



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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## Program Statement

OPI: DIR  
Number: 2420.3A  
Date: October 21, 2011  
Supersedes: D.O. 2420.3 (02/08/93)  
Subject: Procuring and Paying for  
Goods and Services

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1. **PURPOSE AND SCOPE.** To establish policies and procedures for governing the efficient procurement and payment of routine goods and services.
2. **POLICY.** It is the policy of the D.C. Department of Corrections (DOC) to enter into written contractual agreements with all vendors prior to the delivery of goods and services. Written contracts are required by D.C. Code §2-359.01 and are essential to the efficient and accurate payment of vendors.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. All procurement activity will be conducted by authorized DOC staff and approved by the DOC Office of Procurement.
  - b. Contracts will be monitored and effectively managed.
  - c. Fraud, waste, abuse, mismanagement, and illegal acts in procurement will be prevented, detected, and reported.
  - d. Procurement data will be accurately collected and reported.
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

5. **DIRECTIVES RESECINDED**

- 1) D.O. 2420.3 Procuring and Paying for Goods and Services (2/8/93)

6. **DIRECTIVES AFFECTED.** None

7. **AUTHORITY**

- a. District of Columbia Municipal Regulations Title 27 Contracts and Procurement.
- b. D.C. Code § 2-351.01 et seq., Government Procurement.
- c. D.C. Code § 2-1401.01 et seq., Powers; Promulgation of Rules.
- d. Mayors Memorandum 83-68 Decentralization of Accounting and Certification Systems for Charges Against the District of Columbia Government, dated November 29, 1983.
- e. Mayors Memorandum 91-12 "Restriction of Purchases without a Written Contract", dated March 9, 1991.

8. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA) 4<sup>TH</sup> Edition Standards for Adult Local Detention Facilities 4-ALDF-4D-11, 4-ALDF-7D-22.

9. **DEFINITIONS.** For the purpose of this Program Statement, the following definitions apply:

- a. **Contract.** Any legally enforceable agreement, including rental or lease agreements and purchase orders, between the DCDC and a business concern for the acquisition of goods and services.
- b. **Contract Administrator.** The Administrator is responsible to certify invoices and verify whether goods, services, and supplies are provided in accordance with the written contractual agreement. The Administrator is responsible for contract planning and conveys to the Contracting Officer any necessary contract modifications, continuances, and cancellations.
- c. **Goods and Services.** Products, materials or functions procured and purchased via contractual agreement by DOC e.g., construction services, drug treatment services, and supplies.

- d. **Receiving Official.** The DOC authorized staff who is responsible for accepting delivery of goods and services.
  - e. **Requesting Official.** The Department Official who has signed the "Request for Supplies and Services" (RSS) form to procure goods and services.
  - f. **Vendor.** An individual, group, company or collective entity which is awarded a contract for the provision of goods or services to DOC.
10. **REQUESTING GOOD OR SERVICES.** The following procedures will be followed when requesting goods or services.
- a. When goods or services are requested by a DOC employee, the employee will submit a request to the Supply Management Office. The Supply Management Office will create a requisition in the PASS system.
  - b. DOC employees requesting goods must provide a list with product name and/or numbers.
  - c. The requisitions are approved internally by DOC Office of Procurement. Once approved internally, the proposal goes to the Office of Contract and Procurement (OCP) for award.
11. **PROCEDURES FOR PROCURING GOODS OR SERVICES**
- a. **Procuring Goods or Services for \$25,000 or Less**
    - 1) In those instances where goods and services costing \$25,000 or less are required, the Supply Management Office will process and award.
    - 2) The Supply Management Requisitioner will create Requisition (RQ) in the PASS system based on the information provided by the Program Manager for services or goods.
    - 3) The Supply Management Specialist will review the RQ for accuracy and determine the proper method of procurement via RQ or PCard and prepare solicitation for goods and services. The RQ will be processed within thirty (30) calendar days.
    - 4) The Supply Management Contracting Officer will award a purchase order and send via email or fax to the appropriate vendor.

- 5) Upon receipt of the contract goods or services, the Receiving Department/Contract Administrator shall verify delivery. If all documents are correct, payment shall be authorized within thirty (30) days of receipt of the invoice by DOC.
- 6) Upon receipt of invoices for contract goods and services, the designated Receiving Official/Contract Administrators shall verify that the invoices for services comply with the terms of the established contract. Invoices will be authorized to pay within thirty (30) days of receipt of the invoice by DOC.

**b. Procuring Goods and Services Costing \$25, 000 or More**

- 1) If the request is more than \$25,000, the Supply Management Office shall create the Requisition (RQ) and submit the request to the OCP for award. This type of request can normally be expected to remain in OCP processes for approximately one hundred (120) calendar days. The Contracting Officer, (OCP), is responsible for monitoring all procurement requests which must be processed by OCP.
- 2) Upon receipt of the contract goods or services, the Receiving Official/ Contract Administrator shall verify delivery. If all documents are correct, payment will be authorized within thirty (30) days of receipt of the invoice by DOC.

**c. Contract Administration**

- 1) The Requesting Official is responsible for ensuring that a Contract Administrator is designated to administer the provisions of on-going contracts for goods and services.
- 2) After the contract is awarded, the Contract Administrator will monitor the delivered services in relation to the terms of the contract.
- 3) In instances where there are deficiencies in service delivery, the Contract Administrator will submit a written report to the vendor which outlines all deficiencies and provides a reasonable date for correcting all deficiencies. A copy of the report will be submitted to the OCP, who will provide assistance if the Contract Administrator cannot resolve the discrepancies.
- 4) If a satisfactory resolution cannot be reached in twenty-five (25) calendar days with regard to a contract dispute, the Deputy Director shall be notified and provided a copy of all relevant documents for necessary action.
- 5) The Contract Administrator is responsible for receiving and certifying the validity of a vendor's invoices. These certified invoices, which are received

from the vendor, must be forwarded to the Accounting Office within three (3) work days.

d. **Payment of Vendors of Goods and Services**

- 1) The DOC's Accounting Office shall function as the central location for receiving and controlling the processing of invoices for goods and services.
- 2) The Accounting Office must authorize payment of vendors within seven (7) work days after receiving a certified invoice. Payment will be made within (30) thirty days of receipt of a certified invoice, except as follows:
  - a) When a specific payment date is provided for in the contract, payment will be made as close as possible to but no later than that date.
  - b) When a time discount is taken, payment will be made as close as possible to but no later than the discount date. Discounts will be taken whenever economically justified.
  - c) The Accounting Office will establish and maintain a computerized log to track invoices that were received in the central location and distributed to agency staff for verification. These invoices shall be forwarded to the Contracting Officer or other responsible agency staff for corrective action.
  - d) The Accounting Officer shall maintain an invoice verification process that requires DOC's Director's signature. Verification should be effected by an authorized certifying officer consistent with the guidelines of Mayor's Memorandum 83-68. "Decentralization of Accounting and Certification Systems for Charges Against the District of Columbia Government." The approval and entry of purchases and contract advisements into the financial management system must be completed before services are rendered, not when invoices are received.
  - e) Invoices for goods and services which are received by the Accounting Office should be supported by the following documents: a receiving report which indicates the commodity received, a vendor invoice requesting payment and a purchase order, or other legally binding contract.

12. **Notice.** In accordance with Chapter 16, District of Columbia Personnel Manual, any agency employee authorizing and/or receiving goods or services without the benefit of a written, authorized contract is subject to disciplinary action.

A handwritten signature in black ink, appearing to read "Thomas Faust". The signature is stylized with a large initial "T" and a long horizontal stroke.

Thomas Faust  
Acting Director