

OCP Pre-Performance Hearing Questions

Part I

January 31, 2014

1. Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.

See Attachment A OCP Org Chart as of 1.23.14.

2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 13, 2014. The Schedule A should also indicate any vacant positions in the agency. Please do not include social security numbers.

See Attachment B OCP Schedule A as of 1.13.14.

3. Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Name of Employee	Agency Detailed From	Reason for Detail	Date of Detail	Project Date of Return
Roberta Hood	DCHR	MS. Hood was detailed to provide procurement support based on her vast procurement experience and more than 40 years of experience handling accounting, contracting, and budget functions in various agencies across District Government. Her expertise was needed to maintain service delivery given the number of contract specialists in the	11/25/13	02/28/14

		agency at the time of detail.		
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Additional Notes: Given the number of vacancies that OCP was able to fill since Ms. Hood was detailed in late November 2013, it is anticipated that Ms. Hood will remain on detail through the end of February to transition current work and assist new staff.

4. (a) For fiscal year 2013, please list each employee whose salary was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.

Title	Name	Grade/Step	Salary	Overtime/Bonus
Supervisory Contract Specialist	Turner, Angela E.	15/0	\$113,300.00	None
IT Program Manager (PASS)	Hassan, Reza	15/0	\$115,360.00	None
Supervisory Contract Specialist	Byrd-Williams, Callie	14/0	\$115,360.00	None
Property Disposal Officer	Manassa, Marvin	15/0	\$118,450.00	None
Supervisory Contract Specialist	White, Derrick D.	15/0	\$120,510.00	None
Compliance Monitor	Ross, Armeta	14/10	\$122,153.00	None
Program Manager (Bus. Operations.)	Lanier, Shirley W.	15/0	\$128,750.00	None
Asst. Director for Operations	Cade, Sanya	16/0	\$134,800.22	None
Assistant Director for Procurement	Mobley, Sheila D.	16/0	\$154,500.00	None
Director Contracting & Procurement	Staton Jr., James D.	E4	\$168,920.00	None

(b) For fiscal year 2014, please list each employee whose salary is or was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

Title	Name	Grade	Salary	Overtime/Bonus
Supervisory Contract Specialist	Stewart Sr., Joseph N.	14/0	\$111,000.00	None
Supervisory Contract Specialist	Turner, Angela E.	15/0	\$113,300.00	None
IT Program Manager (PASS)	Hassan, Reza	15/0	\$115,360.00	None
Supervisory Contract Specialist	Byrd-Williams, Callie	14/0	\$115,360.00	None
Supervisory Contract Specialist	Mack, Priscilla	15/0	\$118,450.00	None
Property Disposal Officer	Manassa, Marvin	15/0	\$118,450.00	None
Supervisory Contract Specialist	White, Derrick D.	15/0	\$120,510.00	None
Supervisory Contract Specialist	Robertson, Allison R.	15/0	\$121,000.00	None
Compliance Monitor	Ross, Armeta	14/10	\$122,153.00	None
Asst. Director for Operations	Alao, Yinka T.	16/0	\$124,373.00	None
Supervisory Contract Specialist	Atkinson, Wendell O.	15/0	\$128,000.00	None
Program Manager (Bus. Operations)	Lanier, Shirley W.	15/0	\$128,750.00	None
Supervisory Contract Specialist	Allen III, Birchard Brooks	15/0	\$128,777.00	None
Assistant Director for Procurement	Mobley, Sheila D.	16/0	\$154,500.00	None
Director Contracting & Procurement	Staton Jr., James D.	E4	\$168,920.00	None

5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2013. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

No.	Employee Name	Title	Salary	Overtime Pay
1	Dorsey, Frederick A.	Contract Specialist	\$80,381.00	\$6,275.61
2	Kern, Peter	Contract Specialist	\$86,482.00	\$5,550.64
3	Tisdale, Jeffrey Austin	Contract Specialist	\$73,894.00	\$3,586.35
4	Anderson, Uranus R.	Contract Specialist	\$56,389.00	\$1,317.75
5	Tilahun, Helen	Contract Specialist	\$56,389.00	\$1,103.17
6	Reynolds, Heather S.	Contract Specialist	\$87,936.00	\$1,014.64
7	Harris, Yvonne W.	Contract Specialist	\$54,167.00	\$820.32
8	Yi, Chi Hui	Contract Specialist	\$82,792.00	\$716.47
9	Richardson, Tamarra S.	Contract Specialist	\$59,901.00	\$639.02
10	Farmer-Linder, Crystal M.	Contract Specialist	\$87,936.00	\$486.19
11	Getachew, Mime W.	Contract Specialist	\$73,950.00	\$479.96
12	Thompson, Yolanda M.	Contract Specialist	\$70,437.00	\$469.87
13	Neblett, Sonia	Support Services Specialist	\$61,878.00	\$446.24
14	Fuller, O'Linda A.	Supervisory Contract Specialist	\$92,000.00	\$442.31
15	Townsel III, Norman L.	Contract Specialist	\$54,633.00	\$433.39
16	Jackson, Donald	Support Services Specialist	\$53,758.00	\$387.68
17	Glover-Mitchell, Debra R.	Contract Specialist	\$51,183.00	\$369.11
18	Mayo, Dawn A.	Contract Specialist	\$61,698.00	\$311.46
19	Etminan, Sanaz	Contract Specialist	\$82,792.00	\$278.62
20	Young, Rebecca Y.	Contract Specialist	\$80,381.00	\$173.90
21	Rojas, Rosalia V.	Management Liaison Specialist	\$81,242.00	\$156.23
22	Meriwether, Rhonda F.	Contract Specialist	\$58,145.00	\$83.86

6. For fiscal years 2012, 2013, and 2014 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Fiscal Year	Employee	Special Pay	Amount
2012	Claudette Myers	Retirement Incentive Award	\$25,000
2013	Gail Smith	Retirement Incentive Award	\$25,000
2014	n/a	n/a	n/a

7. For fiscal years 2012, 2013, and 2014 (to date), please state the total number of employees receiving worker's compensation payments.

Fiscal Year	Nos. of Employees
2012	5
2013	3
2014 (to date)	-

8. For fiscal years 2013 and 2014 (to date), please list, in chronological order, all intra District transfers to or from the agency.

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period	Total Amount
FY 2013	DPW	OCP	Fleet Services	10/01/12 - 09/30/13	\$ 14,130.27
	DPW	OCP	Trash Recycling	10/01/12 - 09/30/13	\$ 46,265.08
	OCTO	OCP	System Configuration	10/01/12 - 09/30/13	\$ 6,940.00
	OUC	OCP	Customer Services*	10/01/12 - 09/30/13	\$ 2,053.00
	OAG	OCP	Legal Services*	10/01/12 - 09/30/13	\$ 28,000.00
	OFRM	OCP	Financial Services	10/01/12 - 09/30/13	\$ 81,000.00
	OCP	OCP	Pcard	10/01/12 - 09/30/13	\$ 204,875.95
	OCP	Multiple Agencies	Pcard	10/01/12 - 09/30/13	\$ 18,635,660.13
	Total				\$19,018,924.43
FY 2014					

DPW	OCP	Fleet Services	10/01/13 - 09/30/14	\$ 14,575.72
DCHR	OCP	Executive recruitment services	10/01/13 - 09/30/14	\$ 25,000.00
DPW	OCP	Trash Recycling	10/01/13 - 09/30/14	\$ 31,000.00
OUC	OCP	Customer Services	10/01/13 - 09/30/14	\$ 2,053.00
OAG	OCP	Legal Services	10/01/13 - 09/30/14	\$ 28,000.00
OFRM	OCP	Financial Services	10/01/13 - 09/30/14	\$ 70,000.00
OCP	OCP	Pcard	10/01/13 - 09/30/14	\$ 55,000.00
OCP	Multiple Agencies	Pcard	10/01/13 - 09/30/14	\$ 13,060,480.63
Total				\$13,286,109.35

*Intra-District Transfers scheduled; funds not collected by seller agency.

9. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2013 and 2014 (to date). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number, the date, the amount, and the rationale.

Fiscal Year	Date	To	From	Reprogrammed use of Fund	Total
2013	4/26/2013	OCP	DGS	Procurement reform related contractual services	\$250,000.00
	7/19/2013	OCP	DOES	Sustainable DC - Green Purchasing	\$50,000.00
FY 2013 Revised final Local Budget					\$9,270,555.22

To date, there are no reprogrammings executed in FY 2014.

10. For fiscal years 2013 and 2014 (to date), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

None.

11. Please list all memoranda of understanding (MOU) entered into by your agency during fiscal years 2012, 2013, and 2014 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period	Total Amount
FY 2012	DGS	OCP	Construction Management for renovation	10/01/11 – 09/30/12	\$ 64,500.00
	OUC	OCP	Customer Services	10/01/11 – 09/30/12	\$ 2,053.00
	DPW	OCP	Fleet Services	10/01/11 – 09/30/12	\$ 22,095.81
	OAG	OCP	Legal Services	10/01/11 – 09/30/12	\$ 28,000.00
	OCP	OCP	Pcard	10/01/11 – 09/30/12	\$ 235,460.61
	OFRM	OCP	Financial Services	10/01/11 – 09/30/12	\$ 71,000.00
	OCP	OCTO	IT Contract Admin	10/01/11 – 09/30/12	\$ 110,000.00
	OCP	DOH	DOH related contract admin.	10/01/11 – 09/30/12	\$ 120,000.00
	OCP	Multiple Agencies	Pcard	10/01/11 – 09/30/12	\$ 17,083,091.06
		Total			
FY 2013					

DPW	OCP	Fleet Services	10/01/12 – 09/30/13	\$ 14,130.27
DPW	OCP	Trash Recycling	10/01/12 – 09/30/13	\$ 46,265.08
OCTO	OCP	System Configuration	10/01/12 – 09/30/13	\$ 6,940.00
OUC	OCP	Customer Services	10/01/12 – 09/30/13	\$ 2,053.00
OAG	OCP	Legal Services	10/01/12 – 09/30/13	\$ 28,000.00
OFRM	OCP	Financial Services	10/01/12 – 09/30/13	\$ 81,000.00
OCP	OCP	Pcard	10/01/12 – 09/30/13	\$ 204,875.95
OCP	Multiple Agencies	Pcard	10/01/12 – 09/30/13	\$ 18,635,660.13
Total				\$19,018,924.43

FY 2014

DPW	OCP	Fleet Services	10/01/13 – 09/30/14	\$ 14,575.72
DCHR	OCP	Executive recruitment services	10/01/13 – 09/30/14	\$ 25,000.00
DPW	OCP	Trash Recycling	10/01/13 – 09/30/14	\$ 31,000.00
OUC	OCP	Customer Services	10/01/13 – 09/30/14	\$ 2,053.00
OAG	OCP	Legal Services	10/01/13 – 09/30/14	\$ 28,000.00
OFRM	OCP	Financial Services	10/01/13 – 09/30/14	\$ 70,000.00
OCP	OCP	Pcard	10/01/13 – 09/30/14	\$ 55,000.00
OCP	Multiple	Pcard	10/01/13 –	\$ 13,060,480.63

		Agencies		09/30/14	
	OCP	CCDC	Handbook*	02/01/14 – 09/30/14	\$ 100,000
	Total				\$13,286,109.35

*The MOU with CCDC is in review with CCDC's legal department as of 1/30/14

12. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the "Form B" for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide as an attachment to your answers all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2012, 2013, and 2014.

