

Chapter 3

Procuring Goods and Services

3.1 Procuring Goods and Services

The procurement of goods and services are procured by utilizing the following procurement methods:

- ***Competitive Sealed Bids (the actual solicitation is referred to as: Invitation for Bids or “IFB”)***
This process is used for purchases over the small purchase threshold
- ***Competitive Sealed Proposals (the actual solicitation is referred to as: Request for Proposals or “RFP”)***
This process is used only when you cannot specify a solution.
- ***Small Purchases (the actual solicitation is referred to as: Request for Quotes or “RFQ”)***
This process is used for purchases under the small purchase threshold.

The agency is fully responsible for the development of specifications as OCP considers them the experts on their need. OCP stands to help so that we have an open, biddable specification that allows the District to take full advantage of the competitive marketplace and thereby receive best value for taxpayer dollars.

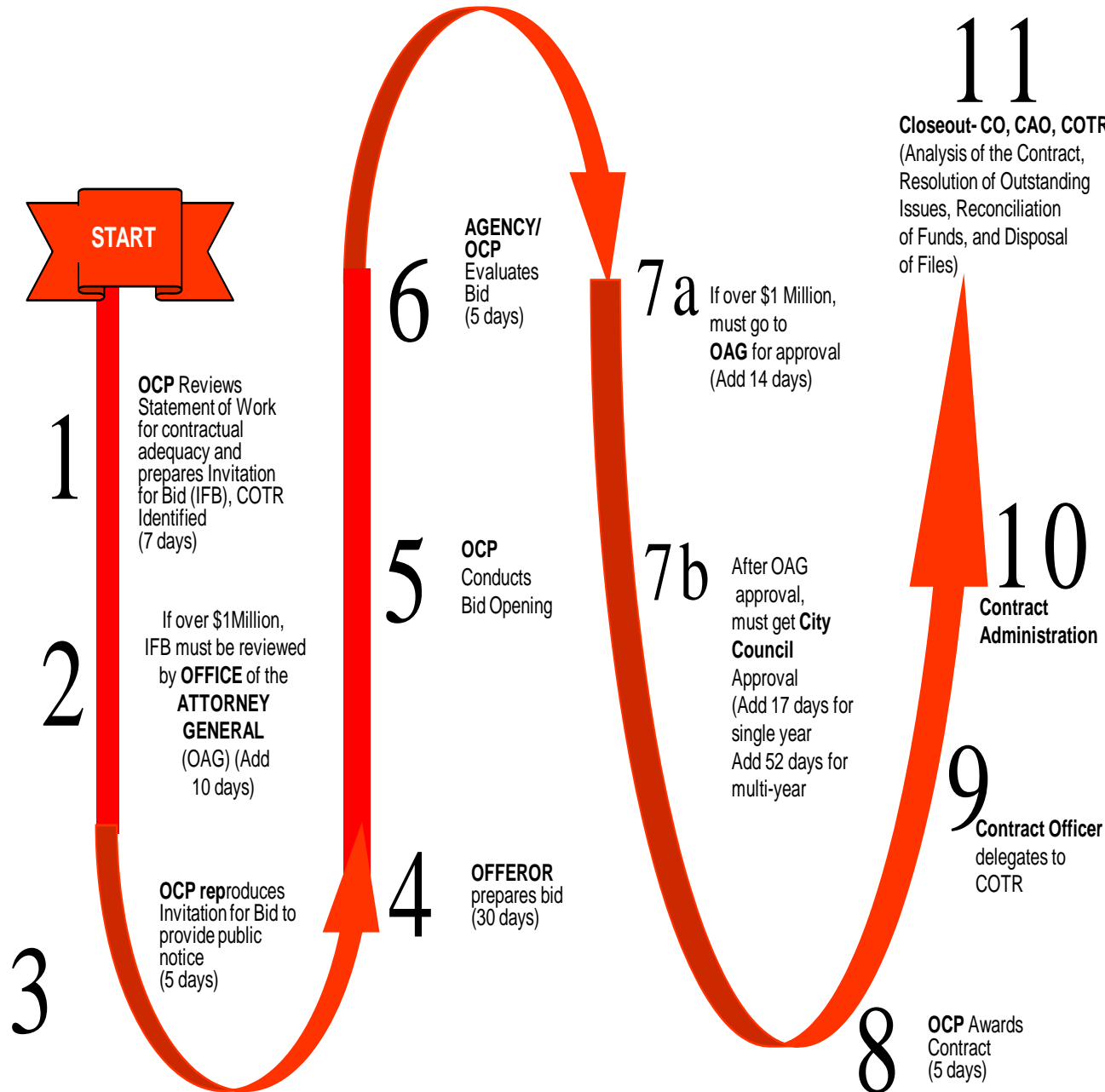
3.2 The Agency Procurement Package

When a requisition is processed and funds are certified as available, the Contracting Officer will receive a procurement package for either: 1) an *Invitation for Bid (IFB)* or 2) a *Request for Proposal (RFP)* from the agency. Using the templates provided by OCP, the procurement package should include:

