



**Answers to Pre-Performance Hearing Questions
Part II**

**Council of the District of Columbia
Committee of the Whole
Chairman Mendelson**

Friday, February 22, 2013

**John A. Wilson Building
1350 Pennsylvania Avenue, NW
Room 500
Washington, DC 20004**

1. Please provide the amount of actual local funds budgeted to OCP for each Fiscal Year 2003 through 2013, disaggregated by personnel and non-personnel funds.

Fiscal Year	Object Category	Appropriation
2003	PERSONNEL SERVICES	\$9,761,030
	NON-PERSONNEL SERVICES	\$1,993,311
	TOTAL LOCAL FUND	\$11,754,341
2004	PERSONNEL SERVICES	\$10,358,550
	NON-PERSONNEL SERVICES	\$1,718,961
	TOTAL LOCAL FUND	\$12,077,511
2005	PERSONNEL SERVICES	\$9,652,120
	NON-PERSONNEL SERVICES	\$1,728,584
	TOTAL LOCAL FUND	\$11,380,704
2006	PERSONNEL SERVICES	\$10,284,958
	NON-PERSONNEL SERVICES	\$2,139,329
	TOTAL LOCAL FUND	\$12,424,287
2007	PERSONNEL SERVICES	\$10,192,215
	NON-PERSONNEL SERVICES	\$1,472,218
	TOTAL LOCAL FUND	\$11,664,433
2008	PERSONNEL SERVICES	\$5,479,539
	NON-PERSONNEL SERVICES	\$88,120
	TOTAL LOCAL FUND	\$5,567,659
2009	PERSONNEL SERVICES	\$3,673,699
	NON-PERSONNEL SERVICES	\$1,470,061
	TOTAL LOCAL FUND	\$5,143,760
2010	PERSONNEL SERVICES	\$1,831,893
	NON-PERSONNEL SERVICES	\$1,088,955
	TOTAL LOCAL FUND	\$2,920,848
2011	PERSONNEL SERVICES	\$8,337,994
	NON-PERSONNEL SERVICES	\$414,823
	TOTAL LOCAL FUND	\$8,752,817
2012	PERSONNEL SERVICES	\$7,602,682
	NON-PERSONNEL SERVICES	\$888,500
	TOTAL LOCAL FUND	\$8,491,182

2013	PERSONNEL SERVICES	\$8,312,968
	NON-PERSONNEL SERVICES	\$657,587
	TOTAL LOCAL FUND	\$8,970,555

2. (a) Please provide the total number of dollars contracted or procured through OCP for each Fiscal Year 2003 through 2013. (b) Of that amount, how much was spent in each year on District or Federal supply schedules. (c) Please list all individual contracts in excess of \$1 0 million over a one year period for each fiscal year.

**Total OCP Supported Purchase
Amounts by Fiscal Year**

Fiscal Year	Total Spend
FY2003	\$ 77,161,697.56
FY2004	\$ 628,704,964.21
FY2005	\$ 776,947,034.74
FY2006	\$ 1,042,906,525.81
FY2007	\$ 1,084,747,149.99
FY2008	\$ 1,190,876,713.69
FY2009	\$ 1,096,395,175.98
FY2010	\$ 1,198,082,422.18
FY2011	\$ 1,498,160,849.90
FY2012	\$ 2,028,876,001.31
FY2013 - To Date	\$ 1,124,490,235.02
Grand Total	\$ 11,747,348,770.39

OCP Supported Agency DC Supply Schedule Amounts by Fiscal Year

Fiscal Year	DC Supply Schedule	GSA-Federal Supply Schedule	Grand Total
FY2004	\$ 4,839,743.72	\$ 15,113,896.97	\$ 19,953,640.69
FY2005	\$ 21,006,619.56	\$ 76,783,762.89	\$ 97,790,382.45
FY2006	\$ 31,382,382.33	\$ 122,327,436.12	\$ 153,709,818.45
FY2007	\$ 49,508,832.30	\$ 128,429,658.09	\$ 177,938,490.39
FY2008	\$ 47,380,600.72	\$ 112,473,393.90	\$ 159,853,994.62
FY2009	\$ 28,172,171.62	\$ 34,878,501.41	\$ 63,050,673.03
FY2010	\$ 19,495,297.06	\$ 53,972,882.89	\$ 73,468,179.95
FY2011	\$ 10,331,086.76	\$ 23,790,238.77	\$ 34,121,325.53
FY2012	\$ 12,549,916.50	\$ 55,957,247.78	\$ 68,507,164.28
FY2013 – To Date	\$ 6,590,090.05	\$ 41,908,473.49	\$ 48,498,563.54
Grand Total	\$ 231,256,740.62	\$ 665,635,492.31	\$ 896,892,232.93

3. Please provide the total number of agency Full Time Equivalent (FTE) employees at OCP for each Fiscal Year 2003 through 2013, disaggregated by employee type (e.g., Contracting Officers, Contracting Specialists, Contracting Officer Technical Representatives, administrative staff, etc.)

