



# Office Supplies

Statewide Contract Webinar

# Your Presenter



**Carl A. Hall, C.P.M.,  
CPPB**

**Title:** Associate Category Manager

**Experience:** 20+ years of  
Procurement/Contracting Experience

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**404-657-4254**

# Purpose of this Webinar



The purpose of this webinar is to:



- **Explain** the purpose of the Statewide Contract
- **Review** the benefits of the Statewide Contract
- **Highlight** specific details related to the Statewide Contract
- **List** the steps you follow to find the Statewide Contract on the SPD website
- **Discuss** FAQs related to the Statewide Contract
- **Describe** the procedures for obtaining more information about the Statewide Contract.

# Purpose

The purpose of the Statewide Contract for Office Supplies is to:



Provide a broad product range of Paper, Toner & General Office Supplies to State Agencies, Universities/Colleges and Municipal Users at the overall most competitive price & terms.



# Statewide Contract Details



About Statewide Contract #90805:

<b>What is the Contract Number?</b>	<b>Statewide Contract #90805</b>
<b>Is it a Renewal?</b>	<b>No</b>
<b>Does it Replace an Existing Contract?</b>	<b>No</b>
<b>What is the Contract Term?</b>	<b>05/22/2009 – 08/01/2010</b>
<b>Implementation “Go-Live Date”</b>	<b>07/15/2009</b>
<b>Does it Allow the Use of the P-Card?</b>	<b>Yes</b>
<b>Who is the Person to Contact with Questions:</b>	<b>Carl A. Hall Carl.hall@doas.ga.gov 404-657-4254</b>

# Key Benefits

The Office Supplies Contract provides the following benefits:



- Deep Discounts on nearly 800 Core and thousands of Non-Core Items
- Next-Day Delivery & No Shipping Charges
- Accepts P-Card
- Offers Remanufactured & Original Equipment Manufacturer's Toners
- Custom State of Georgia Information Portal
- Accepts Phone and Fax Orders
- On-Line Ordering available on Team Georgia Marketplace and StaplesLink.com
- Access to Staples Retail Stores
- Efficient returns & warranty process
- Dedicated Staples Account Management and Customer Service Team
- Access to numerous environmentally friendly green-based product offerings
- No Minimum Order Requirements



# **CUSTOMER ACCOUNT MANAGEMENT HIGHLIGHTS**

**Mr. Jon Chester**  
**Staples Business Advantage**



About Your Program

Ordering Overview

Supplies & Services

Staples Soul



**Ready to Order?**

[Log In To StaplesLink](#)



**New to Ordering?**

**Register for StaplesLink.**

[Sign Up Now](#)

## It's your Staples Advantage<sup>®</sup> program

Want to know anything or everything about your exclusive State of Georgia contract? This is the place! You'll discover how quick and easy it is to order supplies - from the ordinary to the unexpected.

Your program benefits include:

- One Source Provider - so you can get absolutely everything you want, including expert help when you need it
- Easy online ordering - to get special pricing on thousands of products
- Fast and FREE delivery - with next-business-day service throughout the state
- World-class customer service - awarded the J.D. Power and Associates Certification in Customer Service Excellence™

### Need to register to begin ordering?

Simply click [here](#) to register and a dedicated account manager will contact you to get you set up.

[Tell Us About Your Recent Order](#) | [Terms & Conditions](#) | [Privacy Policy](#)

© 2009 Staples Inc. All Rights Reserved.

### Ordering on Team Georgia Marketplace

[Click here](#) for more information on ordering through Team Georgia Marketplace.

### State Wide Contract Information

**State Contract Number:** 090805

To download the Statewide Contract Index, [click here](#).

# How to Use this Contract



1. Customers transitioned onto Team Georgia Marketplace should follow the instructions outlined in the Team Georgia Marketplace training materials.
2. Customers not on Team Georgia Marketplace can place orders by either of the following methods:
  - a. On-line via **Stapleslink.com** (To register, type the following link in your browser: <http://staplesadvantage.com/stateofga/> )
  - b. Phone orders may be placed by dialing 1-888-593-0146
  - c. Purchase Orders may be faxed to 1-888-222-8618

# Where to Find this Statewide Contract



The contract is available for use through the State Purchasing Statewide Contract Index Listing under **Office Supplies**.

