



Expediting Procurement Requests

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Resource Allocation Officer





Agenda

1. Purchasing Fundamentals
2. Understanding the DFS Procurement Process
3. Understanding the OCP Procurement Process
4. How do I receive my items?
5. Key Contacts
6. Q&A





DFS Mission

Produce “high-quality, timely, accurate, and reliable forensic science services with the use of best practices and best available technology. The department will focus on unbiased science and transparency.”





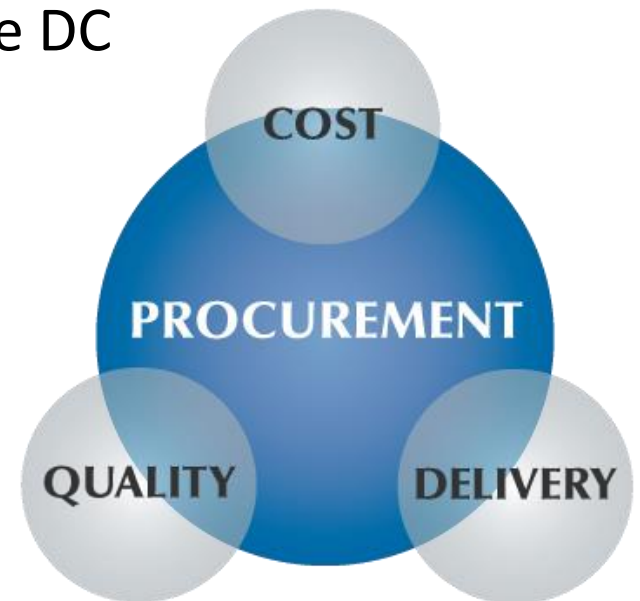
Purchasing Fundamentals





Procurement

The purchasing of goods and services on behalf of the DC Government.





What are *goods/services*?

Goods

- Uniforms
- Equipment
- Office Supplies

Services

- Machine Calibrations
- Chemical Disposal
- Medical Surveillance

To carryout our mission and do our jobs.



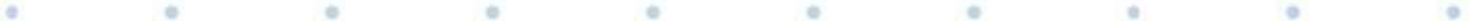


Key Procurement Terms

Terms	Definition
DFS Purchase Request Form (PR)	DFS internal form used to initiate purchases.
OCP Procurement Automated Support System (PASS)	OCP's procurement processing system.
OCP Statement of Work (SOW)	Description of items /services required by OCP
OCP Requisition (RQ)	A request sent to OCP through PASS to procure goods or services.
OCP Purchase Order (PO)	Contractual agreement between the District of Columbia and the vendor for goods/services.
OCP Office of Contracting and Procurement Planning Tool (OAPT)	OAPT number tied to approved DFS spend plan for the current fiscal year.



Understanding the DFS Procurement Process





How do I get my goods and services?







Pre-Purchase Request Approval Checklist

- ☒ Identify what you need
- ☒ Submit a DFS Help Desk ticket to Ops Support to see if items are in DFS centralized inventory.
- ☒ If item is not in stock. Is item on the spend plan with assigned OAPT number?
- ☒ Is vendor registered with DC?
- ☒ Request quote from vendor.
- ☒ Once quote is obtained, complete purchase request form.

