

GENERAL VENDOR WORKSHOP

REQUIREMENTS FOR DOING BUSINESS WITH DC GOVERNMENT

- **Provide a Federal Identification Number and Dun & Bradstreet Number**
- **Prove Tax Compliance**
 - For contracts exceeding \$100K, vendors must show proof that their taxes are current and that, if in arrears, an approved payment schedule exists. For more information please contact the Office of Tax and Revenue (OTR) at (202) 727- 4829 or otr.cfe.dc.gov
- **Show Proof of Unemployment Tax Compliance**
 - For contracts exceeding \$100K, vendors must show proof of current unemployment Tax Payments
- **Submit an Affirmative Action Plan**
 - For contracts exceeding \$25K, vendors must submit an Affirmative Action Plan. Local Vendors may qualify for the District's Small, Local, Disadvantaged Business Enterprise and Resident Business Owner Certification. Vendors who are certified receive preference points in the competitive solution process. For more information contact the DC Department of Small and Local Business Development.

REQUIREMENTS FOR DOING BUSINESS WITH DC GOVERNMENT

- **Register in ARIBA e-Sourcing**

- Select the [Vendor Registration Process](#) to register for our electronic solicitations. Opportunities are advertised on the OCP website via [e-Sourcing](#). For solicitations over \$250,000, regulations require at least one notice in a newspaper of general circulation. Currently, business opportunities are advertised in the classified section of The Washington Times. OCP now uses an electronic solicitation system. Paper copies are no longer available at the DC Office of Contracting and Procurement. For capital construction and related architectural and engineering projects, copies are available at the Reeves Center, 2000 14th Street, NW, 3rd Floor, Washington, DC 20005.
- Vendors are responsible for checking OCP's website daily in the event that amendments are made to a solicitation.

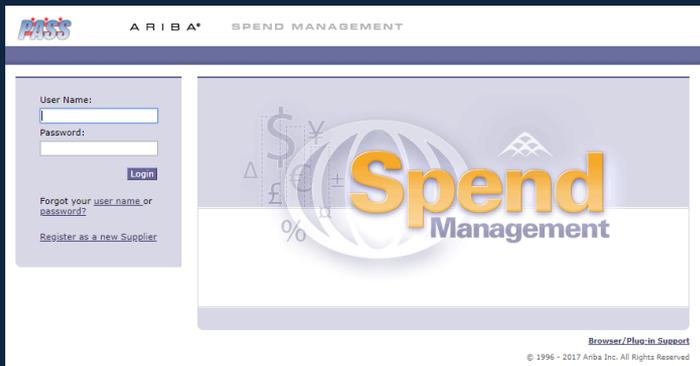
Note: Internet access is available through branches of the District of Columbia Library.

- **Show Proof of Valid Business License**

- Any vendor seeking to do business with the District of Columbia must be current with District and federal taxes or has worked out and is current with a payment schedule approved by the District or federal government and is in compliance with business and corporate license requirements.

REGISTER OR LOG IN TO e-SOURCING

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NEW SUPPLIER REGISTRATION

New Supplier Registration

To register as a new supplier, enter your user and organization information.

SUPPLIER ORGANIZATION INFORMATION - SUPPLIER ORGANIZATION TO WHICH THE USER BELONGS.

If you have already registered with the District of Columbia to receive Purchase Orders, you must wait 48 hours for processing. No screenshots, please.

Company Name: *

Tax Payer Id: *

Is SSN? Yes No

Ariba Network Organization ID:

Commodities Supplied: * (select a value) [select]

Main Phone: *

Main Fax:

Main Email Address: *

Address Name:

Corporate URL:

Street:

City: *

State: *

Postal Code: *

Country: * [none selected]

SUPPLIER USER INFORMATION - ENTER SUPPLIER USER INFORMATION. HIGHLIGHTED FIELDS INDICATE REQUIRED INFORMATION.

