



District of Columbia Supply Schedule (DCSS)

Office of Contracting and Procurement

441 4th Street NW

Washington, DC 20001





Mandatory Pre-Application Workshop

Before submitting a DCSS application, vendors must attend a mandatory Pre-Application Workshop. The monthly workshop gives certified vendors detailed instructions on how to complete the DCSS application.

The DCSS Pre-Application Workshop is held monthly, every 2nd Thursday of the month, at 441 4th Street, NW, Suite 700S, from 10 a.m. - 12 p.m.

For additional information, please contact Sanaz Etminan at 202-724-3938 or by email at Sanaz.Etminan2@dc.gov



About OCP

- ❖ The Office of Contracting and Procurement (OCP), under the direction of the Chief Procurement Officer, was established by DC law in 1997 and provides contracting services for selected agencies and offices in the District.
- ❖ Each year, OCP processes solicitations that yield contract awards and over 8,000 purchase orders, totaling more than \$1 billion. OCP currently serves over 60 agencies and programs and oversees the procurement activities for 22 agencies with delegated contracting authority. OCP procures goods, services, transportation and specialty equipment, as well as information technology. We also administer procurement-related programs including the Purchase Card program (P-Card), the District of Columbia Supply Schedule (DCSS) and the District's Surplus Property Program. Additionally, OCP manages the Procurement Automated Support System, (PASS), and we provide contract administration and support services.



OCP Mission

The mission of OCP is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.



A Partnership

OCP works in partnership with the Department of Small and Local Business Development (DSLBD) and the local business community to develop meaningful programs to benefit business owners and to promote economic development.

➤ One such program is the DC Supply Schedule (DCSS)

Note: *Only Certified Business Enterprises (CBEs) and have a Small Business Enterprise (SBE) certification are eligible to apply for the DCSS.*

In order to become a CBE, please visit www.dslbd.dc.gov



About DC Supply Schedule



- ❖ The DC Supply Schedule (DCSS), which was established in 2002, is the city's multiple-award schedule for providing commercial products and services to District government agencies.
- ❖ Competitive contracts are awarded to hundreds of suppliers who can provide thousands of products and services to meet recurring needs of these government agencies. Government acquisition personnel (from DC and other jurisdictions in the region) may place task orders or purchase orders against the schedule following DCSS procedures.
- ❖ OCP developed the DCSS, which is similar to the General Services Administration (GSA) multiple-award program, to assist in streamlining the purchase process.
- ❖ Currently, there are sixteen (16) schedule that are open, and there are approximately 170 contracts on the DCSS. To view all DCSS awarded contracts, please visit our website at www.ocp.dc.gov, click List of Awarded Contracts under the Opportunities & Support tab.



DC Supply Schedules

1. Advertising, Novelties, Souvenirs, Promotional and Specialty Products, 037-00
2. Audit & Financial Management Services, 946-00
3. Engineering and Logistics Services, 925-00
4. Furniture and Furniture Management Services, 425-00
5. Industrial Services, 934-00
6. Industrial Supplies and Apparel, 485-00
7. Information Technology, Equipment and Software, 920-00
8. Marketing, Media and Public Information, 961-00
9. Medical Supplies and Equipment, 475-00
10. Mission Oriented Business Integrated Services (MOBIS), 918-00
11. Moving and Logistics Services, 962-00
12. General Office Supplies, 615-00
13. Printing and Document Management Services, 966-00
14. Security Equipment, Security Services and Emergency Preparedness
15. Temporary Support Services, 962-69,961-30
16. Training Services and Products, 924-00



DCSS Goals and Objectives



dreamstime.com

The goals and objectives for the DCSS are:

- ❖ To provide greater opportunities for the certified business enterprises (CBEs) to conduct business with the District.
- ❖ To provide a streamlined and cost-effective purchasing process.
- ❖ To assist District agencies in meeting their CBE goals.



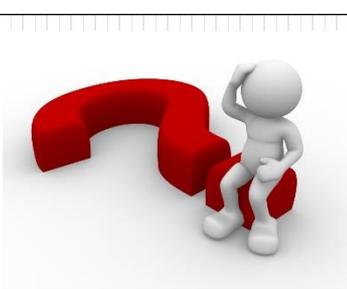
Major Criteria For Applying For DCSS

- ❖ Contractors must be certified by the Department of Small and Local Business Development as a Certified Business Enterprise (CBE).
- ❖ Contractors must adopt a federal price schedule consistent with the scope of the DCSS application. To obtain a federal supply schedule, please go to www.gsaelibrary.gsa.gov and search schedules for similar services.
- ❖ Contractors must be in compliance with the laws of the District of Columbia



How To Apply For The DC Supply Schedule

- ❖ Each schedule's open solicitation is posted online. Visit the OCP website at www.ocp.dc.gov and under the Opportunities & Support tab, click the District of Columbia Supply Schedule link, then click the link titled "Index of Opportunities Solicitation/ Application Listing" (at the bottom of the page)
- ❖ Follow the instructions and submit one (1) hard copy of your proposal to the OCP Main Receptionist Desk, 441 4th Street NW, Suite 700 South Washington, DC 20001.



Questions and Contact Information

- ❑ OCP Customer Contact Center
202-724-4477