



DEPARTMENT OF DEFENSE CLERICAL SUPPORT CONTRACTS (DCSC)

www.acq.osd.mil/dpap/strategicsourcing/dcsc.htm

OVERVIEW

The DOD-Wide Strategic Sourcing Council for Clerical Services is pleased to announce the availability of the DOD Clerical Services Contracts (DCSC) for placement of task orders for clerical services in the metropolitan Philadelphia, PA, Washington, DC, and Norfolk, VA areas.

The Council has awarded multiple indefinite delivery indefinite quantity contracts that execute an acquisition strategy for the DOD's \$69M annual spend on clerical support services. The awards are designed to provide customers throughout DOD with clerical services acquired in the most efficient and advantageous manner. Benefits expected under this award strategy include:

- **A reduction in the total cost of ownership**
 - **Purchase Price**
 - **Procurement Costs**
- **Improvements in attaining socio-economic goals**
- **Improved visibility into Department-wide clerical services spend**
- **A streamlined and standardized acquisition business process**
- **A baseline on which to expand and further enhance the clerical services acquisition strategy**

SOCIO-ECONOMIC CLASSES AVAILABLE

- **8(a)**
- **HUBZone**
- **Service-Disabled Veteran-owned Small Businesses (SDVOSB)**

Ordering Officers utilizing this vehicle will not need to process their requirements through the Small Business Administration as the strategy was approved by SBA during the contract solicitation phase.

The ordering system does allow for review by the local SADBUs and should be utilized in accordance with local Directives.

All Obligations executed through the DCSC Portal will be credited to the Ordering Officer's Organization with the completion of the CARS, including Small Business credits.

REGIONAL AVAILABILITY

The regions encompassed in the award were chosen due to the high percentage of total spend, geographic concentration, and representation across all services.

The DCSC's are available to all Department of Defense Ordering Officers for performance of clerical services in these locations:

- **Washington, DC Metro Region**
- **Philadelphia, PA Region**
- **Norfolk, VA Region**

A list of specific counties is available at the [DCSC](http://www.acq.osd.mil/dpap/strategicsourcing/dcsc.htm) web page: www.acq.osd.mil/dpap/strategicsourcing/dcsc.htm

TYPES OF SERVICES OFFERED

Clerical services offered include the following (with the associated Federal Service Codes (FSC)):

- **Document Preparation, incl. Word Processing & Typing** (FSC R607)
- **Stenographic Services** (FSC R609)
- **Transcription** (FSC R603)
- **Paper Shredding Services** (FSC R614)
- **Library Services** (FSC R605)
- **Information Retrieval** (FSC R612)
- **Other Clerical Support Services** (FSC R699):
 - Operation of telephones and switchboards
 - Filing Services
 - Basic accounting
 - Data Entry
 - Secretarial Support Services
 - Data Imaging & Storage
 - Miscellaneous office activities

CONTRACT INFORMATION

The contracts have been awarded to the following vendors:

- Autonomic Resources LLC**
- DLS Engineering Assoc Inc**
- Compass Solutions Corp**
- Henderson Group Unlimited**
- Global Solutions Network Inc**
- Exhibit Arts LLC**
- TSI Corp**
- Intaset Technology Corp**
- Symtech Corp**



