

Part I Chapter 09

Statewide Requirements Contracts

- A. Requirement.** A statewide requirements contract is a contract which is entered into by DGS and includes the annual, semi-annual, or quarterly contract requirements for the specified items to meet the requirements of all Commonwealth agencies. Agencies order needed materials or services directly from the contractor. When a statewide requirements contract is established by DGS, Agencies are required to order their requirements for the specified items from the contractor(s) who holds the contract.
- B. Exception.** If DGS has an effective statewide requirements contract which generally covers the type of materials, services, or construction needed by the Agency, but the materials, services, or construction specifically needed by the Agency is not included in the contract, the Agency must obtain the approval of the Chief Procurement Officer of the Bureau of Procurement (or designee) before proceeding with the procurement.
- C. Waiver.** When an item is covered by a statewide requirements contract, Agencies can only procure the item from another source when all of the following conditions are met:
- 1.** The statewide requirements contract gives the Commonwealth the right to procure items that are covered by the contract through a separate competitive procedure, whenever DGS deems it to be in the best interest of the Commonwealth.
 - 2.** DGS, Bureau of Procurement determines that the non contracted supplier's material or service is comparable to the material or service on the statewide contract.
 - 3.** DGS, Bureau of Procurement determines that significant savings can be realized through a separate competitive procurement.
 - 4.** DGS, Bureau of Procurement approves the separate competitive procurement in writing.
 - 5.** The requested material or service is procured through an appropriate method of procurement.