

# TSA Purchase Card Program Guide

## Powered by DHS Marketplace

### Program Overview

In efforts to streamline usage of purchase cards, a program with DHS Marketplace has been implemented for specific product purchases. The platform will be utilized for any purchases relating to information technology, office supplies, furniture, and non-office supply GSA products.

Please note you must first begin with either the FirstSource II, Office Supplies, or GSA Schedule templates and if the results are not advantageous, there is a secondary template to move the requirement to Open Market. The PDF Package can be downloaded from DHS Marketplace to document your first attempt (inclusive of vendor feedback) and the need to graduate to Open Market.

### Program Specifics

#### Recommended Order Size:

- It is recommended to compete orders starting at \$800 or more on DHS Marketplace for the best competitive results.

#### Threshold Limits by Template:

- FirstSource II Template (IT related purchases): \$10,000
- Office Supplies Template (FSSI OS4 contract): \$25,000 for Ordering Officials and \$10,000 for everyone else
- GSA Schedule (any non-office supply purchases): \$10,000
- Open Market Template (only utilized after abovementioned templates): \$10,000

#### Award Criteria:

- All awards must be all or none, meaning partial bidding and awards by line item are not permitted. The awarded vendor must be able to fulfill the entirety of the order.

#### Terms & Conditions:

- Shipping Price over \$100: A separate carrier's receipt is issued for shipping charges over \$100.00.
- Tax Policy: This purchase is for official U.S. Government purposes; therefore, is exempt from State or local sales taxes.
- Third Party Credit Card Policy: The use of third-party credit card processors is discouraged because of a greater risk of abuse, issues involving disputed transactions, and difficulty identifying and reconciling transactions. Vendors should be able to offer alternative methods to collecting payment outside of third-party processors such as (Pay Pal, Square, etc).
- Credit Card Declines: If the card declines due to a MCC issue then a vendor will have to be able to process a forced/manual authorization. A forced/manual authorization is accomplished by calling the cardholders bank and obtaining an approval code to manually input into the vendors credit card processing system



## Frequently Asked Questions (FAQs)

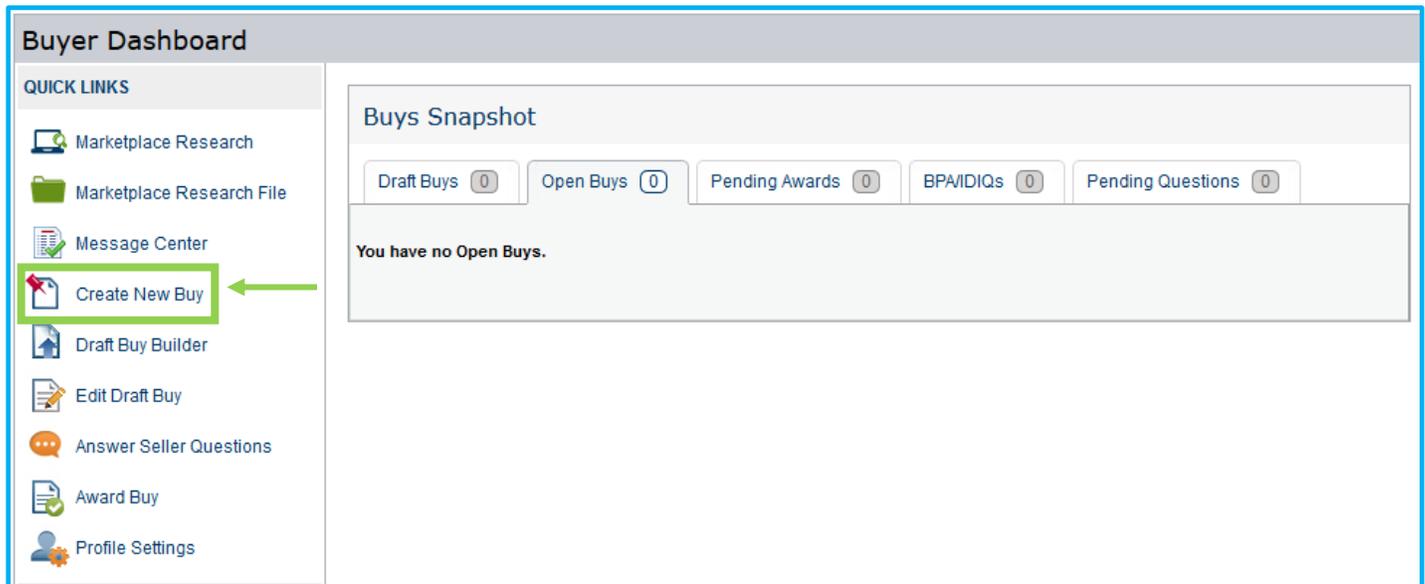
- 1) Can I use DHS Marketplace to compete commercial items?
  - a. Yes, but you must first utilize mandatory sources such as FirstSource II, GSA, and FSSI OS4 prior to moving to “Open Market.” It is important to note, you must complete a cost analysis prior to purchasing outside the mandatory sources. Please refer to your internal documents to ensure you are following proper procedures.
- 2) What types of orders can be competed through DHS Marketplace?
  - a. A variety of commodity purchases can be competed using the three available templated workflows. **i.e.** office supplies, IT accessories/components, cleaning products, clothing, dog food/toys, etc.
- 3) How large should my purchase be to compete on DHS Marketplace?
  - a. It is recommended for orders valuing \$800 or more. Considering DHS Marketplace is meant to compete pricing, we have found that vendors are more compelled to compete their pricing at the \$800 price point.
- 4) Is shipping included in the vendor’s final price?
  - a. Yes, every templated workflow includes a line item for shipping.
- 5) What happens if my order closes with no bids/minimal competition?
  - a. This could mean that the items are not available under the source (template) you selected. Upon logging in, you can click the “repost” button and try another source/template (example: if you started with the FirstSource II template, then you can modify and use the GSA Schedule template). Feel free to chat us in the bottom righthand corner of the screen or email [DHS@unisonglobal.com](mailto:DHS@unisonglobal.com) for additional guidance.
- 6) Am I obligated to issue an award after soliciting an order on the DHS Marketplace?
  - a. There is NO obligation to issue an award on the DHS Marketplace. An award should only be made if the results are advantageous (total cost is lower than what is commercially available) to TSA.
- 7) Is the award process different when using the DHS Marketplace?
  - a. The evaluation/award process does not change. The only additional step is reflecting the award on the DHS Marketplace dashboard after connecting with the awarded Sellers to verify that the proper products are being quoted and the final shipping address.
- 8) When is it appropriate to work up the 1501 document and begin the approval process?
  - a. The recommendation is to begin creating the 1501 after the Buy has closed and Seller pricing is locked in.

