



**Court Services and Offender Supervision Agency**  
**For the District of Columbia**  
Office of Administration-Procurement

# **POLICY STATEMENT**

Title: Doing Business with CSOSA  
Number:5600  
Effective Date: 6/26/2020  
Review Due Date: 6/26/2022

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Richard Tischner  
Director

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## Overview

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### Background

The Court Services and Offender Supervision Agency (CSOSA or Agency) works with a range of businesses and organizations to achieve its mission and to support critical agency operations. Business opportunities with CSOSA are posted to Federal Business Opportunities on the System for Awards Management (SAM) [website](#).

SAM is the single government point-of-entry for Federal government procurement opportunities over \$25,000. Government buyers can publicize their business opportunities by posting information directly to the [website](#) via the internet. Through this one portal, commercial vendors seeking federal markets for their products and services can search, monitor, and retrieve opportunities solicited by the entire federal contracting community.

CSOSA purchases a wide variety of goods and services, and is committed to small business participation in the Agency's acquisition program. By helping firms identify procurement opportunities as early in the acquisition process as possible, the Agency hopes to improve communication with the business community and its marketing efforts.

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### Coverage

This Policy Statement applies to all CSOSA personnel, including employees, contractors, and interns. This policy also applies to external business entities or individuals that are interested in becoming a contractor/vendor with CSOSA.

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### Authorities

[Federal Acquisition Regulations Part 6 - Competition Requirements](#)

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### Disclaimer

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

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## Overview, Continued

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### References

- [Small Business Administration-Contracting Opportunities](#)
  - [Small Business Administration: Practical Guide to Doing Business with the Federal Government](#)
  - [Dun & Bradstreet \(D&B\)](#)
  - [Federal Classification Codes](#)
  - [North American Industry Classification System \(NAICS\) Codes](#)
  - [System for Award Management](#)
  - [Federal Acquisition Regulations \(FAR\)](#)
  - [CSOSA Procurement Action Lead Time Information, Dated, 10/10/19](#)
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### Administrator

The Office of Administration, Office of Procurement (OA-P) is responsible for the contents of this policy.

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## Policy

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### Principles

CSOSA is committed to:

- Ensuring that businesses have an equal opportunity to play an integral role in CSOSA satisfying its mission.
  - Promoting the use of small businesses, as defined by the Small Business Administration, in procurements throughout the Agency.
  - Assisting small businesses in getting started as federal contractors, doing business with CSOSA, and identifying contracting opportunities.
  - Conducting all procurement actions effectively and efficiently to deliver the best value to the American taxpayer.
  - Maximizing the return on its acquisition investment.
  - Ensuring access to high-quality business solutions.
  - Conducting productive interactions with industry partners.
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## Definitions

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**Contracting  
Officer (CO)**

A person with authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer.

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**Contracting  
Officer  
Representative  
(COR)**

An individual designated and authorized in writing by the contracting officer to perform specific technical or administrative functions.

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**Contract  
Specialist**

A person in OA-P responsible for every phase of contract development from researching the federal regulations to negotiating the terms and preparing the solicitation and contract agreement as well as modifications as needed.

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**Contractor/  
Vendor**

An individual or business entity that has a contract to provide goods or services to an agency.

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**Data Universal  
Numbering  
System (DUNS)**

The 9-digit number assigned by Dun and Bradstreet, Inc. (D&B), to identify unique business entities, which is used as the identification number for federal contractors. The number is available for free for vendors pursuing federal contracts and grants through the Central Contractor Registration process.

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**Federal Supply  
Service Program  
(FSS)**

A simplified process for procuring commonly used supplies or services by placing delivery orders against Federal Supply Schedule contracts that have been awarded by the General Services Administration (GSA) for use by numerous federal agencies.

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**Definitions, Continued**

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**North American Industrial Classification System (NAICS)** NAICS (pronounced "Nakes") consists of codes developed by the Census Bureau. It is the standard business classification used by federal statistical agencies in classifying business establishments to collect, analyze, and publish statistical data related to the U.S. business economy.

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**Solicitation** Any request to submit offers, proposals, bids, or quotations to the government. Generally, solicitations describe the government's requirements, anticipated terms and conditions that will apply to the contract, information required in the offeror's proposal, and (for competitive acquisitions) the criteria that will be used to evaluate the proposal and their relative importance. Solicitations under sealed bid procedures are called "invitations for bids." Solicitations under negotiated procedures are called "requests for proposals." Solicitations under simplified acquisition procedures may require submission of either a quotation or an offer.

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**Statement of Work (SOW)** The portion of the contract that clearly and concisely defines requirements of the specific work, tasks, or services to be accomplished. Statements of work are individually tailored to consider the period of performance, deliverable items, if any, and the desired degree of performance flexibility. In the case of task-order contracts, the statement of work for the basic contract only defines the scope of the overall contract in general terms. The statement of work for each task order must articulate the specific requirements of the Agency.

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**System for Award Management (SAM)** A consolidation of several procurement systems that allows small businesses to register to do business with the federal government, and represent/self-certify as a small business in one system.

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## Roles and Responsibilities

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### Potential Contractors/ Vendors

- Obtain a [Data Universal Numbering System \(DUNS\)](#) number from Dun & Bradstreet.
  - Register in the [System for Award Management \(SAM\)](#).
  - Know the [North American Industry Classification System \(NAICS\) Codes](#) for your firm's products and/or services.
  - Identify which CSOSA program office(s) buys the products and/or services your firm provides.
  - Contact the CSOSA Office of Procurement for assistance on marketing your firm to a specific CSOSA program office.
  - Visit the [Beta.Sam.gov](#) website for current CSOSA contracting opportunities.
  - Consider becoming a [General Services Administration \(GSA\) Federal Supply Schedule](#) contract holder.
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### Contracting Officer's Representative (COR)

COR responsibilities as outlined in FAR section 1.604. and in the respective COR delegation letter include, but are not limited to, the following:

- Works with the program office to identify the mission-critical or mission supportive needs.
  - Develops the annual acquisition plan for their office.
  - Develops the procurement package as outlined in the CSOSA Procurement Action Lead Time.
  - Develops the Statement of Work.
  - Submits the acquisition package according to the CSOSA Procurement Acquisition Lead Time (PALT).
  - Conducts the solicitation Technical Review Panel and submit recommendations to OA-P.
  - Ensures contractor meets requirements of the contract.
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### Operating Plan Manager

- Reviews the annual acquisition plan.
  - Reviews the procurement package and ensures compliance with the acquisition package requirements and PALT timelines.
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### Contracting Officer, OA-P

- Reviews and approves the acquisition package.
  - Prepares and awards the contract to the selected vendor.
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## **Roles and Responsibilities, Continued**

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**Contracting  
Specialists,  
OA-P**

- Review and process the acquisition package.
  - Prepare and issue a solicitation for procurement.
  - Serve as point of contact for solicitation.
  - Serve as oversight for the Technical Review Panel
  - Prepare modifications as needed.
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