Pursuant to the Executive Communication Privilege, the agency is not authorized to transmit this information.

13. Please list each grant or sub-grant received by your agency in fiscal years 2013 and 2014 (to date). List the date, amount, purpose of the grant or sub-grant received, and explain how the grant is allocated if it is a multi-year grant.

OCP did not receive any grants or sub-grants in fiscal years 2013 or 2014.

14. Please list all currently open capital projects for your agency as of January 13, 2014, including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

OCP has no capital projects as of January 13, 2014.

15. Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.

Case Name	What About	When Filed	What Impact on Agency (OCP)	Upcoming Milestones
Appeal of Williams, Adley & Co., CAB Nos. D-1373, D-1384 and D-1456	Appeal of termination for default of SLED contract and District's claim for re-procurement costs	12/4/09	None	Pending pre-hearing motions. Status conference held last week in CAB. CAB will issue new scheduling order which will include trial date.
Appeal of Commercial Data Corporation, CAB No. D-1463	Appeal of denial of termination settlement proposal	12/21/12	None	Appeal filed. Case is in discovery. Trial set for 6/16/14.
Appeal of United Healthcare Community Plan, CAB No. D-1457	Appeal of deemed denial of claim for contract damages under MCO contract	9/14/12	None	Appeal filed. Case is in active litigation. Appellant filed a request for a status hearing.
Appeal of Advantage Healthplan, Inc., CAB No. D-1461	Appeal of assessment of costs relating to unsupported claim arising out of Capitated Provider Agreements	12/4/12	None	Appeal filed. Case is in active litigation.
Appeal of VMT Long Term Care Management, Inc., CAB Nos. D-1418 and D-1411	Appeal of denial of claim for Service Contract Act wages and appeal of disallowed costs	10/12/10	None	Pending motions. A merits hearing is set for 2/25/14; however, VMT expressed intent to dismiss the case if CAB did not grant its motion for reconsideration of its denial of summary judgment.
Protest Remand from Superior Court/Civil Action No. 2006 CA 8307/CAB No. P-0739, Urban Service System	Challenge to application of CBE program to trash hauling contract	10/8/08	None	Pending at CAB
Appeal of A & M Concrete Corporation, CAB No. D-1395	Claim for equitable adjustment on contract for installation of	7/28/10	None	Pending motion for summary judgment. A merits hearing on liability was held.

Case Name	What About	When Filed	What Impact on Agency (OCP)	Upcoming Milestones
	manholes			CAB issued order on December 9, 2013, finding in Appellant's favor and remanded case to contracting officer for determination of damages.
Sarinita Beale v. DC, Superior Court 12-3434	Claim of failure to give Riffed employee priority consideration for rehire	6/19/12	Seeking reinstatement, back pay, and attorney's fees	Pending decision
Protest of Trillian Technologies, P-0954	Protest of sole source extension and RFP provisions for IT Staff Augmentation	12/2/13	None	Agency Report filed
Protest of MC Dean, P-0955	Challenge to award of streetlight asset management contract	12/17/13	None	Pending Protester's response to Agency Report
Ramesh Sharma v. OCP, EEOC Charge No. 570-2007-00598	EEO discrimination claim	10/18/06	If charge upheld, potential payment of back wages and attorney fees	Pending
Ramesh Sharma, 10-1033	Whistleblower, False Claims Act	6/18/10	Back pay, interest, reinstatement	Pending. Motion for summary judgment filed; awaiting court's ruling
Ramesh Sharma v. OCP, EEOC Charge No. 570-2012-00496	EEO discrimination claim	10/10/12	Back pay, interest, reinstatement	Pending
Appeal of Verifone, CAB No. D-1475	Claim for termination for convenience settlement costs	5/24/13	None	Pending discovery
Appeal of Xerox	Claims for payment of invoices for various District agencies	5/10/13	None	Pending resolution of payment issues
MorphoTrust USA, Inc. v. DC	Court appeal of CAB decision denying MorphoTrust's protest of RFP for secured credentials	12/21/12	None	Pending

16. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time since October 1, 2011.

Title	Report Number	Source	Status	Description	Date of Report
MAR (ITSA): Failure to Perform Cost Analysis	11-A-01	OIG	Closed	Reinstatement of statutory requirements re: Cost Price Analysis	7-Oct-11
DMV Ticket Processing Services	11-2-25MA	OIG	Closed	No record of modification 10; lack of clarity on the rationale for submitting retroactive packages for modifications 11 and 15; and failure to competitively bid and award contract after expiration of the initial contract term; recommendation to analyze voided and warning ticket data and consider capping the fee for maintaining voided tickets.	15-Nov-12
District-Wide Audit of P-Card Program	010-11-02-09-OCFO	OCFO	Closed	Lack of internal controls; Untimely payments of JPMC purchase card invoices; Inadequate purchase card program staffing; Missing documentation; No program continuity planning.	20-Apr-12
CAFR 2011	FY 2011 CAFR	KPMG (via OIG)	Closed	<i>See Report</i>	25-Jan-12
DC Nursing Home (VMT)	NA	KPMG (via OCFO)	Closed	Unauthorized payments; Contract Cost Reimbursement Ceiling Exceeded; Unauthorized procurement of subcontractor services; Missing documentation; Improper bank reconciliations;	1-Nov-12

				Inadequate segregation of duties	
CAFR 2012	FY 2012 CAFR	KPMG (via OIG)	Closed	See Report	28-Jan-13

(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

Title	Report Number	Source	Status	Description	Date of Report
CAFR 2013	FY 2013 CAFR	KPMG (via OIG)	Open	N/A	TBD
District of Columbia Supply Schedule (DCSS) Audit	Pending	OIG	Open	Audit of OCP Administration and Management of the DCSS	TBD

17. Please list, in chronological order, all employee grievances filed against your agency in fiscal years 2013 and 2014 (to date). Also, list any earlier grievance that is still pending in any judicial forum. For each, give a brief description of the matter as well as the current status.

There were no employee grievances filed against OCP in fiscal years 2013 and 2014 (to date).

The following are grievances that are still pending in any judicial forum:

Case Name	Description	When Filed	Impact on Agency (OCP)	Upcoming Milestones
Ramesh Sharma v. COP, EEOC Charge No. 570-2007-00598	EEO discrimination claim	10/18/06	If charge upheld, potential payment of back wages and attorney fees	Pending discovery
Sarinita Beale v. OCP, OEA Matter No. 2401-0136-09	RIF Appeal	6/19/09	If appeal is upheld, potential for reinstatement of	Pending discovery

			employee (this appears incomplete)	
Jody Cofield v. OCP, OEA Matter No. 2401-0134-09	RIF Appeal	6/19/09	If appeal is upheld, potential for reinstatement of employee	Pending discovery
Ramesh Sharma, 10-1033	Whistleblower, False Claims Act	6/18/10	Back pay, interest, reinstatement	Pending discovery
Sarinita Beale v. DC, Superior Court 12-3434	Claim of failure to give Riffed employee priority consideration for rehire	6/19/12	Seeking reinstatement, back pay, and attorney's fees	Pending

18. In table format, please list the following for fiscal years 2012, 2013, and 2014 (to date) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

OCP Performance Hearing Question #18

FY 12

Cardholder Name	Cardholder Title	Limits-Single/Daily/Cycle	Total Spend
Chondra Brown	Customer Contact Center Supervisor	\$2500/\$2500/\$10000	\$3,019.82
Sanya Cade	Assistant Director, Operations, COS	\$2500/\$2500/\$10000	\$23,825.74
Latrina Gross	Admin. Support Specialist	\$2500/\$2500/\$10000	\$14,290.20
Jerome Johnson	Contracting Officer	Unlimited/Unlimited/Unlimited	\$3,438,084.17
Shirley Lanier	Program Manager, HR	\$2500/\$2500/\$10000	\$1,577.50
Marvin Manassa	Property Disposal Officer	\$2500/\$2500/\$10000	\$84,394.73
Jeanette Mitchell	Support Services Supervisor	\$2500/\$2500/\$10000	\$114,570.76
			\$3,679,762.92

FY 13

Cardholder Name	Cardholder Title	Limits-Single/Daily/Cycle	Total Spend
Chondra Brown	Customer Contact Center Supervisor	\$2500/\$2500/\$10000	\$4,150.22
Sanya Cade	Assistant Director, Operations, COS	\$2500/\$2500/\$10000	\$1,790,577.53
Latrina Gross	Admin. Support Specialist	\$2500/\$2500/\$10000	\$14,290.20
Joan Hummons	Customer Contact Center Supervisor	\$2500/\$2500/\$10000	\$6,192.70
Jerome Johnson	Contracting Officer	Unlimited/Unlimited/Unlimited	\$4,505,141.61
Shirley Lanier	Program Manager, HR	\$2500/\$2500/\$10000	\$12,556.72
Marvin Manassa	Property Disposal Officer	\$2500/\$2500/\$10000	\$217,013.46
Jeanette Mitchell	Support Services Supervisor	\$2500/\$2500/\$10000	\$177,725.97
			\$6,727,648.41

FY 14 to date

Cardholder Name	Cardholder Title	Limits-Single/Daily/Cycle	Total Spend
Sanya Cade	Assistant Director, Operations, COS	\$2500/\$2500/\$10000	\$200.00
Kimberly Diggs	Executive Assistant	\$2500/\$2500/\$10000	\$2,229.88
Joan Hummons	Customer Contact Center Supervisor	\$2500/\$2500/\$10000	\$3,055.33
Ryan Lewis	Property Disposal Specialist	\$2500/\$2500/\$10000	\$9,069.06
Marvin Manassa	Property Disposal Officer	\$2500/\$2500/\$10000	\$13,866.44

19. (a) In table format, please provide the following information for fiscal years 2012, 2013, and 2014 (to date), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list *is* more than one page in length, you may provide it as an attachment.

