



**COUNCIL OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE SECRETARY**

**MEMORANDUM**

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To: Members of the Council, Council Officers  
cc: Chiefs of Staff  
From: Nyasha Howard  
Date: April 21, 2025  
Subject: Procurement Policy and Procedures

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*This memo revises a previous issuance dated October 1, 2019.*

**Purpose**

The Office of the Secretary to the Council remains committed to ensuring that the procurement of goods and services adheres to the highest standards of efficiency, integrity and value while safeguarding the use of public dollars. This document provides updated guidance reflecting current District law, e-invoicing policies and vendor registration requirements. Adherence to these guidelines will ensure that the Council’s contracting and procurement practices are fair, ethical and economical.

**Procurement Authority**

The Council of the District of Columbia has independent procurement authority and is subject to certain provisions of the Procurement Practices Reform Act (“PPRA”)<sup>1</sup>. The Chairman as the Chief Executive Officer of the Council has designated the Secretary to the Council as the Contracting Officer.<sup>2</sup> Only the Secretary or authorized designee may enter into or obligate the Council; no other individual is authorized to enter into contracts, or in any way obligate the Council for indebtedness, except that each personnel authority may enter into personal services contracts provided that funds are certified in advance by the Secretary to the Council. Furthermore, the Secretary is required to only disburse funds for the direct operating expenses in the office of a Member or Officer.

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<sup>1</sup> [D.C. Official Code § 2-351.05\(a\)](#). The following sections of the PPRA apply to the Council – Subchapters III, IV, V, VII, IX, X, XI, and XII - Contractor standards; source selection and contract formation; types of contracts; bonds and other forms of security; prohibited actions and remedies; Contract Appeals Board authority; and other miscellaneous provisions such as green procurement, supply schedule, purchase card use, vendor portals and any subsequent Rules implemented with regards to these sections. In these instances, the Council assumes the duties otherwise delegated to the Chief Procurement Officer. The Mayor and the Chief Procurement Officer are not authorized to regulate, monitor, or enforce standards related to Council procurement activities without explicit Council authorization.

<sup>2</sup> Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 26 and Council’s Administrative and Operational Procedures Manual, Section 1.15.1. Contract Authorization.

## Office of Procurement

The Secretary, in accordance with the authority cited above, approves all contracts and procurements on behalf of the Council. To aid in the daily administration of contracting duties, the Secretary has established an Office of Procurement. The Office of Procurement has the daily responsibility for the management and administration of all contracts and procurements, including:

- Maintaining complete records;
- Monitoring whether goods or services have been delivered and conform to contract requirements;
- Ensuring that inspections or acceptance procedures are followed;
- Identifying and resolving issues that arise during contract performance;
- Reviewing invoices, authorizing and processing payments for the delivery of goods or performance of services; and
- Coordinating with District's Office of Contracting and Procurement ("OCP") and the Office Chief Financial Officer ("OCFO") to ensure compliance.

## Procurement Standards

The Council generally adheres to the District's rules, regulations and procedures regarding contracting and procurement. No employee, other than the Secretary, may purchase, obligate or contract on behalf of the Council. The District government requires all vendors to have a valid contract and an approved procurement instrument **prior** to providing goods or services. As such, the following standards will be strictly enforced:

### **Office of the Secretary purchases for the Council**

- No employee, other than the Council's contracting officer, should purchase, obligate, or enter into a contract for any goods or services on behalf of the Council of the District of Columbia.

### **Employees are prohibited from obligating the Council without prior approval**

- Entering into contracts verbally or without appropriate authorization is prohibited. Any purchases or obligations made by unauthorized employees will be done so at the employee's own risk of loss and the Council is not obligated to reimburse.

### **Council will not pay for work without a valid contract**

- The Council does not pay for goods or services that were provided without the benefit of a properly executed contract and approved procurement instrument. Any vendor who delivers services or goods to the Council without a proper contract is doing so entirely at their own risk and the Council is not obligated to pay.

