

January 28, 2008

**MEMORANDUM**

TO: Purchasing Offices  
Departments, Institutions, and Agencies  
Commonwealth of Virginia

FROM: Ron Bell, Director  
Division of Purchases and Supply

SUBJECT: Utilization of Sheltered Workshops

REFERENCE: *APSPM* - 2.2.c, 3.10.g and Appendix B Section II

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This memorandum serves as a reminder that agencies may purchase goods and services from nonprofit sheltered workshops (as defined by section 2.2-4301 of the *Code of Virginia*) and nonprofit organizations serving the handicapped **without competition** if the goods or services meet the following criteria:

1. are of acceptable quality;
2. can be supplied within the time required;
3. are not produced by mandatory sources; and,
4. can be purchased within ten percent (10%) of fair market value.

Non-profit Sheltered Workshops offer a wide range of goods and services. A link to the Department of Rehabilitative Services' Employment Services Organization (ESO) searchable directory (sheltered workshops) is located at, [www.eva.virginia.gov](http://www.eva.virginia.gov). The link is located under the buyer tab and contains both for-profit and non-profit workshops. Agencies need to verify the non-profit status before issuing an *eVA* purchase order.

Contracts may be negotiated with individual nonprofit workshops and nonprofit organizations serving the handicapped for nonprofessional services (*Code of Virginia*, § 2.2-1118).

When establishing contracts for goods or services that involve the manual packaging of bulk supplies or the manual assemblage of goods where individual items weigh less than 50 pounds buyers should include the Nonprofit Sheltered Workshop and Nonprofit Organizations special term and condition, found in the *APSPM*.

If you have any questions relating to the guidelines of utilization of Sheltered Workshops, you may contact your agency's DPS Account Executive.