



Office of Contracting and Procurement OCP (PO)

MISSION

The mission of the Office of Contracting and Procurement (OCP) is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

SUMMARY OF SERVICES

OCP purchases approximately \$1.2 billion in goods and services on behalf of more than 60 different District agencies and programs. OCP buying teams include goods, services, transportation and specialty equipment and information technology. The agency provides oversight and monitoring of agencies with delegated contracting authority, contract administration support and manages the District's Purchase Card Program. OCP also provides surplus property management for all District agencies.

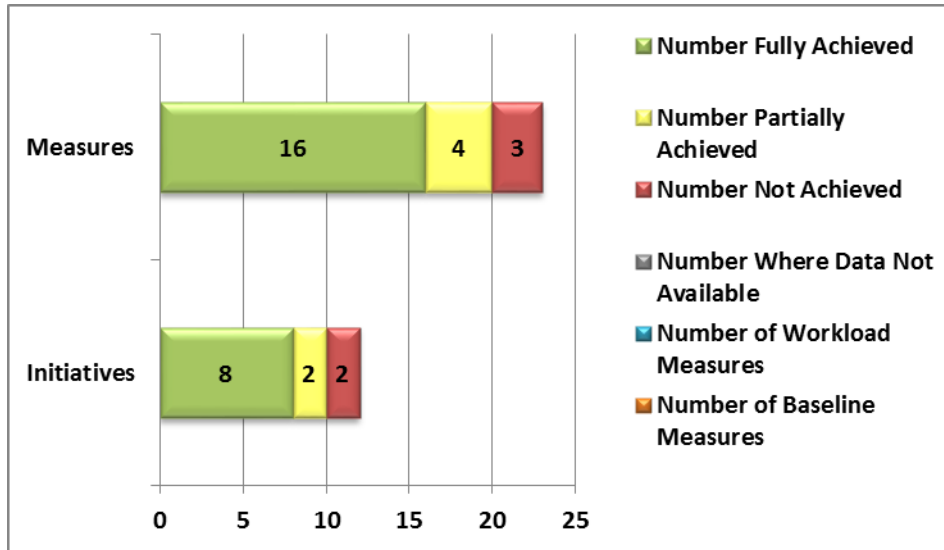
ACCOMPLISHMENTS:

- ✓ Launched and implemented two (2) additional Procurement Automated Support System (PASS) modules; Sourcing and Contracts.
 - “E-Sourcing” was launched in November, 2010. This module allows contracting personnel to plan, develop, execute, manage and finalize a solicitation event in a virtual environment; using a structured and controlled, yet intuitive, graphical user interface. E-Sourcing reduces the length of time needed process a procurement action, reduces paper usage and enhances managerial oversight and reduces the risk of procurement errors throughout the process. During Fiscal Year 2011:
 - OCP conducted approximately 18 sourcing and contracts training courses, providing training on these modules to about 70 OCP (and other) contracting personnel.
 - “E-Contracts” was launched in June, 2010. This module allows contracting personnel to build and organize contract files, store large amounts of data and manage their contracts. The module includes built-in controls, including sending out timely electronic prompts to contracting personnel when certain date-driven milestones are reached, such as contract expiration, insurance and deliverable dates. Over time, E-Contracts will result in fewer lost contract files, more-timely processing of ongoing contract requirements, enhanced managerial control and security of critical data and faster responses to requests for information.
- ✓ During fiscal year 2011, in accordance with the director's vision for a more nimble and responsive organizational structure and budgetary realities, OCP implemented a strategic re-alignment and downsizing. This initiative reduced the number of full time equivalents (FTE's) from 102.5 in FY 2010 to 84 as of October 1, 2011, and a reduction in OCP's operating budget from \$25,328,054 (2010) to \$8,697,582 for FY 2012.
- ✓ Concurrent with the rollout of E-Sourcing and E-Contracts, OCP implemented E-Vendor Registration. This program, a PASS enhancement, allows any firm to register in OCP's procurement system, efficiently and quickly, so they can participate in e-solicitations electronically. This program, by



expanding the pool of suppliers, increases competition and add to the overall visibility, of District procurement opportunities.

OVERVIEW OF AGENCY PERFORMANCE





Performance Initiatives – Assessment Details

Performance Assessment Key:

- Fully achieved ● Partially achieved ● Not achieved ● Data not reported

Procurement Division

OBJECTIVE 1: Streamline and Simplify the Procurement Process

● **INITIATIVE 1.1: Implementation of Electronic Sourcing.**

Fully achieved – 100% of the initiative was achieved.

The implementation of Electronic Sourcing took place in FY 11 as scheduled and is in use by all OCP central office staff. This continues to be an initiative for FY12, as we expand its implementation to other Agency Contracting Officers under OCP authority.

