



**PUBLIC SERVICE  
COMMISSION**

District of Columbia

Your Energy. Your Voice.

# NAVIGATING THE DCPSC'S PROCUREMENT PROCESS

CERTIFIED BUSINESS ENTERPRISE WEBINAR SERIES

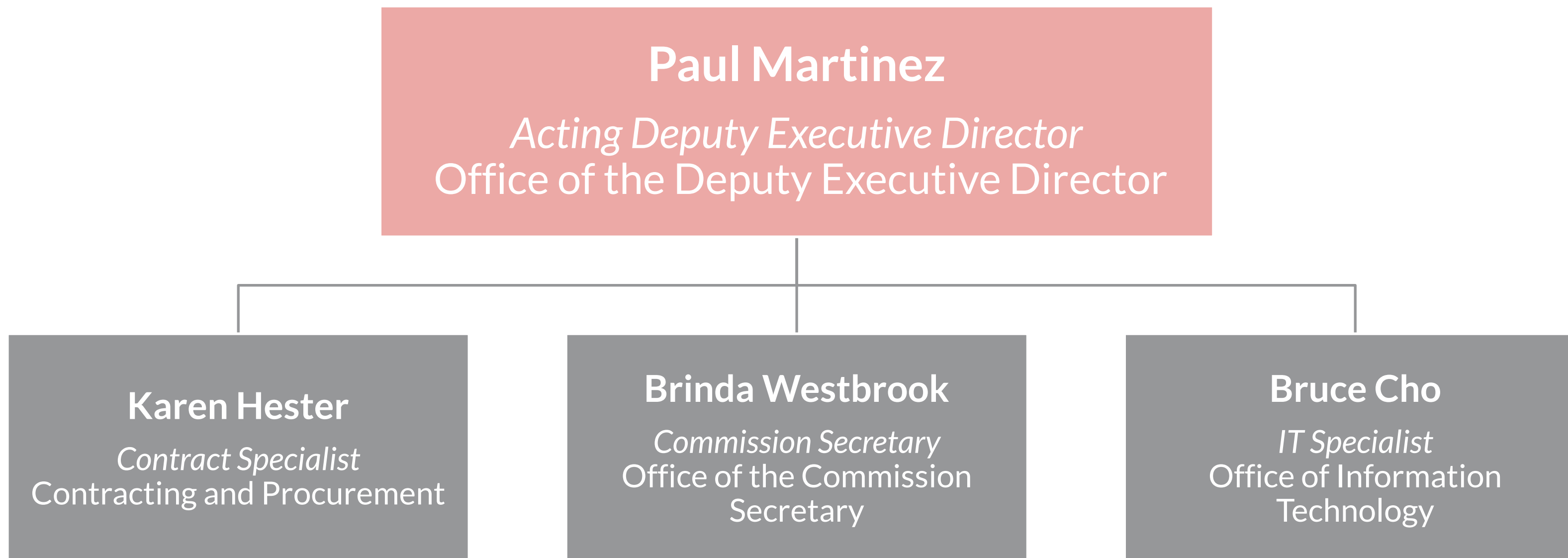
Office of the Deputy Executive Director

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](https://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](mailto: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.

