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# Office of Contracting and Procurement

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**Table PO0-1**

Description	FY 2016	FY 2017	FY 2018	FY 2019	% Change
	Actual	Actual	Approved	Proposed	from FY 2018
OPERATING BUDGET	\$96,867,485	\$61,637,800	\$27,144,672	\$28,594,392	5.3
FTEs	190.0	216.1	224.0	228.0	1.8

The Office of Contracting and Procurement's (OCP) mission is to procure quality goods and services 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.

### Summary of Services

OCP manages the purchase of \$5.6 billion in goods, services and construction annually, on behalf of over 76 District agencies. In its authority under the Procurement Practices Reform Act of 2010 (PPRA), OCP is responsible for both establishing procurement processing standards that conform to regulations and monitoring the effectiveness of procurement service delivery. Procurement processing and management is enhanced by OCP specialists who are assigned to agency worksites to directly collaborate with program staff throughout the entire procurement process. OCP core services include the DC Supply Schedule, Purchase card (P-Card) program, the surplus property disposition and re-utilization program, as well as the learning and certification programs, which support ongoing development of staff proficiency and procurement service quality.

The agency's FY 2019 proposed budget is presented in the following tables:

## FY 2019 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table PO0-2 contains the proposed FY 2019 budget by revenue type compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data.

**Table PO0-2**

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	% Change*	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	% Change
<b>GENERAL FUND</b>												
Local Funds	58,338	22,664	22,840	23,393	554	2.4	170.5	192.1	192.0	191.0	-1.0	-0.5
Special Purpose Revenue Funds	297	372	1,276	1,552	276	21.6	0.0	0.0	7.0	8.0	1.0	14.3
<b>TOTAL FOR GENERAL FUND</b>	<b>58,635</b>	<b>23,036</b>	<b>24,116</b>	<b>24,945</b>	<b>829</b>	<b>3.4</b>	<b>170.5</b>	<b>192.1</b>	<b>199.0</b>	<b>199.0</b>	<b>0.0</b>	<b>0.0</b>
<b>INTRA-DISTRICT FUNDS</b>												
Intra-District Funds	38,232	38,602	3,029	3,649	620	20.5	19.5	24.0	25.0	29.0	4.0	16.0
<b>TOTAL FOR INTRA-DISTRICT FUNDS</b>	<b>38,232</b>	<b>38,602</b>	<b>3,029</b>	<b>3,649</b>	<b>620</b>	<b>20.5</b>	<b>19.5</b>	<b>24.0</b>	<b>25.0</b>	<b>29.0</b>	<b>4.0</b>	<b>16.0</b>
<b>GROSS FUNDS</b>	<b>96,867</b>	<b>61,638</b>	<b>27,145</b>	<b>28,594</b>	<b>1,450</b>	<b>5.3</b>	<b>190.0</b>	<b>216.1</b>	<b>224.0</b>	<b>228.0</b>	<b>4.0</b>	<b>1.8</b>

\*Percent change is based on whole dollars.

**Note:** If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2019 Proposed Operating Budget, by Comptroller Source Group

Table PO0-3 contains the proposed FY 2019 budget at the Comptroller Source Group (object class) level compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual expenditures.

**Table PO0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Percentage Change*
11 - Regular Pay - Continuing Full Time	17,691	19,060	21,052	21,817	765	3.6
12 - Regular Pay - Other	207	301	381	333	-48	-12.7
13 - Additional Gross Pay	306	247	8	8	0	0.0
14 - Fringe Benefits - Current Personnel	3,692	4,053	4,458	4,784	326	7.3
15 - Overtime Pay	30	23	0	0	0	N/A
<b>SUBTOTAL PERSONAL SERVICES (PS)</b>	<b>21,925</b>	<b>23,683</b>	<b>25,899</b>	<b>26,942</b>	<b>1,043</b>	<b>4.0</b>
20 - Supplies and Materials	97	146	82	95	14	16.6
31 - Telephone, Telegraph, Telegram, Etc.	47	4	0	0	0	N/A
40 - Other Services and Charges	73,925	37,087	457	712	255	55.8
41 - Contractual Services - Other	595	534	504	536	33	6.6
70 - Equipment and Equipment Rental	279	184	204	309	105	51.6
<b>SUBTOTAL NONPERSONAL SERVICES (NPS)</b>	<b>74,942</b>	<b>37,955</b>	<b>1,246</b>	<b>1,652</b>	<b>407</b>	<b>32.6</b>
<b>GROSS FUNDS</b>	<b>96,867</b>	<b>61,638</b>	<b>27,145</b>	<b>28,594</b>	<b>1,450</b>	<b>5.3</b>

\*Percent change is based on whole dollars.