See Attachment C OCP Mobile Asset Listing.

(b) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

OCP reviews and monitors the mobile device usage by leveraging a strong, intra-district and collaborative relationship with the Office of the Chief Technology Officer thru monthly reporting, usage and detailed billing reviews.

20. (a) Does your agency have or use a government vehicle? If so, for fiscal years 2012, 2013, and 2014 (to date), please list these vehicles. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

Yes, OCP has six vehicles that support the surplus property division. We have two box trucks and four vans.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2012, 2013, and 2014 (to date). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

In FY12 (April 24, 2012) SPD's Isuzu Box Truck hit Douglas Dixon's personal vehicle (OCP employee) while it was parked at the OCP SPD Warehouse. Darrick Evans, property disposal specialist, was driving the vehicle to transport surplus property. The driver was determined to be at fault.

21. (a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (sec D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law? Please explain any exceptions.

Yes, OCP is in compliance with this law.

(b) If there are exceptions, please provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to have the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffer or take-home status.

Not Applicable.

22. In table format, please provide the following information for fiscal years 2012, 2013, and 2014 (to date) regarding your agency's authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the District; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person).

Fiscal Year	Employee Name	Purpose of Travel	Total Exp.	Justification
2012	Debra Paschall	14th GSA Smartpay Conference	\$800.28	Training was required to learn new technical features of our JP Morgan Chase Credit Card database.
2012	Derrick White	Research for DCTC Taxicab SmartMeter	\$294.00	Training required for data gathering for RFP scope for taxicab metering. OCP met with NY officials on how they implemented a similar program.
2013	James Staton	2012 NIGP Region II Conference	\$603.12	Conference attendance is required for OCP participation in this national procurement governing organization.
2013	Angela Turner	2012 NIGP Region II Conference	\$403.43	Conference attendance is required for OCP participation in this national procurement governing organization.
2013	Shafiq Choudhary	2013 NIGP Conference Orlando, FL	\$2776.82	Conference attendance is required for OCP participation in this national procurement governing organization. Shafiq holds a leadership position with NIGP.
2013	Rebecca Young	2013 NIGP Conference, Orlando, FL	\$2995.58	Conference attendance is required for OCP participation in this national procurement governing organization.
2013	Jonathan Rifkin	National Academy of Sciences	\$100.00	Sustainable purchasing event.
2014	Jonathan Rifkin	2013 Greenbuild Conference, Philadelphia, PA	\$1573.73	The event offers a unique opportunity to interact with thousands of professionals working in the sustainability field, and multiple members of the Sustainable Purchasing Leadership Council (SPLC), a group that the District recently joined will be represented at the event.
2014	Antoinette Goins	2014 Ariba Conference, Las Vegas NV	\$2480.50	Ariba LIVE is the leading professional conference for exploring best-in-class business commerce practices. Antoinette will learn about the latest thought leadership and solutions for sourcing and procurement, supplier management, capitalizing on global business networks, and driving better collaboration with our partners and suppliers.

23. Please provide and itemize, as of January 18, 2014, the current number of When Actually Employed (WAE), term and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Presently, no WAEs are employed.

OCP Term Employees as of 1/22/2014

Name	Title	Length of Term	Hire Date	Expiration Date
Keyana Alexander	Administrative Support Specialist	13 months	11/18/2013	12/17/2014
Noel H. Richey	Support Services Specialist	13 months	11/18/2013	12/17/2014
Chrystal Starkey-Howard	Executive Assistant	13 months	11/18/2013	12/17/2014
Khadija K. Fuller	Administrative Support Special	13 months	11/4/2013	12/3/2014

24. Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.

See Attachment D OCP FY14 Performance Plan.

25. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2014 and 2015.

In addition to the ongoing procurement reform initiative, the following are OCP's top five priorities as detailed in its FY14 performance plan.

(1) Streamlining the procurement system to be more efficient and responsive to the needs of its stakeholders (Initiatives 1.1 – 1.3; pgs. 2-3)

(2) Increasing the knowledge base of procurement personnel to improve overall performance and shared outcomes (Initiative 1.1; pg. 5)

(3) Using the District government's purchasing power to support sustainability objectives (Initiative 3.1; pg. 3)

(4) Increasing cost savings and revenue generated and collected by the District (Initiative 2.1; pg. 3, and Initiative 2.2; pg. 5)

(5) Using technology to improve transparency and compliance with governing laws and policies (Initiative 2.1; pg. 7)

See Attachment D OCP FY14 Performance Plan for details.

Office of Contracting and Procurement

EXECUTIVE MANAGEMENT TEAM



3

Chief General Counsel

FTE
Public Affairs Spec
CS 12
PN 00074878

James Staton
Chief Procurement Officer
E4
PN 00036794

FTE
Executive Assistant
CS 12
PN 00074897

Shirley Lanier
Human Resource Manager
MS 15
PN 00004207

Sheila Mobley
Assistant Director
Procurement
MS 16
PN 00013682

Marvin Manassa
Property Disposal Officer
MS 15
PN 00074775

Yinka Alao
Assistant Director Operations/
Chief of Staff
MS 16
PN 00008368

Reza Hassan
IT/PASS Manager
MS 15
PN 00071529

VACANT
Training & Development
Manager
MS 16
PN 00077834

Yellow – Vacant Position
Blue - Non OCP Employee



61

Office of Contracting and Procurement

PROCUREMENT TEAM

FTE
MAP Analyst/Green Mgr.
CS 14
PN 00074959

FTE
Assistant Director
Procurement
MS 16
PN 00013682

FTE
Executive Assistant
CS 11
PN 00078144

FTE
Associate Procurement Officer
Government Operations Cluster/IT
MS 15
PN 00000761

FTE
Associate Procurement Officer
Public Safety Cluster
MS 15
PN 00010903

FTE
Associate Procurement Officer,
Executive Office of the Mayor &
Boards Cluster
(Simplified Acquisition)
MS 15
PN 00004785

FTE
Associate Procurement Officer
Health Services Cluster
MS 15
PN 00082538

FTE
Associate Procurement Officer
Human Services Cluster
MS 15
PN 00082537

FTE
Associate Procurement Officer
Economic Development Cluster
MS 15
PN 00009588

VACANT
Associate Procurement Officer
DCSS & Priority Spec. Projects
Cluster
MS 15
PN 00082539

DPW Staff

FTE
Supv Contract Spec
MS 14
PN 00031518

FTE
Supv. Contract Spec
MS 14
PN 00031516

FTE
Supv. Contract Spec
MS 14
PN 00075342

FTE
Supv. Contract Spec.
MS 14
PN 00074905

FTE
Supv. Contract Spec.
MS 14
PN 0075546

FTE
Supv Contract Spec
MS 14
PN 00006028

FTE
Supv Contract Spec
MS 14
PN 00074880

FTE
Supv Contract Spec
MS 14
PN 00075438

FTE
Supv Contract Spec
MS 14
PN 00082541

FTE
Supv Contract Spec
MS 14
PN 00082540

FTE
Supv Contract Spec
MS 14
PN 00082542

FTE
Contract Specialist
CS 9
PN 00075168

FTE
Contract Spec
CS 12
PN 00075247

VACANT
Contract Spec
CS 13
PN 00075353

FTE
Contract Spec
CS 13
PN 00011009

FTE
Contract Spec
CS 13
PN 00075084

FTE
Contract Spec
CS 11
PN 00074887

FTE
Contract Spec
CS 13
PN 00077692

FTE
Contract Specialist
CS 13
PN 00019817

FTE
Contract Spec
CS 13
PN 00074900

FTE
Contract Spec
CS 12
PN 00025167

FTE
Contract Spec.
CS 13
PN 00010087

FTE
Contract Spec
CS 13
PN 00005362

FTE
Contract Specialist
CS 9
PN 00075167

FTE
Contract Spec
CS 13
PN 00017117

FTE
Contract Spec
CS 12
PN 00010707

FTE
Contract Spec
CS 12
PN 00075173

FTE
Contract Spec
CS 13
PN 00035529

FTE
Contract Spec
CS 11
PN 00075083

FTE
Contract Spec
CS 11
PN 00075170

FTE
Contract Specialist
CS 12
PN 00074901

FTE
Contract Spec
CS 11
PN 00077693

FTE
Contract Spec
CS 13
PN 00034912

VACANT
Contract Spec.
CS 12
PN 00077695

FTE
Contract Spec.
CS 12
PN 00082544

FTE
Contract Specialist
CS 11
PN 00074946

FTE
Contract Spec
CS 12
PN 00024259

FTE
Contract Spec.
CS 12
PN 00082543

FTE
Contract Spec
CS 12
PN 00074903

FTE
Contract Spec
CS 11
PN 00010521

FTE
Contract Spec
CS 9
PN 00074915

FTE
Contract Spec
CS 11
PN 00075169

FTE
Contract Spec
CS 12
PN 00018217

FTE
Contract Spec
CS 9
PN 00075172

FTE
DS 11
PN00077694

FTE
Contract Specialist
CS-11
PN 00075299

FTE
Contract Spec
CS 9
PN 00077691

FTE
Contract Specialist
CS 11
PN 00075171

FTE
Contract Spec
CS13
PN 00075306

FTE
Contract Specialist
DS 9
PN 00082522

FTE
Contract Spec
CS 11
PN 00002479

Yellow – Vacant Position

Office of Contracting and Procurement

PROPERTY DISPOSAL DIVISION

12

FTE
 Property Disposal Officer
 MS 15
 PN 00074775

FTE
 Support Svc Supv
 MS 13
 PN 00074869

FTE
 Support Svcs. Spec.
 CS 11
 PN 00074964

FTE
 Support Svc Spec
 CS 12
 PN 00074965

VACANT
 Admin. Support Spec.
 CS 9
 PN 00075310

FTE
 Support Srv Spec.
 CS 11
 PN 00077362

FTE
 Property Disposal Spec.
 CS 14
 PN 00074963

FTE
 Admin. Support Spec.
 CS 9
 PN 00082545

FTE
 Property Disposal Spec.
 CS 13
 PN 00074917

FTE
 Admin. Support Spec
 CS 9
 PN 00082546.

