



## Office of Contracting and Procurement (OCP) – POO

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### Central Purpose

- The mission of the Office of Contracting and Procurement 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.

### Key Facts

- The Office of Contracting and Procurement (OCP), under the direction of the Chief Procurement Officer, was established by DC law in 1997 and provides contracting services for selected agencies and offices in the District.
- Each year, OCP processes solicitations that yield contract awards and over 8,000 purchase orders, totaling more than \$1.1 billion. OCP currently serves over 60 agencies and programs and oversees the procurement activities for 22 agencies with delegated contracting authority. OCP procures goods, services, transportation and specialty equipment, as well as information technology. OCP also administers procurement-related programs including the Purchase Card program (P-Card), the District of Columbia Supply Schedule (DCSS) and the District's Surplus Property Program. Additionally, OCP manages the Procurement Automated Support System, PASS, and provides contract administration and support services.

### Goals/Performance Measures

- Reduce the number of unplanned procurements
- Increase the utilization of term contracts

- Improve the number of contracts that receive automated performance evaluations
- Increase revenue generated by the District of Columbia Supply Schedule (DCSS) – 1% Discount Fee
- Implement and execute a pre-award Quality Assurance program to identify compliance deficiencies and ensure remediation prior to contract award
- Continuously assess customer satisfaction with OCP's new operating model (Delegated Procurement Authority)
- Increase the quality and value of surplus services by maximizing the use of the online auction platform
- Realize cost avoidance through the reutilization of surplus property
- Identify enhancements and new technologies to better support OCP staff, Vendors, and Agencies
- Provide better transparency and compliance with governing laws and policies by making required documents available in a timely manner via the agency website
- Implement a systematic process for identifying changes in procurement practice and modifying training curriculum accordingly
- Provide management training and development opportunities for all hiring managers

### Programs/Services

- Resource Management – works across agency divisions and programs to assist managers with staff recruitment, retention, and development.
- Procurement – provides acquisition services to District agencies in accordance with District laws

and regulations for the supplies, equipment, and services needed to support agencies' missions and objectives. This division contains the following 4 activities:

- Procurement Management and Support – provides oversight and project management;
  - EOM and Boards Cluster/Simplified Acquisitions – includes simplified acquisitions and DC Supply Schedule Purchases (DCSS) for all District agencies, including purchases on behalf of designated agencies serviced by this cluster; and
  - Priority Special Projects Cluster – includes citywide and rapid response initiatives i.e. additional support for large-scale projects and coordination and execution of emergency procurements; and
  - Delegated Procurement Authority – includes staff assigned to customer agencies with Delegated Procurement Authority.
- Procurement Technology – provides consultative and technical support to agencies, vendors, and OCP procurement professionals, including user training and report generation; Works closely with senior management and the Office of the Chief Technology Officer (OCTO) to implement the latest technologies to promote transparency and accountability to achieve the best results. The OCP IT team also administers the Procurement Automated Support System (PASS).
  - Training – responsible for the development, maintenance, and delivery of a 'best-in-class' procurement training curriculum tailored to the needs of the District's procurement professionals.
  - Operations – provides a range of oversight, administrative, and customer servicing support for the Office of Contracting and Procurement and customer agencies. This division contains the following 4 activities:
    - Procurement Integrity and Compliance – includes audit and non-audit advisory services to agency leadership, staff and affected stakeholders; initiation and

conduct of independent operational performance audits and business process improvement reviews of existing procurement functions, and liaising with external auditors for OCP's compliance with the Comprehensive Annual Financial Report (CAFR) and Single Audit;

- Operations Management and Support – provides oversight and project management of all operations functions, which includes the administration of OCP's records management program;
  - Customer Service and Communications – includes the coordination of vendor relations and language access programs; and
  - Purchase Card – provides overall oversight and administration of the District's Purchase Cards used in customer agencies. The Purchase Card provides an alternative delegated procurement vehicle that reduces the processing cost and delivery time for purchases within the non-competitive threshold.
- Business Resources and Support Services – provides a wide range of mission critical services to OCP divisions and the agency's customers. This division executes agency acquisitions, maintains facilities which includes risk management, and administers the OCP fleet management program. Further, this division manages the District's property disposal program, and in collaboration with OCP's Procurement Division, coordinates acquisition efforts during declared emergencies.

This division contains the following two activities:

- Surplus Property – provides surplus property management, re-utilization, and disposal services to District agencies; and
- Support Services – includes agency acquisition services and facilities management; coordination of acquisition efforts during declared emergencies; and management of transportation assets designated for District surplus activities.

