



U.S. General Services Administration

National Furniture Center

MULTIPLE AWARD SCHEDULE

BEST VALUE DETERMINATION GUIDELINES

Schedule Purchases are subject to FAR 8.001 (See following page)

It is important to follow the ordering procedures set forth in FAR 8.4. They require that you make a best value determination before placing Multiple Award Schedule orders above the micro-purchase threshold (currently \$2500). For orders over \$2,500, but under the Maximum Order (MO), simply review GSA Advantage!® or at least three price lists. For orders over the MO, review additional price lists/use GSA Advantage!®, and seek a price reduction from those contractors appearing to offer the best value. Orders under \$2,500 may be placed with any schedule contractor. Here is a quick checklist to ensure you've gone through the best value determination process when following the ordering procedures for GSA Schedules.

REQUISITION NUMBER(s): _____

Yes No

- Did you review the required number of sources under the Federal Supply Schedule and list the contractors' names below? (List at least 3 if the order is over \$2,500.) If not, submit justification why there were fewer than three sources considered.

Yes No

- Was the requirement in excess of the Maximum Order? If yes, review additional sources/GSA Advantage!® under the Federal Supply Schedule? Please list the additional contractors' name(s) below:

Indicate the factors, other than price, considered in your best value decision:

- Special features that are required in effective program performance
- Trade-in considerations
- Probable life of the item selected compared with that of a comparable item
- Warranty considerations
- Maintenance availability
- Past performance (e.g., experience)
- Environmental considerations - i.e. recycled content, naturally renewable ingredients, bio-based content, energy efficiency, etc. (See Executive Order 13101)
- Comfort/suitability of the item
- Delivery time
- Technical Qualifications
- Compatibility with existing furniture
- Other (*specify*): _____

When ordering through the National Furniture Center, please include this checksheet with your order. Please ensure that all information is complete. Fax orders to 703-305-6032, or call 703-305-7003 for more information.

Signature: _____ **Date:** _____

8.001 Priorities for use of Government supply sources.

- (a) Except as required by 8.002, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority—

(1) Supplies.

- (i) Agency inventories;
- (ii) Excess from other agencies (see Subpart 8.1);
- (iii) Federal Prison Industries, Inc. (see Subpart 8.6);
- (iv) Products available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);
- (v) Wholesale supply sources, such as stock programs of the General Services Administration (GSA) (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704), and military inventory control points;
- (vi) Mandatory Federal Supply Schedules (see Subpart 8.4);
- (vii) Optional use Federal Supply Schedules (see Subpart 8.4); and
- (viii) Commercial sources (including educational and nonprofit institutions).

(2) Services.

- (i) Services available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);
 - (ii) Mandatory Federal Supply Schedules (see Subpart 8.4);
 - (iii) Optional use Federal Supply Schedules (see Subpart 8.4); and
 - (iv) Federal Prison Industries, Inc. (see Subpart 8.6), or commercial sources (including educational and nonprofit institutions).
- (b) Sources other than those listed in paragraph (a) of this section may be used as prescribed in 41CFR 101-26.301 and in an unusual and compelling urgency as prescribed in 6.302-2 and in 41 CFR 101-25.101-5.
- (c) The statutory obligation for Government agencies to satisfy their requirements for supplies available from the Committee for Purchase From People Who Are Blind or Severely Disabled also applies when contractors purchase the supplies or services for Government use.

NOTE: Department of Defense procedural requirements when purchasing Federal Prison Industry products changed with passage of FY 2002 and 2003 DoD Appropriations Acts. Section 811 of the 2002 Act, as amended by Section 819 of the 2003 Act, follows in part: (For the full language of Sections 811 and 819, go to <http://www.wifcon.com/dod811.htm> and <http://www.wifcon.com/hasc819.htm>)

SEC. 811. APPLICABILITY OF COMPETITION REQUIREMENTS TO PURCHASES FROM A REQUIRED SOURCE.

Conditions for Competition. -- (1) Chapter 141 of title 10, United States Code, is amended by adding at the end the following: ``Sec. 2410n. Products of Federal Prison Industries: procedural requirements

(a) **MARKET RESEARCH.**--Before purchasing a product listed in the latest edition of the Federal Prison Industries catalog under section 4124(d) of title 18, the Secretary of Defense shall conduct market research to determine whether the Federal Prison Industries product is comparable to products available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery”

(b) **COMPETITION REQUIREMENT-** If the Secretary determines that a Federal Prison Industries product is not comparable in price, quality, or time of delivery to products available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery, the Secretary shall use competitive procedures for the procurement of the product **or shall make an individual purchase under a multiple award contract.** In conducting such a competition or making such a purchase, the Secretary shall consider a timely offer from Federal Prison Industries.; and

(c) **IMPLEMENTATION BY SECRETARY OF DEFENSE-** The Secretary of Defense shall ensure that--
(1) the Department of Defense does not purchase a Federal Prison Industries product or service unless a contracting officer of the Department determines that the product or service is comparable to products or services available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery; and (2) Federal Prison Industries performs its contractual obligations to the same extent as any other contractor for the Department of Defense.

(d) **MARKET RESEARCH DETERMINATION NOT SUBJECT TO REVIEW-** A determination by a contracting officer regarding whether a product or service offered by Federal Prison Industries is comparable to products or services available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery shall not be subject to review pursuant to section 4124(b) of title 18.