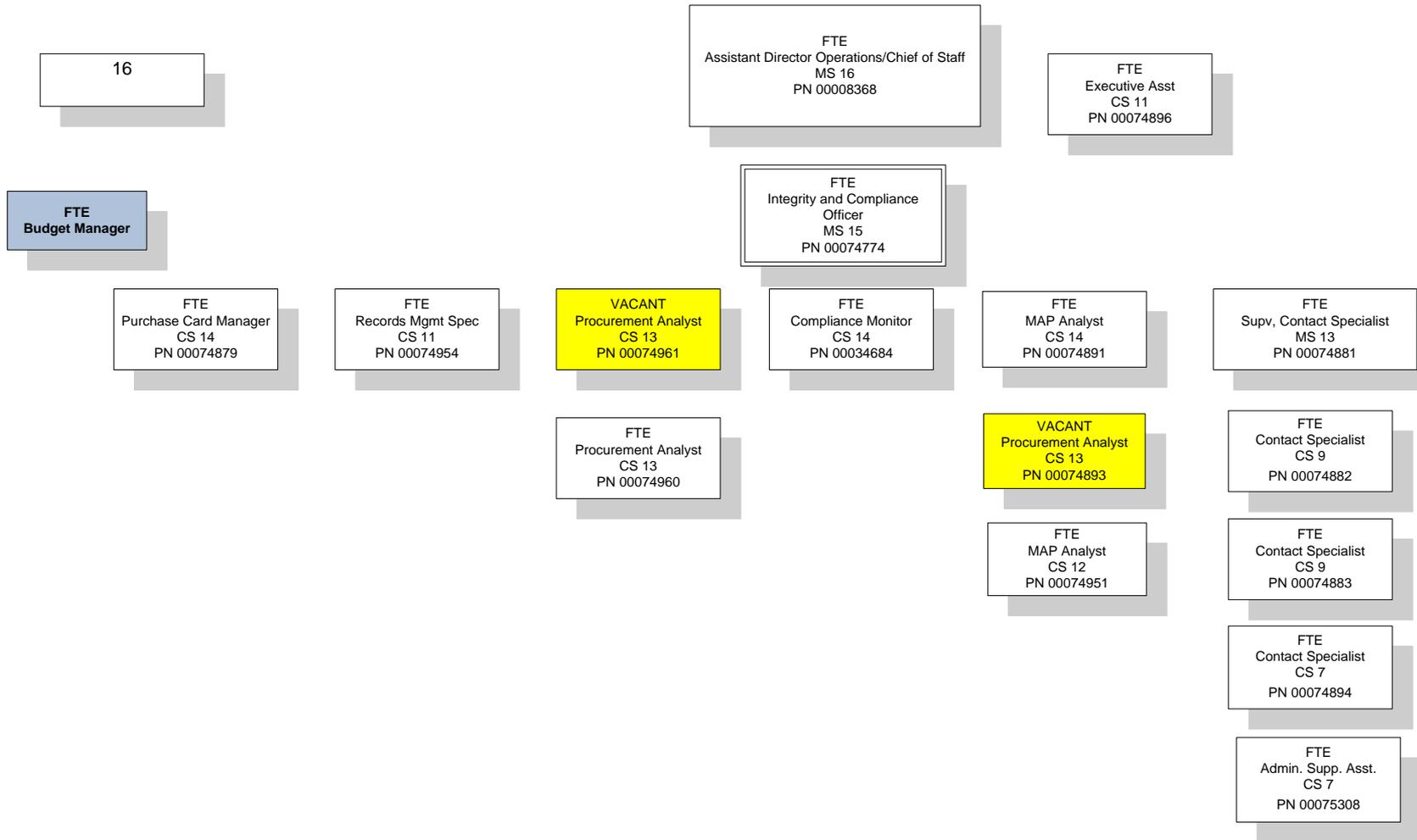
FTE
 Property Disposal Spec
 CS 13
 P/N 00082564

