



The Launch Pad Initiative

Frequently Asked Questions

- **How do I obtain information on the Certified Business Enterprise (CBE) certification program in DC?**
 - Information may be obtained by calling the District of Columbia's Department of Small and Local Business Development at (202) 727-3900, or visiting their office at:
Department of Small and Local Business Development
441 4th Street NW, Suite 850N
Washington, DC 20001

- **How does DGS pick the 10 business?**
 - By visiting <http://dgs.dc.gov/page/launch-pad-initiative-dgs>
 - A business will be able to see the next **Statement of Work** for the Launch Pad series as well as sign up for our distribution.
 - During the first week of every month, DGS will email vendors in our database to let them know that during the second week of the month, the Statement of Work will go live.
 - A reminder email will be sent during the second week before it goes live.
 - When the website goes live the first 10 CBEs to register during a pre-determined window will be the ones selected to present at The Launch Pad. The website will be updated with information of receipts from vendors and time stamps.
 - Those 10 Businesses will have until Friday of the third week at 5:00pm to submit their proposals.
 - On the final week of the month, on Wednesdays, businesses will come and give a 5 minute presentation on their capabilities to fulfill the Statement of Work to the senior staff of DGS. They will discuss their capabilities to fulfill the Statement of Work, and answer the question - “Why should DGS hire me for this contract?”
 - The senior staff will confer their results of the evaluation panels and decide whom to award the contract on the spot.
 - They will discuss their capabilities to fulfill the Statement of Work, and answer the question - “Why should DGS hire me for this contract?”

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- **Why is the maximum only \$10,000.00?**
 - Under the simplified Procurement Procedures, the \$10,000.00 threshold provides DGS with the greatest flexibility in making a selection.

- **What are the first three Statements of Work?**
 - Although we cannot release the Statements of Work, the subject matters are:
 - OSHA Training – February
 - Sustainability & Energy – March
 - Capitol Construction – April

- **What is the process to not miss out on the next event?**
 - If you were unable to register before the window closed or were unaware of the Statement of Work, the Department of General Service encourages you to sign up with our website and check <http://dgs.dc.gov/page/launch-pad-initiative-dgs> during the first week of every month.

- **How do I obtain copies of DGS solicitations?**
 - Vendors interested in solicitations may download [solicitation announcements](#) from this website.

- **Is there a Vendor/Bidder list for DGS**
 - Once a business is included in the District’s procurement system and provided tax information, they are searchable in the database under the NIGP codes under which they registered. Be sure to include as much information as possible so if we are looking for businesses that offer a specific service, our procurement staff will be able to locate your business.

- **Where does DGS publish current solicitations for goods, services and construction?**
 - DGS Solicitations with an estimated value in excess of \$100,000 may be viewed on the [Contract Awards](#) page. See the listings under [DGS Solicitations](#).

- **What if a vendor has a question while filling out a request for quote, bid or proposal document?**
 - Please phone or email the point of contact (PoC) identified in the solicitation.

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- **How do I obtain Bid results?**

- After final award, telephone or send an e-mail to the point of contact (PoC) identified in the solicitation. If you have bid on a solicitation, you will be notified via mail on the results. You can also review Contract Awards and Small Purchases from the DGS website.

- **What are CBE preference points?**

- Preference points are awarded to proposals and bids that are received from a Local, Small and Disadvantaged Business that meet certain criteria. Bids and proposals are evaluated using a preference point system in the form of points (in the case of proposals) or percentage reduction in price. More information is available by contacting the District of Columbia's Department of Small and Local Business Development at (202) 727-3900, or visiting their office at:

Department of Small and Local Business Development

441 4th Street NW, Suite 850N
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- **How do I find out more information on upcoming business opportunities?**

- Solicitations are published on the DGS website at [DGS Solicitations](#). Forecasts can be viewed at the [Procurement Planning and Forecasting Page](#).

- **How do I get general assistance on the procurement process or to discuss how I can do business with DGS?**

- You may contact procurement staff for specific questions by email at dgs.procure@dc.gov or by calling (202) 727-2800