## FY 2019 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table PO0-4 contains the proposed FY 2019 budget by division/program and activity compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

**Table PO0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018
<b>(0100) RESOURCE MANAGEMENT</b>										
(0110) Resource Management	383	0	0	0	0	2.9	0.0	0.0	0.0	0.0
<b>SUBTOTAL (0100) RESOURCE MANAGEMENT</b>	<b>383</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2.9</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(1000) AGENCY MANAGEMENT</b>										
(1010) Personnel	12,946	0	0	0	0	100.0	0.0	0.0	0.0	0.0
(1015) Training and Employee Dev.	69	196	130	290	160	0.0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	36,449	37,016	388	460	71	0.0	0.0	0.0	0.0	0.0
(1040) Information Technology	205	173	164	236	72	0.0	0.0	0.0	0.0	0.0
(1060) Legal	770	923	943	941	-2	4.8	5.8	6.0	6.0	0.0
(1070) Fleet Management	33	0	31	31	0	0.0	0.0	0.0	0.0	0.0
(1090) Performance Management	452	324	317	315	-2	2.9	1.9	2.0	2.0	0.0
<b>SUBTOTAL (1000) AGENCY MANAGEMENT</b>	<b>50,924</b>	<b>38,632</b>	<b>1,973</b>	<b>2,272</b>	<b>299</b>	<b>107.6</b>	<b>7.8</b>	<b>8.0</b>	<b>8.0</b>	<b>0.0</b>
<b>(2000) PROCUREMENT</b>										
(2010) Procurement Mgmt and Support	1,051	16,628	18,429	19,484	1,056	5.8	153.0	159.0	163.0	4.0
(2055) Purchase Card	1	266	247	247	0	0.0	1.9	2.0	2.0	0.0
(2070) EOM and Boards Cluster/Simplified Acquis	1,011	0	0	0	0	13.4	0.0	0.0	0.0	0.0
(2095) Priority Special Projects Cluster	347	0	0	0	0	9.6	0.0	0.0	0.0	0.0
<b>SUBTOTAL (2000) PROCUREMENT</b>	<b>2,410</b>	<b>16,893</b>	<b>18,676</b>	<b>19,731</b>	<b>1,055</b>	<b>28.7</b>	<b>155.0</b>	<b>161.0</b>	<b>165.0</b>	<b>4.0</b>
<b>(6000) PROCUREMENT TECHNOLOGY</b>										
(6010) Technology Support	640	0	0	0	0	5.8	0.0	0.0	0.0	0.0
<b>SUBTOTAL (6000) PROCUREMENT TECHNOLOGY</b>	<b>640</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(7000) TRAINING</b>										
(7010) Training	838	0	0	0	0	6.7	0.0	0.0	0.0	0.0
(7020) Learning and Development	0	727	915	867	-47	0.0	5.8	7.0	7.0	0.0
<b>SUBTOTAL (7000) TRAINING</b>	<b>838</b>	<b>727</b>	<b>915</b>	<b>867</b>	<b>-47</b>	<b>6.7</b>	<b>5.8</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>
<b>(8000) OPERATIONS</b>										
(8010) Procurement Integrity and Compliance	1,270	814	656	633	-23	12.4	6.8	6.0	6.0	0.0
(8020) Operations Mgmt and Support	375	620	742	770	28	4.8	5.8	6.0	6.0	0.0
(8030) Customer Service and Comm.	582	558	597	561	-36	6.7	7.8	7.0	7.0	0.0
(8040) Purchase Card	37,820	0	0	0	0	1.0	0.0	0.0	0.0	0.0
(8050) Technology Support	0	750	803	804	1	0.0	6.8	7.0	7.0	0.0
(8060) Human Resource Management	0	556	562	552	-10	0.0	3.9	5.0	5.0	0.0
(8070) Acquisition Management	0	358	455	348	-107	0.0	3.9	4.0	3.0	-1.0
<b>SUBTOTAL (8000) OPERATIONS</b>	<b>40,046</b>	<b>3,655</b>	<b>3,815</b>	<b>3,668</b>	<b>-147</b>	<b>24.9</b>	<b>34.9</b>	<b>35.0</b>	<b>34.0</b>	<b>-1.0</b>

