

# Office of Contracting and Procurement FY2022

**Agency** Office of Contracting and Procurement

**Agency Code** POO

**Fiscal Year** 2022

**Mission** OCP's 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.

## Strategic Objectives

Objective Number	Strategic Objective
1	Improve the quality and cost efficiency of procured goods, services and construction.
2	Improve planning and forecasting to support strategic business decisions in procurement.
3	Sustain a highly competent workforce.
4	Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders.
5	Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community.
6	Create and maintain a highly efficient, transparent, and responsive District government.

## Key Performance Indicators (KPIs)

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
<b>1 - Improve the quality and cost efficiency of procured goods, services and construction. (1 Measure)</b>					
Percent of contractor performance evaluations that are completed	Up is Better	New in 2020	49.7%	60.5%	80%
<b>4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (2 Measures)</b>					
Percent of client agencies that are satisfied with OCP services	Up is Better	New in 2020	60.5%	57.6%	75%
Percent of awarded contracts over \$100,000 publicly posted	Up is Better	75.6%	62.1%	90.8%	100%
<b>5 - Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community. (1 Measure)</b>					
Percent of industry partners that are satisfied with OCP services	Up is Better	New in 2020	73.6%	63%	75%

## Operations

Operations Title	Operations Description	Type of Operations
<b>1 - Improve the quality and cost efficiency of procured goods, services and construction. (16 Activities)</b>		
Vendor Record Maintenance Service	This is a system to track set-up and changes to vendor accounts.	Daily Service
Re-utilization Cost Avoidance	By avoiding acquisition costs through repurposing and redistribution, the District is able to gain cost savings and cost avoidance.	Daily Service
Contracting Officer Scorecard	This is an audit output identifying the compliance rating for each contracting officer.	Daily Service

Operations Title	Operations Description	Type of Operations
Property Revenue Generation	The OCP Surplus Property Program is a rigorous e-commerce campaign extended to industry outreach. It is building increased capacity for engaging additional auction bidding which generates revenue.	Daily Service
DC Supply Schedule	The DC Supply Schedule (DCSS) is the city's multiple-award schedule for providing commercial products and services to District government agencies. Competitive contracts are awarded to hundreds of suppliers who can provide thousands of products and services to meet recurring needs of these government agencies. Government acquisition personnel (from DC and other jurisdictions in the region) may place task or delivery orders against the schedule following DCSS procedures.	Daily Service
Risk -Based Internal Auditing	The Office of Procurement Integrity and Compliance conducts internal audits and reports its internal audit findings to key stakeholders within the agency; serves as the primary lead for OCP in support of the Comprehensive Annual Financial Report (CAFR) and Single Audit, and performs operational assessments of procurement processes and functions for agencies and teams under the authority of the District's Chief Procurement Officer.	Daily Service
P-Card Program	OCP manages the P-Card program as efficient and quick process for agencies to procure goods. It is an alternative method of procurement that reduces processing costs and delivery time for small purchases.	Daily Service
P-Card Utilization	The District of Columbia leverages 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
Small Business Enterprise (SBE) / Certified Business Enterprise (CBE) Subcontracting Compliance	For contracting parity, any contract executed on the behalf of the District that involves District funds, with exceptions, is legally bound to the 35 percent requirement. Federally funded, General Services Administration (GSA), District of Columbia Supply Schedule (DCSS), Cooperative Agreements and CBE prime contractors are excluded.	Daily Service
Technology Support	The Procurement Technology Team develops and maintains server applications, and multiple SQL databases, updates both Internet and Intranet sites and improves IT functionality.	Key Project
Purchase order processing	This represents the number and value of purchase order workload for procurement personnel.	Daily Service
Improvement of Procurement Automated Support System (PASS) functionality	Process Engineering	Key Project
Audit Deficiency Remediation	Single and CAFR audits are conducted for District agencies. Based on findings from external auditors, OCP notifies agencies under the authority of the CPO and their contracting officers of any deficiencies. OCP devises and monitors corrective action plans.	Daily Service
Contractor Performance Evaluation	The focus of this operation is to sustain a well-defined contractor performance evaluation system.	Daily Service
Management Training	OCP's Resource Management division oversees required management training for managers, in cooperation with DCHR Center for Learning.	Daily Service
Implementation Tracking for Large and Mission Critical Procurements	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
<b>2 - Improve planning and forecasting to support strategic business decisions in procurement. (2 Activities)</b>		
Milestone Planning	Contract Officers use milestone planning to define key tasks and processing requirements, inter-agency coordination, and deliverables; and, the timelines for performing functions through project completion.	Daily Service

