

Procurement & Property Division Policy Memorandum

Subject: Mandatory Sources of Supplies and Services			Number:
Distribution: ARS: AAO's PAO's NAL AFM CSREES ERS NASS	Date: September 15, 2000	This Replaces: N/A	8-03

Background

This memorandum provides additional guidance for all procurement personnel and REE Purchase Cardholders to assist in complying with the Federal Acquisition Regulation (FAR) Part 8, Required Sources of Supplies and Services, for the purchase of routine supplies and services.

The requirement to buy Javits Wagner-O'Day (JWOD)/UNICOR Program supplies and services applies at any dollar amount. Please be reminded that:

- C Micro-purchasing authority does not waive, supersede, or bypass the JWOD/UNICOR requirement.
 - C Simplified acquisition purchases are not exempt from the JWOD/UNICOR requirements.
 - C "Off-the-shelf" purchases do not eliminate the requirement to buy JWOD/UNICOR items.
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Policy Guidance

FAR Part 8 states that “agencies shall satisfy their requirements from or through available sources and publications listed in descending order of priority” in FAR Part 8.001. Procurement and nonprocurement personnel are to use mandatory sources of supplies and services to meet REE mission needs. The guidance and sources provided in this memorandum are in compliance with the existing laws and regulations to obtain routine office related supplies and services. A list of these sources is provided in Exhibit 1.

All purchases of office related products, chairs, file cabinets, equipment, furniture, etc., must be made from Federal Prison Industries (UNICOR) or the Javits-Wagner-O’Day (JWOD) Act Program sources (Exhibit 2).

Exhibits 2 and 3 also summarize the mandatory sources “order of precedence” and identify any condition which would preclude use of mandatory sources. These exhibits are not all inclusive and have been provided in a condensed format to clarify the steps needed to comply with mandatory source requirements to obtain routine supplies and services. Rarely will procurement and nonprocurement personnel have to go beyond this realm to obtain office related products.

Definitions

Agency Inventory. Frequently used items readily available for use within agencies. These items are usually housed in central supply programs, depots, warehouses, and other facilities that obtain and stock items such as folders, pens, lab supplies, etc.

Commercial Sources. Also known as “open-market” sources and includes educational and nonprofit institutions. These are any businesses or other non-Federal activities which provide a commercial product or service (e.g., computers, computer accessories, word processing services, financial services, janitorial services, office supplies, etc).

Excess from Other Agencies. Any personal property under the control of an agency which the agency does not need. To satisfy this requirement, contact the Servicing Personal Property Officer.

GSA Federal Supply Schedules. Federal supply schedules represent contracts that are executed to provide, at reasonable prices, a ready source of quality products and services, not normally available from GSA distribution facilities to meet the normal day-to-day needs of the Government. Generally, these schedules are used by procurement personnel.

JWOD. Participating industries providing quality products and services by workers who are blind or who have other severe disabilities. These products and services are available from the National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH).

Mandatory Federal Supply Schedules. These are GSA schedules which identify specific Government agencies in designated geographic areas that are required to use the contracts as sources of supply. A list of mandatory schedules is available in the USDA PCMS/Micro-Purchase Guide and/or from the GSA website at <http://www.gsa.gov>. These schedules are generally used by procurement personnel.

Optional Use Federal Supply Schedules. If an executive agency is not specified in the individual GSA schedules as a mandatory user, then it is an optional (nonmandatory) user. These schedules are used by procurement personnel.

UNICOR. Also known as Federal Prison Industries provides a wide variety of products for sale to Government agencies at competitive prices. A schedule of UNICOR's products and services is available in the USDA PCMS/Micro-Purchase Guide and a link to UNICOR is available from the GSA website.

Wholesale Supply Sources. Sources include the GSA Stock Programs, Defense Logistics Agency, and Veterans Administration, and examples of types of products available from these sources are lubricating oils, greases, fuel, and nonperishable subsistence items. Catalogs of these sources are available in the Servicing Procurement Office or on the Internet. Included also in the group is the Government Printing Office (GPO). The GPO provides printing and/or duplication of publications.

Action Required

Procurement and nonprocurement personnel shall use mandatory sources of supplies and services to meet REE mission needs. Prior to placing an order, purchase cardholders and purchasing agents should review Exhibit 1 and proceed accordingly.