User ID/Email Address: *

Name: *

Phone: *

Locale: * [English-United States]

Ariba Network User ID:

- Complete all of the fields marked with asterisks (*)
- The information requested in the Supplier User Information fields determines who will receive and respond to the solicitation
 - To add additional users, send an email to ocp.helpdesk@dc.gov with the Tax ID, email address, name and phone number of each additional user.
- NIGP Commodity Codes classify products and services procured by state and local governments
- Select the commodity codes that best describe your business. Multiple codes may be selected
- These codes determine to which solicitations your company will be invited to participate
- Receive your username and password via e-mail within 24-48 hours
- If you don't receive your username and password within the allotted timeframe, please call the Customer Contact Center at 202-724-4477

HIERARCHY OF SOURCING DECISIONS

Sourcing Decision Hierarchy

- Existing agency inventories
- Excess property from the District's Surplus Property Division
- Existing requirements contracts
- Existing Indefinite Delivery Indefinite Quantity (IDIQ) contracts
- Other sources such as Federal Schedules, Cooperatives, etc.

HIERARCHY OF PROCUREMENT CODE

Procurement Code Hierarchy

- [Title 27, DC Municipal Code](#)
- [Procurement Practices Reform Act of 2010 \(PPRA\)](#)
- OCP Procurement Policies and Procedures
- Other applicable DC Regulations such as (not all inclusive):
 - The DC Anti-Deficiency Act, The DC Quick Payment Act, 51% District Resident New Hires Act, Living Wage Act, EEO Requirements Act
 - Federal Laws and Regulations such as Davis-Bacon (Prevailing Wage), OMB Uniform Administrative Requirements, etc.

TYPES OF PROCUREMENT METHODS AND CONTRACTS

- **P-Cards or “Micro-purchasing”**
 - Typically used for procurements up to \$2,500 for services and up to \$5,000 for goods. These purchases must not exceed \$20,000 per month
- **Small Purchases (RFQ)**
 - This method applies to procurements of up to \$100,000.00
 - Purchases of \$10,000 or less – non-competitive
 - Purchases ranging from \$10,000.01 to \$100,000.00 – at least 3 verbal quotes required
- **Competitive Sealed Bid (IFB)**
 - The required means of soliciting goods and services in excess of \$100,000.00 unless it is determined that use of competitive sealed bidding is not practicable or in the best interest of the District
- **Competitive Sealed Proposals (RFPs):**
 - A formal solicitation required for purchases when contracting officer determines a competitive sealed bid is not practicable or advantageous to the District

TYPES OF PROCUREMENT METHODS AND CONTRACTS

- **Emergency Procurements:** Issued when there is an imminent threat to the public health, welfare, property, or safety, or to prevent or minimize serious disruptions in District services.
- **Sole Source:** Issued when there is only one source for the required goods or services. The contracting officer must prepare documentation justifying this method.

Other Types of Contracts

Fixed Price with Economic Price Adjustment

Fixed Price with Economic Price Redetermination

Cost Reimbursement

Incentive

Cost Plus Award Fee

Request for Qualifications (predominantly construction)

Cooperatives

Time and Materials

Labor Hour

Letter

Fixed Price Incentive

Definite Quantity

Request for Express Interest

Federal Supply Schedules

POSTING OF SOLICITATIONS AND TIMING

- **OCP is required by law to advertise open solicitations for a reasonable amount of time**
 - **Invitations For Bid (IFBs)** are typically posted for 14 days but based on needs, urgency, etc. the posting period can be as short as 3 days.
 - **Requests for Proposals (RFPs)** are typically posted for 21 days but based on needs, urgency, etc. the posting period can be as short as 14 days.
 - Solicitations are posted to the [OCP website](#) and are often also posted on the procuring agency's home page.
 - If the estimated amount is greater than \$250,000, it will also be published in the *Washington Times*.

DC SUPPLY SCHEDULE

The DC Supply Schedule (DCSS) is the District’s multiple-award schedule for providing products and services to District government agencies. The goals and objectives of the DCSS are:

- Provide greater opportunities for the Certified Business Enterprises (CBEs) to conduct business with the District
- Provide a streamlined and cost-effective purchasing process
- Assist District agencies in meeting their CBE goals, which includes spending 50% of the agency’s “expendable budget” with the CBE community

The DCSS is not a guarantee of business from the District. Participating vendors must be proactive and market to the various District agencies and continually monitor the OCP website for opportunities.

