

Office of Contracting and Procurement FY2019

Agency Office of Contracting and Procurement

Agency Code POO

Fiscal Year 2019

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.

2019 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.

2019 Key Performance Indicators

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
1 - Improve the quality and cost efficiency of procured goods, services and construction. (1 Measure)					
Percent of timely contractor performance evaluations on currently awarded contracts	Up is Better	Not Available	Not Available	20%	75%
2 - Improve planning and forecasting to support strategic business decisions in procurement. (3 Measures)					
Percent of planned contracts that are awarded within the fiscal year	Up is Better	Not Available	Not Available	48.4%	90%
Number of contract ratifications	Down is Better	Not Available	Not Available	40	0
Number of retroactive contracts	Down is Better	Not Available	Not Available	2	0
3 - Sustain a highly competent workforce. (2 Measures)					
Percent of OCP procurement staff positions that are vacant	Down is Better			7.9%	5.2%

Measure	Directionality	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Target
		Not Available	Not Available		
Percent of OCP procurement personnel achieving appropriate contracting tier level certification	Up is Better	Not Available	Not Available	92.5%	100%
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (1 Measure)					
Percent of awarded contracts over \$100,000 publicly posted	Up is Better	Not Available	Not Available	52.3%	Waiting on Data
6 - Create and maintain a highly efficient, transparent and responsive District government. (9 Measures)					
HR MANAGEMENT - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft (Updated by OCA)	Up is Better	Not Available	No data available	100%	Not Available
HR MANAGEMENT - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft (Updated by OCA)	Up is Better	Not Available	24.2%	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Quick Payment Act Compliance - Percent of QPA eligible invoices paid within 30 days (Updated by OCA)	Up is Better	Not Available	No data available	Waiting on Data	Not Available
FINANCIAL MANAGEMENT - Percent of local budget de-obligated to the general fund at the end of year (Updated by OCA)	Down is Better	0.9%	0.5%	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Average number of calendar days between requisition and purchase orders issued (Updated by OCA)	Up is Better	Not Available	15.9	Waiting on Data	Not Available
CONTRACTS AND PROCUREMENT - Percent of Small Business Enterprise (SBE) annual goal spent (Updated by OCA)	Up is Better	92%	99.2%	Waiting on Data	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal - (Updated by OCA)	Up is Better	Not Available	No data available	22.2%	Not Available
IT POLICY AND FOIA COMPLIANCE - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension - (Updated by OCA)	Down is Better	12%	53.1%	Waiting on Data	Not Available
HR MANAGEMENT - Average number of days to fill vacancy from post to offer acceptance (Updated by OCA)	Down is Better	Not Available	Not Available	Not Available	New Measure

2019 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Improve the quality and cost efficiency of procured goods, services and construction. (16 Activities)			

Operations Header	Operations Title	Operations Description	Type of Operations
INFORMATION TECHNOLOGY	Service Request Resolution	Prompt resolution of IT related issues ensures a continuous flow of productivity.	Daily Service
INFORMATION TECHNOLOGY	Vendor Record Maintenance Service	This is a system to track set-up and changes to vendor accounts.	Daily Service
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
CONTRACTING AND PROCUREMENT	Purchase Order Processing	This represents the number and value of purchase order workload for procurement personnel.	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
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
HUMAN RESOURCE MANAGEMENT	Management Training	OCP's Resource Management division oversees required management training for managers, in cooperation with DCHR Center for Learning.	Key Project
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 \$5000 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
			Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
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.	
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.	Key Project
CONTRACTING AND PROCUREMENT	Contractor Performance Evaluation	The focus of this operation is to sustain a well-defined contractor performance evaluation system.	Key Project
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
2 - Improve planning and forecasting to support strategic business decisions in procurement. (2 Activities)			
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
3 - Sustain a highly competent workforce. (1 Activity)			
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
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (8 Activities)			
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
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
	Audit Committee	In order to align management decisions with audit functions, a specific audit committee has been formed.	Key Project

Operations Header	Operations Title	Operations Description	Type of Operations
OPERATIONS MANAGEMENT AND SUPPORT			
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
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
5 - Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community. (1 Activity)			
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

2019 Workload Measures

Measure	FY 2016	FY 2017	FY 2018
1 - Property Revenue Generation (1 Measure)			
Amount of revenue generated from surplus property (in millions)	\$4.1	\$4	\$4
1 - Purchase Order Processing (3 Measures)			
Total value of purchase orders awarded to CBE contractors (in millions)	\$995.4	\$867.6	\$1750.5
Total number of contracts awarded	Not Available	757	1279
Total dollar value of contracts awarded (in millions)	Not Available	\$4247.4	\$7897.2

2019 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Acquisition Planning Improvement (1 Strategic Initiative)		
Acquisition Planning Improvement	In FY19, OCP will focus on improving acquisition planning to achieve quality goods, services and construction for the District. Specifically, OCP will continue its effort from FY18 to convert planned procurement opportunities into forecast summaries - details of which are posted on a searchable site on the agency's website. The newly developed Procurement Health Dashboard will allow users to see anticipated procurement spend versus actual spend for all planned procurements. This initiative will help with contracting transparency objectives and will also enhance industry competition.	09-30-2019
Contractor Performance Evaluation (1 Strategic Initiative)		
Quality focused contractor performance	In FY19, OCP will build a new contractor performance evaluation IT system to facilitate on-time and quality-focused assessments for all contracts in excess of \$100K. The new automated scorecard and tracking system will ensure that current, complete and accurate contractor performance information is available to contracting personnel for procurement source selection, exercising an option and assessing contractor responsibilities such as payments to subcontractors.	09-30-2019
P-Card Utilization (1 Strategic Initiative)		
Optimize P-card utilization	OCP will continue to expand its P-Card utilization and assessment to further develop and understand the scope of P-Card use. The agencies' program officials and contracting officers will be provided with robust reporting to include the volume of transactions, types of commodities and spending trends per agency. The data, reports and information will be produced and further shared with other District procurement and programmatic entities to help identify micro-acquisition opportunities, leverage the DC Supply Schedule and develop strategies for obtaining overall discounted pricing choices in the micro-procurement arena. Cost savings may be embedded within a future initiative based upon negotiations and the evaluation of contract opportunities.	09-30-2019
Training and Certification (1 Strategic Initiative)		
Expanded training and continued certification	During FY18, as a direct result of the training efforts by the Learning and Development (L&D) unit, OCP saw a marked increase in our percentage of appropriately certified procurement personnel, specifically reflected on the Procurement Health Dashboard. In FY19, OCP will continue to expand its training and certification program throughout the District promoting the understanding of procurement and use of procurement best practices for procurement professionals.	09-30-2019
Update Policies (1 Strategic Initiative)		
Legislation, policy development and updates	In FY18, five new policies were developed and the Policies and Procedures Manual was updated. In FY19 OCP will propose new legislation to improve the procurement process. OCP will continue its efforts to develop and revise policies and procedures that impact day-to-day procurement service delivery, efficiency and effectiveness. We will also continue to update regulations to reflect best practices as established by the American Bar Association Model Procurement Regulations and industry input through the National Association of State Procurement Officers.	09-30-2019