FTE
 Property Disposal Spec
 CS 12
 PN 00074916

Yellow – Vacant Position



Office of Contracting and Procurement OPERATIONS



Yellow – Vacant Position
Blue - Non OCP Employee



Office of Contracting and Procurement

INFORMATION TECHNOLOGY

4

FTE
IT Manager
MS 15
PN 00075129

FTE
IT (PASS) Specialist
CS 14
PN 00074962

FTE
IT Specialist (Data Mgmt)
CS 13
PN 00074956

FTE
IT Specialist (Data Mgmt)
CS 12
PN 00074957



Office of Contracting and Procurement

RESOURCE MANAGEMENT DIVISION

3

FTE
Human Resource Manager
MS 15
PN 00004207

FTE
Mgmt Liaison Spec
CS 13
PN 00075311

FTE
Mgmt Liaison Spec
CS 13
PN 00074772

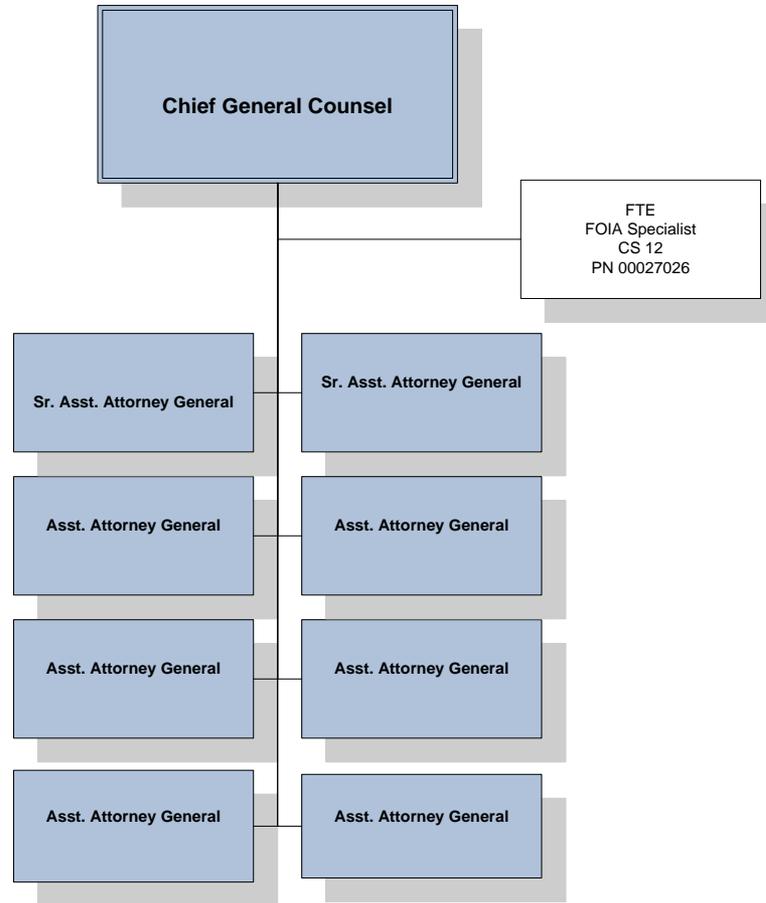
Yellow – Vacant Position



Office of Contracting and Procurement

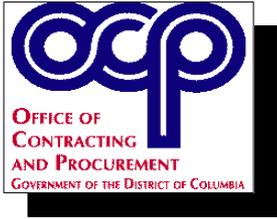
OFFICE OF THE ATTORNEY GENERAL

1



Blue - Non OCP Employee

Effective as of 1/23/2014



Office of Contracting and Procurement

TRAINING DIVISION

5

VACANT
Chief Learning Officer
MS-1701-16
PN 00077834

FTE
Training Specialist
CS 13
PN 00074952

FTE
Training Specialist
CS 13
PN 00074953

FTE
Training Specialist
CS 13
PN 00074955

FTE
Training Specialist
CS 13
PN 00082355

Yellow – Vacant Position

**Office of Contracting and Procurement
Schedule A (January 13, 2014)**

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
1000 AGENCY MANAGEMENT PROGRAM						
00027026	Freedom of Information Spec	Mercer, Jossette	F	\$ 84,755.00	\$ 19,493.65	1000
00034684	COMPLIANCE MONITOR	Ross, Armeta	F	\$ 122,153.00	\$ 28,095.19	1000
00036794	Dir Contracting & Procurement	Staton Jr., James D	F	\$ 168,920.00	\$ 38,851.60	1000
2000 PROCUREMENT						
00013682	Asst Dir for Procurement	Mobley, Sheila D	F	\$ 154,500.00	\$ 35,535.00	2000
00074897	Executive Assistant	Diggs, Kimberly M	F	\$ 53,697.00	\$ 12,350.31	2000
00074959	Measurement & Planning Analyst	Rifkin, Jonathan R.	F	\$ 90,469.00	\$ 20,807.87	2000
00078144	Executive Assistant	Starkey-Howard, Chrystal	F	\$ 57,043.00	\$ 13,119.89	2000
00000761	Supvy Contract Specialist	White, Derrick D	F	\$ 120,510.00	\$ 27,717.30	2000
00005362	Contract Specialist	Morton, Jamie	F	\$ 85,364.00	\$ 19,633.72	2000
00017117	Contract Specialist	Hale, Dorothy L.	F	\$ 85,364.00	\$ 19,633.72	2000
00019817	Contract Specialist	Malone, Franklyn	F	\$ 82,792.00	\$ 19,042.16	2000
00024259	Contract Specialist	Getachew, Mime W.	F	\$ 73,950.00	\$ 17,008.50	2000
00031518	Supvy Contract Specialist	Yi, Chi Hui	F	\$ 94,000.00	\$ 21,620.00	2000
00075172	Contract Specialist	Kiingi, Paul S.	F	\$ 51,183.00	\$ 11,772.09	2000
00075247	Contract Specialist	Davis, Samira	F	\$ 80,433.00	\$ 18,499.59	2000
00075353	Contract Specialist		V	\$ 80,220.00	\$ 18,450.60	2000
00077691	Contract Specialist	Glover-Mitchell, Debra R	F	\$ 51,183.00	\$ 11,772.09	2000
00004785	Supvy Contract Specialist	Mack, Priscilla	F	\$ 118,450.00	\$ 27,243.50	2000
00074887	Contract Specialist	Richardson, Tamarra S	F	\$ 61,698.00	\$ 14,190.54	2000
00074905	Supvy Contract Specialist	Reynolds, Heather S	F	\$ 97,000.00	\$ 22,310.00	2000
00074915	Contract Specialist	Harris, Yvonne W	F	\$ 54,167.00	\$ 12,458.41	2000
00075083	Contract Specialist	Anderson, Uranus R	F	\$ 59,889.00	\$ 13,774.47	2000
00075169	Contract Specialist	Legesse, Gomeje	F	\$ 59,889.00	\$ 13,774.47	2000
00075170	Contract Specialist	Mahoney, Karen E	F	\$ 63,507.00	\$ 14,606.61	2000
00075546	Supvy Contract Specialist	Etminan, Sanaz	F	\$ 92,000.00	\$ 21,160.00	2000
00077695	Contract Specialist		V	\$ 69,628.00	\$ 16,014.44	2000
00002479	Contract Specialist	Etekochoy, Michael N	F	\$ 70,743.00	\$ 16,270.89	2000
00006028	Supvy Contract Specialist	Fuller, O'Linda A	F	\$ 94,760.00	\$ 21,794.80	2000
00009588	Supvy Contract Specialist	Allen III, Birchard Brooks	F	\$ 128,777.00	\$ 29,618.71	2000
00010087	CONTRACT SPECIALIST	Henry, Yvette	F	\$ 93,080.00	\$ 21,408.40	2000
00010521	CONTRACT SPECIALIST	Nelson, Ruby	F	\$ 67,125.00	\$ 15,438.75	2000
00010707	Contract Specialist	Weaver Thomas, Constance M	F	\$ 89,077.00	\$ 20,487.71	2000
00010903	Supvy Contract Specialist	Turner, Angela E	F	\$ 113,300.00	\$ 26,059.00	2000
00011009	Contract Specialist	Farmer-Linder, Crystal M	F	\$ 90,508.00	\$ 20,816.84	2000
00018217	CONTRACT SPECIALIST	Wheeler, George D	F	\$ 84,755.00	\$ 19,493.65	2000
00025167	CONTRACT SPECIALIST	Hayes, Dwight D	F	\$ 80,433.00	\$ 18,499.59	2000
00031516	Supvy Contract Specialist	White, Deborah J	F	\$ 91,201.35	\$ 20,976.31	2000
00034912	CONTRACT SPECIALIST	RICHARDSON, SIMONE Y	F	\$ 90,508.00	\$ 20,816.84	2000
00035529	Contract Specialist	Young, Rebecca Y	F	\$ 85,364.00	\$ 19,633.72	2000
00074880	Supvy Contract Specialist	Byrd-Williams, Callie	F	\$ 115,360.00	\$ 26,532.80	2000
00074900	Contract Specialist	Alao, Grace Bolanle	F	\$ 85,364.00	\$ 19,633.72	2000
00074901	Contract Specialist	Grayson Jr., Bernard M.	F	\$ 69,628.00	\$ 16,014.44	2000
00074903	Contract Specialist	Kern, Peter	F	\$ 89,077.00	\$ 20,487.71	2000
00075084	Contract Specialist	Tisdale, Jeffrey Austin	F	\$ 87,936.00	\$ 20,225.28	2000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
00075171	Contract Specialist	MERIWETHER,RHONDA F	F	\$ 59,889.00	\$ 13,774.47	2000
00075173	Contract Specialist	Burton Johnson,Denise	F	\$ 73,950.00	\$ 17,008.50	2000
00075299	Contract Specialist	TILAHUN,HELEN	F	\$ 58,080.00	\$ 13,358.40	2000
00075306	Contract Specialist	Boone Murphy,Antwanette	F	\$ 82,792.00	\$ 19,042.16	2000
00075342	Supvy Contract Specialist	Choudhary,Shafiqur R	F	\$ 100,940.00	\$ 23,216.20	2000
00075438	Supvy Contract Specialist	Webb,James A	F	\$ 97,000.00	\$ 22,310.00	2000
00077362	Support Services Specialist	Richey,Noel H	F	\$ 52,024.00	\$ 11,965.52	2000
00077692	Contract Specialist	RUTH,CATHY D	F	\$ 80,220.00	\$ 18,450.60	2000
00077693	Contract Specialist	Mayo,Dawn A	F	\$ 61,698.00	\$ 14,190.54	2000
00077694	Contract Specialist	Miller,Diane	F	\$ 61,698.00	\$ 14,190.54	2000
00082537	Supvy Contract Specialist	Atkinson,Wendell O.	F	\$ 128,000.00	\$ 29,440.00	2000
00082538	Supvy Contract Specialist	Robertson,Allison R.	F	\$ 121,000.00	\$ 27,830.00	2000
00082539	Supvy Contract Specialist		V	\$ 121,481.00	\$ 27,940.63	2000
00082540	Supvy Contract Specialist	Jean,Geralda	F	\$ 102,000.00	\$ 23,460.00	2000
00082541	Supvy Contract Specialist	Stewart Sr.,Joseph N.	F	\$ 111,000.00	\$ 25,530.00	2000
00082542	Supvy Contract Specialist	Barnes,Marcus	F	\$ 92,000.00	\$ 21,160.00	2000
00082543	Contract Specialist	Busch,Emily	F	\$ 69,628.00	\$ 16,014.44	2000
00082544	Contract Specialist	Kebede,Yemarsket	F	\$ 69,628.00	\$ 16,014.44	2000
00074946	Contract Specialist	Squire Jr.,Sherman L.	F	\$ 58,080.00	\$ 13,358.40	2000
00075167	Contract Specialist	Brevard,Wanda A	F	\$ 54,167.00	\$ 12,458.41	2000
00075168	Contract Specialist	Armwood,Bernetha S	F	\$ 54,167.00	\$ 12,458.41	2000
00082522	Contract Specialist	Wright,Alisha M	F	\$ 46,707.00	\$ 10,742.61	2000
00074879	Purchase Card Program Officer	Rojas,Rosalia V	F	\$ 90,469.00	\$ 20,807.87	2000
3000 PROCUREMENT INTEGRITY AND COMPLIANCE						
00074774	Procure. Integrity & Comp Ofcr	Abel,Nelson	F	\$ 106,000.00	\$ 24,380.00	3000
00074891	Measurement & Planning Analyst	Williams,Paula C	F	\$ 87,661.00	\$ 20,162.03	3000
00074893	Procurement Analyst		V	\$ 74,171.00	\$ 17,059.33	3000
00074951	Measurement & Plan. Analyst	Stern,Arthur V	F	\$ 76,363.00	\$ 17,563.49	3000
00074960	Procurement Analyst	Steele,Ngina M	F	\$ 81,302.00	\$ 18,699.46	3000
00074961	Procurement Analyst		V	\$ 74,171.00	\$ 17,059.33	3000
4000 ADMINISTRATION AND SUPPORT						
00074775	Property Disposal Officer	Manassa,Marvin	F	\$ 118,450.00	\$ 27,243.50	4000
00074916	Property Disposal Specialist	Jackson,Donald	F	\$ 64,375.00	\$ 14,806.25	4000
00074917	Property Disposal Specialist	Dorsey,Chante H	F	\$ 95,564.00	\$ 21,979.72	4000
00074963	Property Disposal Specialist	Lewis,Ryan Blair	F	\$ 90,469.00	\$ 20,807.87	4000
00074964	Support Services Specialist	Gross,Latrina Denise	F	\$ 57,043.00	\$ 13,119.89	4000
00075310	Administrative Support Special		V	\$ 43,181.00	\$ 9,931.63	4000
00082545	Administrative Support Special	Fuller,Khadija K.	F	\$ 43,181.00	\$ 9,931.63	4000
00082546	Administrative Support Special	Alexander,Keyana	F	\$ 43,181.00	\$ 9,931.63	4000
00082564	Property Disposal Specialist	Evans,Darrick Antonio	F	\$ 88,433.00	\$ 20,339.59	4000
00008368	Asst. Director for Operations	Alao,Yinka T	F	\$ 124,373.00	\$ 28,605.79	4000
00074869	Support Services Supervisor	Toppin,Gina S.	F	\$ 96,000.00	\$ 22,080.00	4000
00074878	Public Affairs Specialist	Stephens,Lauren C	F	\$ 66,373.00	\$ 15,265.79	4000
00074896	Executive Assistant	Givens,Linda	F	\$ 57,043.00	\$ 13,119.89	4000
00074954	Records Management Specialist	Bigelow,Jacqueline Annette	F	\$ 58,716.00	\$ 13,504.68	4000
00074965	Support Services Specialist	Neblett,Sonia	F	\$ 65,408.00	\$ 15,043.84	4000
00074881	Supvy. Contact Specialist	Hummons,Joan	F	\$ 92,700.00	\$ 21,321.00	4000
00074882	Contact Specialist	Richardson,Cendoro C	F	\$ 49,691.00	\$ 11,428.93	4000
00074883	Contact Specialist	Akins,Matthew	F	\$ 48,199.00	\$ 11,085.77	4000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
00074894	Contact Specialist	Young, Leslie	F	\$ 40,009.00	\$ 9,202.07	4000
00075308	Administrative Support Assist	Killens, Barbara	F	\$ 46,926.00	\$ 10,792.98	4000
00004207	Program Manager (Bus. Oper.)	Lanier, Shirley W	F	\$ 128,750.00	\$ 29,612.50	4000
00074772	Management Liaison Specialist	Overton, Alice L	F	\$ 74,171.00	\$ 17,059.33	4000
00075311	Management Liaison Specialist	Jordan, Bertha S.	F	\$ 78,925.00	\$ 18,152.75	4000
00074952	Training Specialist	Stewart, Carmen Diane	F	\$ 81,302.00	\$ 18,699.46	4000
00074953	Training Specialist	Dorn, D'Andre K	F	\$ 83,679.00	\$ 19,246.17	4000
00074955	Training Specialist	Johnston, Carlos	F	\$ 76,548.00	\$ 17,606.04	4000
00077834	Chief Learning Officer		V	\$ 134,801.00	\$ 31,004.23	4000
00082355	Training Specialist	Ferguson, Jayme L	F	\$ 81,302.00	\$ 18,699.46	4000
6000 PROCUREMENT TECHNOLOGY						
00071529	IT Program Manager (PASS)	Hassan, Reza	F	\$ 115,360.00	\$ 26,532.80	6000
00074956	IT Specialist (DataMgmt)	Goins, Antoinette M	F	\$ 81,302.00	\$ 18,699.46	6000
00074957	IT Specialist (Data Mgmt)	Gamble, Zack W	F	\$ 82,357.00	\$ 18,942.11	6000
00074962	Info. Tech. (PASS) Specialist	Zhang, Wei	F	\$ 98,893.00	\$ 22,745.39	6000