There are twenty-four (24) types of expenditures excluded from the above requirements. Of the 24 types of expenditures identified by the CFO, the following types of expenditures are applicable to the Council:

- Payments for employee training and travel reimbursement, to the extent purchase cards cannot be used.
- Employee tuition reimbursements or membership dues or fees, for licenses or certifications for organizations related to, and necessary for, job performance.
- Vendor check replacements resulting from incorrect addresses, names, amounts, disbursement bank account closing or system errors.
- Settlement and judgment payments pursuant to a settlement agreement approved by OAG (in our case, OGC) or a court order.
- Imprest fund replenishments.

Unauthorized reimbursement requests will be rejected by the CFO and may become the personal financial responsibility of the employee or requestor.

### **Contractor Qualifications and Responsibilities**

To be eligible for Council contracts or procurements, vendors must:

- Have, or have the ability to secure, adequate financial resources to perform the contract;
- Comply with the required or proposed delivery or performance schedule;
- Possess the required integrity and reliability which will assure good faith performance;
- Have a satisfactory performance record;
- Not be suspended, debarred, or otherwise ineligible to receive contracts from the District government or the Federal government;
- Have, or commit to obtain, the necessary licenses, permits, and certifications to perform the contract;
- Provide evidence that it has paid all applicable District of Columbia and Federal taxes and filed District and Federal tax returns up to and including the most recent year; and
- Be registered as a vendor in the District's procurement system (PASS) and obtain an Ariba Supplier Network ID number.

### **SBE commitment**

District government agencies are legally required to spend at least 50% of expendable budgets with small business enterprises (SBEs). Although not governed by SBE requirements, the Office of the Secretary prioritizes SBEs when feasible.

Advantages of utilizing SBEs:

- Illustrates good citizenship.

- SBE companies tend to hire individuals who live within the community thereby providing valuable job opportunities to local residents and allowing for reinvestment of dollars throughout our community.
- SBEs can bring innovation.
- SBEs can bring flexibility and agility to a project timeline and service levels (smaller and more agile than a large corporation).
- SBEs provide a direct benefit to the District through the tax revenue received.

### **Public Notice of Contracting and Procurement Actions**

Solicitations may be published on the Council’s website where appropriate; except sole source procurements, emergency procurements or small purchases (under \$10,000) are exempt. Expenditures are published on the Council’s website quarterly.

### **Procurement Process**

- All purchases begin with a Requisition for Goods and Services. **No purchase will be executed without this form.**
- Complete the form and submit to the Office of the Secretary with the signature of the Councilmember/Officer or designee (generally the Chief of Staff).
- Attach supporting documents (e.g. website print-out, URL link, copy of catalog page, etc.).
- Once approved by Secretary, the requisition will be forwarded to the Office of Procurement for execution.
- The Office of Procurement will select a procurement instrument (either purchase order and purchase card) and will authorize the vendor to provide the good or service.
- Once the vendor satisfies its obligation to the Council, the vendor will either transmit an invoice to the Office of Procurement (for p-card purchases) or upload its invoice to the District’s e-invoicing portal (for purchase orders).
- Vendor invoices must be verified by the Office of Procurement and approved by the receiving office.
- A payment request is submitted to the CFO. The CFO typically remits payment within thirty days of receipt.

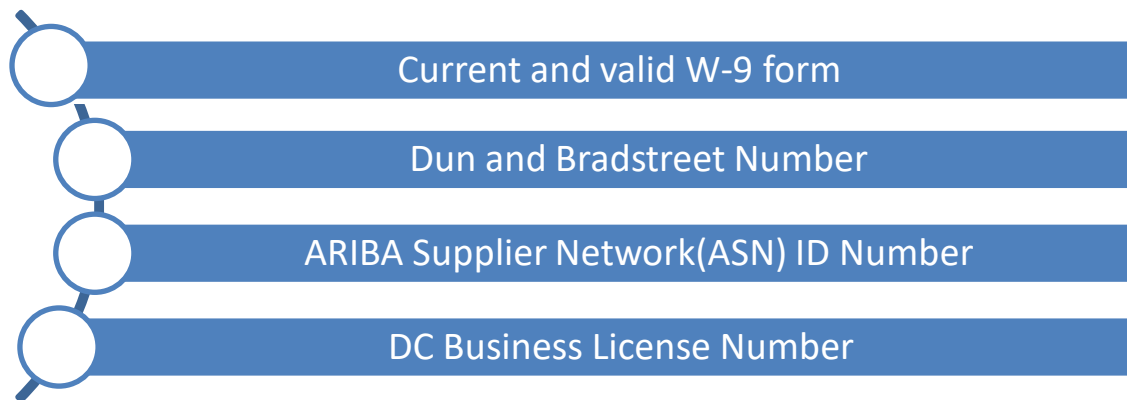
### **Procurement Categories**

- Sole source contracts for expert and/or personal and professional services are permissible when competitive procurement methods are not appropriate and where advantageous to the Council.
- Procurements for an amount under \$10,000 are considered micro-purchases and may be made without competitive quotes provided that the price is fair and reasonable. The preferred procurement instrument for micro-purchases is the purchase card.