DC SUPPLY SCHEDULE

The DCSS is comprised of 16 Schedules (contracts) as shown in the table below which are multi awarded to provide the products and services required to meet the needs of the agencies OCP services. These schedules are much the same as the General Services Administration’s multi-award program.

DCSS Schedule	Industry Code	DCSS Schedule	Industry Code
Advertising, Novelties, Souvenirs, Promotional and Specialty Products	037-00	Medical Supplies and Equipment	475.00
Audit & Financial Management Services	946-00	Mission Oriented Business Integrated Services (MOBIS)	918.00
Engineering and Logistics Services,	925-00	Moving and Logistics Services	962.00
Furniture and Furniture Management Services,	425-00	General Office Supplies	615.00
Industrial Services	934-00	Printing and Document Management Services	966-00
Industrial Supplies and Apparel	485-00	Security Equipment, Security Services and Emergency Preparedness	
Information Technology, Equipment and Software	920-00	Temporary Support Services,	962-69,961-30
Marketing, Media and Public Information	961-00	Training Services	

All procurements and contracts under \$250K must first be offered to DCSS Vendors

FOSTERING ECONOMIC GROWTH

The District government has enacted laws to stimulate and foster local economic growth. Central to fostering local economic development, the law identifies three requirements to which every agency must adhere with regard to District funded procurements and contracts:

CBE Requirements in District Procurements

Expendable Budget Goals	Mandatory Set Asides	Subcontracting Requirements
<p>Each agency is required to procure or contract 50% of its expendable annual budget with qualified small business enterprises (SBEs) or, if there are not at least 2 qualified SBEs, then with qualified certified business enterprises (CBEs).</p>	<p>Contracts of \$250,000 or less must be set aside to qualified SBEs or, if there are not at least 2 qualified SBEs, to qualified CBEs</p>	<p>All contracts greater than \$250,000 shall include a requirement that 35% of the total dollar amount of the contract be subcontracted to qualified SBEs or, if there are insufficient qualified SBEs, to qualified CBEs.</p>

Applicable Law: Small and Certified Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code §§ 2-218.01 *et seq*

TIPS FOR RESPONDING TO A SOLICITATION

Your proposal response should contain, at a minimum, the following information:

- If requested, provide a brief history of the organization, including accreditation status (if applicable)
- Be clear about your experience in similar projects and mention outside resources you can draw on
- Financial information (balance sheets and income statements) for the past three years
- Description of the methodology/approach used for this project including a work plan and time line
- Complete any pre-printed forms or information specifically identified in the bid document as being required
 - If you think the form or requirement doesn't apply to you explain why
- Do you have a clearly defined process on how to achieve scope of work?
- Do not assume the reviewer reads minds. Does the proposal make sense?
 - Is it easy to navigate?
 - Have someone who knows little about your business review the proposal – can they follow it and explain it?
 - Is your proposal clear and concise?
- Is the proposal consistent in terminology, measurements , format? Also visit <https://ocp.dc.gov/page/required-solicitation-documents-ocp> for a list of required documents and additional attachments that may be required

TIPS FOR RESPONDING TO A SOLICITATION

Proposal Evaluation Criteria Typically Seeks:

- The understanding of the problem or requirement details of the offering; how you plan to meet the requirements of the solicitation
- The background, experience, resources, reputation, financial resources and years in business and references
- The price proposal/pricing structure or total proposed cost
- The training plan and training facilities/staff relative to the requirements of this RFP the solicitation
- The management reports and reporting requirements
- The offeror's facilities and site visit evaluation
- The qualifications and experience of the persons to be assigned to the project
- The ability to provide the service or product in the time allotted for the project, as demonstrated by their proposed commitment of management, personnel and other resources (Project Management experience)
- The approach to performing the tasks set forth in the Scope of Work as expressed in the Management Summary and Work Plan
- Thoroughness and completeness of the proposal relative to the requirements
- The demonstrated experience in in providing equipment/services of comparable specifications/scope and value

TIPS FOR RESPONDING TO A SOLICITATION

Software Related Proposal Evaluation Criteria Typically Seeks:

- Demonstrated experience in the development and implementation of integrated packaged software
- Responsiveness (degree of fit) with the requirements, and apparent overall quality of proposed software, hardware, communications and services
- Quality of technical environment
- Degree of interoperability with offeror's own or other supplier's software packages
- Ability to demonstrate adherence to and completion of timeline requirements for installation and full implementation
- Ease of customer use, accuracy, logic checking and flexibility of computer's operating system(s) with regard to client server mode of operation, local data access capabilities, local change/modification capabilities, ease of transition, local report writing capabilities, etc.