Office of Contracting and Procurement
Support Services FY 2012 Asset Listing

Title	Name	Cell Phone Issued	IPAD Issued	Reason for Issuance	Annual Cost
Procurement Analyst	Abel, Nelson	Yes	No	Remote location work	\$643.32
Procure. Integrity & Comp Ofcr	Alao, Yinka T	Yes	Yes	Management	\$1,111.10
Executive Assistant	Allen, Heather M	Yes	No	Remote location work	\$643.32
Executive Assistant	Bigelow, Jacqueline Annette	Yes	No	Remote location work	\$643.32
Contact & Srvc. Cntr. Supvy	Brown, Chondra T	Yes	No	Management	\$643.32
Contact & Srvc. Cntr. Mgr	Byrd, Trina	Yes	Yes	Management	\$1,111.10
Asst. Director for Operations	Cade, Sanya	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Supvy Contract Specialist	Choudhary, Shafiq	Yes	No	Management	\$643.32
Supvy Contract Specialist	Dean, John	Yes	No	Management	\$643.32
Support Services Supervisor	DeBose Mitchell, Jeanett	Yes	Yes	Management/Emergency Personnel	\$1,111.10
OFRM, Budget	Deresso, Frehiwot	No	No	Remote location work	\$0.00
Property Disposal Specialist	Dixon, Douglas	Yes	No	Remote location work	\$643.32
Training Specialist	Dorn, D'Andre	Yes	No	Remote location work	\$643.32
Property Disposal Specialist	Evans, Darrick	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Fuller, O'Linda	Yes	No	Management	\$643.32
IT Specialist (DataMgmt)	Gamble, Zack	Yes	No	Remote location work	\$643.32
IT Specialist (DataMgmt)	Goins, Antoinette M	Yes	No	Remote location work /Emergency Personnel	\$643.32
Administrative Support Specialist	Gross, Latrina	Yes	Yes	Remote location work	\$1,111.10
General Counsel	Hapeman, Nancy	Yes	Yes	Management/Emergency Personnel	\$1,111.10
IT Program Manager (PASS)	Hassan, Reza	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Support Services Specialist	Jackson, Donald	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Johnson, Jerome A	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Training Specialist	Johnston, Carlos	Yes	No	Remote location work	\$643.32

Office of Contracting and Procurement
Support Services FY 2012 Asset Listing

Program Manager (Bus. Oper.)	Lanier, Shirley W	No	No	Management	\$0.00
Procurement Analyst	Lee, Cherlena C	Yes	No	Remote location work	\$643.32
Property Disposal Specialist	Lewis, Ryan Blair	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Mack, Priscilla	Yes	No	Management	\$643.32
Property Disposal Officer	Manassa, Marvin	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Support Services Specialist	Neblett, Sonia	Yes	No	Remote location work	\$643.32
Management Liaison Specialist	Overton, Alice L	Yes	No	Remote location work/Emergency Personnel	\$643.32
Purchase Card Specialist	Paschall, Debra I	Yes	No	Remote location work/Emergency Personnel	\$643.32
Contract Specialist	Ramdat, Leslie	Yes	No	Remote location work	\$643.32
Contract Specialist	Richardson, Simone	Yes	No	Emergency Personnel	\$643.32
Support Services Specialist	Richardson, Tamarra	Yes	No	Remote location work	\$643.32
Procurement Analyst	Rifkin, Jonathan R.	Yes	No	Remote location work	\$643.32
Contract Specialist	Roane, Carla	Yes	No	Remote location work/Emergency Personnel	\$643.32
Management Liaison Specialist	Rojas, Rosalia V	Yes	Yes	Remote location work	\$1,111.10
Executive Assistant	Schumpert, Jennifer	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Sheridan, Jeanne	Yes	No	Management	\$643.32
Director	Staton Jr., James D	Yes	Yes	Agency Director	\$1,111.10
Public Affairs specialist	Stephen, Lauren	Yes	Yes	Remote location work	\$1,111.10
Property Disposal Specialist	Stephen, Leonard	Yes	Yes	Remote location work	\$1,111.10
Training Specialist	Stewart, Carmen Diane	Yes	No	Remote location work	\$643.32
Procurement Analyst	Tallia, Raymond	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Tarpley, Patricia	Yes	Yes	Management	\$1,111.10
Measurement & Planning Analyst	Tibebu, Seblewongel G	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Turner, Angela E	Yes	Yes	Remote location work/Emergency Personnel	\$1,111.10
IT Specialist (DataMgmt)	Wei Zhang	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	White, Deborah	Yes	No	Management	\$643.32
Supvy Contract Specialist	White, Derrick D	Yes	Yes	Management	\$1,111.10
Agency Fiscal Officer	Wiggins, Shilonda	No	Yes	Management	\$643.32
Measurement & Planning Analyst	Williams, Paula	Yes	No	Remote location work	\$643.32

Office of Contracting and Procurement
Support Services FY 2012 Asset Listing

Contract Specialist	Yi, Chris	Yes	No	Remote location work	\$643.32
Total Issued		50	20		

Office of Contracting and Procurement
Support Services FY 2013 Asset Listing

Title	Name	Cell Phone Issued	IPAD Issued	Reason for Issuance	Annual Cost
Procurement Analyst	Abel, Nelson	Yes	No	Remote location work	\$643.32
Procure. Integrity & Comp Ofcr	Alao, Yinka T	Yes	Yes	Management	\$1,111.10
Executive Assistant	Allen, Heather M	Yes	No	Remote location work	\$643.32
Executive Assistant	Bigelow, Jacqueline Annette	Yes	No	Remote location work	\$643.32
Contact & Srv. Cntr. Supvy	Brown, Chondra T	Yes	No	Management	\$643.32
Asst. Director for Operations	Cade, Sanya	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Supvy Contract Specialist	Choudhary, Shafiq	Yes	No	Management	\$643.32
Support Services Supervisor	DeBose Mitchell, Jeanett	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Agency Fiscal Officer	Deresso, Frehiwot	No	No	Remote location work	\$0.00
Training Specialist	Dorn, D'Andre	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Dorsey, Frederick	Yes	No	Management	\$643.32
Property Disposal Specialist	Evans, Darrick	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Fuller, O'Linda	Yes	No	Management	\$643.32
IT Specialist (DataMgmt)	Gamble, Zack	Yes	No	Remote location work	\$643.32
IT Specialist (DataMgmt)	Goins, Antoinette M	Yes	No	Remote location work /Emergency Personnel	\$643.32
Administrative Support Specialist	Gross, Latrina	Yes	Yes	Remote location work	\$1,111.10
General Counsel	Hapeman, Nancy	Yes	Yes	Management/Emergency Personnel	\$1,111.10
IT Program Manager (PASS)	Hassan, Reza	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Support Services Specialist	Jackson, Donald	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Johnson, Jerome A	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Training Specialist	Johnston, Carlos	Yes	No	Remote location work	\$643.32
Program Manager (Bus. Oper.)	Lanier, Shirley W	No	No	Management	\$0.00
Procurement Analyst	Lee, Cherlena C	Yes	No	Remote location work	\$643.32
Property Disposal Specialist	Lewis, Ryan Blair	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Mack, Priscilla	Yes	No	Management	\$643.32
Property Disposal Officer	Manassa, Marvin	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Support Services Specialist	Neblett, Sonia	Yes	No	Remote location work	\$643.32
Management Liaison Specialist	Overton, Alice L	Yes	No	Remote location work/Emergency Personnel	\$643.32
Purchase Card Specialist	Paschall, Debra I	Yes	No	Remote location work/Emergency Personnel	\$643.32
Contract Specialist	Ramdat, Leslie	Yes	No	Remote location work	\$643.32
Contract Specialist	Richardson, Simone	Yes	No	Emergency Personnel	\$643.32
Support Services Specialist	Richardson, Tamarra	Yes	No	Remote location work	\$643.32
Procurement Analyst	Rifkin, Jonathan R.	Yes	No	Remote location work	\$643.32
Management Liaison Specialist	Rojas, Rosalia V	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Sheridan, Jeanne	Yes	No	Management	\$643.32

Office of Contracting and Procurement
Support Services FY 2013 Asset Listing

Acting Director	Staton Jr., James D	Yes	Yes	Agency Director	\$1,111.10
Public Affairs specialist	Stephen, Lauren	Yes	Yes	Remote location work	\$1,111.10
Procurement Analyst	Stern, Arthur	Yes	No	Management	\$643.32
Training Specialist	Stewart, Carmen Diane	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Tarpley, Patricia	Yes	Yes	Management	\$1,111.10
Measurement & Planning Analyst	Tibebu, Seblewongel G	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Turner, Angela E	Yes	Yes	Remote location work/Emergency Personnel	\$1,111.10
IT Specialist (DataMgmt)	Wei Zhang	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	White, Deborah	Yes	No	Management	\$643.32
Supvy Contract Specialist	White, Derrick D	Yes	Yes	Management	\$1,111.10
Agency Fiscal Officer	Wiggins, Shilonda	No	Yes	Management	\$643.32
Measurement & Planning Analyst	Williams, Paula	Yes	No	Remote location work	\$643.32
Contract Specialist	Yi, Chris	Yes	No	Remote location work	\$643.32
Total Issued		45	18		

