

**Part II Chapter 11**  
**Purchase of Materials Manufactured or Services**  
**Performed by Persons with Disabilities**

**A. Requirements.** Agencies shall use this procedure when procuring materials or services from the UniqueSource Products & Services (UniqueSource).

**B. General.**

1. Before proceeding with the release of any solicitation (i.e. invitation for bids, request for quotes, request for proposals) or other procurement documents for materials or services referenced on the most current DGS-approved [UniqueSource Carve-Out List](#),<sup>1</sup> purchasing agencies must first offer the proposed procurement to UniqueSource.
  - a. UniqueSource must be capable of and interested in providing the desired materials or services in accordance with the purchasing agency statement of work/specification, and meet fair market price as established by the Department of General Services (DGS).
2. Commonwealth agencies may proceed with the procurement of any item that does not fall within the DGS-approved UniqueSource Carve-Out List without first offering the contract to UniqueSource.
  - a. Where the purchasing agency prefers to order the items from UniqueSource under Section 520 of the Procurement Code, DGS will establish the fair market price.
  - b. The Commonwealth agency shall not proceed with the purchase until DGS has established a fair market price and UniqueSource has agreed to manufacture the materials or perform the services at the DGS-established fair market price.

**C. Procurement Procedures.**

1. Procurement of items referenced on the DGS-approved UniqueSource carve-out list, the purchasing agency must comply with procedures and guidelines identified in [Part II Chapter 08, Procurements from Effective DGS Statewide Requirements Contracts](#).
  - a. Where the desired materials or services are listed **with an entry including a price** in either the Requirements Contract for Supplies Manufactured and Services Performed by Persons With Disabilities ("Requirements Contract") and/or the most current DGS-approved UniqueSource Catalog, the requisitioner shall:
    - (1) Materials: Create a shopping cart from the UniqueSource Punch-Out Catalog. [How To Create a Shopping Cart from a Punch-Out Catalog](#).

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<sup>1</sup> 01-09-2015: Changed all appearances of the name PIBH to UniqueSource



3. UniqueSource must obtain a certificate from the Department of Labor and Industry authorizing UniqueSource (or the subcontractor) to pay less than the applicable prevailing wages for member and subcontractor employees who perform work.
  4. The wage determination, and the Department-established fair market price, shall be incorporated into and made a part of the applicable procurement document.
  5. Before final payment, the purchasing agency should receive statements from UniqueSource concerning payment of wages on the project.
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**Resources:**

1. [General Provisions for Purchasing UniqueSource Materials and Services](#)
2. [UniqueSource Carve-Out List](#)
3. [Part II Chapter 08, Procurements from Effective DGS Statewide Requirements Contracts](#)
4. [How to Create a Punch-Out Shopping Cart](#)
5. [How to Create a Describe Requirements Shopping Cart](#)
6. [Process for Requesting Fair Market Price Determination](#)
7. [Department of Labor and Industry, Bureau of Labor Law Compliance](#)