

ATTACHMENT E

REQUIRED SOURCES LIST

E.1 Reviewing Required Sources

Agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority.

E.1.1 Required Sources of Supplies (FAR Part 8)

(a) Agency inventories: Check in-house inventory. Make sure that the Peace Corps does not already have what you need on hand before purchasing any products.

(b) Excess from other agencies: Check other federal agencies. Information on agency inventories can be obtained by searching GSAXcess®, GSA's online property system for the Federal Excess Property Utilization Program and the Federal Surplus Property Donation Program, at <http://gsaxcess.gov>.

(c) Federal Prison Industries, Inc (also referred to as UNICOR): UNICOR specializes in providing office furniture, industrial products, and other quality products. Check the on-line catalog at www.unicor.gov for detailed information. Purchasing from Federal Prison Industries is not mandatory if (1) the supplies are acquired and used outside the United States or (2) acquiring listed items totaling \$3,000 or less. Supplies offered by Federal Prison Industries Inc. can be purchased from GSA Advantage! at www.gsaadvantage.gov, DOD EMALL at www.emall.dla.mil, and GSA Global Supply at www.gsaglobalsupply.gsa.gov. UNICOR purchases are not required for Overseas Posts.

(d) Supplies which are on the Procurement List maintained by the Committee for Purchase from People Who Are Blind or Severely Disabled: The JWOD Program specializes in providing office supplies, computer and printer accessories, cleaning products, hardware, furniture and other quality products. Check the on-line catalog at www.jwod.com for detailed information. Supplies offered by the JWOD Program can be purchased from GSA Advantage! at www.gsaadvantage.gov, DOD EMALL at www.emall.dla.mil, and GSA Global Supply at www.gsaglobalsupply.gsa.gov.

(e) Wholesale supply sources, such as stock programs of the General Services Administration (GSA), and the Defense Logistics Agency: Wholesale supply sources offer a wide array of items including office supplies, furniture and furnishings, housewares, cleaning products, industrial supplies, safety equipment, tools, hardware, and "green" items. Check on-line purchasing systems at www.gsaglobalsupply.gsa.gov and www.emall.dla.mil for detailed information.

(f) Federal Supply Schedules: The Federal Supply Schedules offer a wide array of items including medical supplies, building and industrial products, furniture and furnishings, hospitality supplies,

cleaning supplies, chemical supplies, IT equipment, tools, and hardware. Check on-line purchasing system called GSA Advantage! at www.gsaadvantage.gov for detailed information.

(g) Commercial sources: including educational and nonprofit institutions.

E.1.2 Required Sources of Services (FAR Part 8)

(a) Services available from the Committee for Purchase from People Who Are Blind or Severely Disabled: The JWOD Program specializes in offering telecommunication support, call center and customer support services, professional services, and support services. Check the on-line catalog at www.jwod.com for detailed information.

(b) Federal Supply Schedules: The Federal Supply Schedules offers a wide array of services including IT services, financial services, maintenance support, human resources services, security services and other types of professional services. Check on-line purchasing system called GSA Advantage! at www.gsaadvantage.gov for detailed information.

(d) Federal Prison Industries, Inc. or commercial sources (including educational and nonprofit institutions): UNICOR specializes in offering document conversion services, warehousing and distribution services, contact center and help desk support services, and logistics services. Check the on-line catalog at www.unicor.gov for detailed information and commercial sources' websites. UNICOR purchases are not required for Overseas Posts.

E.1.3 Buying Green

The Resource Conservation and Recovery Act, Executive Order 13101, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition", and the FAR require buying recycle content products and services for purchase card purchases, including those under \$3,000. Examples include, writing pads, pliers, latex paint, writing pens, corrugated boxes, sponges, files, trash bags, post-it notes, hanging file folders, and envelopes.

GSA offers a variety of environmental products and services to its federal customers to assist them in their efforts to comply with procurement responsibilities outlined in federal environmental laws and regulations.

These products are categorized as follow:

- Comprehensive Procurement Guideline Products and Other Recycled Products;
- Energy Star Products and Other Energy Efficient Products; and
- Safer Paints, Cleaning, and Other Chemical Products; Environmental Services.

Environmental products can be viewed and purchased from the GSA Advantage! and GSA Global Supply online purchasing systems. Additional information can be found at www.gsa.gov/environ.