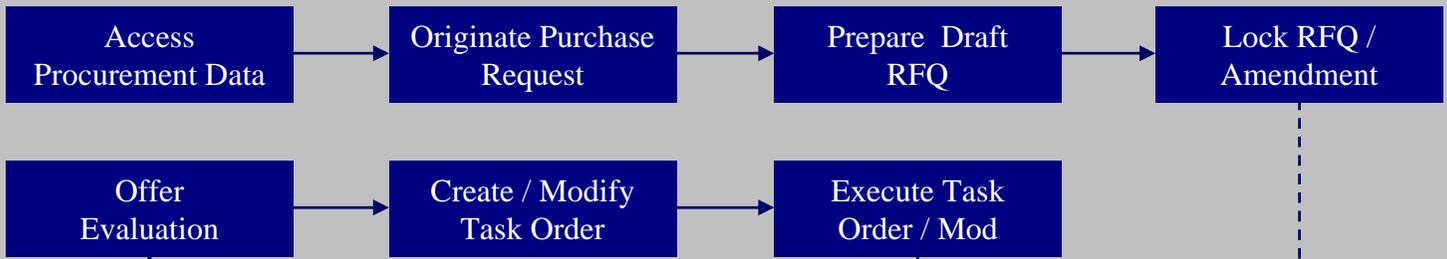
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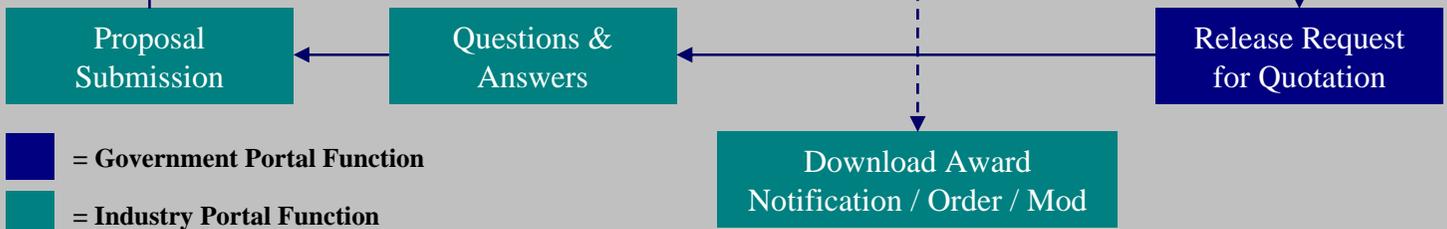
Task orders will be executed electronically through the use of a modified software package currently in production for the Navy. The system is a web-based, e-business procurement Portal, designed to facilitate performance-based service acquisitions, improve business intelligence and reduce cycle time. The Portal, registration information, and support information, can be accessed at www.acq.osd.mil/dpap/strategicsourcing/dcsc.htm.

DCSC Portal – Task Order Award Lifecycle

Government Portal - “Buy” Site:



Vendor Portal - “Sell” Site:



= Government Portal Function
 = Industry Portal Function

RFQs released and competed via the portal

- Email notifications announcing the release and offer period
- Access to PDF version of RFQ document
- Amendments release in similar manner
- Integrated Question & Answer module

Offers entered and submitted via Portal

- System-controlled offer period
- Collaborative access
- Draft and Final Quotation development

Task Order Awards announced via Portal

- Publicly-available award report
- Offerors notified via email of award determination
- Winning offeror receives notification and access to award document

Task Orders managed via Portal

- Unilateral and bilateral modifications
- Annual performance evaluation (TOPE)
- Formal issue management (IRD)

FOR MORE INFORMATION

For any questions related to ordering authority or to identify a contracting officer than has the authority to generate a task order, please contact the Service Action Officer specific to your Service/ Agency:

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|--------------------------|---------------------|----------------------------------------------------------------------------------|
| • Air Force | LTC Scott Benza | Scott.Benza@pentagon.af.mil |
| • Army | COL Tony Incorvati | Anthony.Incorvati@us.army.mil |
| • DLA | Mr. Patrick Kennedy | Patrick.Kennedy@dla.mil |
| • Marines | Dr. Lee Simon | lee.simon@navy.mil |
| • Navy | Mr. Kenneth Brennan | kenneth.brennan@navy.mil |
| • Other Defense Agencies | Ms. Peggy Ayanian | Peggy.Ayanian@bta.mil |

For other general questions regarding DCSC or ordering procedures, please contact a member of the DCSC team:

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| • Mr. Mario Cesarone | mario.cesarone@navy.mil |
| • Mr. Byron Lecates | byron.lecates@navy.mil |