

How To Apply For District Of Columbia Supply Schedule (DCSS)

Office of Contracting & Procurement
District of Columbia Supply Schedule (DCSS)

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OVERVIEW

The Office of Contracting & Procurement (OCP), under the direction of the Chief Procurement Officer, was established by DC law in 1997 to provide contracting services for selected agencies and offices in the District of Columbia.

MISSION

The Mission of the Office of Contracting and Procurement is to provide contracting and procurement services and personal property management to District agencies in order for them to acquire quality goods and services in a timely and cost-effective manner.

OPPORTUNITIES FOR DOING BUSINESS WITH THE DISTRICT OF COLUMBIA

- Online Vendor Registration – an electronic process for identifying businesses available to provide equipment, supplies or services.
- Index of Business Opportunities – view and search for current solicitations and subcontracting opportunities.

To access each of these categories, please visit our website at www.ocp.dc.gov.

PARTNERSHIP

OCP works in partnership with the Department of Small and Local Business Development (DSLBD) and the business community to develop meaningful programs to benefit business owners and to promote economic development. One such program is the DC Supply Schedule Program (DCSS).

DC SUPPLY SCHEDULE OVERVIEW

OCP developed the DC Supply Schedule (DCSS) to assist in streamlining the purchasing process.

The DCSS, which was established in 2002, is the city's multiple award procurement program for providing products and services to District agencies. The program is similar to the General Services Administration (GSA) multiple award program.

DC SUPPLY SCHEDULE OVERVIEW- Continued

Only Certified Business Enterprises (CBEs) are eligible to apply for the DCSS.

Currently, there are sixteen (16) schedules that are open, and there are approximately 170 contracts on the DCSS. To view DCSS contracts, please visit our website at www.ocp.dc.gov, click onto List of Awarded Contracts.

DCSS 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. Industrial Services
6. Industrial Supplies and Apparel
7. Information Technology, Equipment and Software
8. Marketing, Media and Public Information.
9. Medical Supplies and Equipment
10. Mission Oriented Business Integrated Services (MOBIS)
11. Moving and Logistics Services
12. General Office Supplies
13. Printing and Document Management Services
14. Security Equipment, Security Services and Emergency Preparedness
15. Temporary Support Services
16. Training Services and Products

GOALS AND OBJECTIVES OF THE DC SUPPLY SCHEDULE

The goals and objectives for the DCSS are:

- To provide greater opportunities for 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.

HOW TO APPLY FOR THE DC SUPPLY SCHEDULE

Each solicitation is posted online. Visit the OCP website at www.ocp.dc.gov and click on DC Supply Schedule Solicitation/Application.

Follow the instructions and submit two (2) copies of your proposal to the OCP Main Receptionist Desk, 441-4th Street, N.W., Suite 700 South; Washington, DC 20001.

MAJOR CRITERIA FOR APPLYING FOR DCSS

- ❑ Contractor must be certified by the Department of Small and Local Business Development as a Certified Business Enterprise (CBE).
- ❑ Contractor must adopt a federal multiple award price schedule consistent with the scope of the DCSS application. To obtain federal price schedule information log onto www.gsaelibrary.gsa.gov.
- ❑ Contractor must be in compliance with the tax laws of the District of Columbia.

Mandatory Pre-Application Workshop

Before submitting a DCSS application, vendors must attend a mandatory Pre-Application Workshop. The monthly workshops give certified vendors detailed instructions on how to complete the DCSS application. The agency does not accept incomplete applications.

The DCSS Pre-Application Workshops are 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 Frederick A. Dorsey on (202) 727-0017 or by email at frederick.dorsey@dc.gov.

CONTRACT AWARD

Once a contractor is awarded a DCSS contract, procurement personnel are able to competitively place task orders or delivery orders against the base DCSS contract.

Questions and Contact Information

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