Office of Contracting and Procurement FY2021

**Agency**  Office of Contracting and Procurement  
**Agency Code**  PO0  
**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

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

<table>
<thead>
<tr>
<th>Measure</th>
<th>Directionality</th>
<th>FY 2018 Actual</th>
<th>FY 2019 Actual</th>
<th>FY 2020 Actual</th>
<th>FY 2021 Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Improve the quality and cost efficiency of procured goods, services and construction. (1 Measure)</td>
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</table>

- **Percent of contractor performance evaluations that are completed**
  - Up is Better
  - New in 2020: 52.3%
  - New in 2020: 75.6%
  - New in 2020: 62.1%
  - Target: 100%

- **Percent of awarded contracts over $100,000 publicly posted**
  - Up is Better
  - New in 2020: 52.3%
  - New in 2020: 75.6%
  - New in 2020: 62.1%
  - Target: 100%

- **Percent of client agencies that are satisfied with OCP services**
  - Up is Better
  - New in 2020: 52.3%
  - New in 2020: 75.6%
  - New in 2020: 62.1%
  - Target: 100%

### Operations

<table>
<thead>
<tr>
<th>Operations Header</th>
<th>Operations Title</th>
<th>Operations Description</th>
<th>Type of Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Improve the quality and cost efficiency of procured goods, services and construction. (16 Activities)</td>
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</tbody>
</table>

- **INFORMATION TECHNOLOGY**
  - **Improvement of Procurement Automated Support System (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
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

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

Contracting Officer Scorecard

This is an audit output identifying the compliance rating for each contracting officer.

Daily Service

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

Management Training

OCP’s Resource Management division oversees required management training for managers, in cooperation with DCHR Center for Learning.

Daily Service

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

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
### Workload Measures

**Purchase order processing**

This represents the number and value of purchase order workload for procurement personnel.

**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.

**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.

**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).

**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.

**LEGAL**

**Update Polices**

OCP General Counsel Provides oversight for OCP policies and procedures.

**OPERATIONS MANAGEMENT AND SUPPORT**

**Audit Committee**

In order to align management decisions with audit functions, a specific audit committee has been formed.

**INFORMATION TECHNOLOGY**

**Performance Dashboard**

The Dashboard provides a more efficient mechanism for data analysis.

**RESOURCE MANAGEMENT**

**Records Management**

OCP maintains an on-going monitoring, oversight and records management training for all umbrella agencies.

**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.

**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.

**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.

**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.
Strategic Initiatives

### Implementation Tracking for Large and Mission Critical Procurements (2 Strategic initiatives)

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<thead>
<tr>
<th>Measure</th>
<th>FY 2018 Actual</th>
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<th>FY 2020 Actual</th>
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<tr>
<td>Amount of revenue generated from surplus property (in millions)</td>
<td>$4</td>
<td>$4</td>
<td>$1.5</td>
</tr>
<tr>
<td>Total number of contracts awarded</td>
<td>1279</td>
<td>1262</td>
<td>1019</td>
</tr>
<tr>
<td>Total value of purchase orders awarded to CBE contractors (in millions)</td>
<td>$1750.5</td>
<td>$2168.8</td>
<td>$1371.6</td>
</tr>
<tr>
<td>Total dollar value of contracts awarded (in millions)</td>
<td>$7897.2</td>
<td>$3476.4</td>
<td>$3950.3</td>
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### Strategic Initiatives

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<tr>
<th>Strategic Initiative Title</th>
<th>Strategic Initiative Description</th>
<th>Proposed Completion Date</th>
</tr>
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<tr>
<td>Acquisition Planning and Strategic Sourcing</td>
<td>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.</td>
<td>09-30-2021</td>
</tr>
<tr>
<td>Implementing the District’s Strategic Logistics Center</td>
<td>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.</td>
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### Improvement of Procurement Automated Support System (PASS) functionality (1 Strategic Initiative)

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<td>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.</td>
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### Small Business Enterprise (SBE) / Certified Business Enterprise (CBE) Subcontracting Compliance (1 Strategic Initiative)
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.

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<td>Sustainability of the COVID-19 Response</td>
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