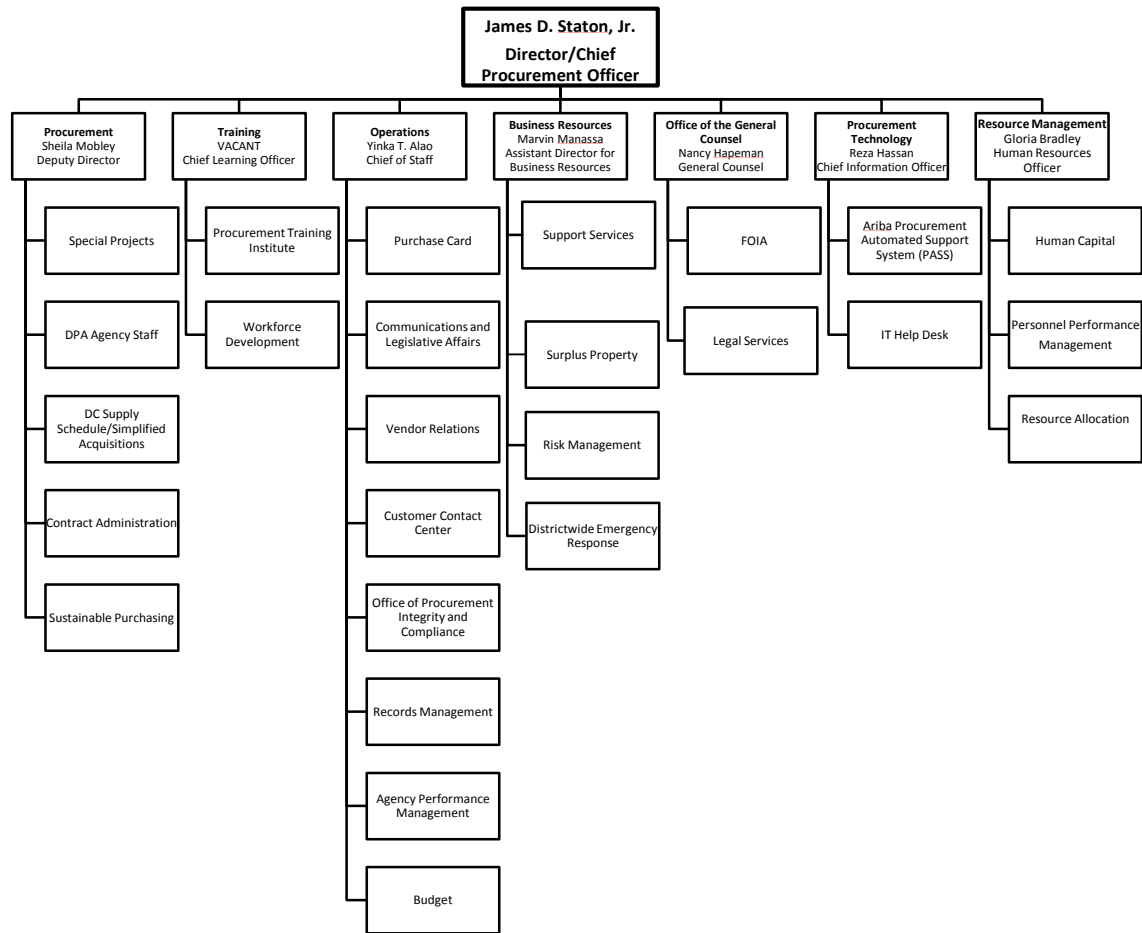
### First Quarter CY2015 Hot Button Issues

