



**OFFICE OF CONTRACTING AND PROCUREMENT
PROPOSED FY 2025 PERFORMANCE PLAN**

APRIL 3, 2024

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1 OFFICE OF CONTRACTING AND PROCUREMENT

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.

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, OCP's learning and certification programs support on-going development of staff proficiency and procurement service quality.

2 PROPOSED 2025 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 PROPOSED 2025 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.		
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 PROPOSED 2025 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2022	FY 2023	FY 2024 Target	FY 2025 Target
Promote continuous innovation to achieve operational excellence and transparency.					
Percent of awarded contracts over \$100,000 publicly posted	Up is Better	89.2%	92.7%	100%	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	58.8%	83.3%	75%	75%
Percent of client agencies that are satisfied with OCP services	Up is Better	57.1%	70.6%	75%	75%
Create and maintain a highly efficient, transparent, and responsive District government.					
Percent of new hires that are District residents	Up is Better	New in 2023	9.5%	No Target Set	No Target Set
Percent of employees that are District residents	Up is Better	New in 2023	35.3%	No Target Set	No Target Set
Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time.	Up is Better	New in 2023	33.3%	No Target Set	No Target Set
Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia	Up is Better	New in 2023	19.2%	No Target Set	No Target Set
Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years.	Up is Better	New in 2023	Not Available	No Target Set	No Target Set

Workload Measures

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