
SUPPLIES BUSINESS LINE

Service Description

PAPERCLIPS, the office supply store name assigned by Winston-Salem Industries for the Blind, an affiliate of the National Industries for the Blind (NIB), operates two main and one satellite self service stores which carry a wide variety of consumable office products. The supply business also delivers non-stocked items. Our customers are employees of the Department's program offices. The offices are then billed for employee purchases.

Self-Service Supply Stores Locations:

- Main Forrester, Room GA-171, 202-554-1451
- Main Germantown, Room R-008, 301-515-9109

Pricing Policy

Board Adopted Policy

Each organization pays for supplies purchased by its employees. The price charged includes the cost of the items purchased.

Pricing Method (Billing Calculation)

Information about purchasing is collected when employees check out supplies from the self-service stores. The following information is captured:

- Customer ' s Name
- Badge number
- Organization code
- Routing symbol
- Stock number
- Price
- Product description
- Quantity purchased (or returned)
- Store Location
- Total Sale

Requisitions are used to buy specialty or non-stock items. The same data is collected on requisition purchases, which are screened and processed through the self-service stores.

Budget Estimating Method

Budgetary estimates are developed based upon the 12 month period prior to issuance or submission of the IRB and OMB budgets. Extraordinary or unusual changes in usage patterns are not anticipated in the Fund's estimates. To the extent that such anomalies can be foreseen by the program customer, the cost impact of these charges should be assessed or subtracted (as appropriate) from the Fund's estimate. Also, possible variations in consumption due to expected changes in staffing levels are not considered in the Fund's estimates.

Annual Projections

WCF projections of current Fiscal Year usage and costs are updated monthly and provided with each bill. Projections are calculated based upon fiscal year-to-date costs annualized. For example, the annual projection as of April would be as follows:

Total YTD Cost (October-April) divided by 7, then multiplied by 12 equals projected annual cost.

Billing Cycle

All supply charges are billed monthly, based upon prior month actual usage. There are no charges for this business line that are assessed annually or quarterly.

Detailed Usage Information

Program offices are provided copies by the Office of Management, Budget and Evaluation of monthly detailed inventory transactions from sales in the self-service supply stores. This information includes purchasing employee, description of item purchased (or returned), transaction date, quantity, and cost. OMBE requires a certification from resource managers that supply purchases made are for official business purposes only.

Service Standards:

- Maintains an office supply store at two designated DOE locations in the Washington, D.C. metropolitan area for the purpose of selling general office supplies,
- Operates the stores from 9:00 AM to 4:00 PM (Subject to change at DOE's discretion),
- Maintains a custom tailored inventory selection to facilitate the DOE customer requirements,
- Obtains specialty items at customers' request that are not stocked in the stores,
- Accepts returns or exchanges for serviceable items in original containers within thirty (30) days of purchase, which were purchased at the DOE office supply store,
- Provides all telecommunications services for business operation, in addition to one (1) customer-use telephone per store,
- Applies DOE-provided property adhesive tags for each property item sold as designated sensitive or exceeding \$300 each, and
- Provides sales data for billing Headquarters organizations.

Management Flexibility

Customers may:

- Purchase office supplies directly from authorized vendors, subject to government acquisition laws and regulations.
- Choose recycled or lower priced products where these can meet your needs.
- Request detailed transaction listing to analyze your usage.

Points of Contact

Business Line Fund Manager: John Harrison, 202-586-3611

Business Line Service Manager: James A.
Hoffman, 301-903-6492

For more information, customers are invited to visit the home page of the Supplies business at <http://www.ma.mbe.doe.gov/admin/SupplyStores.htm>.

FREQUENTLY ASKED QUESTIONS ABOUT THE SUPPLIES BUSINESS LINE

Q. Are the prices at the DOE supply store lower or higher than prices offered by GSA or a commercial vendor?

A. Generally, market basket comparisons of selected items have shown prices charged at DOE stores are lower overall. This does not take into consideration the significant savings in customer staff time due to the convenience and service offered by the DOE stores. Supply store prices are kept low because items can be purchased in bulk and therefore at lower prices than individual purchases. However, there will always be cases where specials or sales will allow items to be obtained elsewhere at a lower price.

Q. How can my program save money on supplies?

A. You may choose recycled or lower priced products where these can meet your needs. In addition, you may use detailed transaction listings to analyze your spending trends.

Q. If my office is nearing its limit on supply store charges, can I ask PAPERCLIPS to stop my people from buying?

A. There are several alternatives that program offices and the supply business line might use to control an organization's spending:

- Your organization's management can provide policy or budget guidance internally in your organization, emphasizing the need to be cost-conscious in the ordering and use of supplies.
- A notice could be placed on the bulletin boards in each store alerting your staff of your organization's policies on supply store use or
- We could post a notice at the checkout counters advising customers of your organization's policies on supply store use