Mandatory Sources

There are numerous mandatory sources outlined in the Agency Procurement and Surplus Property Manual (APSPM). Currently, these include:

**List of Mandatory Sources**

- **State contracts** (section 1.4). Please refer to the current master contract publication which can be obtained by contacting our contract distribution center, (804) 786-8873.

- **Virginia Correctional Enterprises** (Section 1.5a) for items available in its current catalog. Catalogs may be obtained by contacting Virginia Correctional Enterprises (VCE), (804) 743-4100 or (800) 823-2823.

- **Department for the Visually Handicapped** (Section 1.5b) for the following products and services: mop heads and mop handles, mattresses, pillows, writing instruments, gloves, tea, mailing services, and customer service representatives. Additional information may be obtained by calling (434) 295-6034.

- **Virginia Distribution Center** (Section 1.5e) for purchase of selected foods, food products, janitorial supplies, and paper products. Call 804-328-3232.

- **Office of Graphic Communications** (Section 1.5f) for production of design services, desktop publishing, or preparation of camera-ready art which exceeds $750. Call 804-786-4726.