## Accessing Your Marketplace Account

Type [www.DHSMarketplace.com](http://www.DHSMarketplace.com) to login to your Marketplace account. If you have not yet registered, email [DHS@unisonglobal.com](mailto:DHS@unisonglobal.com) for a brief demo and they will get you registered.

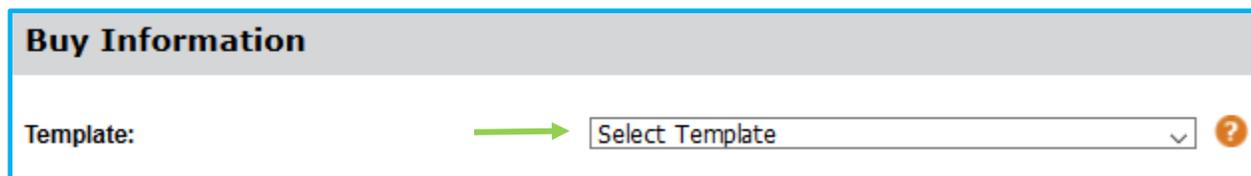
## Posting a Purchase Card Requirement

Click on “Create New Buy” under the Quick Links section on your home dashboard.



The screenshot shows the Buyer Dashboard interface. On the left, under the 'QUICK LINKS' section, the 'Create New Buy' link is highlighted with a green box and a green arrow pointing to it. The main content area shows a 'Buys Snapshot' with several status indicators: Draft Buys (0), Open Buys (0), Pending Awards (0), BPA/IDIQs (0), and Pending Questions (0). Below these indicators, a message states 'You have no Open Buys.'

Select a Template from the dropdown associate with the type of request you are purchasing (for example: select the FirstSource II template for an IT related purchase).



The screenshot shows the 'Buy Information' section. It features a label 'Template:' followed by a dropdown menu with the text 'Select Template' and a downward arrow. A green arrow points to the dropdown menu. There is also a small orange question mark icon to the right of the dropdown.

Enter a general description of the items you are ordering (for example: if you are requesting various software licenses, you can input Software).