Here is the link to the Statewide Contract Index:

[http://ssl.doas.state.ga.us/PRSapp/PR\\_StateWide\\_contract\\_menu.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_menu.jsp)



# Where to Find this Statewide Contract



Here is how you access the State Purchasing Statewide Contract Index Listing without the link:

1. Display the State Purchasing Division website
2. Click on State Purchasing Division
3. Click on Contracts

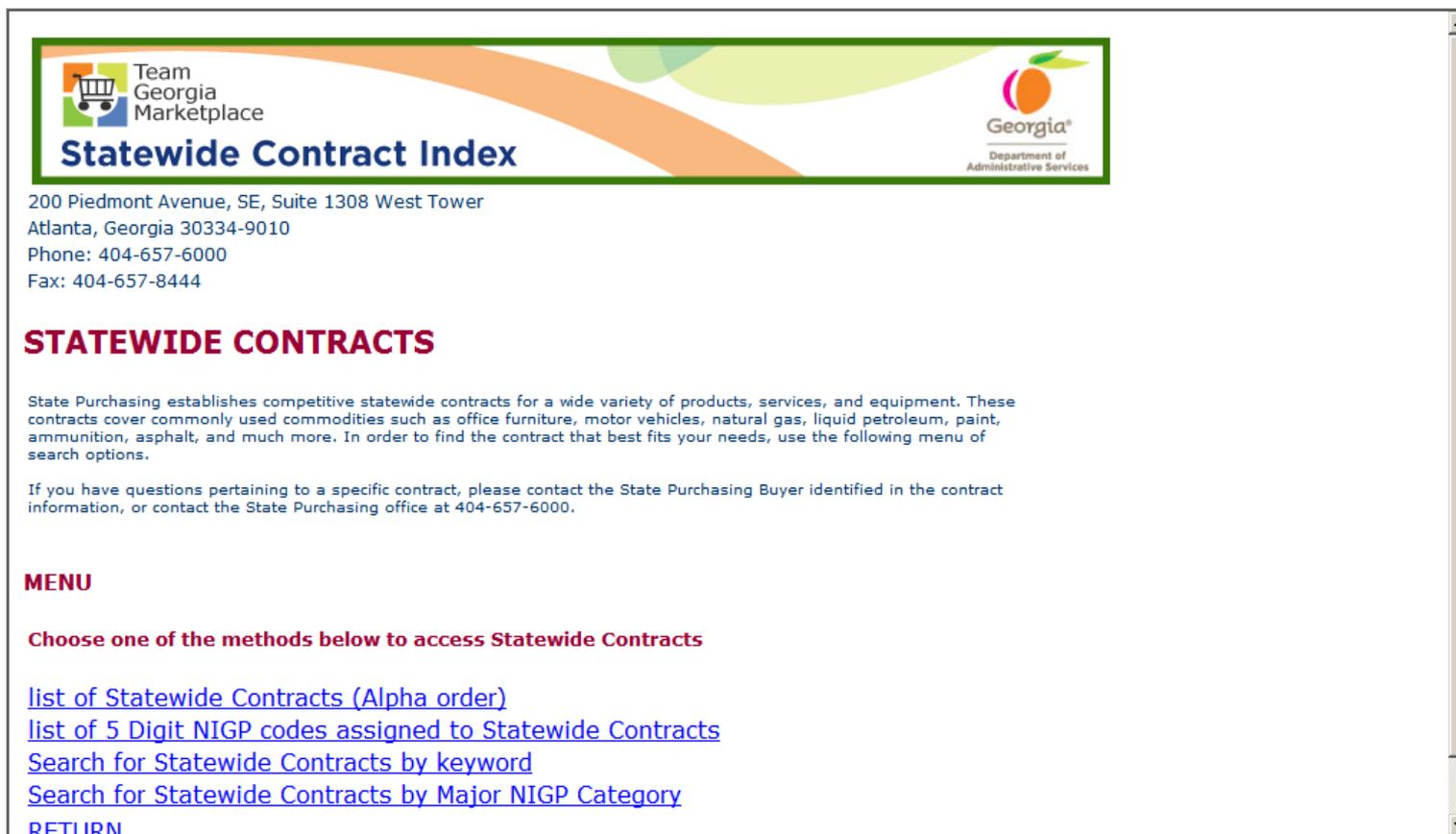
The screenshot displays the Georgia Department of Administrative Services website. The main navigation bar includes links for DOAS Home, About Us, State and Local, Suppliers, and Public and Non-Profit. The 'State and Local' dropdown menu is open, showing 'State Purchasing' and 'Contracts'. The 'Contracts' link is highlighted with a red box and a red arrow. Below the navigation, the 'EXPLORE STATE PURCHASING' section features a 'Contracts' link, also highlighted with a red box and a red arrow. A large orange arrow points from this section towards the right-hand screenshot. The right-hand screenshot shows the 'State Purchasing - Contracts' page, with a red box highlighting the 'Agency Contracts' section and a red arrow pointing to it. The 'Agency Contracts' section describes contracts initiated and managed by state entities for use by the originating agency. Below this, there are links for 'Access the Agency Contracts Index', 'ACI User Manual', and 'Enterprise Car Rental'. The 'Enterprise Car Rental' section mentions a new Statewide Contract with Enterprise Rent-a-Car for both in-state rentals and operation of the Capitol Hill Motor Pool. The 'Preferred Sources' section notes that through initiatives established by State statute, select non-profit agencies may produce products or services classified as "preferred" status.

