

MCIEAST PURCHASE CARD OFFICE NOTICE (PCON) 03-19
FPI/ UNICOR Waiver Letter

25 January 2019

APPLICABILITY: MCIEAST PURCHASE CARD OFFICE NOTICE (PCON) 03-19 Guidance related FPI/ UNICOR Waiver Letter for purchases above \$3500 to \$10,000.

PURPOSE: To provide guidance to obtain FPI/ UNICOR Waiver Letter.

OVERVIEW: The MPT for **Services** \$2500 and **Construction** \$2000 has not changed. Federal Prison Industries (FPI) UNICOR, Federal Acquisition Regulation (FAR) policies apply to purchases over \$3,500.

(1) Screen all requirements over \$3500 through FPI Schedules, <https://www.unicor.gov/index.aspx> as defined in FAR 8.602 and 8.605 (e).

(2) MPT for construction remains \$2,000 subject to 40 U.S.C. Chapter 31, Subchapter IV Wage Rate Requirements.

(3) MPT for services remains \$2,500, subject to 41 U.S.C. Chapter 67, Service Contract Labor Standards.

ACTION REQUIRED: For MCIEAST GCPC Program Cardholders and Approving Officials the MPT is \$10,000. All purchases over \$3500 shall include FPI/ UNICOR Waiver Letter.

(1) A FPI/ UNICOR Waiver Letter shall be attached to an approved Government Commercial Purchase Card- Work Sheet (GCPC-WS) for all purchases over \$3500.

(2) If item/s are available through FPI/ UNICOR, conduct market research to determine compatibility to private sector in terms of price, quality and time of delivery. If items are compatible purchase the item.

(3) Procedure if item/s are not compatible in one or more areas of price, quality or time of delivery.

(a) The Approving Official shall prepare a written determination explaining the incompatibility and submit it to the Agency Organizational Program Coordinator (AOPC) for Contracting Officer (KO) purchase approval.

(4) Log into: <https://www.unicor.gov/Index.aspx>

Under tab "How to Purchase" click on "Waiver Request". In 2nd paragraph click "UNICOR My-Account Dashboard." Here is where you register for an account. Once you are logged in you will see a folder "My Waiver Request" open the folder, click "Request New Waiver" follow instructions to fill out the form.

IMPLEMENTATION: Immediately 0930 25 January 2019 EST

REGULATIONS AFFECTED: MCIEAST 4200.1A

SOURCE: USMC I&L CONTRACTING ADVISORY18-27 dtd 19 April 2018

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