OFFICE OF CONTRACTING AND PROCUREMENT

FY 2024 PERFORMANCE PLAN

DECEMBER 1, 2023

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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1   OFFICE OF CONTRACTING AND PROCUREMENT

Mission: OCPs mission is to procure quality goods, services, and construction through a streamlined procurement process that is transparent and responsive to the needs of government agencies and the public, and ensures all purchases are conducted fairly and impartially.

Services: OCP manages the purchase of $5.6 billion in goods, services and construction annually, on behalf of over 77 District agencies. In its authority under the Procurement Practices Reform Act of 2010 (PPRA), OCP is responsible for both establishing procurement processing standards that conform to regulations, and monitoring the effectiveness of procurement service delivery. Procurement processing and management is enhanced by OCP specialists who are assigned to agency worksites to directly collaborate with program staff throughout the entire procurement process. OCP core services include the DC Supply Schedule, Purchase card (P-Card) program, and the surplus property disposition and re-utilization program. And, OCPs learning and certification programs support on-going development of staff proficiency and procurement service quality.

2 2024 OBJECTIVES

Strategic Objective
Promote excellence in OCP contracting and Strategic Logistics Center (SLC) services.
Promote continuous innovation to achieve operational excellence and transparency.
Promote a culture of learning to sustain a more efficient workforce.
Enhance outreach and increase collaboration with both industry and client agencies.
Create and maintain a highly efficient, transparent, and responsive District government.

3   2024 OPERATIONS

Operation Title	Operation Description	Type of Operation
Promote excellence in OCP contracting and Strategic Logistics Center (SLC) services.		
Surplus Property	The District gains cost savings through the repurposing and redistribution of surplus property. OCP will auction surplus property no longer needed, generating additional revenue for the District	Daily Service
P-Card Utilization	The District of Columbia uses the P-Card Program as a fast and effective way for agencies to procure goods and services under $5,000 for single purchases. The P-Card Program serves as an alternative method of procurement that reduces the processing cost and delivery time for small purchases. Over 75 agencies within the District use the P-Card Program as a vehicle for small purchases.	Daily Service
Warehouse	Warehouse stores supplies for citywide distribution.	Daily Service
Acquisition and Procurement Planning	All agencies under the authority of the Chief Procurement Officer (CPO) annually submit planned procurements to help OCP anticipate types of purchases, cycle times and resource allocation requirements. Contract Officers use milestone planning to define key tasks and processing requirements, inter-agency coordination, deliverables, and timelines for performing functions through project completion. The acquisition process is monitored throughout the procurement life cycle to identify constraints and implement appropriate technical assistance to keep activities on track.	Key Project
Contracting & Procurement	OCP conducts all contracting and procurement functions for agencies under the authority of the Chief Procurement Officer (CPO)	Daily Service
Promote continuous innovation to achieve operational excellence and transparency.		
Contract Transparency & Contractor Performance	OCP publishes/posts newly awarded and active contracts $100,000 and above on the OCP web site for public access. OCP also maintains a contractor performance evaluation system.	Key Project
Systems, Data & Performance Division (SDPD)	The SPDP Team develops and maintains server applications and SQL databases, updates both Internet and Intranet sites and improves IT functionality, creates and maintains dashboards, conducts data analyses, and oversees records management	Key Project
Office of Integrity and Compliance (OPIC)	In order to align management decisions with audit functions, a specific audit committee has been formed.	Key Project
Promote a culture of learning to sustain a more efficient workforce.		

(continued)

Operation Title	Operation Description	Type of Operation
Procurement Training Institute (PTI)	Core training on District procurement rules, regulations, policies, and procedures is required for all procurement staff operating under authority of the Chief Procurement Officer (CPO).	Key Project
Human Resources	The Office of Human Resources (OHR) provides human resource management services that position the Office of Contracting and Procurement to attract, develop and retain a well-qualified and diverse workforce. Establishing and maintaining HR policies and procedures helps maintain the integrity of OCP operations.	Daily Service

Enhance outreach and increase collaboration with both industry and client agencies.

