



**OFFICE OF CONTRACTING
& PROCUREMENT**

District of Columbia Supply Schedule (DCSS)

441 4th Street, Northwest
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 AM - 12 PM

For additional information, please contact:

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About OCP

The DC 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.

OCP manages the purchase of \$4.4 billion in goods, services and construction annually, on behalf of over 76 District agencies. In its authority under the Procurement Practices Reform Act of 2010 (PPRA), OCP is responsible for both establishing procurement processing standards that conform to regulations, and monitoring the effectiveness of procurement service delivery. Procurement processing and management is executed by procurement professionals who are assigned to agency worksites to directly collaborate with program staff throughout the entire procurement process. OCP core services include the DC Supply Schedule, Purchase card (P-Card) program, and the surplus property disposition and re-utilization program. OCP's learning and certification programs support on-going development of staff proficiency and procurement service quality.

Our Mission

The mission of DC Office of Contracting & Procurement 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) that 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 the 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) schedules, and there are approximately 385 awarded contracts. To view all DCSS awarded contracts, please visit our website at ocp.dc.gov/page/district-columbia-supply-schedule-dcss, click List of Awarded Contracts under the Opportunities & Support tab.

DC Supply Schedules

1. Advertising, Novelties, Souvenirs, Promotional and Specialty Products
2. Audit & Financial Management Services
3. Engineering and Logistics Services
4. Furniture and Furniture Management Services
5. General Office Supplies
6. Industrial Services
7. Industrial Supplies and Apparel
8. Information Technology, Equipment and Software
9. Marketing, Media and Public Information
10. Medical Supplies and Equipment
11. Mission Oriented Business Integrated Services (MOBIS)
12. Moving and Logistics Services
13. Printing and Document Management Services
14. Security Equipment, Security Services and Emergency Preparedness
15. Temporary Support Services
16. Training Services and Products

DCSS Goals & Objectives

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

- Vendors may apply by going online to the DCSS Automated Application at: <https://ocp.dc.gov/page/district-columbia-supply-schedule-dcss>
- There you will find the sixteen (16) schedule categories.

Questions & Answers

CONTACT THE OCP TEAM

OCP Customer Contact Center
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