The screenshot shows the 'Buy Description:' section. It features a label 'Buy Description:' followed by an empty text input field. There is a small orange question mark icon to the right of the input field.



Select an end date and time for vendor quote submissions. The date/time selected will be the deadline for vendors to submit their pricing into the system for your review.

Buy End Date/Time:   ET

Input the overall cost estimate for the items requested (for example: if the request is for 5 laptops that cost roughly \$700 each, then the overall estimate should be \$3,500).

**Target Price Information**

Total Target Price: \$

If you would like to notify a vendor of your posting, input their information into the Suggested Seller section (you may add up to 7 companies to this section). If you do not have a suggested vendor to provide, click “No Suggested Sellers.”

Suggested Seller(s)

**Company Info**

Company Name	<input type="text"/>		
Sales Rep First Name:	<input type="text"/>	Sales Rep Last Name:	<input type="text"/>
Email Address:	<input type="text"/>	Phone Number:	<input type="text"/>

No Suggested Sellers

Delete Seller  
 Add Seller

Select the address where the items should be delivered (the dropdown will include the address listed in your Buyer account). If a different location is needed, click on “Manage Address Book” to input a different address. Once complete, the new address will appear in the dropdown.

**Add Shipping Information**

Select a shipping address from the list below

Shipping Address:

[Manage Address Book](#)  
(Add, Modify or Delete addresses)



Enter the number of days the item(s) need to be delivered after the order has been placed.

Delivery:  Days:

**Required** (No. of calendar days after receipt of order (ARO) by which Buyer requires Seller to deliver)

**Preferred** (No. of calendar days after receipt of order (ARO) by which Buyer prefers Seller to deliver)

Enter the item descriptions and quantities of the products you are ordering. It is recommended to be as descriptive as possible (example: Manufacturer, Part Number, dimensions, etc.).

**Line Item(s)** Marketplace Research File: 19

Item No.	Item Description	Qty	Unit	
001	<input type="text"/>	<input type="text"/>	EA	<input type="text" value="Add Line Item(s)"/> <input type="checkbox"/>
				<input type="button" value="Delete Line Item"/>
002	Shipping	1	LOT	<input type="text" value="Add Line Item(s)"/> <input type="checkbox"/>
				<input type="button" value="Delete Line Item"/>

If you are ordering a variety of products, you can add additional line items by clicking the + button.

Item Description	Qty	Unit	
<input type="text"/>	<input type="text"/>	EA	<input type="text" value="Add Line Item(s)"/> <input type="checkbox"/>
			<input type="button" value="Delete Line Item"/>

If you need to add an attachment with additional specifications or delivery information, you may click “Add Attachment” to browse your computer and upload.

**Buy Attachment(s)**

No.	Document	Size	Add / Remove
No documents attached.			
			<input type="button" value="Add Attachment"/>



When ready, click “Post Buy” to post your order live onto the Marketplace. At this point, our Sourcing Team will work with vendors to drive competition and cost savings to your requirement.



### After an Order Closes on the Marketplace

Once the deadline passes for quote submission, the order will move from the “Open Buys” tab to the “Pending Award” tab. At this point the quotes are ready for review.

Buys Snapshot				
Draft Buys 0	Open Buys 1	Pending Awards 2	BPA/IDIQs 0	Pending Questions 1
Buy #	Solicitation # / Description	End Date	Seller ?	# Sellers Bidding
<a href="#">1053333_01</a>	N/A 70% Isopropyl Alcohol Internal Description: Purchase Card Program	01/08/2021 16:30 ET 2hrs 55mins		3



After clicking on the buy number associated with the order you are ready to review, you can either 1) download a pdf version of the results (top right-hand side of the screen) or 2) click into each bid submitted to review the product offerings and pricing information (located toward the bottom of the screen).

< BACK

PDF PAGE
PDF PACKAGE

**Buy Information**

**Buy Description:** Lysol Spray

**Internal Description:** Purchase Card Program

**Solicitation #:** N/A

**Start Date / Time:** 12/15/2020 08:35:32 ET

**End Date / Time:** 12/18/2020 15:00:00 ET

**Status:** Pending Award ([Buy Activity Report](#))

**Seller Information Link:** <https://marketplace.unisonglobal.com/fbweb/fbobyDetails.do?token=%3D%3DQuNg6sF2CAgQ2NfwlZCfNxAQAAAAAHeAAgAgTFCGg%2FFzzgQbJAAyVXBA0Or>