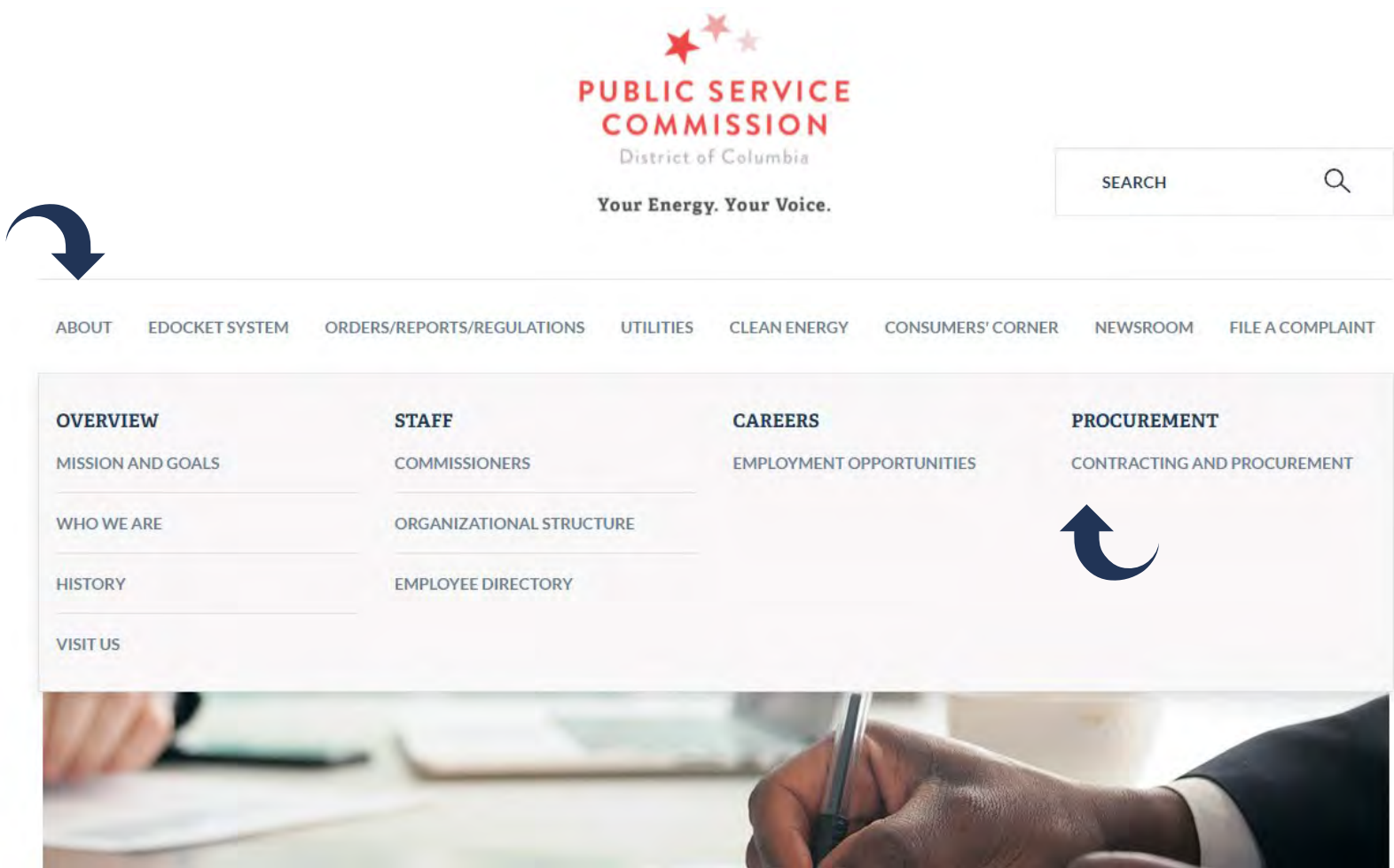




# DCPSC RFP Process

## Do we have a forecast of upcoming solicitations?

- Yes, it can be found on our website, [dcpsc.org](https://dcpsc.org), on the Contracting and Procurement page.



The screenshot shows the DCPSC website header with the logo and tagline "Your Energy. Your Voice." and a search bar. Below the header is a navigation menu with links: ABOUT, EDOCKET SYSTEM, ORDERS/REPORTS/REGULATIONS, UTILITIES, CLEAN ENERGY, CONSUMERS' CORNER, NEWSROOM, and FILE A COMPLAINT. A large blue arrow points from the left towards the menu. Below the menu is a grid of four sections: OVERVIEW, STAFF, CAREERS, and PROCUREMENT. The PROCUREMENT section is highlighted with a blue arrow pointing to it. The OVERVIEW section contains links for MISSION AND GOALS, WHO WE ARE, HISTORY, and VISIT US. The STAFF section contains links for COMMISSIONERS, ORGANIZATIONAL STRUCTURE, and EMPLOYEE DIRECTORY. The CAREERS section contains a link for EMPLOYMENT OPPORTUNITIES. The PROCUREMENT section contains a link for CONTRACTING AND PROCUREMENT. Below the grid is a banner image showing hands writing on a document.



# THANK YOU

Paul Martinez  
Deputy Executive Director  
[pmartinez@psc.dc.gov](mailto:pmartinez@psc.dc.gov)