OBJECTIVE 2: Increase the quality and value of goods and services procured by maximizing the use of the competitive market place.

● **INITIATIVE 2.1: Expand Competition within the DC Supply Schedule (DCSS).**

Not achieved- Less than 75% of the initiative was achieved.

This initiative was not adopted with the change of administration and change in leadership in OCP, with the entrance of Director James Staton in March, 2011. Director Staton will keep the DC Supply Schedule intact with current policies and procedures and will not change it. This initiative would have altered the DC Supply Schedule for current participants which are not a goal for Director Staton.

OBJECTIVE 3: Increase Accountability through Transparency and Compliance with Governing Laws and Policies.

● **INITIATIVE 3.1: Revision of the 27 DCMR Regulations.**

Partially achieved – 75% to 99.99% of the initiative was achieved.

On January 29, 2010, the Procurement Reform Act of 2010 (PPRA) was introduced to the D.C. Council. The Act will make significant improvements to the current PPA, passed in 1985, in a variety of areas such as procurement authority; source selection methods; cost principles; contract types; procurement of infrastructure facilities and services; bonds and other forms of security; supply management; legal and contractual remedies; electronic transactions; and cooperative purchasing. OCP's General Counsel rewrote many 27 DCMR regulations to reflect best practices and streamline procedures promulgated under the new law. The PPRA is in place and implementation is being done now and through FY12.

OBJECTIVE 4: Provide Effective Customer Guidance and Education in a Responsive and Professional Manner.

● **INITIATIVE 4.1: Establish the Procurement Institute.**

Not achieved- Less than 75% of the initiative was achieved.

This initiative was put on hold with the change in administration and has been now included with our FY 2012 initiatives. Another of our biggest priorities is expanding our training efforts. The first phase of the OCP procurement training institute was rolled out February 6, 2012. The institute will deliver a comprehensive set of courses that prepare new procurement staff to execute DC Government procurements according to DC law, requirements, and regulations.



Current staff will be assessed and individual improvement plans developed to bring all staff up to new OCP standards. Ultimately, all staff under OCP's authority will be required to successfully complete the curriculum and become certified by OCP.

Administration and Support Division

OBJECTIVE 1: Streamline and Simplify the Procurement Process

- **INITIATIVE 1.1: Streamline and Align OCP HR Processes with DCHR Regulations.**

Fully achieved – 100% of the initiative was achieved.

This goal was achieved in FY 11 with the hire of a new HR Director. Achievements is evidenced by the successful re-alignment of the staff, Reduction In Force, and subsequent re-staffing of over 30 positions in a 90 day period.

- **INITIATIVE 1.2: Implement Cost Saving Measures.**

Fully achieved – 100% of the initiative was achieved.

OCP met this goal and implemented all of its reduction initiatives: OCP recognizes the need to conserve District funds during the current economic downturn and has sought out various ways to reduce costs in the coming fiscal years. In FY11, we cut costs by reducing the amount of office space required from 44,000 sq ft to 20,000 sq ft. Extra space was returned to the Department of Government Services. The agency retired fax machines and installed E-Fax on office desktops. This will allow users to send and retrieve faxes via email. The cost of the software is nominal at approximately \$10 per line and reduces the need for investment in additional equipment, maintenance costs, toner, and paper, making this OCP's third "green" initiative.

OBJECTIVE 2: Provide Effective Customer Guidance and Education in a Responsive and Professional Manner.

- **INITIATIVE 2.1: Roll-out of OCP PASS Training.**

Fully achieved – 100% of the initiative was achieved.

OCP achieved this goal in FY11. OCP now trains all District employees on PASS Buyer.

Performance Management Division (PMD)

OBJECTIVE 1: Streamline and Simplify the Procurement Process

- **INITIATIVE 1.1: Implement New Electronic Vendor Registration.**

Fully achieved – 100% of the initiative was achieved.

OCP achieve this goal in FY11. Electronic Vendor Registration has been fully implemented for OCP.

OBJECTIVE 2: Provide Effective Customer Guidance and Education in a Responsive and Professional Manner.

- **INITIATIVE 2.1: Establish an OCP Customer Service Unit.**

- *Partially achieved – 75% to 99.99% of the initiative was achieved.* The OCP Customer Service team was formulated in FY11. The launch of the Customer Service Center at OCP Headquarters is slated for April of 2012. This is a continuing initiative.



Office of Procurement Integrity & Compliance (OPIC)

OBJECTIVE 1: Streamline and Simplify the Procurement Process

INITIATIVE 1.1: Improve Operational Efficiency through Technology and Process Enhancements.

- ***Fully achieved – 100% of the initiative was achieved.***

OCP's Integrity and Compliance team met this goal fully and continues enhancements with FY 12 initiatives. OPIC has adopted for its use, SharePoint technology, which enables the team to leverage workflow and collaboration management to conduct fieldwork. In FY11, OPIC synchronized existing technology across the agency to corroborate data among various systems.