- *A Scope of Work (SOW) (Section C of the templates)*
- *An Independent Government Estimate (IGE)*
- *Certification of funds (i.e. a requisition in PASS or certification of funding signed by the Agency Chief Financial Officer (CFO))*
- *Identify deliverables (Section F of the templates)*
- *Offer submission requirements (Section L of the templates)*
- *Evaluation criteria (Section M of the RFP template)*
- *Bidders List (list of potential offerors)*
- *Agency recommends Contracting Officer's Technical Representative (COTR)*

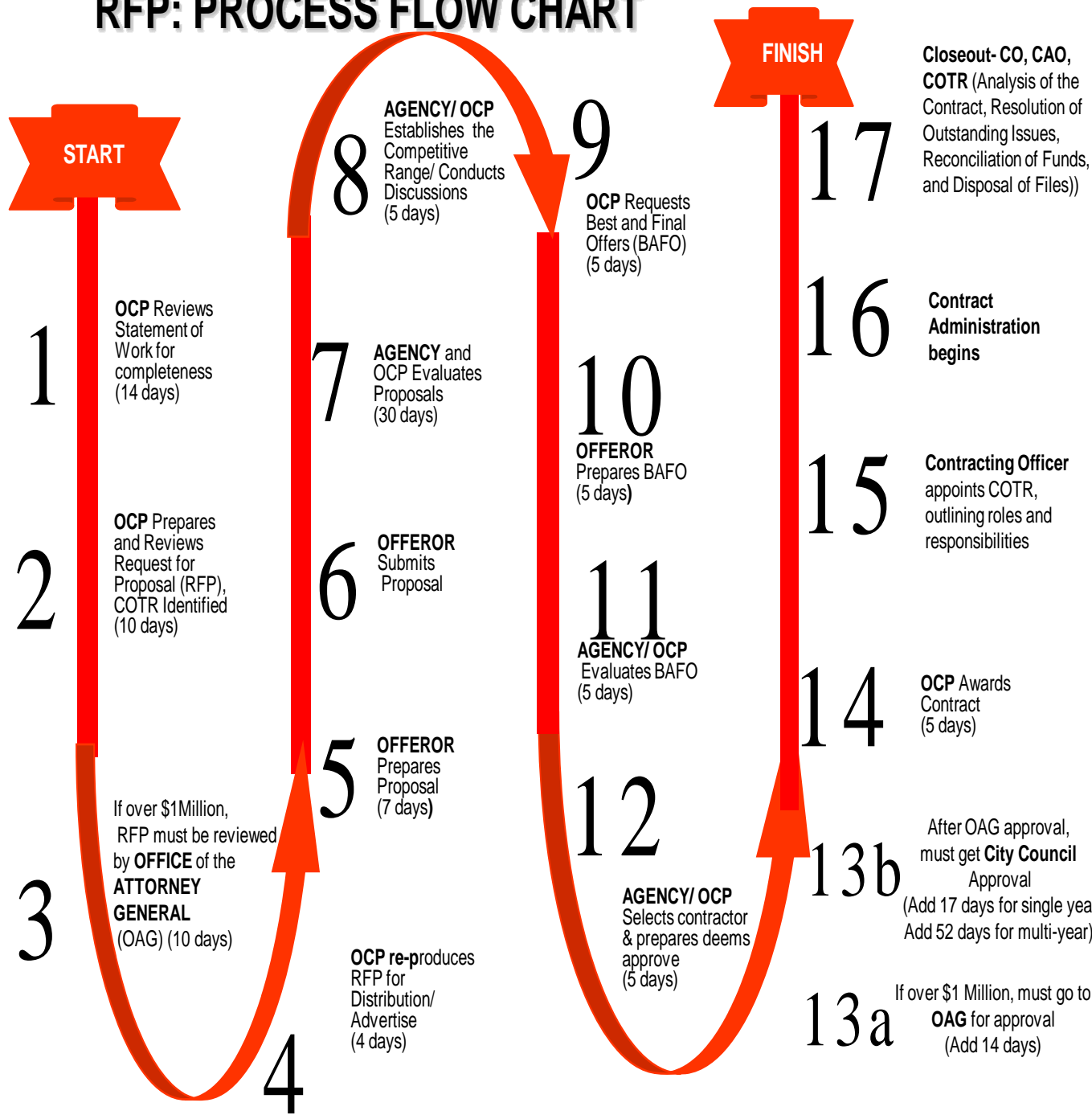
3.3 Invitation for Bids (IFB) – Flow Chart