**Table PO0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018
<b>(9000) BUSINESS RESOURCES AND SUPPORT SERVICES</b>										
(9010) Surplus Property	1,309	1,426	1,413	1,697	285	8.6	8.7	8.0	9.0	1.0
(9020) Support Services	317	315	353	359	5	4.8	3.9	5.0	5.0	0.0
<b>SUBTOTAL (9000) BUSINESS RESOURCES AND SUPPORT SERVICES</b>	<b>1,626</b>	<b>1,741</b>	<b>1,766</b>	<b>2,056</b>	<b>290</b>	<b>13.4</b>	<b>12.6</b>	<b>13.0</b>	<b>14.0</b>	<b>1.0</b>
<b>(9960) YR END CLOSE</b>										
No Activity Assigned	0	-11	0	0	0	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (9960) YR END CLOSE</b>	<b>0</b>	<b>-11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>TOTAL PROPOSED OPERATING BUDGET</b>	<b>96,867</b>	<b>61,638</b>	<b>27,145</b>	<b>28,594</b>	<b>1,450</b>	<b>190.0</b>	<b>216.1</b>	<b>224.0</b>	<b>228.0</b>	<b>4.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

## Division Description

The Office of Contracting and Procurement operates through the following 5 divisions:

**Procurement** – procures goods and services on behalf of the agencies and programs under OCP's authority according to District laws and regulations.

This division contains the following 2 activities:

- **Procurement Management and Support** – The procurement staff is divided into 10 units.
  - (1) Government Operations
  - (2) Public Safety
  - (3) Health Services
  - (4) Human Services
  - (5) Homeless/Youth Human Services
  - (6) Transportation Infrastructure
  - (7) Information Technology
  - (8) Public Works and Fleet Services
  - (9) Simplified/DC Supply Schedules/P-Card
  - (10) Procurement Operations
- **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.

**Training** – facilitates general procurement education for procurement professionals and program agency staff through the Procurement Training Institute. The Institute develops and delivers the curriculum for the District Procurement Certification Program (DPCP) as required by the Procurement Practices Reform Act of 2010 (PPRA).

**Operations** – provides a range of oversight, administrative, and customer service support for the Office of Contracting and Procurement and customer agencies.

This division contains the following 6 activities:

- **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;
- **Operations Management and Support** – develops policies and procedures to help employees and other stakeholders work toward common goals, establish intended outcomes/ results, and adjust the organization’s priorities in response to a changing environment;
- **Customer Service and Communications** – engages with OCP’s key stakeholders including customer agencies, industry, Council, and District residents;
- **Technology Support** – 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);
- **Human Resource Management** – provides human resource management services that position the Office of Contracting and Procurement to attract, develop and retain a well-qualified and diverse work force. OHR works to advance the agency’s mission, vision and strategic priorities through its most valuable resource - its people; and
- **Acquisition Management** – provides a range of procurement support including data mining, reporting and analysis, project management, and coordination with program agencies for major agency initiatives.

**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 including 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 2 activities:

- **Surplus Property** – provides surplus property management, re-utilization, and disposal services to District agencies; and
- **Support Services** – provides agency acquisition services and facilities management; coordinates acquisition efforts during declared emergencies; manages transportation assets designated for District surplus activities; and administers OCP’s record management program.

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

### **Division Structure Change**

The Office of Contracting and Procurement has no division structure changes in the FY 2019 proposed budget.

## FY 2018 Approved Budget to FY 2019 Proposed Budget, by Revenue Type

Table PO0-5 itemizes the changes by revenue type between the FY 2018 approved budget and the FY 2019 proposed budget. For a more comprehensive explanation of changes, please see the FY 2019 Proposed Budget Changes section, which follows the table.