Supplies. For products like chairs, file cabinets, equipment, furniture, etc., the mandatory sources are (1) agency inventories and (2) excess property from other Government agencies. The purchasing agent or Cardholder should check with their Servicing Personal Property Officer before proceeding to the next source. If excess property is not available, the next available source is UNICOR. To obtain products from UNICOR, take the following actions:

1. Review the Schedule of UNICOR Products and Services provided at the Purchase Card Training or visit the UNICOR website at <http://www.unicor.gov>.
2. Use your purchase card and order by telephone or via the General Services Administration (GSA) Advantage online shopping system at <http://www.gsa.gov> or by a link through the Procurement and Property Division Home Page (<http://www.afm.ars.usda.gov/divisions/ppd>).

Products like office supplies, calendars, wall clocks, etc., are available from the following JWOD/UNICOR vendors:

<u>Vendor</u>	<u>Telephone Number</u>
Boise Cascade Office Products	(888) 505-FEDS ext. 3337
BT Office Supplies International	(888) 862-8674
Corporate Express, Inc.	(800) 706-9267
Innovative Sales Brokers	(800) 283-1903
Office Depot	(888) 263-9586
Staples National Advantage	(800) 538-2728

To order from the above vendors, call to obtain a catalog if one is not available. Once a catalog is obtained from the selected vendor, place an order using your purchase card by telephone or shop in the store nearest your locality. An additional option is to order online using your purchase card via GSA Advantage over the Internet. This involves the following steps:

1. Access GSA Advantage on the Internet by a link through the Procurement and Property Division Home Page (<http://www.afm.ars.usda.gov/divisions/ppd/>).
2. Sign on to GSA Advantage using your Government purchase card.
3. After signing on you will be asked to either add or select a shipping address.
4. The above action brings you to the main menu where you can search or place an order.
5. Complete your order and sign off the system.

Purchase of administrative and general support services must also be made from mandatory sources. These are described in Exhibit 3. These services include “temporary” nonpersonal administrative support services, data entry/data base management, office automation, clerical/secretarial duties, filing, reception services, mail distribution, duplication machine operation, and computer programmers. Ordering of these services takes only 1 day and the decision to accept the purchase card as a method of payment is at the sole discretion of the individual nonprofit agency (National Industries for the Blind or National Industries for the Severely Handicapped). Services from these nonprofit agencies are added to the JWOD program on a case-by-case basis. Visit the NIB/NISH website at <http://www.jwod.gov> to obtain a list of the local associated nonprofit agency to provide a specific service.

JWOD produces quality products and services at reasonable prices and within reasonable delivery dates. Please put forth every effort to support this program.

The above guidance addresses how to obtain routine office related supplies from required sources in Exhibit 1, items 1-4. Detailed guidance in using the remaining established sources in Exhibit 1 (step 2, items 5-8) is available in the REE 213.2M Field Acquisition Manual, Federal Acquisition Regulation, and USDA PCMS Micro-Purchase Guide.