Office of Contracting and Procurement
Support Services FY 2014 Asset Listing

Title	Name	Cell Phone Issued	IPAD Issued	Reason for Issuance	Annual Cost
Procure. Integrity & Comp Ofcr	Abel, Nelson	Yes	Yes	Remote location work	\$1,111.10
Chief of Staff	Alao, Yinka T	Yes	Yes	Management	\$1,111.10
Supvy Contract Specialist	Allen, Birchard	No	No	Management	\$0.00
Supvy Contract Specialist	Atkinson, Wendell	No	No	Management	\$0.00
Supvy Contract Specialist	Barnes, Marcus	Yes	No	Management	\$643.32
Records Management Specialist	Bigelow, Jackie	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Bryd-Williams, Callie	Yes	No	Management	\$643.32
Supvy Contract Specialist	Choudhary, Shafiq	Yes	No	Management	\$643.32
Agency Fiscal Officer	Deresso, Frehiwot	No	No	Remote location work	\$0.00
Executive Assistant	Diggs, Kimberly	Yes	No	Remote location work	\$643.32
Training Specialist	Dorn, D'Andre	Yes	No	Remote location work	\$643.32
Property Disposal Specialist	Dorsey, Chante	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Etmisan Sanaz	Yes	No	Management	\$643.32
Property Disposal Specialist	Evans, Darrick	Yes	Yes	Remote location work	\$1,111.10
Training Specialist	Ferguson, Jamie	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Fuller, O'Linda	Yes	No	Management	\$643.32
IT Specialist (DataMgmt)	Gamble, Zack	Yes	No	Remote location work	\$643.32
Executive Assistant	Givens, Linda	Yes	No	Remote location work	\$643.32
IT Specialist (DataMgmt)	Goins, Antoinette M	Yes	No	Remote location work /Emergency Personnel	\$643.32
Administrative Support Specialist	Gross, Latrina	Yes	Yes	Remote location work	\$1,111.10
General Counsel	Hapeman, Nancy	Yes	Yes	Management/Emergency Personnel	\$1,111.10
IT Program Manager (PASS)	Hassan, Reza	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Support Services Specialist	Henson DeAndre	Yes	No	Remote location work	\$643.32
Contact & Srvc. Cntr. Manager	Hummons, Joan	Yes	No	Management	\$643.32
Support Services Specialist	Jackson, Donald	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Jean, Geralda	Yes	No	Management	\$643.32
Training Specialist	Johnston, Carlos	Yes	No	Remote location work	\$643.32
Management Liaison Specialist	Jordan, Bertha	Yes	No	Remote location work	\$643.32
Program Manager (Bus. Oper.)	Lanier, Shirley W	yes	No	Management	\$643.32
Property Disposal Specialist	Lewis, Ryan Blair	Yes	Yes	Remote location work	\$1,111.10
Supvy Contract Specialist	Mack, Priscilla	Yes	yes	Management	\$1,111.10
Property Disposal Officer	Manassa, Marvin	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Assistant Director for Procurement	Mobley, Sheila	Yes	Yes	Assistant Director for Procurement	\$1,111.10
Support Services Specialist	Neblett, Sonia	Yes	Yes	Remote location work	\$1,111.10
Management Liaison Specialist	Overton, Alice L	Yes	No	Remote location work/Emergency Personnel	\$643.32
Supvy Contract Specialist	Reynolds, Heather	Yes	No	Management	\$643.32
Contract Specialist	Richardson, Simone	Yes	No	Emergency Personnel	\$643.32
Support Services Specialist	Richardson, Tamarra	No	No	Remote location work	\$0.00
Support Services Specialist	Richey, Noel	Yes	No	Remote location work	\$643.32

Office of Contracting and Procurement
Support Services FY 2014 Asset Listing

Procurement Analyst	Rifkin, Jonathan R.	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Robertson, Allison	Yes	No	Management	\$643.32
Purchase Card Specialist	Rojas, Rosalia V	Yes	Yes	Remote location work/Emergency Personne	\$1,111.10
Procurement Analyst	Ross Armeta	Yes	No	Remote location work	\$643.32
Executive Assistant	Starkey-Howard, Chrystal	Yes	No	Remote location work	\$643.32
Director	Staton Jr., James D	Yes	Yes	Agency Director	\$1,111.10
Procurement Analyst	Steel, Nigina	Yes	No	Remote location work	\$643.32
Public Affairs specialist	Stephen, Lauren	Yes	Yes	Remote location work	\$1,111.10
Procurement Analyst	Stern, Arthur	Yes	No	Management	\$643.32
Training Specialist	Stewart, Carmen Diane	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Stewart, Joseph	No	No	Management	\$0.00
Support Services Supervisor	Toppin, Gina	Yes	Yes	Management/Emergency Personnel	\$1,111.10
Supvy Contract Specialist	Turner, Angela E	Yes	Yes	Remote location work/Emergency Personne	\$1,111.10
Supvy Contract Specialist	Webb, James	Yes	No	Management	\$643.32
IT Specialist (DataMgmt)	Wei Zhang	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	White, Deborah	Yes	No	Management	\$643.32
Supvy Contract Specialist	White, Derrick D	Yes	Yes	Management	\$1,111.10
Agency Fiscal Officer	Wiggins, Shilonda	No	Yes	Management	\$643.32
Measurement & Planning Analyst	Williams, Paula	Yes	No	Remote location work	\$643.32
Supvy Contract Specialist	Wishood, Steven	No	No	Management	\$0.00
Supvy Contract Specialist	Yi, Chris	Yes	No	Remote location work	\$643.32
Total Issued		53	19		



FY 2014 PERFORMANCE PLAN Office of Contracting and Procurement

MISSION

OCP's 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 purchases an average of \$1.1 billion in goods and services per year on behalf of over 74 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.

PERFORMANCE PLAN DIVISIONS¹

- Procurement Division
- Administration and Support Division
- Procurement Technology Division
- Procurement Integrity and Compliance Division
- Agency Management²

AGENCY WORKLOAD MEASURES

Measure	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual ³
Total number of purchase orders processed through OCP	7,283	7,989	8007
Total dollar amount purchased by OCP (in millions)	\$1,378	\$1,260	\$1,336
Total dollar amount awarded to CBE firms ⁴ (in millions)	163	155	210

¹ On November 19, 2013, OCP updated its organizational structure to six (6) divisions including the: Procurement Division, Operations Division (formerly the Administration and Support), Procurement Integrity and Compliance, Business Resources and Support Services, Training Division, and the Procurement Technology Division.

² The initiatives and objectives for Agency Management are embedded within initiatives and objectives of the entire agency and involve cross-cutting functions. It includes the Chief Procurement Officer (CPO), the CPO's Executive Assistant, the Public Information Officer and the Freedom of Information Act Specialist who formally reports to the Office of the Attorney General.

³ Includes agencies under the authority of the Chief Procurement Officer as of September 30, 2013

⁴ This amount represents those purchase orders in PASS, for OCP Agencies, where the supplier was identified as a Local, Small, Disadvantaged (LSDBE) Enterprise. District law mandates that 35% of all contract awards exceeding \$250,000 [with certain exceptions] be subcontracted to LSDBE firms as well. The number and value of these subcontracts, while significant, is not captured by PASS.



Procurement Division

SUMMARY OF SERVICES

The Procurement Division for OCP acquires goods and services on behalf of District government agencies under the authority of the Chief Procurement Officer, in accordance with the Procurement Practices Reform Act, District Code, and the 27DCMR. OCP practices are guided by industry best practices, the highest level of customer service, and the efficient, effective and economical expenditure of public funds.

OBJECTIVE 1: Complete all procurements, from small purchases to complex Requests for Proposals (RFPs), as fairly and efficiently as possible.

INITIATIVE 1.1: Reduce cycle times by requiring the use of E-Sourcing.

The Office of Contracting and Procurement (OCP) continues to increase and support the usage of E-Sourcing by District government agencies. E-Sourcing provides vital tracking information and ensures that all of the required steps in the procurement process are followed and documented. Use of E-Sourcing reduces cycle time by giving online access to vendors. E-Sourcing also provides a central repository for documents and correspondence associated with procurements.

In FY13, OCP trained agencies and provided oversight to increase the usage of E-Sourcing for all procurement methods. However, OCP quickly observed that applying its usage to Sole Source, Emergency, DCSS, and Exempt from competition procurements caused procedural inefficiencies and usage plateaued at approximately 23%.

In FY14, OCP will build upon the accomplishments and lessons learned in FY13 to continue to increase the usage of E-Sourcing. Completion Date: September 30, 2014

INITIATIVE 1.2: Increase the utilization of term contracts.

In FY14, OCP will continue a multi-year initiative to increase the use of term contracts. Term contracts are an efficient and cost-effective method for buying goods and services where there is a frequent or widespread need coupled with unpredictable, yet considerable, volume. The establishment and use of term contracts is a procurement best practice Consistent with 27DCMR §2416.1, OCP defines term contracts to include all Requirements and Indefinite Quantity contracts. This definition encompasses District of Columbia Supply Schedules (DCSS) contracts. DCSS contracts provide even greater benefits because they reflect the pricing used by the General Service Administration (GSA). As a result, DCSS contracts reduce costs, while catering to the small and local business community. Completion Date: September 30, 2014



INITIATIVE 1.3: Increase utilization of the Contracts Module.

OCP will fully utilize the capabilities of the Contracts Module, which is the repository for awarded contracts in the Ariba Spend Management System. After award, procurement staff populates and publishes a contract in the PASS Contracts Module. Once a contract is published, the designated Contract Administrators receive automated e-mails that link them directly to the corresponding electronic performance evaluations (E-Vals). Similarly, a published contract creates automatic reminders for designated procurement staff to exercise option years, and maintain other critical and time-sensitive requirements of the contract.

In FY13, OCP issued several directives requiring that all contracts be loaded into the Contracts Module. Though loaded, OCP oversight has revealed that the majority of contracts lack a “Published” status, which is required to fully utilize the automated E-val and maintenance capabilities of the Module. In FY14, OCP will review all contracts in the Contracts Module to ensure the contract status is accurate and the subsequent automated procedures are working properly. Completion Date: June 30, 2014

OBJECTIVE 2: Increase revenue generated and collected by the District.

INITIATIVE 2.1: Increase revenue generated by the District of Columbia Supply Schedule (DCSS).

In FY14, OCP will migrate the application and management process of all DCSS contracts to E-Sourcing. OCP attempted to accomplish this same goal in FY13, however, technical constraints and unexpected procedural inefficiencies resulting from the initiative thwarted progress. OCP is working with its IT process partners to address these inefficiencies and re-engage this initiative.

Utilizing E-Sourcing will ensure that key data and other information are captured and tracked. OCP will utilize this data to develop a system of billing for DCSS vendors required to pay a 1% fee on all awarded purchase orders. System-driven tracking of DCSS purchases will allow OCP to track DCSS purchases more accurately, thus maximizing DCSS fee collections. Completion Date: September 30, 2014

OBJECTIVE 3: Use the District government’s purchasing power to support sustainability objectives and serve as model to other large institutions in the District (Sustainable DC Plan Actions FD3.6, JE1.3, and WS2.1).

INITIATIVE 3.1: Increase government and institutional procurement of local foods (Sustainable DC Plan Action FD3.6).

In FY14, OCP will work with the Office of Planning (OP), the Sustainable DC initiative, and other agency partners to research best practices and the feasibility of implementing a District local purchase program. OCP will work with District programs that purchase large amounts of food to research sustainable and local best practices and opportunities. Completion Date: September 30, 2014



INITIATIVE 3.2: Use anchor institutions to create local markets for sustainable enterprises (Sustainable DC Plan Action JE1.3, and WS2.1).

Over the next year, OCP will participate in local and national networks to better understand its influence on local markets for sustainable enterprises. OCP will create a strategy for leveraging the District's spending power as a sustainable model for other institutions in the city and as well research best practices and the feasibility of implementing a District product stewardship program as a part of the Sustainable DC Plan. Completion Date: September 30, 2014.