- All procurements over \$10,000 but less than \$100,000 require at least three (3) quotes prior to execution.
- All procurements over \$100,000 require a formal Solicitation or RFQ depending on goods and services desired. Procurement planning is necessary for these purchases.
- Vendors providing services for procurements over \$5,000 will be checked against the District’s Clean Hands system, OTR system, the Excluded Party List, and DLCP business compliance system.

**Vendor Registration**

All vendors must be registered in the District’s procurement system (“PASS”) with accurate vendor profiles to facilitate purchase order creation (i.e. a purchase order will not be generated without this information). The system requires all businesses to provide the following information:



**e-Invoicing Requirements**

The Council’s Office of Procurement does not issue payments. All payments are issued and processed by the Office of Treasury for the District, so all requests for payments must adhere to the District’s new e-Invoicing requirement. With the exception of the 24 voucher categories discussed above, no payment can be made unless the vendor submits invoices through the e-Invoicing portal.

The vendor portal is a secure online invoicing system that only a vendor can access to create and submit invoices. The objective of the e-Invoicing module is to standardize invoice processing throughout the District and improve the payment process for vendors and contractors doing business with the District government.

The e-Invoicing system will allow vendors to:

- View Purchase Orders online
- Eliminate requirement of sending invoices by mail
- Submit invoices online
- Receive real-time notifications

- Track status of invoices & payments

### **Guidelines for specific purchases**

- **Business Cards and/or Stationary:**
  - All orders must be accompanied by a Microsoft Word or enlarged copier sample marked up with the correct name, title, and contact information.
  - All proofs must be approved in writing prior to order placement. We will no longer proceed with an order without written confirmation and acceptance of a proof.
  - Timeline:
    - 24-48 hours from the time of receipt of an approved requisition by the Office of Procurement for proof.
    - 2-3 days from signed approval of proof and quote for printing.
  - TOTAL TIME:
    - 7-10 days (barring no corrections, missing information, questions or production delays due to holidays).
- **Office Supplies:**
  - All orders must have a complete description of the item(s) requested (e.g. page no. from catalog, specific item no., copy of similar item or exact item from website, etc.).
  - Suggested vendor if known; otherwise, we will engage a local small business from the District's Supply Schedule.
  - The Office of Procurement will obtain a quote and/or availability of the items requested to fully inform the requestor of the cost and availability of item(s).
  - Once quote is approved, the items will be ordered.
  - Timeline:
    - 24-48 hours from time of receipt of an approved requisition by the Office of Procurement for quote.
  - TOTAL TIME:
    - 3-5 days for delivery depending on availability of item(s) and vendor.
- **IT Equipment or Software:**
  - All orders must have a complete description of the item(s) requested (e.g. page no. from catalog, specific item no., copy of similar item or exact item from website, equipment specifications, etc.).
  - All orders must be approved by IT if they are to be used on Council IT equipment.
  - Once an approved requisition is received, the Office of Procurement will obtain a quote and/or availability on the item(s) requested, if necessary.
  - Timeline:

24-48 hours from time of receipt by the Office of Procurement for quote, if necessary.

If no quote is necessary, items will be ordered; delivery times will vary depending on vendor.

**AUTHORITIES:**

- [D.C. Official Code § 2-351.05\(a\)](#).
- Rules of Organization and Procedure for the Council of the District of Columbia, Council Period 23 Council's Administrative and Operational Procedures Manual, Section 1.15.1. Contract Authorization.
- Financial Administrative Issuance, Financial Management and Control Order No. 07-004A\*, effective September 5, 2007, revised June 22, 2011.

**REFERENCE:** [Requisition form](#) for requesting goods and services.