



DC Supply Schedule Workshop

Office of Contracting and Procurement



Mandatory Pre-Application Workshop

- ❑ Before submitting a DC Supply Schedule (DCSS) application, vendors must attend the mandatory Pre-Application Workshop. This monthly workshop provides certified vendors with detailed instructions on how to complete the DCSS application.
- ❑ The DCSS Pre-Application Workshop is held on the second Thursday of each month virtually from 10 a.m. – 12 p.m.
- ❑ For additional information, please contact:
 - James Webb [james.webb@dc.gov]



About OCP

- ❑ The Office of Contracting and Procurement (OCP) manages the purchase of \$5.6 billion in goods, services and construction annually, on behalf of over 79 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's 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.



About OCP

Our Mission

- Balance industry capabilities and District needs in a timely manner at a reasonable cost through education, outreach, and ensuring an inclusive environment for its employees, clients, and suppliers.

Our Vision

- Improve the efficiency, quality, integrity, and transparency of the procurement function.

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 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, similar to the General Services Administration's multiple-award program, to assist in streamlining the purchase process.
- ❑ Currently, there are 16 schedules with approximately 486 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

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

DCSS Goals & Objectives

- ❑ 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 DC Government 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/dcsc>

❑ There you will find a program overview, the sixteen (16) schedule categories, Automated DC Supply Schedule Application FAQs, a DC Supply Schedule Registration tutorial, and a list of **required** DCSS application documents





EEO Compliance Review Process

All forms must be filled out completely and accurately with signatures and dates.

EEO Policy Statement

1. This form must be made on the vendor's letter head.
2. The blanks should contain the name of the vendor (company), not the name of the representative.
3. Should be signed and dated.

Assurance of Compliance with EEO Requirements

1. This form must be made on the vendor's letter head.
2. Blank 1 should contain the name of the company representative and blank 2 should contain the name of the vendor/company.
3. This form must be signed and dated.
4. The contract number or solicitation number must appear on this document.



EEO Compliance Review Process

All forms must be filled out completely and accurately with signatures and dates.

EEO Employer Information Report

1. This form must be filled out completely.
2. Please ensure the name of the vendor on this report matches with the name on all other documents.

Section D – Employment Data

1. This form must be filled out completely.
2. Please make sure all totals are provided in column one (1).

Contact the OCP Team

- ❑ Procurement Center of Excellence
 - 202-724-4477
 - Ocp.helpdesk@dc.gov
 - M-F 9am-4:30pm
- ❑ Follow OCP on Social Media for tips, updates, and District opportunities!

FOLLOW OCP!



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company/dcop](https://linkedin.com/company/dcop)



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