**Table PO0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2018 Approved Budget and FTE</b>		<b>22,840</b>	<b>192.0</b>
No Change		0	0.0
<b>LOCAL FUNDS: FY 2019 Recurring Budget</b>		<b>22,840</b>	<b>192.0</b>
COLA: FY 2019 COLA Adjustment	Multiple Programs	898	0.0
Agency Request-Increase: To align resources with operational spending goals	Multiple Programs	303	0.0
Agency Request-Decrease: To recognize savings in personal services	Multiple Programs	-647	-1.0
<b>LOCAL FUNDS: FY 2019 Mayor's Proposed Budget</b>		<b>23,393</b>	<b>191.0</b>
No Change		0	0.0
<b>LOCAL FUNDS: FY 2019 District's Proposed Budget</b>		<b>23,393</b>	<b>191.0</b>
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2018 Approved Budget and FTE</b>		<b>1,276</b>	<b>7.0</b>
COLA: FY 2019 COLA Adjustment	Business Resources and Support Services	26	0.0
Agency Request-Increase: To support additional FTE	Business Resources and Support Services	146	1.0
Agency Request-Increase: To align budget with projected revenues	Business Resources and Support Services	104	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2019 Mayor's Proposed Budget</b>		<b>1,552</b>	<b>8.0</b>
No Change		0	0.0
<b>SPECIAL PURPOSE REVENUE FUNDS: FY 2019 District's Proposed Budget</b>		<b>1,552</b>	<b>8.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2018 Approved Budget and FTE</b>		<b>3,029</b>	<b>25.0</b>
COLA: FY 2019 COLA Adjustment	Procurement	150	0.0
Agency Request-Increase: To support additional FTEs	Procurement	470	4.0
<b>INTRA-DISTRICT FUNDS: FY 2019 Mayor's Proposed Budget</b>		<b>3,649</b>	<b>29.0</b>
No Change		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2019 District's Proposed Budget</b>		<b>3,649</b>	<b>29.0</b>
<b>GROSS FOR PO0 - OFFICE OF CONTRACTING AND PROCUREMENT</b>		<b>28,594</b>	<b>228.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

### FY 2019 Proposed Budget Changes

The Office of Contracting and Procurement's (OCP) proposed FY 2019 gross budget is \$28,594,392, which represents a 5.3 percent increase from its FY 2018 approved gross budget of \$27,144,672. The budget is comprised of \$23,393,330 in Local funds, \$1,551,764 in Special Purpose Revenue funds, and \$3,649,298 in Intra-District funds.

### Recurring Budget

**No Change:** OCP's budget proposal reflects no change from the FY 2018 approved budget to the FY 2019 recurring budget.

## **Mayor's Proposed Budget**

**Cost-of-Living Adjustment:** OCP's budget proposal includes cost-of-living adjustments (COLA) of \$897,995 in Local funds, \$25,763 in Special Purpose Revenue funds, and \$149,845 in Intra-District funds.

**Agency Request – Increase:** In Local funds, OCP's proposed nonpersonal budget includes a net increase of \$302,649, of which \$212,431 reflects anticipated costs for services including the Procurement Training Institute; computer hardware and software replacement costs of \$60,218; and a net increase of \$30,000 for contractual services and office supplies.

The agency's Special Purpose Revenue funds (SPR) proposed budget reflects an increase of \$146,034, in the Business Resources and Support Services program, to support 1.0 Full-Time Equivalent (FTE), reclassified from Local funds. This position supports quality assurance and inspection on surplus sales. Additionally, the SPR budget includes an increase of \$104,000, in nonpersonal services to align with programmatic goals.

The budget proposal in Intra-District funds includes an increase of \$470,428 in personal services to support the additional 4.0 FTEs, as well as salary step increases and projected Fringe Benefit costs. This adjustment reflects the impact of additional contract requirements with client agencies, based on OCP's compliance with the District's Delegated Procurement Authority initiative.

**Agency Request – Decrease:** OCP's Local funds budget proposal will reflect a net decrease of \$646,996, primarily in the Procurement and Operations divisions, to align the personal services budget with anticipated salary savings throughout the fiscal year. Also included is the reclassification of 1.0 FTE to Special Purpose Revenue funds.