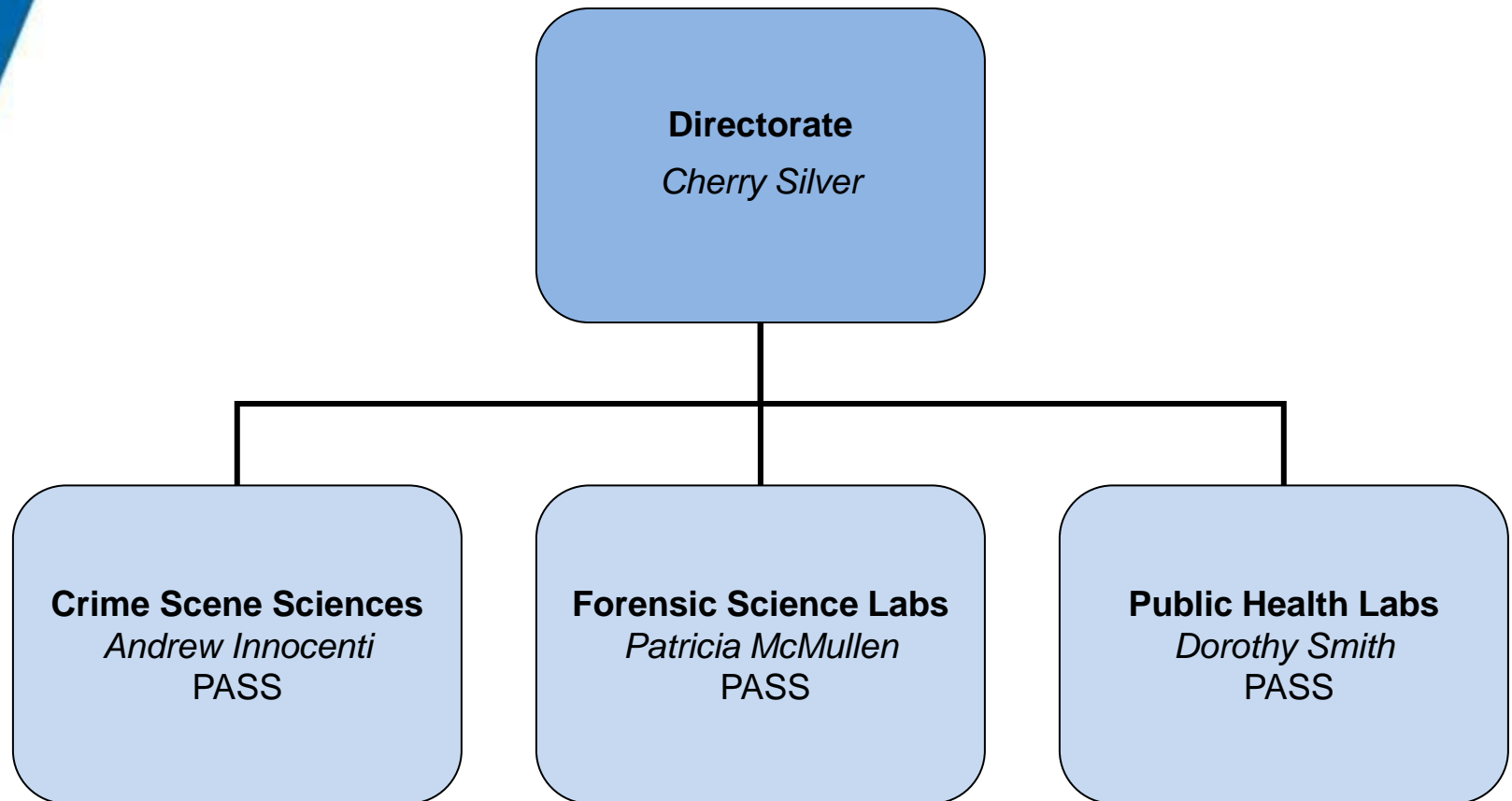


Post-Purchase Request Approval

-  Have item entered into PASS by Designated Employee
-  Create a Requisition (RQ)
-  Ensure all necessary documents are attached to the RQ
-  Follow-up on the status of the requisition



DFS Designated Employees





Designated Employee Responsibilities

- Ensure that the Purchase Request (PR) forms are completed with all of the required attachments
- Confirm all required signatures have been obtained
 - Division Director
 - Grants Manager
 - Resource Allocation Officer
 - Other signatures may be required
- Enters requisition into PASS
- Monitors all requisitions, PO's and reports weekly status
- Communicates with the OCP contracting specialist regarding delays questions or problems with requisitions
- Checks items as they are delivered
- Contacts vendors regarding missing or damaged items

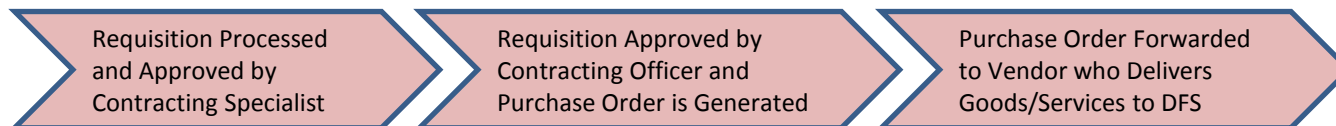


PASS Approval Flow Process

DFS Requisition Approval and Submission



OCP Purchase Order Creation and Order of Goods/Services



DFS Receipt and Acceptance of Goods/Services





Understanding the OCP Procurement Process





OCP Procurement Lifecycle





The OCP Process



The OCP Procurement
Automated
Support
System

The law requires an
open, and competitive
process.

Contracting Specialist
processes the procurement
and sends out solicitations.

Contract Officer (CO)
Checks to ensure that the
contracting specialist has
processed the procurement in
accordance with the [DCMR
27](#) and the [PPRA](#).



OCP STANDARD LEAD TIMES IN THE PROCUREMENT CYCLE

Procurement	Dollar	Estimated Lead Time Business Days
Small Purchase for Supplies	Under \$10K	3 - 5
Small Purchase For Services	Under \$10K	5 - 10
Small Purchase for Supplies and Services	From \$10K-100K	5 - 10
Purchases for Supplies and Services	Over \$100K	15 - 45





Purchases

Items Less than \$10,000	Items Greater than \$10,000
Obtain quote from Vendor	Obtain a quote from a vendor. Items must be solicited in the DC Supply Schedule (DCSS) Vendor
The quote estimate must include <ul style="list-style-type: none">• Retail Pricing• Government Discount• Final Price <i>*Second quote may be required to show "Price Reasonableness"</i>	If no DCSS Vendor can provide the item, the solicitation goes to the Certified Business Enterprises (CBE)
Note: <ul style="list-style-type: none">• OCP will not approve an expired quote• Vendor must be in PASS system	If the CBE can't provide the item the solicitation is awarded to the original vendor



Key Contact Information





Key Contact Information

Unit	Pass Employee	Phone	Email
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Questions?