- Implementing Delegated Procurement Authority Phase 2 – transitioning approximately 50 employees from customer agencies to OCP’s budget.
- Calculating and reporting (quarterly) on cost savings derived from the implementation of the DPA Model.  
(Note: OCP communicated to Council that savings could not be ascertained in FY15 as DPA was primarily designed to achieve operating efficiencies.)
- Improving compliance with established procurement laws, regulations, and guidelines to strengthen the central office’s role as regulatory authority and improving preventable deficiencies.
- In accordance with Procurement Practices and Reform Act of 2010 requirements, reporting on the status of implementing a training and certification for procurement personnel in support of the ‘zero defect’ culture.
- Implementation of quality assurance measures across OCP operations to ensure goal attainment i.e. Procurement Review Committees (PRC), Quality Assurance Plan, bolstered contract administration etc.
- District Department of Transportation (DDOT) Procurement System Modernization -- DDOT construction procurement requires the use of the Construction Industry Standard Quote System that is used by federal, state and local construction projects. This system is also used by construction vendors to submit quotes. Currently, DDOT uses this system for all construction related procurements. All non-construction procurements are done in e-Sourcing Module within the PASS/ARIBA system that is used by all other agencies under the authority of the Chief Procurement Officer. The goal for FY15 is to develop a solution to integrate the Construction Quote system with PASS/ARIBA.
- Comprehensive Medical, Pharmacy, and Dental Services for DOC Inmates (DOC) - This procurement encompasses primary, urgent, and specialty medical care, mental health services, dental services, in-patient hospital care; pharmacy services; and triaging and stabilization for CCBC arrestees. The contract is currently anticipated to be awarded by early December. The extension of the current contract expires 1/31/15.
- IT Staff Augmentation (OCTO) -This contract provides city-wide temporary staff for IT staff augmentation. The contract is currently undergoing legal sufficiency review by the OAG attorneys. Once complete, the contract will be forwarded to OPLA for submission to Council.
- Citywide Streetlight Asset Management Services – new contract to be awarded under RFP DCKA-2011-R-0150 (DDOT).Provide asset management services to maintain and preserve approximately 70,000 specific lighting assets and supporting systems in District streets, highways, alleys, bike trails, certain tunnels, underpasses and bridges and other areas, and related services, including the conversion of certain non-LED lighting assets to LED. The District is determining the best approach for obtaining these services in light of the June 2, 2014 decision of the Contract Appeals Board sustaining a protest from one of the vendors. Basic streetlight maintenance services are being performed under an emergency contract pending the award of the new contract.
- District of Columbia Access System (DCAS) - The District’s compliance with the Affordable Care Act. DCAS is a state-of-the-art health and human services solution, providing the District’s Health Benefit Exchange (HBX), a new integrated eligibility system for Medicaid, private health insurance and other programs with new case management capabilities that span programs and agencies. The contract is currently in Option Year 1.
- Training and Certification Institute -- In March, OCP contracted with The George Washington University (GWU) to develop a tiered training and certification program tailored to District procurement law and based on industry best practices, i.e. National Contract Management Association (NCMA) standards.
- An additional contract was awarded in July for GWU to deliver a pilot of the program (including

an assessment), and to train and certify OCP instructors in adult learning methodologies. This certification program is currently in its pilot phase. Once this pilot is completed, OCP's Procurement Training Institute will be required to deliver and maintain course curriculum that will equip contracting staff with the knowledge and skills necessary to prepare for and pass certification examinations at each tier.

- Submission to Council and Enactment of the "Procurement Practices Reform Amendment Act of 2014". This proposed legislation is part of the Office of Contracting and Procurement's ongoing procurement reform effort. Key provisions would allow:
  - Council approval of base and option years of a contract at the award of the contract;
  - Require public notice of procurements only on OCP's internet site;
  - Prohibit Council hearings or roundtables on pending contract awards;
  - Provide for rejection of a bid or proposal if a prospective contractor attempts to influence a District official with respect to source selection;
  - Allow the OCP Surplus Property program to also sell non-surplus property from other agencies and collect a fee for that service;
  - Clarify requirements for filing appeals with the Contract Appeals Board; and
  - Require a protester to file a protest bond with any protest.

## Organization Chart



**Boards and Commissions relevant to the agency (if any)**

Board Name	Name of Chairperson	No. of Members
Contract Appeals Board	Chief Judge Marc Loud	3

**Budget FY2015**

Total Budget	\$ 18,449,123
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**No. of Employees**

Current No. of FTEs	151
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**Union Representation**

Union(s)	Union Representative	No. of Members
American Federation of State, County & Municipal Employees (AFSCME)		61
American Federation of Government Employee (AFGE)		2

**Facility Location(s)**

Facility Name / ID	Address	Zip Code	Ward	Main Phone No.
OCP Headquarters	441 4 <sup>th</sup> Street NW Suite 700S Washington, DC	20001	2	(202) 727-0252
OCP Warehouse	2100 Adams Place NE Washington, DC	20018	5	(202) 576-6472
DCHR	441 4 <sup>th</sup> Street NW Suite 330S Washington DC	20001	2	(202) 442-9700
DCOA	500 K Street NE 2 <sup>nd</sup> Fl Washington, DC	20002	6	(202) 724-5622
DDOE	1200 First Street NE 5 <sup>th</sup> Fl Washington, DC	20002	6	(202) 535-2600
DCORM	441 4th Street, NW Suite 800 S Washington, DC	20001	2	(202) 727-8600
DDOT	55 M Street SE, 7th Fl, Ste 717 Washington, DC	20003	6	(202) 673-6813
DHCD	1800 Martin Luther King Avenue, SE Suite 300 Washington, DC	20020	8	(202) 442-7200
DHCF	441 4th Street NW Suite 900S Washington, DC	20001	2	(202) 442-5988
DHS	64 New York Ave Washington, DC	20002	5	(202) 671-4200
DMV	95 M Street SW Washington, DC	20024	1	(202) 737-4404
DOC	2000 14th Street NW 7th Fl Washington, DC	20009	1	(202) 673-7316
DOH	899 North Capitol Street NE 5 <sup>th</sup> Fl	20002	6	(202) 442-5955

