Office of Contracting and Procurement FY2023

Agency Office of Contracting and Procurement   **Agency Code** PO0   **Fiscal Year** 2023

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

▼ Key Performance Indicators (KPIs)

Measure	Directionality	FY 2020 Actual	FY 2021 Actual	FY 2022 Target	FY2022 Actual	FY 2023 Target
1 - Promote excellence in OCP contracting and Strategic Logistics Center (SLC) services. (1 Measure)						
Percent of contractor performance evaluations that are completed	Up is Better	63.4%	60.5%	80%	60.3%	80%
2 - Promote continuous innovation to achieve operational excellence and transparency. (1 Measure)						
Percent of awarded contracts over $100,000 publicly posted	Up is Better	71.7%	90.8%	100%	89.2%	100%
4 - Enhance outreach and increase collaboration with both industry and client agencies. (2 Measure records)						
Percent of client agencies that are satisfied with OCP services	Up is Better	60.5%	57.6%	75%	57.1%	75%
Percent of industry partners that are satisfied with OCP services	Up is Better	73.6%	63%	75%	58.8%	75%

▼ Operations

Operations Title	Operations Description	Type of Operations
1 - Promote excellence in OCP contracting and Strategic Logistics Center (SLC) services. (5 Activity records)		
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
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
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
Contracting & Procurement	OCP conducts all contracting and procurement functions for agencies under the authority of the Chief Procurement Officer (CPO)	Daily Service
Warehouse	Warehouse stores supplies for citywide distribution.	Daily Service
2 - Promote continuous innovation to achieve operational excellence and transparency. (3 Activity records)		
Office of Integrity and Compliance (OPIC)	In order to align management decisions with audit functions, a specific audit committee has been formed.	Key Project

Operations Title	Operations Description	Type of Operations
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
3 - Promote a culture of learning to sustain a more efficient workforce. (2 Activity records)		
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
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
4 - Enhance outreach and increase collaboration with both industry and client agencies. (2 Activity records)		
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

Workload Measures (WMs)

Measure	FY 2020 Actual	FY 2021 Actual	FY2022 Actual
1 - Contracting & Procurement (3 Measure records)			
Total number of contracts awarded	1019	921	656
Total dollar value of contracts awarded (in millions)	$3950.3	$5575.8	$4823.5
Total value of contracts awarded to CBE contractors (in millions)	$1371.6	$1418.8	$1476.1
1 - Surplus Property (1 Measure)			
Amount of revenue generated from surplus property (in millions)	$1.5	$6.8	$7

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Procurement Training Institute (PTI) (1 Strategic Initiative)		
Enhance OCP's Comprehensive Training Program	In FY 23, OCP will enhance the quality of procurement training for all District procurement professionals, as required by District law, by: 1) publishing a consolidated agency training policy covering certification/recertification requirements, on-boarding, supervisor feedback, PASS access, warranting, and other relevant topics; 2) reviewing the current training curriculum with an eye toward adding guest lectures from senior procurement professionals, eliminating non-value-added redundancies, incorporating external training, improving the training catalog, and making training materials readily available online; 3) building upon the success of the new Contract Management Organizational Capability course to enhance OCP's tiered training program; and 4) enhancing the use of job aids and desktop reference materials.	09-30-2023
Systems, Data & Performance Division (SDPD) (2 Strategic Initiative records)		
Upgrade the District's Contracting Management System – Phase 2	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. For example, PASS Cloud will be compatible with mobile devices, making it easier and more secure to log into the system and conduct business. 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 23 OCP will prepare PASS Cloud to go live in FY 24 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.	09-30-2023

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
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 23, 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.	09-30-2023
Warehouse (1 Strategic Initiative)		
Analyze and Document the Path forward for the Maturation of the District's Strategic Logistics Center	In FY23, OCP will analyze and document the path forward to continue the maturation of the District's Strategic Logistics Center by: 1) maturing the work with HSEMA to continue acquisition and logistics planning for all of the most common District public emergencies; 2) developing and implementing comprehensive training for agency property officers on the full lifecycle asset management process with an emphases on the disposal and resource recovery/reutilization to maximize District revenue; 3) maturing the expansion central receiving and distribution services to agencies with large or critical projects and equipment refresh programs, improving asset accountability; 4) maturing the gathering and improvement of inventory data to improve budgeting, utility, and decreasing spoilage of commonly used commodities in the District.	09-30-2023