



GSA Federal Acquisition Service

August 3, 2007

Stephens Office Supply
Ms. Gail Wociechowski
372 C Wythe Creek Road
Poquoson, VA 23662

Subject: Award of Blanket Purchase Agreement for Federal Strategic Sourcing Initiative
for Office Supplies

Dear Ms. Wociechowski:

Congratulations! Stephens Office Supply has been awarded a Blanket Purchase Agreement (BPA) for all categories: Paper, Toner, and General Office Supplies in support of the General Services Administration (GSA) FSSI for Office Supplies. The BPA number is GS-23F-FS007.

Request for Quote 189760 was issued to 86 vendors under Special Item Number 75 200. Thirteen separate non mandatory BPAs were awarded against the Federal Supply Schedule contract, offering Government wide authorized users a method to procure office supplies that meet socio-economic goals and regulatory compliance, while capturing valuable expenditure data.

This initiative will significantly achieve total cost savings, while maintaining or improving current service capability levels, establish streamlined and common contracting vehicles that can be leveraged by users throughout the government, gather and utilize detailed transactional level data to better support decision making and performance management, as well as provide excellent customer service, which will result from acquiring and managing commercially available office products on a government-wide basis.

Attached is Stephen's BPA signature page. The award package will be forthcoming via U.S. Postal Mail. Please sign and return pages one (1) and four (4) to the attention of Montrez Nicholson, via fax at (703) 605-9341 by 3PM EDT, today, Friday, August 3, 2007.

If you have any questions or concerns, please contact me at (703) 605-2726.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Montrez Nicholson".

E. Montrez Nicholson
Contracting Officer
Center for Services Acquisition

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