Facility Name / ID	Address	Zip Code	Ward	Main Phone No.
	Washington, DC			
DPR	1250 U Street NW Washington, DC	20009	1	(202) 673-7647
DYRS	1371 Harvard Street NW Washington, DC	20009	1	(202) 576-8175
FEMS	2000 14 <sup>th</sup> Street NW Suite 500 Washington, DC	20009	2	(202) 673-3320
HSEMA	2720 Martin Luther King Ave. SE Annex Building Washington, DC	20032	8	(202) 727-6161
MPD	300 Indiana Ave NW Room 6061 Washington, DC	20001	2	(202) 727-9099
OCME	401 E St SW 5 <sup>th</sup> fl. Washington, DC	20024	2	(202) 698-9000
OCTO	200 I Street SE, Office 4408 Washington, DC	20003	6	(202) 727-2277
OSSE	810 First Street NE 9 <sup>th</sup> Fl. Washington, DC	20002	6	(202) 727-6436
OUC	2720 Martin Luther King Ave SE Washington, DC	20032	8	(202) 730-0524

#### Key Projects/Initiatives

Project/Initiative Name	Brief Description	Delivery Date
DPA Transition Phase 2	In phase one of the DPA transition, 60 OCP staffers were physically relocated to 22 customer agencies. Phase 2 will bring all FTEs from remaining agencies under the CPO's authority on to the OCP budget. OCP, in conjunction with the Department of Human Resources and the City Administrator's office, is working to identify staff in customer agencies whose workload is heavily procurement focused, but may or may not sit in a Contract Specialist or Supervisory Contract Specialist role.	December 2015

#### Capital Program(s)

Project Name	Budget ID	Funding Source	Project Budget	Current Balance	Delivery Date
N/A					

#### Important/Significant Dates

Event	Brief Description	Delivery Date
National Purchasing Month	An annual acknowledgement of procurement professionals that have made a difference in governmental efficiency and effectiveness. This month provides the opportunity to help educate elected officials, administrators, taxpayers and vendors about the procurement process and the work they perform every day.	March 2015

Event	Brief Description	Delivery Date
Acquisition Plan	The PPRA requires an acquisition plan outlining planned procurements from all agencies subject to the PPRA be submitted to Council no later than March 20 for the next fiscal year.	March 2015
Green Purchasing Report	The Green Purchasing Report highlights all green purchasing activities throughout the District. The report is due to Council each spring.	March 2015

**Key Contracts**

Project Name	Vendor Name	Total Contract Value	Contract Term
OCP Training Institute	The George Washington University	\$141,000	12/31/14
OCP Train-the-Trainer	The George Washington University	\$12,000	10/31/14
SPD Online Auction Services	GovDeals, Inc.	\$375,000	10/1/14-9/30/15

**Key Agreement(s) / Memorandum(s) of Understanding**

Project Name	Brief Description	Agreement Term
Fleet Services	DC Fleet Share Program	10/01/2014 – 9/30/2015
Trash Recycling	Disposal of useless surplus material	10/01/2014 – 9/30/2015
Legal Services	Budget transfer of OAG attorneys	10/01/2014 – 9/30/2015
Customer Service	OUC Citywide Call Center	10/01/2014 – 9/30/2015
Financial Services	OCFO Budget Support	10/01/2014 – 9/30/2015
Procurement Services	DHCF Funding for DPA	10/01/2014 – 9/30/2015
Purchase Card	Intra District Budget transfers	10/01/2014 – 9/30/2015

**Grant(s) Awarded (or Pending Award) to Agency**

Grant Name	Name of Grantor	Total Grant Amount	Current Grant Balance	Grant Expiration
N/A				

**Active Litigation(s)**

Project Name	Brief Description
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]



Project Name	Brief Description
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

**Consent Decree(s)**

Project Name	Brief Description	Agreement Term
N/A		