



COUNCIL OF THE DISTRICT OF COLUMBIA  
1350 PENNSYLVANIA AVENUE, N.W.  
WASHINGTON, D.C. 20004

Phil Mendelson  
Chairman

Office: (202) 724-8064  
Fax: (202) 724-8099

February 5, 2013

James Staton, Jr., Director  
Office of Contracting and Procurement  
441 4th Street NW  
Washington, DC 20001

Dear Mr. Staton:

The Committee of the Whole has assumed jurisdiction over issues related to contracting and procurement as a result of the reorganization of committees for Council Period 20. In an effort to learn more about the Office of Contracting and Procurement (OCP), and in preparation for upcoming hearings on agency performance and budgets, I am sending you the following questions to learn more about the state of contracting and procurement in the District government.


Please submit both a hard copy and an electronic copy of your responses no later than close of business **Wednesday, February 20, 2013**. *Please avoid the use of attachments unless specifically requested.* If you need to discuss any of the questions, please contact Evan Cash, Committee Director, at 724-7002.

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.
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 \$10 million over a one year period for each fiscal year.
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.)

4. For any change in FTEs of more than 10% between fiscal years, please explain the nature of and reason for the reduction.
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?
6.
  - (a) What training is available to OCP staff related to contracting and procurement rules, processes, and best practices?
  - (b) What training would you like to see if money were not a concern?
7. Please provide a list of all service contractors retained by OCP providing services to the agency and what services they provide to OCP.
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?
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?
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?
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.

Thank you for your attention to this matter. If you have any questions, please contact me or Mr. Evan Cash, Committee Director, at [ecash@dccouncil.us](mailto:ecash@dccouncil.us) or (202) 724-7002.

Sincerely,



Phil Mendelson, Chairman