Position Title	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Supervisory Contract Officer	25	25	37	31	24	23	15	12	12	13	14
Contract Specialist	57	61	72	68	67	59	52	39	36	32	32
Purchasing Agent	8	8	10	14	10	11	7	7	7	0	0
Contract Pricing, Admin & Support	14	14	13	5	4	4	4	4	4	0	0
Surplus Property Staff	8	11	10	8	8	7	8	7	7	6	6
Administrative Staff	36	41	53	43	31	37	33	28	23	16	16
IT (PASS) Team	2	0	6	3	3	4	3	3	3	4	4
Procurement Training Spec	0	0	2	1	1	1	1	1	1	3	3
Chief Procurement Officer	4	3	1	1	1	1	1	1	1	1	1
Deputy Chief Procurement Officer	1	1	1	0	1	0	0	0	0	0	0
Procurement Integrity & Comp Staff	1	0	0	0	0	4	3	7	6	7	7
Purchase Card Specialist	0	0	0	0	1	1	1	1	1	1	1
Public Affairs Specialist	0	0	0	1	1	0	0	0	0	1	1
ATTORNEY ADVISOR	2	3	4	3	0	0	0	0	0	0	0
MISSING TITLE	15	5	0	1	0	0	0	0	0	0	0
Total	173	172	209	179	152	152	128	110	101	84	85

4. For any change in FTEs of more than 10% between fiscal years, please explain the nature of and reason for the reduction.

In fiscal years 2004, 2006, 2007, 2009, 2010, and 2012 the change in FTE count was greater than 10 percent. Historically, any change in FTE count is linked to budget increases and/or decreases and required reductions-in-force.

5. (a) What is the average tenure of each non-administrative class of employees (e.g., Contracting Officers, Contracting Specialists) on payroll today? (b) Has this average tenure changed in the past ten years? If so, how? Why?

Position	Average Procurement Experience	Average Tenure at OCP
Contracting Specialist Grade 9	15 years	4 years
Contracting Specialist Grade 11	8 years	4 years
Contracting Specialist Grade 12	10 years	7 years
Contracting Specialist Grade 13	9 years	7 years
Supervisory Contracting Specialist	20 years	6 years
Commodity Managers	20 years	4 years

Tenure data for the last 10 years is not available.

6. (a) What training is available to OCP staff related to contracting and procurement rules, processes, and best practices?

OCP currently offers the following courses to all procurement staff: Simplified Acquisitions, Protests, Independent Assessments; Legal Sufficiency; Avoiding Common Procedural Errors; Ethics; and Documentation Requirements and Purpose. Topics covered in these courses include: the solicitation process; the District's Commitment to Certified Small Businesses (CBEs) and set-aside programs; required documentation; market research and government cost estimates; post-award activities, among others. Additionally, OAG leads courses and discussions in best practices as needed in response to current issues identified by the Procurement Review Committee.

(b) What training would you like to see if money were not a concern?

As we begin the procurement reform process, we have an opportunity to restructure our training program using information from the evaluation of procurement across the District. The results will dictate the training structure that best fits OCP based on an assessment of current personnel to determine the baseline skill level required for procurement positions and what is needed to upgrade the skills and capabilities of our staff.

7. Please provide a list of all service contractors retained by OCP providing services to the agency and what services they provide to OCP.

Contractor	Service
New Columbia Enterprises	Temporary personnel services/admin support
Meridian Imaging Solutions	Office Equipment maintenance (copiers, printers, scanners, etc.)
North Capitol Partners	Moving and labor services
Dun & Bradstreet	Subscription for business credit information/cost analysis
MB Staffing Services LLC	Temporary personnel services/admin support
Laser Art Inc.	Office supplies
Periscope Holdings	National Institute of Government Purchasing Commodity Code licensing
National Association for State Agencies for Surplus Property	Professional Organization Membership
Midtown Personnel, Inc.	Temporary personnel services (Surplus Property Division)

8. For several years, OCP's budget was substantially larger with intra-District funds, but over the last two years, intra-District funds have been zero. Ought there be intra-District funding? Should the Committee look for intra-District funding to support OCP? If not, why not? No. OCP previously collected funds from District agencies for contract assessment. As of FY11, OCP can no longer charge District agencies for performing procurement-related functions on their behalf. As a result, the intra-District funding for contract assessment is eliminated from the agency budget; and the equivalent was provided to OCP's local budget. We currently have a budget that satisfies the agency's needs.

9. \$25 million was spent by OCP, largely in intra-District, funds in Fiscal Year 2010 and again in Fiscal Year 2011. Now that those funds have been eliminated, has that elimination increased or reduced dollars available for procurement?

The elimination has had no significant impact on OCP's operating budget since the equivalent amount is already given to the agency to use for the local budget. Also, the biggest portion of the \$25 million in spending is due to the increase in District-wide purchase card usage.

10. In some recent fiscal years, OCP received special purpose revenue (SPR) funds, and in some years not. What was the source of the SPR funds, and what items were funded with SPR funds?

There are three sources of SPR funds: the proceeds from Surplus Property Sales; rebates from the District-wide Purchase Card usage; and, the fee collected from DC Supply Schedule vendors that equals one percent of their transactions. Currently, revenue from all of these sources is being deposited in to the District's General Fund.

11. Please provide, the Committee, as an attachment, with past studies or reports on reforming contracting and procurement conducted by OCP or for OCP going back to 1990.

See attachment "OCP Studies and Reports 1990-2013"