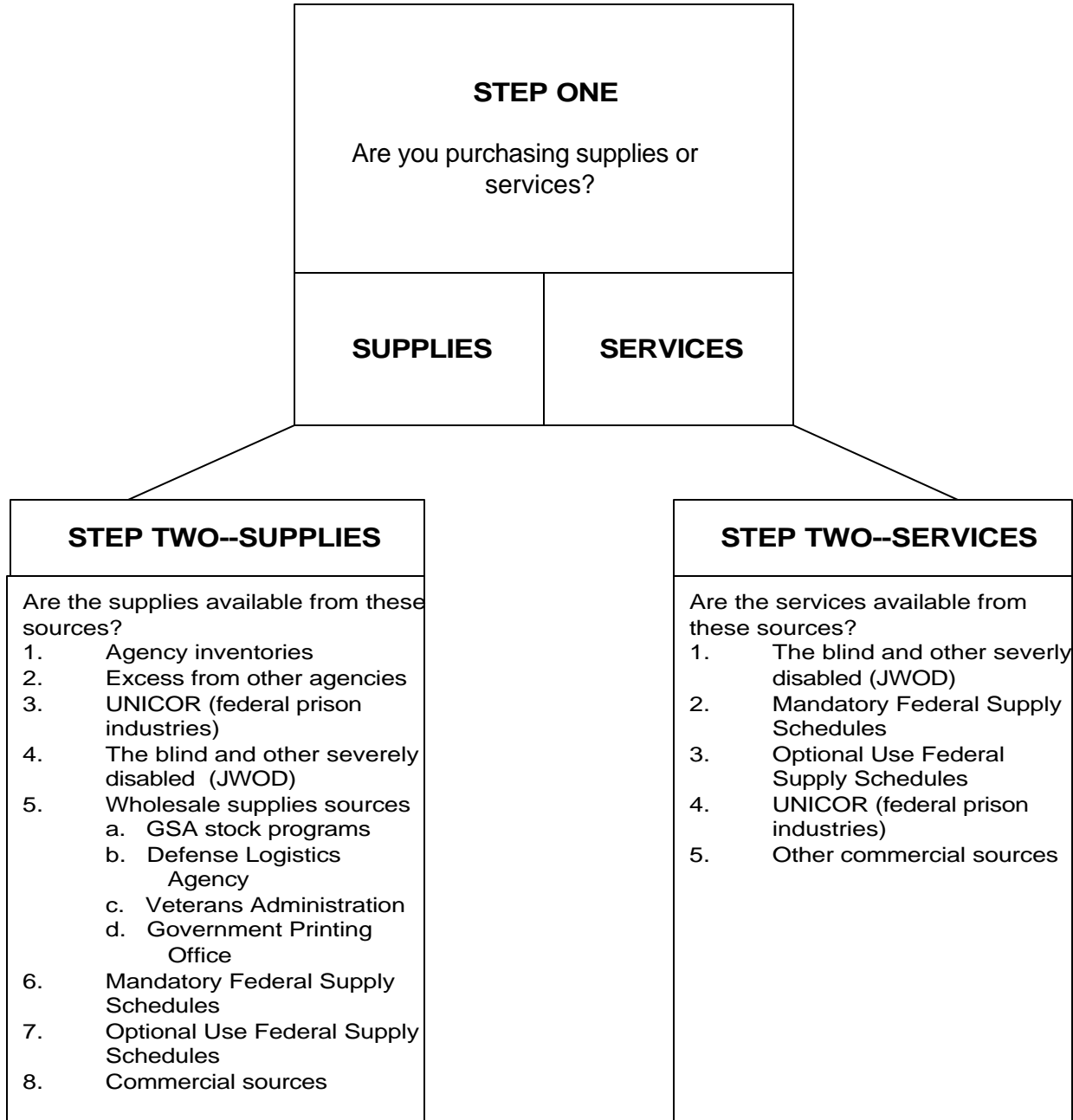
Services. Exhibit 1 also lists the order of precedence for obtaining services. Notice that the established sources are the same, however, the order of sources change when identical services are available from UNICOR and JWOD. Guidance and types of services available from these sources are provided in the REE 213.2M Field Acquisition Manual, Federal Acquisition Regulation, and USDA PCMS Micro-Purchase Guide.

PPD Point of Contact

Policy Branch, 301-504-1725

Approved:

/s/
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See Definition section for an explanation of these sources.

MANDATORY SOURCES -- SUPPLIES

Mandatory Source	Examples of Supplies	Available From	Exceptions
Federal Prison Industries (UNICOR)	Chairs, file cabinets, furniture, etc.	GSA Advantage or UNICOR	<ul style="list-style-type: none">- Use out of U.S.- Costs < \$25- Not available within time required.
Javits-Wagner-O'Day (JWOD) sources	Office supplies, calendars, chairs, cleaners, wall clocks, etc.	GSA Advantage or JWOD sources, such as Boise Cascade, Office Products, Office Depot, Staples, and Corporate Express	<ul style="list-style-type: none">- JWOD's inability to produce or provide the quantity requested.- JWOD's inability to meet delivery and/or performance time.

MANDATORY SOURCES -- SERVICES

Mandatory Source	Examples of Services	Available From	Exceptions
Javits-Wagner-O'Day (JWOD)	Routine services (word processing/ data entry), janitorial services	GSA Advantage or JWOD sources. Contact National Industries for the Blind at (800) 433-2304.	Same as for "Supplies" above.
Mandatory Federal Supply Schedules	Routine services (word processing/ data entry), financial services, etc.	GSA Federal Supply Schedule Contractors	<ul style="list-style-type: none"> - Exceptions listed in the Mandatory Users instructions - urgent requirements - small requirements - orders in excess of maximum order limitation - agency not within geographic boundary - identical product or service is available at a lower price than on schedule - absence of a follow-on award
Federal Prison Industries (UNICOR)	Routine services (word processing/ data entry), janitorial services	GSA Advantage or JWOD sources. Contact National Industries for the Blind at (800) 433-2304.	Same as for "Supplies" above