District of Columbia Supply Schedule (DCSS)

September 2020

1. **Question:** Where is the DC Supply Schedule located?
   Answer: Users can access the DC Supply Schedule through the OCP Website.
   The DC Supply Schedule application can be accessed at:
   https://dcssonline.ocp.dc.gov/.

District of Columbia Supply Schedule (DCSS)

Office of Contracting and Procurement

| Home | Services | Center of Excellence ▾ | Opportunities ▾ | Surplus Property ▾ | Laws & Regulations ▾ | Accountability & Transparency ▾ | About ▾ |

Opportunities

◢ Listen ▶

SHARE

- ▸ How to Do Business with the District
- OCP Solicitations
- Intent to Award Sole Source Contracts
- ▾ DC Supply Schedule
    - Mandatory Pre-Application Workshop

- Workshops and Training
- Sustainable Purchasing
- Required Solicitation Documents
- Opportunities with Independent Agencies
- Additional Vendor Resources
- DC Buys

Office of Contracting and Procurement

District of Columbia Supply Schedule (DCSS)

The DC Supply Schedule (DCSS) 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 or delivery orders against the schedule following DCSS procedures.
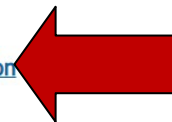
The DC Office of Contracting & Procurement (OCP) launched the Automated DC Supply Schedule Application which allows new and existing vendors to apply via an online application. Through this online application, OCP simplifies and accelerates the application process for vendors seeking to work with District Government.

Click here to register for the Mandatory Pre-Application Workshop (*for new vendors*)

Click here to watch the Automated DC Supply Schedule Application Tutorial (*for vendors that have attended the Pre-Application Workshop*)

Click here to apply via the Automated DC Supply Schedule Application

Frequently Asked Questions

2. **Question:** Do I have to participate in the DC Supply Schedule (DCSS) Workshop before using the online application?
   Answer: Yes. The workshop is mandatory for new vendors only. New vendors can register to attend the DCSS Workshop at https://ocp.dc.gov/page/dc-supply-schedule-workshop-registration.

3. **Question:** When will the DCSS Workshop be held?
   Answer: Monthly, every 2nd Thursday of the month from 10 AM - 12 PM.

4. **Question:** Will OCP provide a username and password for me to access the site?
   Answer: No. You will create your own username and password when you register for your DC Supply Schedule account at:
   - https://dcssonline.ocp.dc.gov/

   *Note - Be sure to activate the account by using the link in the confirmation email sent to the registered email address. Check the Spam or Junk folders, if the confirmation email does not appear in the inbox.

5. **Question:** Is there a preferred browser for accessing the site?
   Answer: Yes, Google Chrome and Microsoft Edge are the preferred browsers.

6. **Question:** I forgot my username and password. Who do I contact to get my username and have my password reset?
   Answer: Username and password resets are a self-service function in DCSS. To obtain your username, select "Forgot Username" on the login page and enter your registered email address. Your username will be emailed to you. To reset your password, select "Password" on the login page and enter your username. A password reset link will be emailed to you. Select the link in the email sent to reset your password.

   *Check the Spam or Junk folders, if the confirmation email does not appear in your inbox.

7. **Question:** My account is locked, what do I do?
   Answer: Accounts can be unlocked by the Procurement Center of Excellence Customer Contact Center. The Procurement Center of Excellence Customer Contact Center can be reached by phone at 202-724-4477 or by email at ocphelpdesk@dc.gov.

8. **Question:** Can anyone apply for the DC Supply Schedule?

   Answer: Only Certified Business Enterprises (CBEs) are eligible to apply for the DCSS.
   In order to become a CBE, please visit www.dslbd.dc.gov

9. **Question:** Where can I obtain a federal supply schedule?

   Answer: To obtain a federal supply schedule, please go to www.gsaelibrary.gsa.gov and various other agencies such as NASA, SEWP, and the Veteran's Administration to search schedules for similar services.

10. **Question:** Where can I find the required DCSS documents?
    Answer: The required DCSS documents are located on the OCP website at:

    1) https://ocp.dc.gov/page/district-columbia-supply-schedule

    2) On the DC Supply Schedule page that appears, scroll down to the third heading:

    "**View the links below for REQUIRED DCSS Application documents**."

11. **Question:** I started an application in the old version of the DCSS. Can I continue the application in the new version?
    Answer: No. History from the old system will not be transferred over. All unfinished applications in the old version of the DCSS will have to be restarted in the new version.

12. **Question:** Can I apply for more than one DC Supply Schedule using the same account?
    Answer: Yes.

13. **Question:** Can I use the online application for DCSS renewal after my five-year contract expires?
    Answer: Yes, you can use the DCSS automated application to apply for a new contract.

14. **Question:** Do I need to submit documents in a specific format?
    Answer: Yes. Documents must be uploaded in PDF format. This format is available in all major spreadsheets and word processing applications.

15. **Question:** Can I start my application and complete it a later time?
    Answer: Yes. Your application is saved each time you make updates. You can login back as many times necessary to finish your application.

16. **Question:** Can I submit my application without including information for all required fields?
Answer: No. All required fields must be completed prior to submission.

17. **Question:** Once I submit my application online, can I make changes to it?
Answer: No. However, you can make changes if a contract specialist returns the application to you electronically specifically for the purpose of making corrections.

18. **Question:** Can I see the status of my application after I submit it?
Answer: Yes. You can visit your dashboard to see real time updates to your application's status.

19. **Question:** How will I know who is assigned to process my application?
Answer: The contract specialist that is assigned to process your application will reach out to you once they receive your application.