

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER



Office of Management and Administration

**MEMORANDUM**

**TO:** OCFO Executive Staff  
OCFO Financial Managers

**FROM:** Paul Lundquist  
Executive Director

**DATE:** December 10, 2009

**SUBJECT:** Small Purchasing within the OCFO

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Small Purchasing within the OCFO is governed by the Public Procurement Act (PPA) and the implementing regulations in DCMR 27.

Small purchases are defined as procurements under \$100K and include, but are not limited to: office supplies, research services, subscriptions, equipment maintenance services, software. The DCMR requires that 50% of the total dollar amount of the agency's non-construction small purchase procurements be with certified SBEs. Within the OCFO that standard is met primarily through directing small purchases to qualified and certified SBE vendors.

The DCMR also mandates that small purchasing procedures shall not be used when the requirement can be supplied through the use of the GSA schedule or other like Federal supply schedule, or the DC Supply schedule.

Within the OCFO the following small purchasing procedures apply:

- Purchasing agents within the Office of Contracts will direct small purchases to qualified and certified SBEs, the GSA schedule or the DC Supply schedule as appropriate.
- OCFO program offices will continue to obtain and attach to requisitions in PASS the following: quotes from vendors, Statements of Work (SOW), and any supporting documentation.
- Program offices will include a statement on the requisition when the requirement can only be met via a single or sole source vendor and a justification to support that determination.

- Purchasing agents within the Office of Contracts will prepare the necessary single and sole source documents and forward for appropriate signatures.

Please share this information with your staff. If you have any questions or need additional information, please contact Joe Giddis, OCFO Director of Contracts, at 442-7012. Thank you.

cc: Dr. Natwar Gandhi  
Lucille Dickinson  
Angell Jacobs