# Where to Find this Statewide Contract



Here is how you access the State Purchasing Statewide Contract Index Listing:

4. Once the Statewide Contracts Index page displays, you can choose one of the methods available to access the statewide contracts

A screenshot of a web browser displaying the "Statewide Contract Index" page. The page header includes the "Team Georgia Marketplace" logo and the "Georgia Department of Administrative Services" logo. Below the header, the address "200 Piedmont Avenue, SE, Suite 1308 West Tower Atlanta, Georgia 30334-9010" and contact information "Phone: 404-657-6000 Fax: 404-657-8444" are listed. The main heading is "STATEWIDE CONTRACTS" in red. The text explains that the State Purchasing establishes competitive statewide contracts for various products and services, and provides instructions on how to find the best contract. A "MENU" section follows, listing four methods to access the contracts: "list of Statewide Contracts (Alpha order)", "list of 5 Digit NIGP codes assigned to Statewide Contracts", "Search for Statewide Contracts by keyword", and "Search for Statewide Contracts by Major NIGP Category". A "RETURN" link is at the bottom left of the page content.

**Team Georgia Marketplace**

**Statewide Contract Index**

**Georgia**  
Department of Administrative Services

200 Piedmont Avenue, SE, Suite 1308 West Tower  
Atlanta, Georgia 30334-9010  
Phone: 404-657-6000  
Fax: 404-657-8444

## STATEWIDE CONTRACTS

State Purchasing establishes competitive statewide contracts for a wide variety of products, services, and equipment. These contracts cover commonly used commodities such as office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, asphalt, and much more. In order to find the contract that best fits your needs, use the following menu of search options.

If you have questions pertaining to a specific contract, please contact the State Purchasing Buyer identified in the contract information, or contact the State Purchasing office at 404-657-6000.

### MENU

**Choose one of the methods below to access Statewide Contracts**

[list of Statewide Contracts \(Alpha order\)](#)  
[list of 5 Digit NIGP codes assigned to Statewide Contracts](#)  
[Search for Statewide Contracts by keyword](#)  
[Search for Statewide Contracts by Major NIGP Category](#)

[RETURN](#)

# For More Information



If you have questions about this Statewide Contract:

## Submit Questions to:

**Email Address:**

[carl.hall@doas.ga.gov](mailto:carl.hall@doas.ga.gov)

**Person to Contact:**

Carl A. Hall, C.P.M., CPPB

**Phone Number:**

404-657-4254

## Vendor Contact Information:

**Email Address:** [Lamar](mailto:Lamar.Huff@staples.com)

[Huff@staples.com](mailto:Lamar.Huff@staples.com)

**Person to Contact:**

Lamar Huff

**Email Address:**

[Jon.Chester@staples.com](mailto:Jon.Chester@staples.com)

**Person to Contact:**

Jon Chester

# Questions?