YOU SUBMITTED A PROPOSAL BUT WERE NOT SELECTED

You have the opportunity to request a debriefing which at a minimum shall include:

- The Government's evaluation of the significant weaknesses or deficiencies in the offeror's proposal, if applicable.
- The overall evaluated cost or price (including unit prices), and technical rating, if applicable, of the successful offeror, and past performance information of the debriefed offeror.
- The overall ranking of all offerors, when any ranking was developed by the agency during the source selection.
- A summary of the rationale for award.

YOU SUBMITTED A PROPOSAL BUT WERE NOT SELECTED

Keep in mind:

- Vendors must wait until after the contract is signed to schedule a debriefing.
- A debriefing is an opportunity to learn how you can improve.
- Review the contract award information. Are there future partnering opportunities?
- If you believe that there is an error in the required process you may seek a review. Contact the Contract Officer first, then the OCP Ombudsman.
- You have the right to file a formal protest, but that will not automatically stop awards from moving forward.

PAYMENT

OCP DOES NOT HANDLE PAYMENTS

- The District uses the Ariba Supplier Network Registration system to transmit purchase orders.
- Non-profits and individuals using their Social Security Number are not required to register.
- Ariba Supplier Network charges a usage fee to vendors based on their annual document count. For more information visit the [SAP Ariba Subscription & Pricing](#) page.
- All vendors must submit a proper invoice to the Government to be paid. A proper invoice includes the following information:
 - Vendor's name, address, and invoice number
 - Invoice Date, contract or purchase order number
 - Description of price, quantity of goods/services delivered
 - Shipping and payment terms, other substantiating documentation or information required by the contract

UNAUTHORIZED COMMITMENTS

Unauthorized Commitments (DC Official Code 2-359.01)

- No District employee shall authorize payment for the value of goods or services received without a valid written contract. The provision shall not apply to a payment required by court order, final decision of the Contract Appeals Board, a settlement, or ratification approved by the CPO.
- Any District employee entering in to an oral agreement with a vendor without a valid written contract is subject to termination.
- If any supervisor directs a District employee to enter into an oral agreement without valid written contract, the supervisor shall be terminated.

CBE Local Business Definition



- Principal office physically located in the District;
- **Chief executive officer and highest level managerial employees of the business enterprise perform their managerial functions in their principal office in the District;**
- Meets **one of the four** following standards:
 - ❑ More than 50% of the employees of the business are residents of the District; or
 - ❑ The owners of more than 50% of the business enterprise are residents of the District; or
 - ❑ More than 50% of the assets of the business, excluding bank accounts, are located in the District; or
 - ❑ More than 50% of the business gross receipts are District gross receipts.

Site visits are conducted within the Washington Metropolitan area to verify that the firm meets the local business enterprise definition.



How Can You Work With DCPTAC?

- Is your business registered with the DC Department of Consumer & Regulatory Affairs (DCRA)?
- Does your business have a complete business plan?
- Has your business been in existence for at least 6 months?
- Does your business have a registered Data Universal Numbering System (DUNS) number?
- Has your business completed or is currently engaged on a commercial or government contract?

Can you answer **yes** to any of these questions?



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Contact a DC PTAC team member today!



TECHNOLOGY: CONTRACT & PROCUREMENT TRANSPARENCY PORTAL

- The **Contracts and Procurement Transparency Portal** is the home for all information related to the District Government's contracting and procurement efforts.
- Citizens can use filters and search capabilities to find data related to contracts, purchase orders, payments, solicitations, and forecasts.