Operation Title	Operation Description	Type of Operation
Customer Service and Communications	OCP will continue its series, "OCP in the Wards," which represents business outreach and engagement designed to demystify District procurement practices. DC Buys, a reverse vendor trade fair, monthly vendor workshops and other outreach events will occur.	Key Project
Office of the Ombudsman	The OCP Office of the Ombudsman supports contractors and subcontractors, operating under a valid District contract, to communicate their complaints, concerns and suggestions related to OCP's contracting and procurement matters.	Daily Service

4 2024 STRATEGIC INITIATIVES

Title	Description	Proposed Completion Date
Expand Surplus Property Collections, Reutilization, and Sales from Reeves Center Move	With several District agencies relocating from the Reeves Center in FY 24, OCP will partner with those agencies to expand the collection of surplus property to increase reutilization and sales of District property. OCP will screen, tag, and retrieve the surplus property for either reutilization or for surplus auctions.	9/30/2024
Integration and Updates of All OCP Systems to Support the PASS Cloud Implementation Best Practices	In conjunction with transitioning the District's 18+ year old contract management system (PASS) to a modern cloud-based system (the Cloud), OCP will work to improve other District systems that support the Cloud so that the maximum effectiveness of industry best practices in data reporting and transparency can be achieved. In FY 24, OCP will redesign the agency's data warehouse to provide additional data for dashboards that can be used by procurement professionals and client agencies to improve the management and oversight of the procurement of goods and services. Further integration and updates will be included to the Contractor Performance Evaluation System, Contracts and Procurement Transparency Portal, and OCP's document management system and archives, which will ultimately improve the transparency and data reporting for contract professionals, industry partners and agency clients.	9/30/2024
Increase Outreach to CBEs	Each year, the District contracts with over 500 Certified Business Enterprises (CBEs) located within DC. Ensuring DC residents and businesses are getting a fair shot, Mayor Bowser has made supporting local businesses a key goal. In support of this goal, OCP plans to encourage	9/30/2024
Disparity Study Review	In April 2023, the District of Columbia Disparity study was released. In FY 24, OCP will participate in a cross-government committee consisting of various agency representatives to review the study and recommendations provided to the District. Upon review, the committee will provide a report on the feasibility of the recommendations and develop an implementation plan for the District.	9/30/2024

Upgrade the District's Contract Management System - Phase 2	Due to unforeseen delays with the District's new financial system (DIFS), the PASS Cloud project will now go live in FY 25. OCP is transitioning the District's 18+ year old contract management system (PASS) to a modern cloud-based system (the Cloud). Moving to the Cloud will not only improve efficiency for contract professionals, but it will also improve the user experience for industry partners and agency clients. New functionality will also include enhancements to data and reporting, making it easier to track the status of procurement actions for contract professionals, industry partners and agency clients. In FY 24 OCP will prepare PASS Cloud to go live in FY 25 by completing, but not limited to, the following actions: 1) configuring the Cloud to meet the District's requirements; 2) integrating the Cloud with other District systems; 3) system testing; 4) communicating updates with all stakeholders; and 5) facilitating training for all PASS users and vendors.	9/30/2024

5   2024 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2021	FY 2022	FY 2023	FY 2024 Target
Promote excellence in OCP contracting and Strategic Logistics Center (SLC) services.					
Percent of contractor performance evaluations that are completed	Up is Better	60.5%	60.3%	46.5%	80%
Promote continuous innovation to achieve operational excellence and transparency.					
Percent of awarded contracts over $100,000 publicly posted	Up is Better	90.8%	89.2%	92.7%	100%
Enhance outreach and increase collaboration with both industry and client agencies.					
Percent of industry partners that are satisfied with OCP services	Up is Better	63%	58.8%	83.3%	75%
Percent of client agencies that are satisfied with OCP services	Up is Better	57.6%	57.1%	70.6%	75%

Measure	FY 2021	FY 2022	FY 2023
Contracting & Procurement			
Total value of contracts awarded to CBE contractors (in millions)	$1,418.80	$1,476.10	$1,534.40
Total dollar value of contracts awarded (in millions)	$5,575.80	$4,823.50	$12,391.10
Total number of contracts awarded	921	656	776
Surplus Property			
Amount of revenue generated from surplus property (in millions)	$6.80	$7.00	$8.80