

Required Sources Table

See the USDA Purchase Card Program Guide Appendix E for more information on these Sources
Supplies

Commercial Supplies are generally defined as commercially available off-the-shelf (COTS) supplies offered and sold competitively in the commercial marketplace to both the public or by non-government entities for purposes other than governmental purposes. Prices for commercial supplies are usually based on established catalog or market prices. Just because a required source sells the product or service you are looking for doesn't mean always mean that they meet your need. They must also meet your needs in terms of:

- Timeliness of delivery
- Quantity- This includes not only being able to satisfy your entire requirement, covering your entire order, but also their minimum order levels need to not exceed what you require.
- Cost- The open market vendor needs to be able to meet your budget for the given requirement.

If a required source cannot meet your commercial needs, you must complete the Non-Required Source Vendor Form. The justification box on the Non-Required Source Vendor Form is your opportunity to explain why you could not consider/use a required source to meet your needs. You should consider including screenshots from required vendors of estimated cost, shipping time, etc., to support your justification.

Supplies	Websites
1. Activity Inventory (On-Hand Stock/Cupboard Stock)	N/A
2. Excess Personal Property should be used instead of purchasing new property from other sources. Each GSA Region publishes an Excess Personal Property Catalog, which lists the items available with instructions for ordering. The Cardholder must check with the appropriate property management officer before making a purchase elsewhere.	GSAXcess
3. Federal Prison Industries (FPI/UNICOR) produces commonly used items such as brooms, brushes, furniture, clothing, textiles, and electrical equipment. A mandatory source unless a clearance is obtained.	UNICOR

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Supplies	Websites
<p>4. Procurement List of Products Available Through the Committee for Purchase from People Who Are Blind or Severely Disabled</p>	
<ul style="list-style-type: none"> <p>Buy AbilityOne creates employment and training opportunities for people who are blind or who have other severe disabilities. Its primary means of doing so is to require government agencies to buy selected products and services from nonprofit agencies employing such individuals. As a result, AbilityOne employees are able to lead more productive, independent lives.</p> 	<p>Base Supply Centers a.k.a. BSCSource Industries for the Blind a.k.a. IBSupply AbilityOne Procurement List</p>
<ul style="list-style-type: none"> <p>Commercial Vendors Office Supplies (FSSI OS3 Vendors) AbilityOne office supplies distributors with next-day, desktop delivery. Orders can be placed by telephone or fax. 23 different vendors under four categories: General Office Supplies, Office Paper, Toner/Ink and GSA On-the-Go. Please rotate vendor selection within each category. <i>Walk-in store purchases are not included.</i></p> 	<p>FSSI OS3 Vendors</p>
<ul style="list-style-type: none"> <p>GSA Customer Supply Centers (CSC) are GSA’s retail outlets. Place orders by telephone or fax. Orders are shipped in 24 hours and usually arrive within 2-5 days. For assistance in establishing an account at your local CSC.</p> 	<p>GSA National Customer Service Center Call the GSA National Help Line at (800) 488-3111 for the name of a Customer Service Director in your state</p>
<ul style="list-style-type: none"> <p>USDA Advantage! USDA’s virtual marketplace. This system is a partnership between the USDA agencies, the GSA, and selected agency partners.</p> 	<p>USDA Advantage!®</p>
<ul style="list-style-type: none"> <p>GSA Advantage! On-line Shopping Service allows you to browse, search for specific items, review prices, and place orders via the Internet for GSA Schedules.</p> 	<p>GSA Advantage!®</p>

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5. Wholesale Supply Sources	
<ul style="list-style-type: none"> • GSA Supply Catalog is an illustrated book that serves as the primary source for identifying items and services offered from GSA supply sources. 	GSA Global Supply
<ul style="list-style-type: none"> • Defense Logistics Agency and Military Inventory Control Points (fuel, oil, lubricants refined to federal specification) Contact your local contracting office for assistance. 	N/A
6. Mandatory Federal Supply Schedules (FSS) A listing of these groups and instructions for obtaining vendor price lists can be found in the GSA Schedules e-Library. Schedule contract will specify if mandatory or optional.	GSA eLibrary
7. Optional Use FSS if not specified in the individual Schedules as a mandatory user, then it is optional.	GSA Advantage!®
8. Commercial/Open Market Vendors Non-Required Source Vendor Form Required for all purchases under this category. Explain on the form why you could not consider/use a required source to meet your needs.	Independent web search

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Commercial Services are generally defined as services offered and sold competitively in the commercial marketplace to both the public and the government. Prices for commercial services are based on established catalog or market prices for specific tasks performed or specific outcomes to be achieved and under standard commercial terms and conditions. This includes installation services, maintenance services, repair services, training services, etc. Most services REE purchases are commercial in nature with the exception of construction. Just because a required source sells the product or service you are looking for doesn't mean always mean that they meet your need. They must also meet your needs in terms of:

- Timeliness of delivery
- Quantity- This includes not only being able to satisfy your entire requirement, covering your entire order, but also their minimum order levels need to not exceed what you require.
- Cost- The open market vendor needs to be able to meet your budget for the given requirement.

If a required source cannot meet your commercial needs, you must complete the Non-Required Source Vendor Form. The justification box on the Non-Required Source Vendor Form is your opportunity to explain why you could not consider/use a required source to meet your needs. You should consider including screenshots from required vendors of estimated cost, shipping time, etc., to support your justification.

Services	Websites
1. Procurement List of Services Available Through the Committee for Purchase from People Who Are Blind or Severely Disabled. See above.	AbilityOne Procurement List
2. Mandatory FSS See above.	GSA eLibrary
3. Optional Use FSS See above.	GSA Advantage!®
4. Federal Prison Industries (FPI/UNICOR) See above.	UNICOR
5. Commercial/Open Market Vendors Non-Required Source Vendor Form Required for all purchases under this category. Explain on the form why you could not consider/use a required source to meet your needs.	Independent web search
No Form Required: Construction, Registrations, Training, Subscriptions, Publication Fees	