INITIATIVE 1.2: Expand the Summer Internship Program.

- ***Fully achieved – 100% of the initiative was achieved.***

OCP fully met this initiative in FY 11. OCP staff expanded membership in the program by three additional students, making the next cohort a total of 10 students. In addition to expanding our existing program, OCP worked with Catholic University to create "OCP on Campus." During the course, a cohort of 15 students participated in internships with OCP or other interested District partners.

OBJECTIVE 2: Increase Accountability through Transparency and Compliance with Governing Laws and Policies.

- **INITIATIVE 2.1: Expand the use of the Risk-based Internal Control Program.**

Fully achieved – 100% of the initiative was achieved.

In FY11, OPIC shared their program with all independent agencies.



Key Performance Indicators – Details

Performance Assessment Key:

● Fully achieved
 ● Partially achieved
 ● Not achieved
 ● Data not reported
 ● Workload Measure

		Measure Name	FY2010 YE Actual	FY2011 YE Target	FY2011 YE Revised Target	FY2011 YE Actual	FY2011 YE Rating	Budget Program
Procurement Division								
●	1.1	Total # of POs Processed through OCP	0	0		7,697	113.20%	PROCUREMENT
●	1.2	Total \$ Amount Purchased by OCP (in millions)	0	0		\$2,181.12	96.50%	PROCUREMENT
●	1.3	Total # of Term Contract Vehicles	2	2		2	100%	PROCUREMENT
●	1.4	% of Term Contract Vehicles with EPP Components	50%	50%		100%	150%	PROCUREMENT
●	1.5	\$ Amount of Central Purchasing per FTE	\$16.4	\$12		\$646,340.72	258.54%	PROCUREMENT
●	3.1	# of Newly Active Vendors	1,747	2,000		3,962	198%	PROCUREMENT
●	3.2	# of Vendors Evaluated	191	200		48	24%	PROCUREMENT
●	3.3	% of Vendors receiving "F" grade on evaluations	3%	4%		0	0%	PROCUREMENT



		Measure Name	FY2010 YE Actual	FY11 YE Target	FY11 YE Revised Target	FY11 YE Actual	FY11 YE Rating	Budget Program
●	3.4	% of RFPs and IFBs receiving one response	9%	8%		5%	160%	PROCUREMENT
Administrative and Support Division								
●	1.1	Total # of POs Processed by Agency Contracting Officers (ACO)	1,373	1,000		1,132	113.20%	ADMINISTRATION AND SUPPORT
●	1.2	Total \$ Amount Purchased by Agency Contracting Officers (ACO) (in millions)	\$12.9	\$10		\$9.65	96.50%	ADMINISTRATION AND SUPPORT
●	2.1	% of ACO Participants who receive certification	100%	100%		100%	100%	ADMINISTRATION AND SUPPORT
●	3.1	\$ Value of Excess Property Recycled to a District Agency	\$922,213	\$900,000		\$2,502,123	278.01%	ADMINISTRATION AND SUPPORT
●	3.2	\$ Amount of revenue generated from PPD Sales	\$238,373	\$250,000		\$646,340.72	258.54%	ADMINISTRATION AND SUPPORT
Performance Management Division								
●	1.1	Purchase Card utilization rate (based on total purchases under \$2500)	93	95		90.04%	94.78%	PERFORMANCE MANAGEMENT



		Measure Name	FY2010 YE Actual	FY11 YE Target	FY11 YE Revised Target	FY11 YE Actual	FY11 YE Rating	Budget Program
●	1.2	\$ of PCard Rebate	195,850	100,000		\$130,347.30	130.35%	PERFORMANCE MANAGEMENT
●	1.3	% of Purchasing conducted with PCards	1.3%	1.5%		.36%	24%	PERFORMANCE MANAGEMENT
●	2.1	% of OCP customers rating OCP satisfactory or better	0	75%		75%	100%	PERFORMANCE MANAGEMENT
OPIC Division								
●	2.1	# of Final Assessment Reports Issued	16	15		90.04%	94.78%	PUBLIC ACCOUNTABILITY
●	2.2	Average # of days to complete an operational review	15	15		\$130,347.30	130.35%	PUBLIC ACCOUNTABILITY
●	2.3	% Agency Contracting Officer's (ACO) operations reviewed	87.5%	100%		100%	100%	PUBLIC ACCOUNTABILITY
●	2.4	% of Targeted Remediation Items Cleared	94%	95%		100%	105%	PUBLIC ACCOUNTABILITY
●	2.5	% Vendor Protests Sustained or Resulting in Corrective Action	22%	21%		36.8%	135%	PUBLIC ACCOUNTABILITY