**View Competition Summary**

**Bid Stats**

Buy Description	Sellers Notified	Sellers Bidding	Bids	No Bids
Lysol Spray	41	2	8	2

**Bid Information**

Seller	Bid #	Delivery Days	Total Price	Marketplace Past Performance				Add Activity Note
				Awards	Cancel	Notes	ActivityCard	
TERA CONSULTING INC. [DUNS: 969144018]	568502950	15	\$4,115.90	63	2	1	<a href="#">View</a>	<a href="#">+</a>
COMPETITIVE CHOICE, INC. [DUNS: 612905161]	568510599	5	\$4,128.00	3	0	0	<a href="#">View</a>	<a href="#">+</a>

## How to Award an Order

Login to your DHS Marketplace account and on the Buys Snapshot click “Pending Awards.” Then click on the buy number associated with the order you are awarding.

**Buys Snapshot**

[Draft Buys](#) (0)  
 [Open Buys](#) (1)  
 [Pending Awards](#) (2)  
 [BPA/IDIQs](#) (0)  
 [Pending Questions](#) (1)

Buy #	Solicitation # / Description	End Date	Seller ?	# Sellers Bidding
<a href="#">1050025</a>	N/A SCR3310 V2 Smart Card Readers Internal Description: Purchase Card Program	11/03/2020 13:30 ET 66 days old		4
<a href="#">1052596</a>	N/A Lysol Spray Internal Description: Purchase Card Program	12/18/2020 15:00 ET 21 days old	1	2

Click “Accept Bid” on the left-hand side of the page.

**Bid Summary for Buy # 1052596** BUY STATUS: PENDING AWARD

[QUICK LINKS](#)  
[Accept Bid](#) ←  
[Repost Buy](#)  
[Clone Buy](#)  
[Cancel Buy](#)  
[View Buy Questions](#)

[HELP / VIDEO TRAINING](#)  
[Find an Answer](#)  
[Help/Resources](#)

[< BACK](#)  
 [PDF PAGE](#)  
 [PDF PACKAGE](#)

**Buy Information**

Buy Description: Lysol Spray  
 Internal Description: Purchase Card Program  
 Solicitation #: N/A  
 Start Date / Time: 12/15/2020 08:35:32 ET  
 End Date / Time: 12/18/2020 15:00:00 ET  
 Status: Pending Award ([Buy Activity Report](#))  
 Seller Information Link: <https://marketplace.unisonglobal.com/fbweb/fbuyDetails.do?token=%3D%3DQuNg6sF2CAgQ2NfwIZCflXQAAAAAHAAgAgTFCGg%2FFzzgQbJAAyVXBA0Or>



[View Competition Summary](#)

**Bid Stats**

Buy Description	Sellers Notified	Sellers Bidding	Bids	No Bids
<a href="#">Lysol Spray</a>	41	2	8	2



Click the radio button associated with the vendor you are issuing the order to, then enter the authorization number.

