



**PUBLIC SERVICE
COMMISSION**

District of Columbia

Your Energy. Your Voice.

NAVIGATING THE DCPSC'S PROCUREMENT PROCESS

CERTIFIED BUSINESS ENTERPRISE WEBINAR SERIES

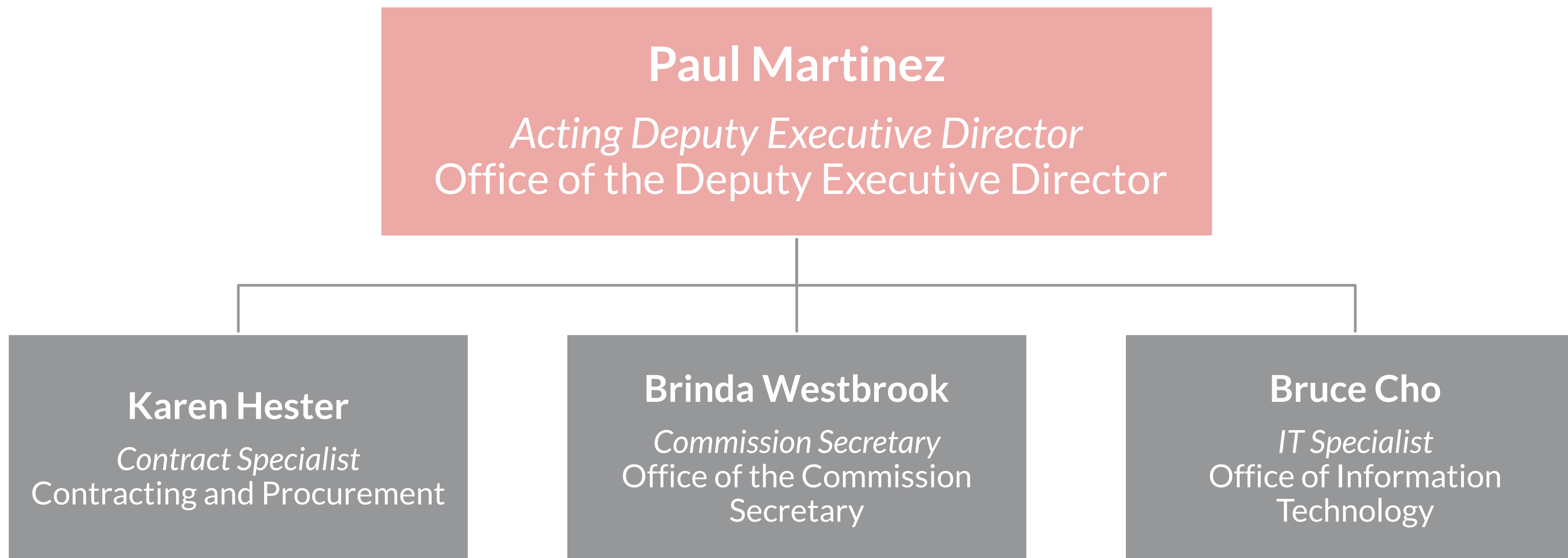
Office of the Deputy Executive Director

WEDNESDAY, MAY 19, 2021

Organizational Chart

Office of the Deputy Executive Director (ODED)

ODED is responsible for contracting and procurement, information technology, and facilities and fleet management.
The Office of the Commission Secretary also reports to ODED.



Office of the Deputy Executive Director

Mission

OEDD is committed to facilitating the purchase of high-quality goods and services at competitive prices in support of the Commission's mission.

We achieve this by:

- **Customer Service:** Endeavor to be a trusted source of administrative and procurement resources for internal customers.
- **Financial Stewardship:** Safeguard the funds entrusted to us through fiscal responsibility.
- **Integrity:** Maintain high ethical standards as consistently demonstrated through compliance, transparency and business practices.
- **Diversity:** Identify and engage CBEs for professional services contract opportunities.

Diversity

By CBE, we mean District-based companies that are certified by the Department of Small and Local Business Development (DSLBD). This is different than Federal (8A) or State SBA or SBE certifications.

What are our objectives and areas of focus?

- Increase competition
- Increase CBE participation and growth in the industry
- Encourage those eligible to become CBEs
- Encourage partnering and mentoring of CBEs by non-CBEs

Professional Services

Accounting

Economics

Law

Technology

Marketing /
Communications

DCPSC RFP Process



- ABOUT
- EDOCKET SYSTEM
- ORDERS/REPORTS/REGULATIONS
- UTILITIES
- CLEAN ENERGY
- CONSUMERS' CORNER
- NEWSROOM
- FILE A COMPLAINT

OVERVIEW

MISSION AND GOALS

WHO WE ARE

HISTORY

VISIT US

STAFF

COMMISSIONERS

ORGANIZATIONAL STRUCTURE

EMPLOYEE DIRECTORY

CAREERS

EMPLOYMENT OPPORTUNITIES

PROCUREMENT

CONTRACTING AND PROCUREMENT



Where do we post/advertise solicitations?

- On our website, dcp.sc.org.
- Both the [Office of Contracting and Procurement](#) (OCP) and the [DSLBD](#) have a link to all DCPSC solicitations on their websites.



DCPSC RFP Process

How are solicitations disseminated to the public?

- Solicitations are posted to the website for all contracts with a value expected to exceed \$100,000. Solicitations are updated with Addendums as necessary and sent to those on our bidder's list.

Who is the point of contact for solicitations / opportunities?

