

Appendix V: Required Sources for Products

Certain purchases are subject to FAR Part 8 regarding the use of required sources. Before a product can be purchased on the open market, the Government must first determine if it can be obtained from or through one of the required sources. The order of priority differs depending on the availability of the product being purchased. If a product is available from a higher priority source, it should be purchased from that source instead of a lower priority source. If the product is available from one of the required sources, but the purchasing official determines not to purchase from that source due to price, quantity, delivery time, quality, or other reason, he or she must comply with any waiver requirements for that source contained in FAR Part 8 before purchasing the product from a lower-priority source. The following table indicates the priorities and required sources for products.

Required Sources for Products

Priority Order	Required Sources for Products (Supplies)
1.	HHS and OPDIV inventories. Check local storerooms/inventories for availability prior to purchasing new products.
2.	Excess from other agencies . The GSA maintains lists of excess property that is available from other agencies.
3.	Federal Prison Industries (UNICOR) . Federal Prison Industries is a required source only for items above the micro-purchase threshold. Cardholders who have purchase card authority greater than the micro-purchase threshold and are purchasing items above the micro-purchase threshold should see FAR Subpart 8.6 for the evaluation procedures.
4.	Products that are on the procurement list maintained by the Committee for Purchase from People Who Are Blind or Severely Disabled . This committee comprises Javits-Wagner-O'Day (JWOD) Act nonprofit agencies: National Industries for the Blind (NIB) and National Industries for the Severely Disabled (NISH). The Committee, along with NIB and NISH, administer the AbilityOne (formerly JWOD) Program. Cardholders should check the Procurement List on the Committee's Web site to determine if the product is a required AbilityOne purchase. AbilityOne products can be purchased through contractors on GSA Schedules, GSA wholesale supply sources, or self-service retail stores. Some AbilityOne products may also be available through the HHS Strategic Sourcing Contracts/BPAs or OPDIV Contracts/BPAs. The HHS Strategic Sourcing contracts/BPAs should be used in lieu of other sources if

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	they offer the AbilityOne product.												
5.	Wholesale supply sources, such as GSA stock programs. See GSA Global Supply .												
6.	<p>Strategic Sourcing blanket purchase agreements (BPAs). Strategic sourcing BPAs exist for the categories shown in the table below. The HHS strategic sourcing website (http://intranet.hhs.gov/ssc/) contains detailed information on the contractors, services available, and the ordering procedures</p> <p style="text-align: center;"><i>Categories of Strategic Sourcing BPAs for Products</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Category</th> <th style="text-align: center;">Scope</th> </tr> </thead> <tbody> <tr> <td>IT peripherals hardware</td> <td>Printers, monitors, data storage, routers/switches, scanners, input devices (keyboards, mice), and memory (excludes desktop and laptop computers, servers, and software)</td> </tr> <tr> <td>Lab supplies</td> <td>Laboratory and medical supplies, instruments, equipment, and inorganic chemicals</td> </tr> <tr> <td>Office equipment</td> <td>Purchase and lease of copier equipment (standalone copiers or multifunctional equipment)</td> </tr> <tr> <td>Office furniture</td> <td>Desks, modular and systems furniture, seating, tables, filing, storage, and computer workstations</td> </tr> <tr> <td>Office supplies</td> <td>General office supplies, copier paper, and toner</td> </tr> </tbody> </table>	Category	Scope	IT peripherals hardware	Printers, monitors, data storage, routers/switches, scanners, input devices (keyboards, mice), and memory (excludes desktop and laptop computers, servers, and software)	Lab supplies	Laboratory and medical supplies, instruments, equipment, and inorganic chemicals	Office equipment	Purchase and lease of copier equipment (standalone copiers or multifunctional equipment)	Office furniture	Desks, modular and systems furniture, seating, tables, filing, storage, and computer workstations	Office supplies	General office supplies, copier paper, and toner
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7.	Federal schedules												
8.	HHS preferred sources. An OPDIV may have awarded an IDIQ contract or a BPA for products not covered by any of the instruments or sources in the order of priority above. Before going to open market sources to fill the requirement, the cardholder should first check to see if the item is available from an existing OPDIV contract vehicle and if the price, delivery time, quality, and quantity offer a fair value to HHS. These instruments have been negotiated in advance and usually provide for discounts beyond what can be obtained on the open market. When using another vendor for a product												

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	covered under an existing OPDIV contract or BPA, the cardholder must document the reasons before going to the open market to fill the requirement.
9.	Commercial sources (open market purchases). When purchasing from open market sources and the value is \$3,000 or less, the cardholder should consider purchasing from small businesses to the greatest extent possible. From \$3,001 to \$100,000, awards must be made to small businesses unless waived in writing per FAR 19.502-2.