Operations Title	Operations Description	Type of Operations
Acquisition Planning Improvement	All agencies under the authority of the Chief Procurement Officer (CPO) are required to submit planned procurements annually prior to the start of each fiscal year. This helps OCP anticipate types of purchases, cycle times and resource allocation requirements.	Key Project
<b>3 - Sustain a highly competent workforce. (1 Activity)</b>		
Training and Certification	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
<b>4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (8 Activities)</b>		
Workload Management System	This is a planned comprehensive information management tool to provide timely details on workload, resource allocation and productivity.	Key Project
Update Policies	OCP General Counsel Provides oversight for OCP policies and procedures.	Daily Service
Audit Committee	In order to align management decisions with audit functions, a specific audit committee has been formed.	Key Project
Performance Dashboard	The Dashboard provides a more efficient mechanism for data analysis.	Key Project
Records Management	OCP maintains an on-going monitoring, oversight and records management training for all umbrella agencies.	Daily Service
Transparent awards	OCP publishes/posts newly awarded and active contracts \$100,000 and above on the OCP web site for public access.	Key Project
Freedom of Information Act (FOIA) Requests	Requests for information are received through several means and generally require contracting personnel to gather documents for the FOIA specialist to package. The business process has been improved to tie performance to compliance and legislation therefore minimizing paperwork, reducing response time and increasing transparency.	Daily Service
Standardized Human Resources Policies	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
<b>5 - Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community. (1 Activity)</b>		
Vendor Engagement and Outreach	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

## Workload Measures (WMs)

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
<b>1 - Property Revenue Generation (1 Measure)</b>			
Amount of revenue generated from surplus property (in millions)	\$4	\$1.5	\$6.8
<b>1 - Purchase order processing (3 Measures)</b>			
Total number of contracts awarded	1262	1019	921
Total dollar value of contracts awarded (in millions)	\$3476.4	\$3950.3	\$5575.8
Total value of contracts awarded to CBE contractors (in millions)	\$2168.8	\$1371.6	\$1418.8

## Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>Improvement of Procurement Automated Support System (PASS) functionality (1 Strategic Initiative)</b>		
Upgrade the District's Contract Management System – Phase 1	By FY 24, OCP will be making major enhancements to the contract management system by transitioning PASS to a cloud-based system. This new cloud system will be utilized by District agencies using PASS under the authority of the CPO and several agencies not currently using PASS. For this multi-year project, OCP has numerous milestones for each fiscal year leading to the launch. In FY 22, OCP will complete the following for Phase 1: establish a more stable system to support the move to the cloud by upgrading the on-premise PASS to version 9r2 in coordination with OCTO; complete a gap analysis to determine which of the District's requirements can be met by the out-of-the-box cloud system; complete proposed configuration changes so that the system can satisfy the District's requirements not met by system; a staffing plan with needed skillsets so that OCP will have adequately qualified staff to maintain the cloud system; and a training plan for staff to maintain the system over time.	09-30-2022
<b>Property Revenue Generation (1 Strategic Initiative)</b>		
Maturation of OCP's Preparations for District's Emergency Responses	From best practices learned from recent city emergencies, the Office of Contracting and Procurement (OCP), in coordination with HSEMA, plans to expand city preparations for various emergency scenarios. In the District Response Plan, the District Government describes 13 hazards/threats that could potentially impact the city and its residents. The Response Plan details how the city should respond to each type of scenario. OCP's role as a supporting agency is to be prepared in procuring necessary supplies and materials for the District's response efforts. Similar to snow emergency preparations, OCP will create pre-disaster contracts for 5 out of the 13 hazard scenarios in FY 22. These pre-disaster contracts will poise the District to be more prepared in responding quickly to a potential emergency.	09-30-2022