

# 9-1. Required Sources

a. Cardholders must purchase in accordance with the priorities set forth in [FAR Part 8](#), along with use of mandatory sources (i.e., inventories of the requiring agency, excess from other agencies, FPI supplies on the [Procurement List](#) maintained by AbilityOne, wholesale supply sources, services on the [Procurement List](#) maintained by AbilityOne, and other mandatory sources as specified in [FAR 8.003](#)) or optional sources (i.e., FSS; Governmentwide acquisition contracts; multi-agency contracts; any other procurement instruments intended for use by multiple agencies, including BPAs under FSS contracts; FPI; and commercial sources (including educational and nonprofit institutions) in the open market).

b. **Coordinated Acquisition Assignments.** Requiring activities must obtain the assigned supplies listed in [DFARS PGI 208.7006](#) from the Component responsible to supply the commodity through use of a MIPR as prescribed in [DFARS 208.7002](#) and [DFARS PGI 208.7004](#). Examples of assigned commodities include flags/pennants, badges/insignia, tents, weapons, ammunition, and explosives.

Table 9-1: FAR Part 8 - Required Sources of Supplies and Services

**Regulatory Reference**

**Supplies and Services**

**Supplies**

- 1. Inventories of the requiring agency
- 2. Excess from other agencies
- 3. Federal Prison Industries (UNICOR)
- 4. AbilityOne - products on Procurement List
- 5. Wholesale supply sources, such as stock programs of GSA, DLA, and military inventory control points

**Services**

Services on the Procurement List - by the Committee for Purchase from People Who Are Blind or Severely Disabled  
Note: Sources other than those listed above may be used as prescribed in 41 CFR 101-26.301 and in an unusual and compelling urgency as prescribed in 6.302-2 and in 41 CFR 101-25.101-5.

**FAR 8.002  
Priorities for Use of  
Mandatory Sources**

**FAR Part 8.003  
Use of Other  
Mandatory Sources**

- 1. Public utility services (See FAR 41.)
- 2. Printing and related supplies (See FAR 8.8.)
- 3. Leased motor vehicles (See FAR 8.11.)
- 4. Strategic, critical materials (e.g., metals, ores) from inventories exceeding Defense National Stockpile requirements.

Agencies are encouraged to consider satisfying requirements from the non-mandatory sources listed in paragraph (a) of this section before considering the non-mandatory source listed in paragraph (b). See 7.105(b) and part 19 regarding consideration of small businesses and socioeconomic programs.

(a)

(1) **Supplies.** FSS, Governmentwide acquisition contracts, multi-agency contracts, and other procurement instruments intended for use by multiple agencies, including BPAs under FSS contracts (e.g., FSSI BPAs).

(2) **Services.** Agencies are encouraged to consider Federal Prison Industries, Inc., as well as the sources listed in paragraph (a)(1) of this section.

(b) **Commercial open market sources** (to include commercial platforms).

**FAR Part 8.004  
Use of Other Sources**

Table 9-2: Mandatory Sources for Certain Commodities

<b>Commodity</b>	<b>Examples</b>	<b>Mandatory Source</b>	<b>Specific Instructions</b>
Office Furniture	Tables, file cabinets, furniture systems (cubicle dividers), industrial shelving	<a href="#"><u>UNICOR/ Federal Prison Industries</u></a>	Consider UNICOR for any FPI schedule items above <b>\$3,500</b> . See paragraph 9-2.
Office Supplies	Printer toner, copy paper, pens, pencils, staplers, staples, self-stick pads, file folders	Local AbilityOne Base Supply Store (BSC) if available, or through the sources located at <a href="#"><u>AbilityOne</u></a>	Shop local/installation AbilityOne BSCs first, if applicable. See paragraph 9-3.
Information Technology	Computers, software, video-teleconferencing equipment, peripherals, IT services	<a href="#"><u>Computer Hardware, Enterprise Software and Solutions (CHESS)</u></a>	Mandatory for all IT purchases, unless you obtain a SoNA. See paragraph 9-4.
Cellular Services	Cellular phones, wireless tablets, wireless service	<a href="#"><u>Navy Spiral 4 Contracts</u></a>	See paragraph 9-5.
Print Devices and Services	Printers, copiers, scanners. Maintenance and repairs. Banners, decals, manuals.	<a href="#"><u>DLA Document Services</u></a>	See paragraph 9-6 for details and exemptions.

Heraldry	Official flags, guidons, streamers	<u>Clothing and Heraldry PSID</u>	See para 9-7 and AR 840-10.
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**Parent topic:** CHAPTER 9 - REQUIRED SOURCES OF SUPPLIES AND SERVICES