

## **Farm Service Agency (FSA) Non-Commodity Operations Fiscal Year (FY) 2004 JWOD Performance Plan**

FSA Non-Commodity Operations agrees to adopt the following goals as outlined in the USDA Strategic Plan for the Javits-Wagner O'Day Act (JWOD) Program for FY 2004:

- Goal 1:** Increase the dollars spent under the JWOD Program as a percentage of total dollars spent by USDA.
- Goal 2:** Increase USDA's participation in the JWOD Program by adding new products and services to the Procurement List (PL) thereby increasing the number of jobs (FTE) created for people with severe disabilities.
- Goal 3:** Promote USDA's successes as we increase our participation in the JWOD Program.

The Farm Service Agency (FSA) Non-Commodity Operations will strive to increase JWOD acquisitions by ½ percent in FY 2004. This will be accomplished by examining existing requirements and reviewing new requirements in order to identify projects that are suitable for JWOD participation. As always, Contracting Officers will contract with JWOD organizations for all products/services identified on the PL that meet agency needs.

The FSA FY 2003 JWOD goal was based on the previous year's spending for the Commodity and Non-Commodity Operations. According to Office of Procurement & Property Management, the Commodity and Non-Commodity Operations activities will be addressed separately in FY 2004. Goal achievements for FY 2003 will not be known until early FY 2004.

It should be noted that many JWOD purchases are not reflected in the Federal Procurement Data System (FPDS) as "JWOD" buys. FSA Non-Commodity Operations buys all JWOD products/services that meet agency needs from GSA stock, GSA Schedule (FSS) contracts, Boise-Cascade, and other JWOD distributors/vendors.

- (1) The purchases made from GSA stock and GSA Schedule contracts are not captured by USDA since GSA receives credit for these purchases (the dollars are applied to the GSA JWOD goal). FSA receives credit for a GSA Schedule buy only when it is over \$25,000 and the information is correctly coded into the SF-279 system. The majority of JWOD purchases for non-commodities are under \$25,000.
- (2) Boise-Cascade has agreed to provide Non-Commodity Operations with a report of total JWOD spending for FY 2003 so that the procurement data can be adjusted for FY 2003.

- (3) Purchases made to vendors who sell JWOD products are under \$25,000 and therefore not captured as JWOD purchases in the SF-281 system.
- (4) In addition, JWOD micro-purchases (\$2,500 and under) made by the Government purchase card are not tracked by type of spending and therefore not captured as JWOD purchases.

It is expected that the total amount of these purchases is very significant and will not be captured in the FPDS as JWOD achievements for the fiscal year. The data will however be adjusted to reflect the Bosie-Cascade purchases. Attachment I is a partial list of the types of JWOD products/services Non-Commodity Operations buys.

FSA's performance plan for the Non-Commodity Operations follows.

- As always, agency requirements identified in the annual Advance Acquisition Plan will be reviewed for \*NIB/NISH participation *prior* to plan approval. As stated above, all products/services currently on the PL that meet agency needs are and will continue to be identified as JWOD acquisitions. On new requirements, if NIB/NISH can supply the product or perform the service (and if it meets NIB/NISH's FTE requirements), the product/service will be identified for JWOD participation and included on the PL.

*FSA Non-Commodity Operations buys office supplies/products, temporary help (secretarial) services, mail room services, and labor and mail room support services from JWOD organizations and distributors. FSA Non-Commodity Operations purchases all JWOD products/services that meet agency needs off the Procurement List, and has currently added an additional toner cartridge to the list. The new toner cartridge (HP 4600 Black Toner) will be purchased in FY 2004 by the Kansas City Administrative Office and will account for an additional \$500,000 for the program. The funding is expected to increase in upcoming years when additional colors are added to the PL. In addition, the Aerial Photography Field Office is looking into the possibility of including digitizing services in the program for FY 2005.*

- Again this year, projects in the 8(a) program will be identified and reviewed for NIB/NISH consideration. An up-to-date listing of 8(a) vendors which provides the vendor's status in the 8(a) program is maintained by the Procurement Oversight Section (POS), Acquisition Management Branch (AMB). As the 8(a) firm reaches graduation, the projects are reviewed and if found suitable presented to NIB/NISH for consideration. If NIB/NISH is able to supply the product or perform the service and if it meets NIB/NISH FTE requirements, the product/service will be added to the PL and purchased from a JWOD organization. Participation in the JWOD Program will be accomplished without an adverse impact on the 8(a) Program.

\*National Industries for the Blind (NIB)/National Industries for the Severely Handicapped (NISH).

*Although the majority of 8(a) firms in the AMB small business database are Information Technology (IT) concerns, all services will be considered for JWOD participation. Concentration will be focused on other than IT services since IT projects during FY 2003 were found not suitable.*

- FSA Non-Commodity Operations will continue to work with its large prime contractors to identify partnering arrangements and subcontracting opportunities for NIB/NISH consideration. An annual listing of FSA's large prime contractors will be made available to NIB/NISH for marketing purposes. In addition, NIB/NISH will have access to FSA's contracting database to locate small business concerns for partnering arrangements.

*The FSA Non-Commodity Operations Subcontracting Directory was updated in FY 2003 and will be updated again in March 2004. The directory is updated in March to coincide with the Office of Federal Procurement Policy's deadline for subcontract reporting. The Non-Commodity Contracting Staff will continue to work with its large prime contractors to identify business opportunities for JWOD organizations.*

- The Procurement Oversight Section (POS) will monitor FSA's progress on a quarterly basis to ensure the JWOD goal is met. Status reports will be provided to the Head of the Contracting Activity.