## **District's Proposed Budget**

**No Change:** The Office of Contracting and Procurement's budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.

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## Agency Performance Plan\*

The Office of Contracting and Procurement (OCP) has the following strategic objectives for FY 2018:

### Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

### Objectives

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.\*\*

## ACTIVITIES

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the budget line items. This is further divided into “daily services” (ex. sanitation disposal), and long-term “key projects” that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

### 1. Improve the quality and cost efficiency of procured goods, services and construction. (16 Activities)

Activity Title	Activity Description	Type of Activity
Service Request Resolution	Prompt resolution of IT related issues ensures a continuous flow of productivity.	Daily Service
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
Purchase Order Processing	This represents the number and value of purchase order workload for procurement personnel.	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	Daily Service

## 1. Improve the quality and cost efficiency of procured goods, services and construction. (16 Activities)

Activity Title	Activity Description	Type of Activity
	acquisition personnel (from DC and other jurisdictions in the region) may place task or delivery orders against the schedule following DCSS procedures.	
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
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
Management Training	OCP's Resource Management division oversees required management training for managers, in cooperation with DCHR Center for Learning.	Key Project
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
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
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
Contractor Performance Evaluation	The focus of this operation is to sustain a well-defined contractor performance evaluation system.	Key Project
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)**

<b>Activity Title</b>	<b>Activity Description</b>	<b>Type of Activity</b>
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
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. (2 Activities)**

<b>Activity Title</b>	<b>Activity Description</b>	<b>Type of Activity</b>
Procurement Certification Workshop Delivery	Multi-tier workshop series enhances procurement proficiency through competency based learning for contracting officers and contract specialists.	Key Project
Procurement Foundations Course Delivery	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)**

<b>Activity Title</b>	<b>Activity Description</b>	<b>Type of Activity</b>
Workload Management System	This is a planned comprehensive information management tool to provide timely details on workload, resource allocation and productivity.	Key Project
Update Policies	OCP General Counsel Provides oversight for OCP policies and procedures.	Daily Service
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
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
Performance Dashboard	The Dashboard provides a more efficient mechanism for data analysis.	Key Project
Records Management	OCP maintains an on-going monitoring, oversight and records management training for all umbrella agencies.	Daily Service

**4. Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (8 Activities)**

Activity Title	Activity Description	Type of Activity
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)**

Activity Title	Activity Description	Type of Activity
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

**KEY PERFORMANCE INDICATORS**

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

**1. Improve the quality and cost efficiency of procured goods, services and construction. (1 Measure)**

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of timely contractor performance evaluations on currently awarded contracts	No	Not Available	Not Available	Not Available	Not Available	75%

**2. Improve planning and forecasting to support strategic business decisions in procurement. (4 Measures)**

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Number of contract ratifications	No	Not Available	Not Available	Not Available	Not Available	0
Number of retroactive contracts	No	Not Available	Not Available	Not Available	Not Available	0
Percent of planned contracts that are awarded within the fiscal year	No	Not Available	Not Available	Not Available	Not Available	90%

**3. Sustain a highly competent workforce. (2 Measures)**

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of OCP procurement personnel achieving appropriate contracting tier level certification	No	Not Available	Not Available	Not Available	Not Available	100%
Percent of OCP procurement staff positions that are vacant	No	Not Available	Not Available	Not Available	Not Available	5.2%

**4. Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (1 Measure)**

Measure	New Measure/ Benchmark Year	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2019 Target
Percent of awarded contracts over \$100,000 publicly posted	No	Not Available	Not Available	Not Available	Not Available	Data Forthcoming

**WORKLOAD MEASURES**

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; “How much are we doing?”

**1. Purchase Order Processing**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Total dollar value of contracts awarded (in millions)	No	Not Available	Not Available	\$4247.4
Total number of contracts awarded	No	Not Available	Not Available	757
Total value of purchase orders awarded to CBE contractors ( in millions)	No	\$559.6	\$995.4	\$867.6

**2. Property Revenue Generation**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Amount of revenue generated from surplus property (in millions)	No	4.2	\$4.1	\$4

**Performance Plan Endnotes:**

\*For more information about the structure and components of FY 2019 draft performance plans, please see the FY 2019 Proposed Budget and Financial Plan, Volume 1, Appendix E.

\*\*We've revisited a project to standardize District wide measures for the Objective “Create and maintain a highly efficient, transparent and responsive District government”. New measures will be tracked in FY 2018 and FY 2019 and published starting in the FY 2019 Performance Plan.

\*\*\*Key Performance Indicators that are new may not have historical data and may only have FY 2019 targets.



