examples of IT and GIS/GPS Supplies**

The following table provides some examples of IT equipment supplies that State and County Offices can purchase using the local budgetary allotments. Before purchasing any supply item, State and County Offices **must** determine if the item is available in FSA's, MSD, KCASB, PFMS Troost Warehouse (see Exhibit 4).

<b>Examples of IT and GIS/GPS Supplies</b>
Camera Batteries, Digital
Cleaning Kits
Compact Disc (CD) Media
Digital Video Disc (DVD) Media
Drum Kits
Fuser Kits
GIS/GPS Batteries Without Chargers
GIS/GPS Rechargeable Battery Kits
GIS/GPS USDA Canvas Backpacks
Ink Cartridges
Monitor Glare Screens
Mouse Pads
Print Cartridges (Toner)
Transfer Kits

**IT and GIS/GPS Supplies Available at FSA’s, MSD, KCASB, PFMS Troost Warehouse**

The following supply items are still available from the Troost Warehouse and are **not** on the ABM Federal Sales BPA. Contact for ordering and shipping these supplies is Larry Harris.

**Exception:** For GIS/GPS supplies, submit a Help Desk ticket using the Merlin SSHD application; point-of-contact is Alease Williams at [alease.williams@kcc.usda.gov](mailto:alease.williams@kcc.usda.gov) or 816-926-2608.

Reference #	Supply Item
208	Black ribbon for 5262 printer.
210	Black ribbon for 4224 and 4232 printers (not graphic).
275	I/O Box, CTS-100
276	I/O Box, TLP 720
277.5	Modem, Multi-tech
308	Ribbon for IBM 4214 printer.
328*	IBM 4214 print head
329*	IBM 4224 print head Model 2
331	IBM 4232 print head
364*	IBM 4224 print head
436	AS400 Dry Process Cleaning Cartridge, MLR/SLR QIC compatible (QIC-1000 and higher capacity).
437	AS400 Backup Tapes, 8GB
440	System 36 Dry Cleaning Kits, 25”
442	System 36 Streaming tape cartridge cleaning kit (generic) - includes cartridge, sponges, and fluid.
476	Data cartridge, DC6250, 250MB
478	Data cartridge, DC6525, 525 tape drive
479	Data cartridge, DC9100, 1.2GB tape drive
498	CD ROM Rewritable Discs, playable on all CD ROM’s, 74 minutes, 650MB
498.1	CD ROM Label, Round, Matte Finish
513	200 foot twinaxial cable.
513.5	500 foot twinaxial cable.
515	Amphenol Connectors
517	Teflon cable - comes in 500 foot spool.
519	IBM 4317 Printer PathKleen
764	HP 350CBi Black Print Cartridge
765	HP 350CBi Color Print Cartridge
<b>Server Supplies:</b>	
781	35GB Cassette Tape (if data compressed, can hold up to 70GB data)
782	Compaq Cleaning Cartridge for AIT Tape, P/N 402374-B21
<b>Toner Supplies:</b>	
510	IBM 4317 Toner
510.5	IBM 4317 Usage Kit
751	HP 2500 Magenta Toner
752	HP 2500 Magenta Printhead
753	HP 2500 Yellow Toner
754	HP 2500 Yellow Printhead
755	HP 2500 Black Toner
756	HP 2500 Black Printhead
757	HP 2500 Cyan Toner
758	HP 2500 Cyan Printhead
773	HP 2600 Black Toner
774	HP 2600 Black Printhead

\*Can be refurbished and returned to FSA’s, MSD, KCASB, PFMS Troost Warehouse at 9240 Troost Ave., Kansas City, Missouri 64131.