*POS provides the AMB Chief with JWOD statistics on a quarterly basis. However, since the majority of spending is performed during the last two quarters of the fiscal year (with a significant amount in the last quarter), POS cannot determine if the JWOD goal will be achieved until the procurement data is available. Since the Contracting Staff is extremely busy during the last two quarters, procurement data is often not entered into the federal procurement data system until early October (the beginning of the next fiscal year).*

- FSA will conduct JWOD Training Sessions for the Contracting Staff. In addition, it will offer and schedule tours of the NIB/NISH facilities for the Contracting Staff. FSA will also inform Program/Project Managers on JWOD regulatory requirements. Up-to-date information about the JWOD Program will be distributed to the Contracting Staff and Program/Project Managers.

*POS has developed a Power-Point Presentation on the JWOD Program for the Contracting Staff. The training has been rescheduled for the first quarter of FY 2004 due to heavy workload schedules during the third and fourth quarters of FY 2003 (Tentative date of training: December 3, 2003). FSA Non-Commodity Operations continues to work with the Project Managers to identify projects or portions of projects for JWOD participation. POS is currently working with NIB and*

*NISH to develop an information sheet on the JWOD Program which identifies the types of tasks (projects) they can perform and have completed. The information sheet will be used as a capability statement for the Contracting Staff and Project/Program Managers' review. Up-to-date information on the JWOD program will continue to be distributed to the Contracting Staff and Program/Project Managers. Tours of the NIB/NISH facilities/organizations will be made available to the Contracting Staff, Program/Project Managers and interested persons.*

- FSA will participate in the annual NIB and NISH conferences and other federally-sponsored events and activities. FSA will also represent USDA at the annual JWOD Week Celebration, and will coordinate program activities with the other participating agencies. Notices about these events will be distributed to the Contracting Officers and Program/Project Managers.

*POS attended the NIB/NISH 2-day Awareness (training) conference in January 2003, and will represent the agency at the annual JWOD Week Celebration and other federally-sponsored events and activities in FY 2004. Notices about these events will be sent to the Contracting Staff and Program/Project Managers.*

- FSA will recognize employees from the Farm and Foreign Agricultural Services (FFAS) mission area (FSA, Foreign Agricultural Service (FAS), and Risk Management Agency RMA) who have excelled in their efforts to promote the JWOD Program. FSA will also recognize JWOD organizations/distributors/vendors who have done an outstanding job in meeting agency needs. Recognition will be accomplished through the joint Small Business and JWOD Awards Program.

*POS participated in the annual awards ceremony on May 5, 2003. FSA Non-Commodity Operations will recognize employees from the FFAS mission area (FSA, FAS, and RMA ) who have excelled in their efforts to promote the JWOD Program during FY 2004. FSA Non-Commodity Operations will also recognize JWOD organizations/distributors/vendors who have done an outstanding job in meeting agency needs. Recognition will be accomplished through the Small Business and JWOD Awards Program.*

**JWOD Products/Services  
(Partial List)**

<b>Pens</b>	Alpha Basic and Alpha Grip Pens, Biodegradable Retractable Pens, Cushion Grip Pens, Recycled Ballpoint Pens, Rubberized Retractable Pens, Stick Ballpoint Pens, Vista Ballpoint Pens.
<b>Pencils</b>	Absolute III Mechanical Pencils, Double-End Mechanical Pens, Ergonomic Mechanical Pencils, Woodgrain Pencils.
<b>Markers</b>	All-Purpose Fine-Tip Markers, Chart Markers, Dry Erase Markers, Permanent Markers (Chisel-Tip).
<b>Highlighters</b>	Jumbo Fluorescent Highlighters, Flat Fluorescent Highlighter Sets, Free Ink Highlighters, Illuminator STX.
<b>Paper &amp; Paper Pads</b>	Copier Paper (dual purpose Xerographic), Self-Stick Yellow Note Pads, Self-Stick Neon Note Pads, Self-Stick Pastel Note Pads, Self-Stick Tabs, Memo Pads, Ruled Writing Pads (White and Yellow).
<b>Paper Fasteners</b>	Binder Clips, Paper Clips.
<b>Desk Accessories</b>	Hand Tape Dispensers, Plastic Desk Trays, Metal Book Ends.
<b>Transparency Film</b>	Transparency Film Ink-Jet.
<b>Printer Toner Cartridges</b>	Laser Jet Toner Cartridges (Various Sizes) and HP 4600 Black Toner Cartridges.
<b>Labels</b>	Address Labels, File Labels.
<b>Filing Folders</b>	File Jackets, Manilla File Folders.
<b>Computer Disks/ CDs/Accessories</b>	Computer Diskettes, Rewritable Compact Disks (CDs), Disk Holders.

**JWOD Products/Services  
(Partial List)**

<b>Paper Wiping Cloths</b>	Tech Wipes (Lint Free/3-Ply)
<b>Cleaners</b>	All Purpose Cleaner-Degreaser, Glass Cleaner
<b>Clocks</b>	Wall Clocks (Battery-Operated)
<b>Services</b>	Temporary Help (Secretarial) Services Mail Room Services Laborer and Mail Room Support