

Chapter 4

**Preparing  
Million Dollar  
Packages**

## **4.1 Million Dollar & Multi-year Packages**

If what you, as an agency, are buying is expected to cost more than \$1

million or if

you need this good or service for more than 1 year, then you are required to

seek

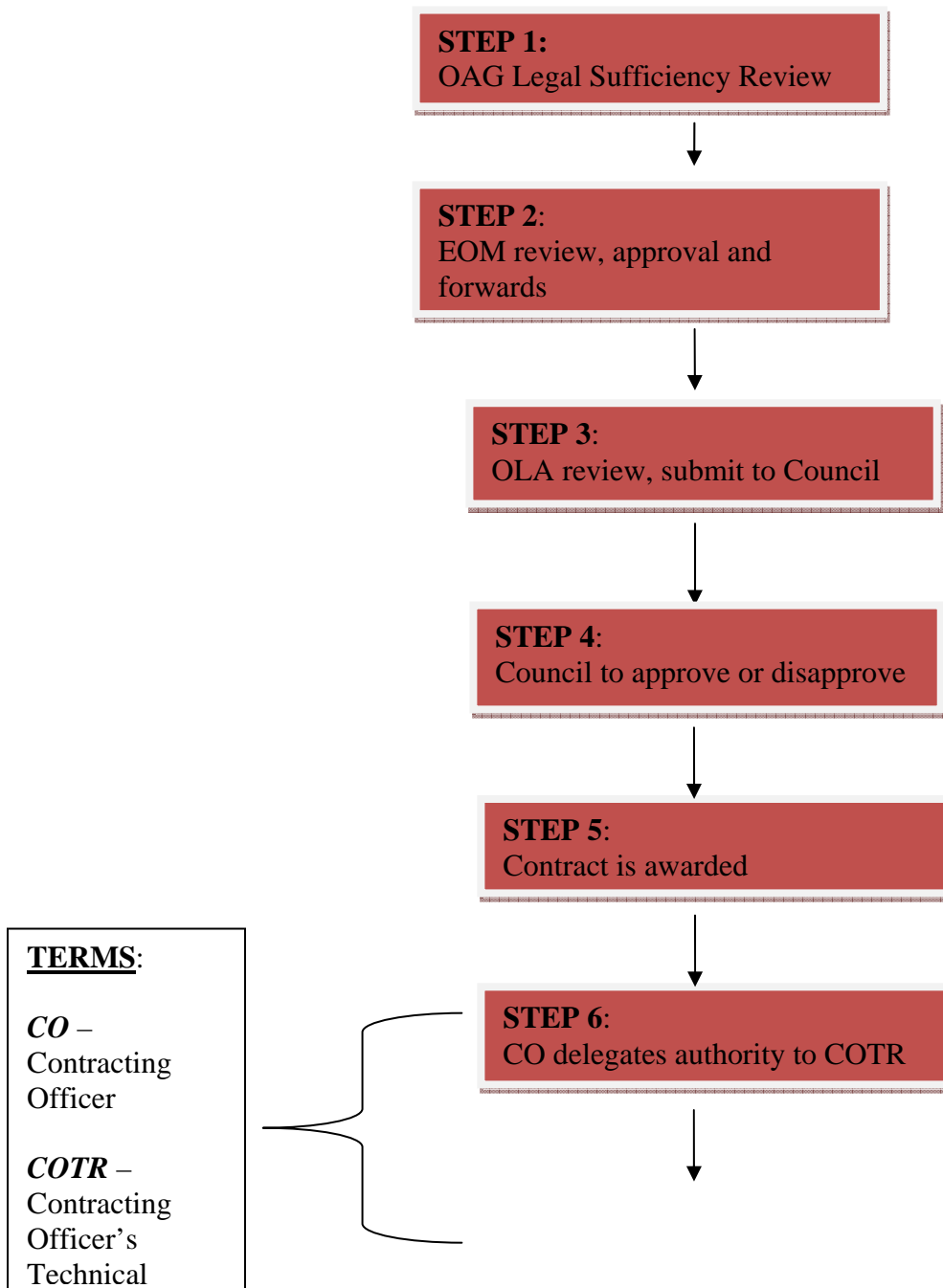
approval from the District of Columbia City Council

The following agencies and offices are involved in that process:

- *Office of Contracting and Procurement (OCP)*
- *Office of the Attorney General (OAG)*
- *Executive Office of the Mayor (EOM)*
- *Office of Legislative Affairs (OLA)*
- *District of Columbia City Council (Council)*
- *Office of the Chief Financial Officer (OCFO)*

## **4.2 The Million Dollar & Multi-year Contract Process**

The following provides an illustration of the Million Dollar and Multi-year Contract approval process:



**STEP 6:**  
OCFO makes a payment

### **4.3 Roles & Responsibilities**

The offices and agencies involved in the preparation of Million Dollar and Multi-year Packages have differing roles and responsibilities. The following table provides a very simple overview of the differing roles each entity is expected to execute throughout the process, and what they are responsible for:

<b>OAG</b>	<b>EOM</b>	<b>OLA</b>	<b>Council</b>	<b>OCP</b>	<b>OCFO</b>
Reviews \$1M+ packages for legal sufficiency	City Administrator and Mayor's legal counsel review, approve and forwards	Reviews and prepares package for formal submission to Council from EOM	Reviews to approve and/or disapprove	Contracting Officer awards contract and delegates authority to agency COTR	Makes payments to vendors upon invoice certification from agency