**IT and GIS/GPS Supplies Available at FSA's, MSD, KCASB, PFMS Troost Warehouse  
(Continued)**

Reference #	Supply Item
<b>Toner Supplies (Continued):</b>	
775	HP 2600 Cyan Toner
776	HP 2600 Cyan Printhead
777	HP 2600 Magenta Toner
778	HP 2600 Magenta Printhead
779	HP 2600 Yellow Toner
780	HP 2600 Yellow Printhead
<b>FAX Supplies:</b>	
720	Omnifax L630 Toner
721	Omnifax L630 Drum
722	Omnifax L621 Toner
723	Omnifax L621 Drum
724	Ricoh 1170L Toner/Drum
725	Olivetti OFX3100 Toner
726	Xerox WorkCentre Pro 580 Toner
727	Canon 710 Toner/Drum
766	Sharp FO6700 Toner
767	Sharp FO6700 Drum
783	Sharp FODC600 and FO4400 Toner
784	Xerox F12 Toner
785	Xerox F12 Drum
<b>GIS/GPS Supplies:</b>	
N/A	GPS, USDA Canvas Backpacks
N/A	Battery kit rechargeable.
N/A	Batteries without chargers.
<b>Farm Loan Program Office Supplies:</b>	
802	Data Cartridge, DC6150, 15MB for 3B2 Systems (3M brand only)
803	Ribbon, IBM Proprinter, XL
804	Ribbon, Printer, Genicom 3024
805	Toner, Cartridge, Canon, BJ-10E, BC-01
807	Diskette, 3.5" Pre-formatted
812	Canon Toner BJI-101
813	3" Black Binder Part 571
816	Cable, RJ45, Twisted Pair (not to be replenished once stock is depleted)
817	Cable, DB9/F-DB25/M, Twisted Pair (not to be replenished once stock is depleted).
818	Cable Adapter, DB9 Female to DB25 Male (not to be replenished once stock is depleted).
832	Toner Cartridge for Canon BC-11E Color BJ printer
833	Canon BCI-11 Black BJ tank
834	Canon BCI-11 Color BJ tank
824	Colored Metal Indicator Tab Black
825	Colored Metal Indicator Tab Brown
826	Colored Metal Indicator Tab Pink

**Highlights of BPA With ABM Federal Sales****ABM Federal Sales  
Remanufactured/OEM Toner and Ink Supplies  
USDA-OCIO-ITS****FSA, NRCS, AND RD Ordering Information**

A USDA, OPDM, Procurement Operations Division Blanket Purchase Agreement (BPA) has been awarded for Remanufactured/OEM Toner and Ink Supplies to ABM Federal Sales, a service disabled veteran owned small business. The scope of the BPA includes print imaging supplies for USDA Service Center Agencies, i.e. FSA, NRCS, RD, and ITS. and was awarded for the purchase of remanufactured and OEM printer supplies that are available under the GSA Federal Supply Schedule contracts of ABM Federal Sales and their teaming partner, Cartridge Savers, Inc. The BPA is set up for FSA, NRCS, and RD to call and place an order for replacement fax/printer/plotter toner and ink supplies. The printer supplies can be purchased using two different methods. The first method is by calling the toll free (866) 860-4288 number and placing the order using a purchase card. The second method is using the established website to order online. The printer supplies will be shipped directly to the office needing the replacement fax/printer supplies. The caller will be required to identify for which agency they are procuring to ensure that only those authorized to use the BPA are ordering supplies. If a needed supply isn't available from ABM Federal Sales, the caller should utilize another Government source of supply, such as GSA Advantage, to procure the needed supply item.

**ORDERING:**

When calling ABM Federal Sales, using the toll free (866) 860-4288 number or using the website, the purchase card holder will need to know either the part number needing to be replaced or the printer model number for the supplies. Either way the correct printer supply will be shipped to the location indicated.

All cartridges will be remanufactured unless they are not available. In this case an OEM cartridge will be furnished at the GSA scheduled pricing.

**SHIPPING:**

ABM uses UPS to ship toner cartridges and ink supplies within the CONUS region. UPS guarantees 4-day ground with the exception of remote locations in some states such as California, Idaho and Southern Oregon. For shipments to the OCONUS sites US Postal Service is 5-day via Priority mail. A return shipping label will be provided for each remanufactured cartridge supplied. In the case of Original Equipment manufacturer (OEM) cartridges some OEM cartridges will provide a return label included in the manufacture product box. However, in some cases, there may not be any return labels in the OEM manufacture boxes. In this instance the end user can contact ABM Federal at their toll free number and request a return label. Or, if the user has a return label from Cartridge Savers Inc., ABM Federal's teaming partner, they can use this to return the empty OEM cartridge.

**Highlights of BPA With ABM Federal Sales (Continued)****DEFECTIVE TONER AND INK SUPPLIES:**

When a defective cartridge and ink supply is received the user should immediately notify the ITS/TSD Staff who will call the ABM Federal Support Desk to ensure a replacement cartridge is shipped to the site and any printer issues are resolved. ABM Federal will ship another cartridge to the site affected and the site will then return the defective cartridge using the return label provided. All such shipping costs will be paid for by ABM Federal.

**DAMAGE TO A PRINTER CAUSED BY A DEFECTIVE CARTRIDGE:**

In the event a toner cartridge or ink supply causes damage to the printer in which it was installed the user should immediately notify ITS/TSD Staff who in turn will call the ABM Federal Support Desk to coordinate as needed with the vendor for resolution.

For the OEM cartridge, when repair or replacement of the printer is needed, ABM Federal will contact warranty support for the OEM product and have the OEM contact the end user directly. All costs will be covered by the manufacturer. The necessity for a site visit will be determined by the OEM.