- The POCs will be indicated in each RFP.
- For general inquiries about opportunities or to present your capabilities and be added to our bidder's list contact **Ralea Roberts** at rroberts@psc.dc.gov.



DCPSC RFP Process

What is the timeframe given for responses to solicitations?

- Respondents usually are given 30 days to respond, and more recently longer to allow time to partner with CBEs.

What are the steps in the evaluation process?

1. Proposals are usually reviewed by an evaluation panel.
2. The panel evaluates and reaches consensus on which Offerors are in the competitive range.
3. Procurement and Evaluation Panel **may** hold discussions or presentations with Offerors in the competitive range.
4. Procurement requests BAFO from offerors in competitive range.
5. Panel members review BAFOs and revise scores, if necessary.
6. Procurement prepares contract.
7. Notify unsuccessful offerors.
8. Hold debriefings upon request by unsuccessful offerors.

Helpful Tips

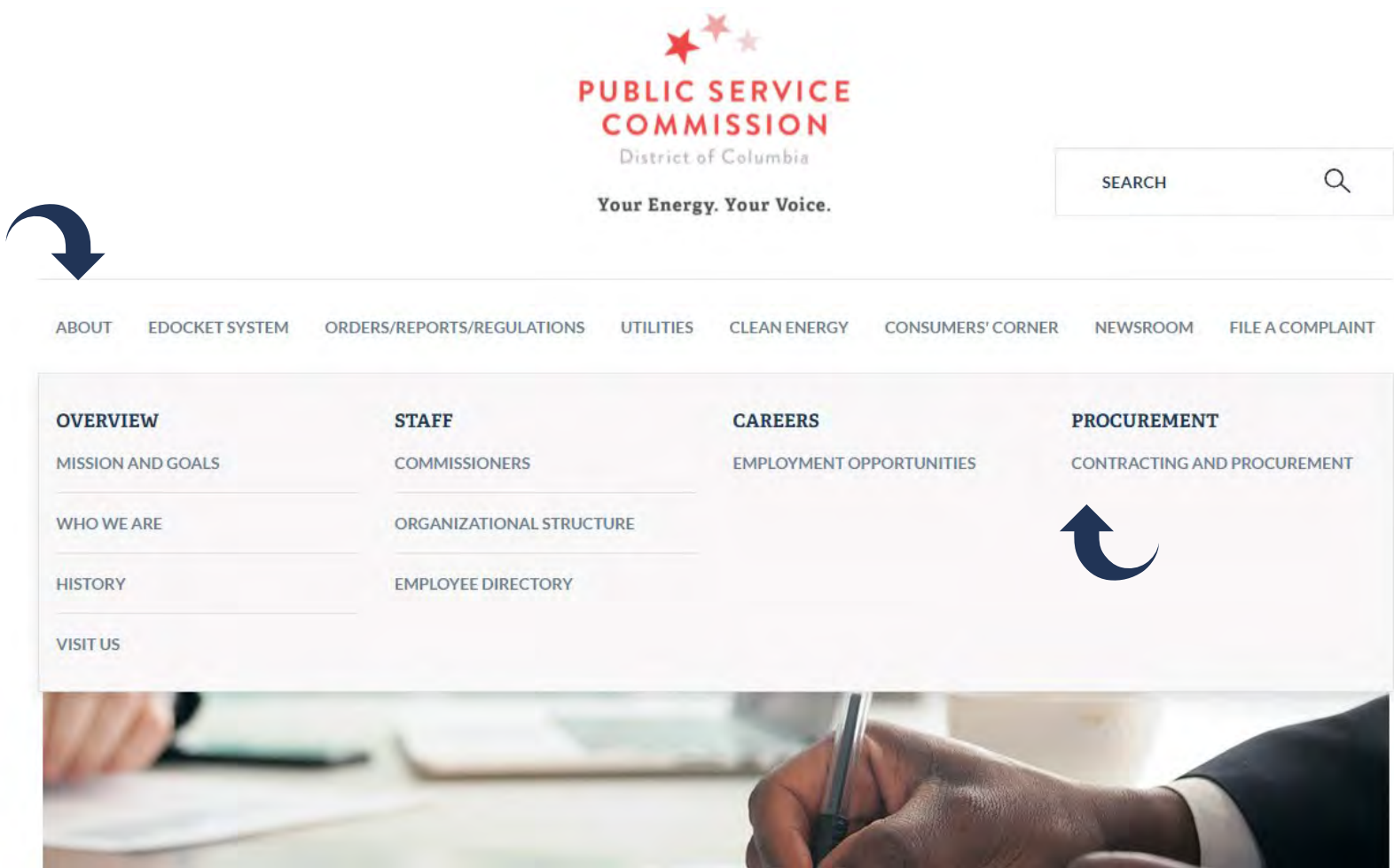
1. We are looking for Offerors that are **reasonable** with regard to price or hourly rates comparable to market, **responsive** to the solicitation requirements, and **responsible** with a satisfactory performance record, current with taxes and properly licensed, product/service in line with what's required.
2. Be on time with your submission. Late proposals will not be accepted. We are currently accepting all proposals via email.
3. **ASK QUESTIONS – About the scope or anything not understood.**
4. Ask for more time, if necessary, especially if you intend to satisfy the CBE requirement.
5. Follow the format requested.
6. Do not change the price format that is requested.
7. Non-CBE's must have CBE participation for at least 35% of the contract amount, if required.



DCPSC RFP Process

Do we have a forecast of upcoming solicitations?

- Yes, it can be found on our website, dcpsc.org, on the Contracting and Procurement page.



THANK YOU

Paul Martinez
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