

# Office of Contracting and Procurement FY2021

**Agency** Office of Contracting and Procurement

**Agency Code** POO

**Fiscal Year** 2021

**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

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 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	New in 2020	49.7%	80%
<b>4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (2 Measures)</b>					
Percent of awarded contracts over \$100,000 publicly posted	Up is Better	52.3%	75.6%	62.1%	100%
Percent of client agencies that are satisfied with OCP services	Up is Better	New in 2020	New in 2020	60.5%	75%
<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	New in 2020	73.6%	75%

## Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Improve the quality and cost efficiency of 1procured goods, services and construction. (16 Activities)</b>			
INFORMATION TECHNOLOGY	Improvement of Procurement Automated Support Sysyem (PASS) functionality	Process Engineering	Key Project
INFORMATION TECHNOLOGY	Vendor Record Maintenance Service	This is a system to track set-up and changes to vendor accounts.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
SURPLUS PROPERTY	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
PROCUREMENT MANAGEMENT & SUPPORT	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
PROCUREMENT INTEGRITY AND COMPLIANCE	Contracting Officer Scorecard	This is an audit output identifying the compliance rating for each contracting officer.	Daily Service
SURPLUS PROPERTY	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
CONTRACTING AND PROCUREMENT	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
PROCUREMENT INTEGRITY AND COMPLIANCE	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
HUMAN RESOURCE MANAGEMENT	Management Training	OCP's Resource Management division oversees required management training for managers, in cooperation with DCHR Center for Learning.	Daily Service
PROCUREMENT INTEGRITY AND COMPLIANCE	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
CONTRACTING AND PROCUREMENT	Contractor Performance Evaluation	The focus of this operation is to sustain a well-defined contractor performance evaluation system.	Daily Service
PURCHASE CARD	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
CONTRACTING AND PROCUREMENT	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
CONTRACTING AND PROCUREMENT	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
INFORMATION TECHNOLOGY	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

Operations Header	Operations Title	Operations Description	Type of Operations
CONTRACTING AND PROCUREMENT	Purchase order processing	This represents the number and value of purchase order workload for procurement personnel.	Daily Service
<b>2 - Improve planning and forecasting to support strategic business decisions in procurement. (2 Activities)</b>			
CONTRACTING AND PROCUREMENT	Milestone Planning	Contracting 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
CONTRACTING AND PROCUREMENT	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>			
LEARNING AND DEVELOPMENT	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>			
PROCUREMENT MANAGEMENT & SUPPORT	Workload Management System	This is a planned comprehensive information management tool to provide timely details on workload, resource allocation and productivity.	Key Project
LEGAL	Update Polices	OCP General Counsel Provides oversight for OCP policies and procedures.	Daily Service
OPERATIONS MANAGEMENT AND SUPPORT	Audit Committee	In order to align management decisions with audit functions, a specific audit committee has been formed.	Key Project
INFORMATION TECHNOLOGY	Performance Dashboard	The Dashboard provides a more efficient mechanism for data analysis.	Key Project
RESOURCE MANAGEMENT	Records Management	OCP maintains an on-going monitoring, oversight and records management training for all umbrella agencies.	Daily Service
PROCUREMENT MANAGEMENT & SUPPORT	Transparent awards	OCP publishes/posts newly awarded and active contracts \$100,000 and above on the OCP web site for public access.	Key Project
LEGAL	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
HUMAN RESOURCE MANAGEMENT	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>			
CUSTOMER SERVICE AND COMMUNICATIONS	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

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
<b>1 - Property Revenue Generation (1 Measure)</b>			
Amount of revenue generated from surplus property (in millions)	\$4	\$4	\$1.5
<b>1 - Purchase order processing (3 Measures)</b>			
Total number of contracts awarded	1279	1262	1019
Total value of purchase orders awarded to CBE contractors ( in millions)	\$1750.5	\$2168.8	\$1371.6
Total dollar value of contracts awarded (in millions)	\$7897.2	\$3476.4	\$3950.3

## Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>Implementation Tracking for Large and Mission Critical Procurements (2 Strategic initiatives)</b>		
Acquisition Planning and Strategic Sourcing	In FY21, OCP contracting professionals will support client agencies under severe resource constraints and with an unprecedentedly high workload. Specifically, the FY21 Acquisition Plan projects an increase of \$500 million in new requirements over the FY20 plan. Additionally, over \$250 million in new contracts will be managed by OCP due to the exigencies of the COVID-19 pandemic. At the same time, OCP will be operating with 11.5% fewer staff (31 fewer employees). In order to meet the District's requirements with fewer resources, OCP will systematically review acquisition plans for opportunities to leverage economies of scale while maintaining quality such as targeting particular commodities for strategic sourcing, encouraging client agencies to cooperate on requirements, reworking requirements with clients, and finding innovative ways of engaging the vendor marketplace. Success will be measured by OCP's ability to execute the acquisition plans.	09-30-2021
Implementing the District's Strategic Logistics Center	OCP will lead an unprecedented expansion in overall District warehousing and surplus property operations due to the COVID-19 pandemic. To support the supply chain needs of the pandemic, the District's surplus property warehouses were expanded from 20,000 square feet to 250,000 square feet. OCP will ensure timely, efficient operations, planning, and logistics. This will be accomplished by employing a data-driven approach in the five centrally managed District warehouses to support effective management and enhanced processes for purchasing, receiving, issuance, and further distribution.	09-30-2021
<b>Improvement of Procurement Automated Support System (PASS) functionality (1 Strategic Initiative)</b>		
Improvements to the District's Enterprise Contract Management System	OCP is improving the District's enterprise contract management system, the Procurement Automated Support System (PASS), related business processes, and training for the 15,000 private sector and 3,000 District government users of the system. These improvements will incorporate the lessons learned from the initiative to move the system software to the Cloud, the funding of which has been placed on hold due to COVID-19. Planned improvements include (1) Shifting towards a fully paperless environment including incorporating funding and scopes of work digitally and operationalizing e-signatures (2) Streamlining and standardizing business processes to optimize procurement acquisition lead time and ensure consistency across contracting teams, (3) Improving the management of data and analytics within the system to provide reporting that allows District leaders to understand and make better decisions about their contracts under management (such as PALT), and (4) Upgrading security.	09-30-2021
<b>Small Business Enterprise (SBE) / Certified Business Enterprise (CBE) Subcontracting Compliance (1 Strategic Initiative)</b>		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Sustainability of the COVID-19 Response	OCP will continue to lead the District in procurement and contracting needed to support the massive, sustained, and rapidly changing requirements stemming from the COVID-19 pandemic. OCP will work with client agencies, particularly in emergency management, health, human services, and public safety to meet expanding emergency requirements. While expanding the provision of emergency services and supply chain requirements, OCP will continue to engage the CBE community, including in Wards 7 and 8. In addition, OCP will further increase its support for the COVID-19 response by enhancing the COVID procurement website as well as special public notifications (e.g., through social media) to aid in sustaining the District's response capabilities. As lead procurement authority in the District, OCP will continue to provide guidance and promote consistency in procurement practices across District agencies, including those independent of OCP's procurement authority, through our Best Practices Forum.	09-30-2021