If repair or replacement is required due to a defective remanufactured cartridge, a determination will be made if the problem is related to the printer or the cartridge, working closely with the end user and /or ITS/TSD Staff. The ABM Technical Support Representative will recommend either printer service or ABM will ship a replacement cartridge the same day to the customer.

If the root cause of the problem cannot be determined via phone, ABM Federal will arrange an on site visit by a local service provider at their expense. If it is determined that the cause is not related to the remanufactured cartridge, ABM Federal will bill USDA for the service performed.

ABM Federal will accept determination of root cause by qualified ITS personnel in conjunction with OEM technical support.

If the printer is rendered completely inoperable due to the failure of the cartridge, the vendor will send a like refurbished printer to the site in question within two days for CONUS sites and 4-5 days for OCONUS sites. The vendor will incur all equipment, shipping, and related costs. The inoperable printer will be returned to ABM Federal for further diagnostics. The ITS/TSD Staff will escalate a Work Order to the EATS Data Steward who will make the necessary changes to the EATS database.

**ONLINE ORDERING – REGISTRATION PROCESS**

1. When using the online ordering portion of the BPA you will first need to log onto the USDA ABM Federal home page site: <http://usda.abmfederal.com> .
2. First Time Users - you will need to set up an account by clicking on the Registration/Terms and Conditions portion of the bottom of the home page.  
“ATTENTION USDA OCIO/ITS BPA USERS ONLY, PLEASE SEE SPECIFIC TERMS AND CONTITIONS AT BOTTOM”.

**Highlights of BPA With ABM Federal Sales (Continued)**

3. Since USDA will be using ABM Federal's existing web site for ordering toner and ink supplies there are section of the terms and conditions that are generic to other agencies and should be disregarded:
  - Disregard the minimum order of \$50.00 this does not affect our users.
  - Disregard the Non –Stock items section. This does not affect USDA either.
  - Disregard the bottled copier toner supplies. This does not apply to USDA.
  - Disregard the explanation of specific manufacture terms and warranties. Any cartridge that is purchased from ABM if defective will be replaced by ABM Federal.
  - Disregard the statement that references a 15% restocking fee. This does not pertain to USDA orders.
4. After reading the terms and conditions statements click on the ACCEPT box at the bottom of the page. You will be taken to the registration page where you will complete the registration form.
5. Complete the registration form. Under agency in the form make sure that you select USDA. Upon completion of the form, an e-mail will be sent to you confirming your registration. Once you have confirmation of your registration you are now able to log into the ABM Federal site and make procurements for toner and ink supplies.
6. Log onto the ABM Federal web site using the URL referenced above.
7. Once you have logged onto the site – located on the right had section of the page you will see the statement “ALREADY A REGISTERED BUYER”. Under this is the statement “Proceed Ahead” - click on this and you will be taken to the ordering home page.

**ORDERING PROCEDURE**

Again just as a reminder, this site is being shared with other Federal users so there are some statements that do not apply to USDA.

In the middle of the page is one such statement regarding the use of the DOD EMALL. Disregard this.

1. To search for a toner or ink cartridge either click on the catalog icon or just enter the model number (example 4250 for HP 4250 laser printer) of the printer for which you need a toner or ink cartridge. It does not require an entry of the make of the printer such as HP, Xerox, etc. Doing so will result in not being able to find the specific cartridge that you are looking for.
2. If you enter a printer model designation you may receive toner cartridge listing for more than one make of printer such as HP, Brother, Epson, Panasonic, etc. You will then need to select the cartridge for the particular printer make that you require.
3. After you have determined the type of cartridge you require for your particular make and model printer add the number of cartridges in the box to the left of the cartridge description.

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4. At the bottom of the page you will find a section to complete your selection.
  - Step 1 - Select the product, which you have already done.
  - Step 2 - Select your desired shopping cart. You have two choices, (1) your primary cart with the zip code that you entered when you registered;, or, (2) a new cart if you are going to have the cartridges shipped to a location other than your current location.
5. If this is a new cart then enter a name for the cart and the new zip code and click on the “OK” box.
6. You will be taken back to the page with the cartridge information. In the desired shopping cart box you will now have an additional site to select when ordering cartridges.
7. If you are ready to check out - select the desired shopping cart and click on the “Add Product to Shopping Cart” button. This will take your shopping cart. You can review your selections, update quantities and either check out or continue shopping.
8. If you are ready to checkout select the checkout box. This will take you to the check out page.
9. Click on the Red Payment Options box and you will be taken to the payment options as indicated in FIGURE 1 below:



Figure 1

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10. Enter your government VISA Smart Pay purchase card information as indicated below:

Figure 2

11. Click OK and this will then allow you to complete your check out process.