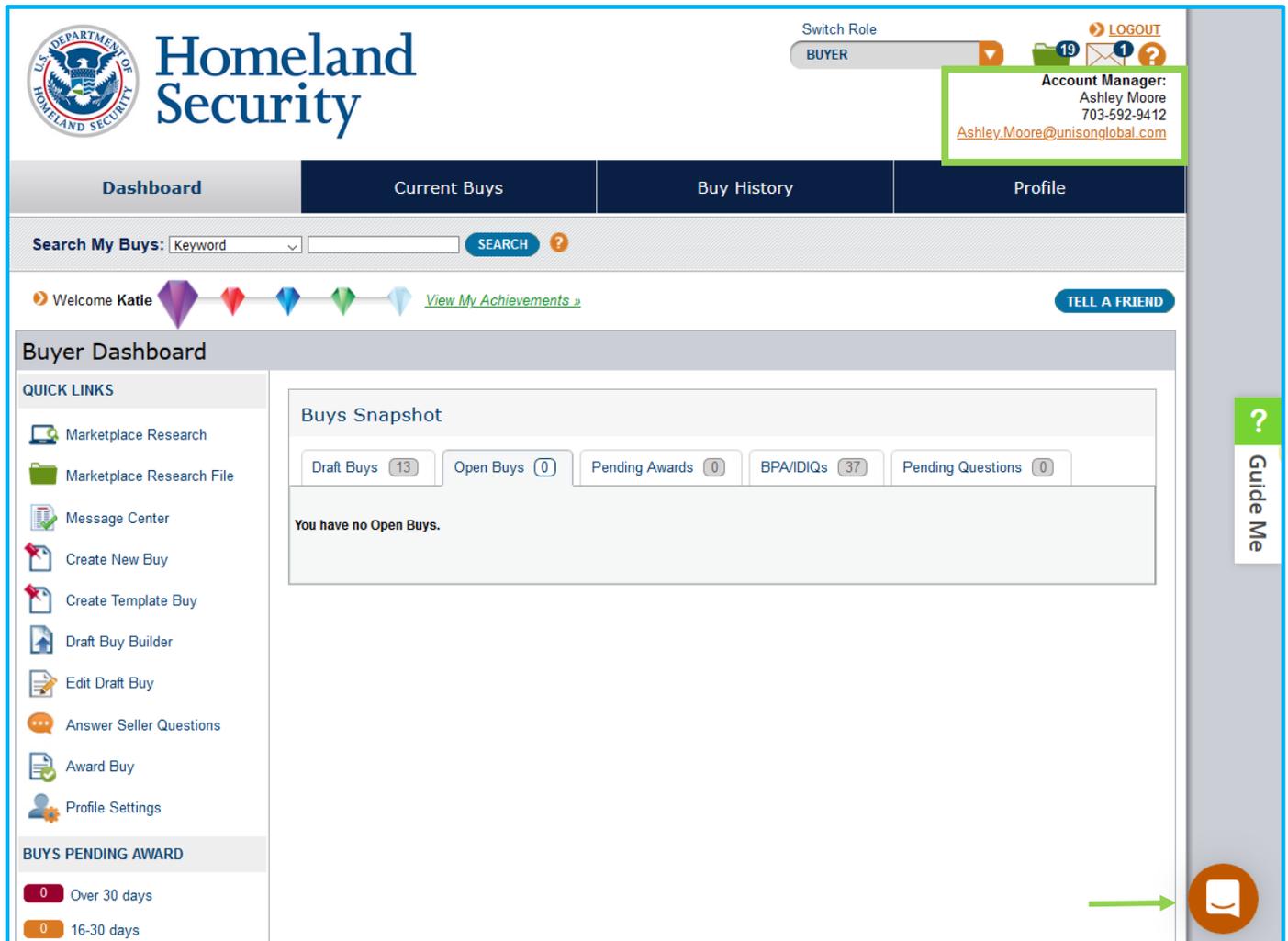
Award Buy #1052596				
Select Seller				
Seller	Bid #	ActivityCard	Delivery Days	Total Price
<input type="radio"/> TERA CONSULTING INC [DUNS: 969144018]	568502950		15	\$4,115.90
<input type="radio"/> COMPETITIVE CHOICE, INC. [DUNS: 612905161]	568510599		5	\$4,128.00

After the award has been processed, the awarded vendor will receive an instant email notification alerting them to the award. It is recommended card holders contact the vendor directly to confirm:

- Shipping Address
- Purchase Card information

## Need Additional Assistance?

Your Account Manager's information can be found in the top righthand corner of your dashboard or if you'd prefer to chat with us, you may use the Chat bubble at the bottom righthand corner.



The screenshot shows the DHS Marketplace Buyer Dashboard. At the top left is the U.S. Department of Homeland Security logo and the text "Homeland Security". To the right, there is a "Switch Role" dropdown menu set to "BUYER", a "LOGOUT" button, and notification icons for 19 messages and 1 question. A green-bordered box highlights the "Account Manager" information: Ashley Moore, 703-592-9412, and Ashley.Moore@unisonglobal.com. Below this is a navigation bar with "Dashboard", "Current Buys", "Buy History", and "Profile". A search bar for "Search My Buys" is present. The main content area shows a "Buyer Dashboard" with a "Buys Snapshot" section displaying: Draft Buys (13), Open Buys (0), Pending Awards (0), BPA/IDIQs (37), and Pending Questions (0). A message states "You have no Open Buys." On the left, there are "QUICK LINKS" and "BUYS PENDING AWARD" sections. On the right, there is a "Guide Me" button and a chat bubble icon at the bottom right, which is pointed to by a green arrow.

Otherwise, feel free to email [DHS@UnisonGlobal.com](mailto:DHS@UnisonGlobal.com) and one of our team members can assist! If additional information is needed about the program contact Dionna Smith, TSA Purchase Card Program Manager, at [dionna.smith@tsa.dhs.gov](mailto:dionna.smith@tsa.dhs.gov).