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# Purchase Card Transactions

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**Table PX0-1**

<b>Description</b>	<b>FY 2016 Actual</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Approved</b>	<b>FY 2019 Proposed</b>	<b>% Change from FY 2018</b>
OPERATING BUDGET	\$0	\$0	\$25,000,000	\$36,000,000	44.0
FTEs	0.0	0.0	0.0	0.0	N/A

The mission of Purchase Card Transactions is to provide overall financial administration and warehousing of the funds reported by agencies for the District's Purchase Card program, which provides District employees a customer-centric purchasing tool to support their programmatic functions in an efficient, timely, and cost-effective manner.

The agency's FY 2019 proposed budget is presented in the following tables:

## FY 2019 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table PX0-2 contains the proposed FY 2019 budget by revenue type compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data.

**Table PX0-2**

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	% Change*	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	% Change
<b>INTRA-DISTRICT FUNDS</b>												
Intra-District Funds	0	0	25,000	36,000	11,000	44.0	0.0	0.0	0.0	0.0	0.0	N/A
<b>TOTAL FOR INTRA-DISTRICT FUNDS</b>												
	0	0	25,000	36,000	11,000	44.0	0.0	0.0	0.0	0.0	0.0	N/A
<b>GROSS FUNDS</b>												
	0	0	25,000	36,000	11,000	44.0	0.0	0.0	0.0	0.0	0.0	N/A

\*Percent change is based on whole dollars.

**Note:** If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2019 Proposed Operating Budget, by Comptroller Source Group

Table PX0-3 contains the proposed FY 2019 budget at the Comptroller Source Group (object class) level compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual expenditures.

**Table PX0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Percentage Change*
40 - Other Services and Charges	0	0	25,000	36,000	11,000	44.0
<b>SUBTOTAL NONPERSONAL SERVICES (NPS)</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>36,000</b>	<b>11,000</b>	<b>44.0</b>
<b>GROSS FUNDS</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>36,000</b>	<b>11,000</b>	<b>44.0</b>

\*Percent change is based on whole dollars.



## FY 2019 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table PX0-4 contains the proposed FY 2019 budget by division/program and activity compared to the FY 2018 approved budget. It also provides FY 2016 and FY 2017 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

**Table PX0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018	Actual FY 2016	Actual FY 2017	Approved FY 2018	Proposed FY 2019	Change from FY 2018
<b>(1000) AGENCY MANAGEMENT</b>										
(1020) Contracting and Procurement	0	0	25,000	36,000	11,000	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (1000) AGENCY MANAGEMENT</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>36,000</b>	<b>11,000</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>TOTAL PROPOSED OPERATING BUDGET</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>36,000</b>	<b>11,000</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2019 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

### Program Description

Purchase Card Transactions operates through the following program:

**Agency Management** – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

### Program Structure Change

The Purchase Card Transactions has no program structure changes in the FY 2019 budget.

## FY 2018 Approved Budget to FY 2019 Proposed Budget, by Revenue Type

Table PX0-5 itemizes the changes by revenue type between the FY 2018 approved budget and the FY 2019 proposed budget. For a more comprehensive explanation of changes, please see the FY 2019 Proposed Budget Changes section, which follows the table.

**Table PX0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>INTRA-DISTRICT FUNDS: FY 2018 Approved Budget and FTE</b>		<b>25,000</b>	<b>0.0</b>
Agency Request-Increase: To align resources with operational spending goals	Agency Management	11,000	0.0
<b>INTRA-DISTRICT FUNDS: FY 2019 Mayor's Proposed Budget</b>		<b>36,000</b>	<b>0.0</b>
No Change		0	0.0
<b>INTRA-DISTRICT FUNDS: FY 2019 District's Proposed Budget</b>		<b>36,000</b>	<b>0.0</b>
<b>GROSS FOR PX0 - PURCHASE CARD TRANSACTIONS</b>		<b>36,000</b>	<b>0.0</b>

(Change is calculated by whole numbers and numbers may not add up due to rounding)

### **FY 2019 Proposed Budget Changes**

Purchase Card Transactions' proposed FY 2019 gross budget is \$36,000,000, which represents a 44.0 percent increase over its FY 2018 approved gross budget of \$25,000,000. The budget is comprised entirely of Intra-District funds.

### **Mayor's Proposed Budget**

**Agency Request - Increase:** The FY 2019 proposed Intra-district funds budget was increased by \$11,000,000 to align funding with the projected costs estimates related to the Purchase Card program.

### **District's Proposed Budget**

**No Change:** Purchase Card Transactions' budget proposal reflects no change from the Mayor's proposed budget to the District's proposed budget.