

Introduction

The Procurement Reform Amendment Act of 1996 established a centralized procurement office to manage all District of Columbia procurement functions. The office created as a result of this Act is the Office of Contracting and Procurement.

The purpose of centralizing procurement is to take full advantage of the fact that we, as a city, are a large and important customer. We can and should receive the best discounts and service levels from our suppliers.

Additionally, a centralized procurement office standardizes policies and procedures that make our buying operation more fair and consistent, as well as more sensible to our suppliers. The result is greater efficiency and better value for the public that has entrusted us with this process.

This document serves as a general overview of the contracting and procurement process in the District of Columbia. It serves as a guide for District personnel, from the identification of a minimum need to the closeout of a contract. Within this document is a simple narrative describing the work that all process partners – the Office of Contracting and Procurement (OCP); customer agencies; the Office of the Chief Financial Officer

(OCFO); the Executive Office of the Mayor (EOM); and the Council of the District of Columbia (Council) – must complete in order to realize successful procurement outcomes.

The process described incorporates opportunities to streamline citywide procurement by conducting parallel tasks and eliminating unnecessary activities.

Additionally, OCP believes it is essential for all contracting professionals in the District of Columbia to adhere to a strong code of ethics governing the conduct of every person conducting procurement. Keeping that in mind, our office strives to serve as a trusted business advisor to you: our customers.

To that end, we offer this guide to help you retrieve the basic information on procurement that you need.