IFB: PROCESS FLOW CHART



3.4 Request for Proposal (RFP) - Flow Chart

RFP: PROCESS FLOW CHART

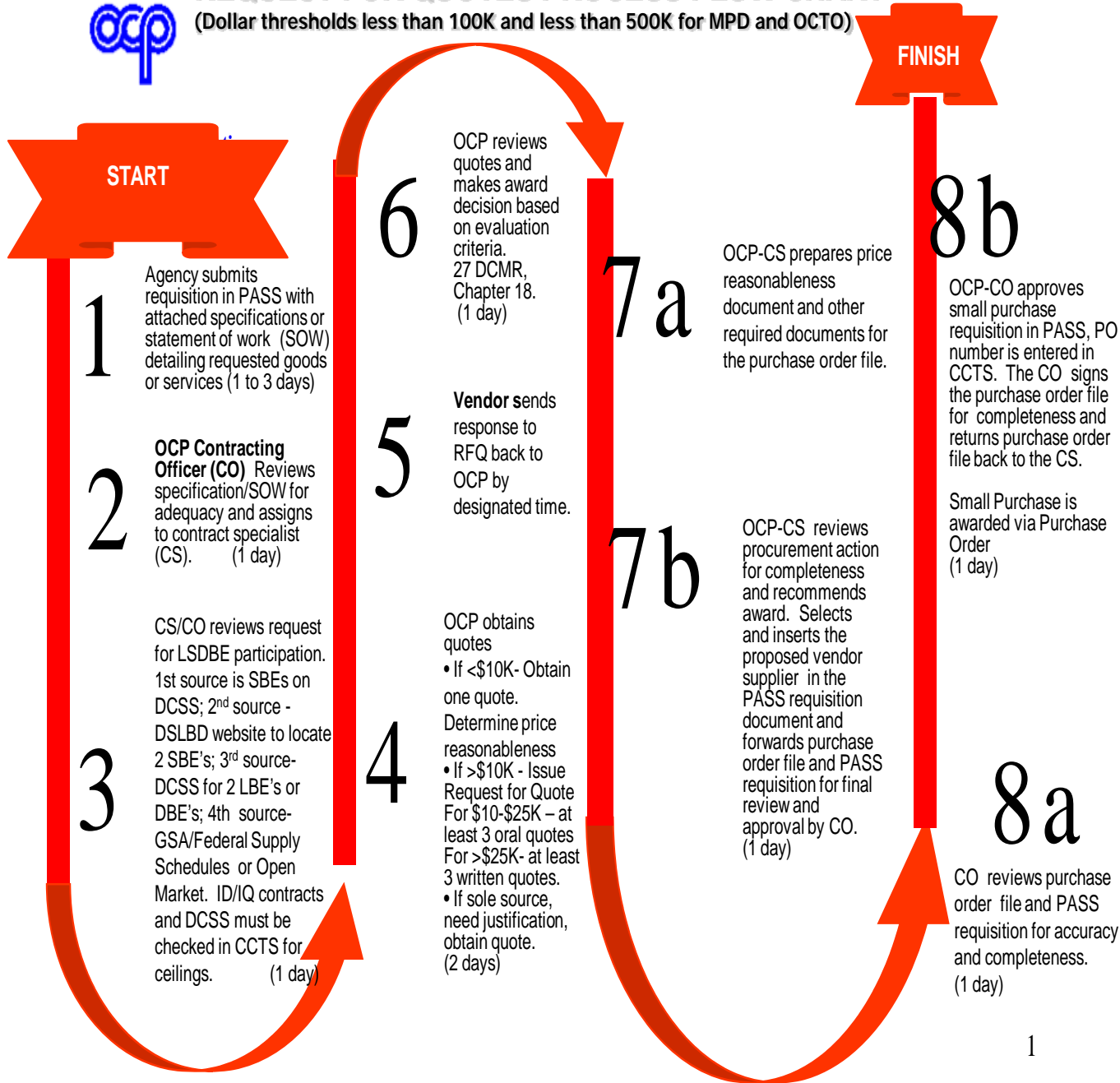


3.5 Request for Quotes (RFQ) – Flow Chart



REQUEST FOR QUOTES PROCESS FLOW CHART

(Dollar thresholds less than 100K and less than 500K for MPD and OCTO)



3.6 Roles & Responsibilities

During the procurement process, OCP and the agency have differing roles and responsibilities. The following table provides a very simple overview of the differing roles each entity is expected to play throughout the process, and what each agency is responsible for:

| AGENCY | OCP |
|--|---|
| <ul style="list-style-type: none"> ■ Identify Minimum Need and Requirement ■ Prepare the Scope of Work ■ Budget and provide funding ■ Enter Requisition in PASS ■ Recommend the COTR ■ Certify Invoices for payments from D.C. Chief Financial Officer (CFO) | <ul style="list-style-type: none"> ■ Appoint the COTR ■ Collaborate with the agency on complex requirements ■ Distribute PASS workload ■ Training ■ Audits and oversight |