KEY PERFORMANCE INDICATORS – Procurement Division

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 Actual⁵	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Dollar amount of Central Purchasing Office purchases per FTE (in millions) ⁶	\$27.0	\$30.0	\$23.95	\$35.00	\$37.5	\$38.0
Percent of solicitations processed through e-Sourcing	NA	100%	23.3%	85%	90%	95%
Number of Term Contracts ⁷	5	13	157	160	160	160
Dollar amount of procurements using Term Contracts (in millions)	\$10.6	\$11.0	\$17.2	\$12.0	\$12.5	\$13.0
Percent of dollars awarded to CBE firms (operating)	12.44%	NA	16.2%	16.0%	18%	20%
Percent of contracts ⁸ awarded to CBE firms (operating) ⁹	22.3%	NA	26.7%	50%	50%	50%

⁵ As of June 30, 2013

⁶ According to the FY11 ICMA Center for Performance Measurement the average dollar amount of Central Purchasing Office purchases per FTE was \$11.9 million based on responses from 32 jurisdictions with populations above 100,000.

⁷ As of September 30, 2013

⁸ For reporting purposes, OCP defines a contract as any purchase order equal to or exceeding \$100,000.

⁹ See footnote 4. A major, but unknown portion of LSDBE spending is attributable to subcontracting, which is not captured by PASS.



Administration and Support Division¹⁰

Summary of Services

The Administration and Support Division (ASD) provides the foundation for the Office of Contracting and Procurement (OCP). ASD provides operational and administrative support to all the programs in OCP. Programs under this division include: Support Services, Surplus Property Division (SPD), Customer Service and Communications, Resource Management, and Procurement Training.

OBJECTIVE 1: Increase the knowledge base of procurement personnel to improve the overall performance consistent with the CPO theme of accountability, collaboration and efficiency.

INITIATIVE 1.1: In FY 2014, OCP shall develop and deliver a formal, standardized procurement training curriculum through OCP's training center, the Knowledge Plus Institute (KPI), to train and certify OCP staff to execute District procurement. OCP will continue our partnership with University of the District of Columbia (UDC), DCHR and other external experts to develop and certify the procurement curriculum and the tiered certification program. This initiative is a holdover from FY2013 and was not started due to administrative changes at UDC. Completion Date: September 30, 2014

OBJECTIVE 2: Expand the revenue generating capacity of the Personal Property and Surplus program.

INITIATIVE 2.1: Increase the quality and value of surplus services by maximizing the use of the online auction platform and expanding the equipment re-utilization activities of the Personal Property and Surplus program.

For the past several years, OCP has been working to increase the quality and value of surplus services. In FY14, OCP will continue to expand the asset recovery program by increasing revenue an additional 10% through an e-commerce marketing program, expanded in-person training for agency property officers, and targeted outreach efforts to the non-profit community. This is an ongoing initiative. Completion Date: September 30, 2014

INITIATIVE 2.2: Train agency property officers on the Federal reutilization website, GSAXCESS.gov.

OCP has collaborated with its federal partners to give District agencies access to the federal surplus property system called GSAXCESS.GOV. This web based system gives District agencies access to federal surplus property on a global platform for District usage. OCP will train 30 agency property officers on the federal reutilization program and will continue its efforts to leverage federal resources that provide District agencies with acquisition

¹⁰ The functions of this division have been integrated into the Operations Division. See footnote 1.



solutions that produce maximal relief to the environment. Completion Date: September 30, 2014

KEY PERFORMANCE INDICATORS — Administration and Support Division

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 Actual	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Amount of revenue generated from surplus property (millions)	\$3.85	NA	\$3.8	\$3.8	\$3.9	\$4.0
Number of certified non-profits using SPD program ¹¹	65	90	78	85	90	90
Number of agency property officers trained on the federal reutilization website; GSAXCESS.gov. ¹²	NA	NA	NA	20	15	10
Number of additional vendors in Sourcing Module ¹³	1628	375	1841	750	500	300 ¹⁴
Percent of Customer Service quality and speed criteria achieved for all calls ¹⁵	NA	Baseline	95%	95%	95%	95%

Procurement Technology Division

Summary of Services

The Procurement Technology team 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 team supports existing IT systems (via system maintenance, enhancements, and help desk support) and assists in the development and implementation of new IT systems, such as: multiple web applications, databases, and websites.

OBJECTIVE 1: Use technology to streamline and provide quality contracts and procurements.

INITIATIVE 1.1: Identify enhancements and new technologies to support OCP staff, vendors, and agencies.

In FY13, OCP implemented new technology in the areas of: Procurement Planning; Electronic Sourcing; Electronic Vendor Responses; Contract Module; and Contract Administration. In FY14, OCP will continue to identify enhancements and more efficient use of PASS and Ariba e-Sourcing applications. OCP will also utilize the latest

¹¹ Includes 17 Federal “8A” entities

¹² This is a new performance measure for FY 2014; therefore, no historical data is available

¹³ As of September 30, 2013

¹⁴ The projections reflect an anticipation of a saturated vendor base. The number of new vendors added, declines in later years because OCP anticipates, as use of the E-Sourcing module expands to encompass more agencies and different types of procurement actions, the vendor population will peak, with slower growth shown.

¹⁵ OCP’s Customer Service Center has been moved to the Operations Division.



technologies that are already in place to create a best in class contracting and procurement process that is efficient and transparent. OCP will identify whether additional support / training is needed for the applications, or will make distinctions between business process re-works, data and code change. Completion Date: September 30, 2014

OBJECTIVE 2: Use technology to improve transparency and compliance with governing laws and policies.

INITIATIVE 2.1: Enhance PASS system and develop new Business Intelligent tools to better provide effective distribution of regulations, procedures and processes to OCP staff, agencies and vendors.

In FY13, OCP Technology Division implemented multiple enhancements to the current PASS system to allow automated updates to the OCP’s internet and intranet sites to better meet the requirements of the PPRA and overall transparency. For FY14, OCP Technology will develop better business intelligence tools, such as Operation Dashboards, automated update of contract award documents to the internet in real time. Completion Date: September 30, 2014

KEY PERFORMANCE INDICATORS – Procurement Technology Division

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 Actual ¹⁶	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Percent of total number of issues resolved from all customers within 8 business hours (HELP DESK) ¹⁷	NA	90%	94%	95%	95%	95%
Percent of total number of intranet and internet updates completed within 24 business hours	NA	80%	98.3%	80%	80%	80%
Percent of vendor management approvals completed within 24 business hours	NA	90%	97.3%	90%	90%	90%

¹⁶ Actual for FY 2013

¹⁷ According to the FY11 ICMA Center for Performance Measurement, the mean performance for this metric is 77.1% (for jurisdictions with populations exceeding 100,000)



Office of Procurement Integrity & Compliance (OPIC)¹⁸

SUMMARY OF SERVICES

The Office of Procurement Integrity and Compliance (OPIC) provides a full complement of Audit and Non-Audit advisory services to agency leadership, staff and affected stakeholders. Non-Audit services primarily consist of administering the agency's Deficiency Remediation and Performance Monitoring programs. Also noteworthy is the expansion of Non-Audit services to include 'real-time' 'better practices' research and market analyses. In February of 2013, OPIC assumed responsibility for managing OCP's paper-based records management program, which includes facilitating stakeholder access to legacy and active contract files, safeguarding these records, and systematically purging/archiving documentation consistent with the District's records retention policies.

OPIC audit activities are premised on a '3-D' approach (Deterrence, Detection and Disruption) to help reduce risk exposures and strengthen management controls. In collaboration with the agency's training division, Deterrence consists of the preparation of content derived from audit findings for use in annual and year-round training and remedial programs. Detection includes a mix of field inspections, performance and operations audits and compliance reviews. Finally, Disruption encompasses collaboration with applicable District agencies to prevent fraud, waste and abuse in procurement operations.

OBJECTIVE 1: Increase compliance with District procurement laws and regulations by implementing targeted expansions to the Audit and Compliance Program.

INITIATIVE 1.1: Efficiency and economy audits/compliance reviews of operational support functions.

Introduced in FY 13, these audits/reviews are designed to objectively assess and report on goal attainment relative to initiatives and Key Performance Indicators (KPIs) detailed in the Performance Accountability Report (PAR) submitted to the Office of the City Administrator, Council and Congress. In FY14, this activity will continue with particular focus on records management procedures, practices and controls. Completion Date: September 30, 2014

INITIATIVE 1.2: Assure the quality and sustainability of audit operations/ Annual Quality Assurance Reviews of Audit Operations.

To ensure that OPIC maintains and builds on the satisfactory rating of its audit operations¹⁹ internal evaluations will continue to ensure that the quality of audit or compliance review engagements and other non-audit services are performed consistent with the professional governing standards embodied in the Generally Accepted Government Auditing Standards (GAGAS). These reviews will include post-engagement evaluations of audit execution and documentation, external benchmarking of the internal audit process, and the use of an array

¹⁸ The Office of Procurement Integrity & Compliance has been re-aligned under OCP's new Operations Division see footnote 1

¹⁹ In August of 2011, ALGA deemed OPIC audit operations to be satisfactorily complying with auditing standards



of metrics for measuring auditor performance. Consistent with GAGAS, OPIC's Peer Review is scheduled for August-September of 2014. Completion Date: September 30, 2014

KEY PERFORMANCE INDICATORS²⁰ – *Office of Procurement Integrity & Compliance (OPIC)*

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 Actual ²¹	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Number of Procurement Integrity and Compliance Division (OPIC) Reviews and Audit Reports Issued ²²	16	389	127	NA	NA	NA
Average number of days to complete a Compliance Review/Audit	8.6	14.0	20.0	30.0	30.0	30.0
Percent of Sole Source, Emergency and Million Dollar Contracts Audited ²³	100%	100%	100%	100%	100%	100%
Percent of OCP Contracting Officer Delegations Reviewed/Audited	100%	100%	64.29%	100%	100%	100%
Percent of Agency Contracting Officer (ACO) Delegations Reviewed / Audited ²⁴	23.8%	20.0%	8.7%	100%	100%	100%

²⁰ All objectives and initiatives adhere to Generally Accepted Government Auditing Standards (GAGAS) established by the Comptroller General of the United States. These professional standards provide a framework for performing high-quality audit work with competence, integrity, objectivity, and independence.

²¹ As of June, 2013

²² OPIC has adopted a monthly reporting cadence to accommodate the increased scope and complexity of its mandate. Records management functions for the agency were added to the division in FY13; the policy recommendation to audit all active delegations in FY14 and beyond, necessitates the reallocation of resources and adjustments to audit schedules

²³ This was a new performance measure for an audit program initiated in FY12; therefore, prior year data are not available

²⁴ Same as footnote 21