

Answers to Pre-Performance Hearing Questions

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

Friday, February 8, 2013

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

1. **Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTE's marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.**
See attachment "Office of Contracting and Procurement Schedule A"

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 28, 2013. This Schedule A should also indicate any vacant positions in the agency. Please do not include social security numbers.**
See attachment "Office of Contracting and Procurement Organizational Chart."

3. **Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency to or from detailed, the reason for the detail, the date of the detail, and the employee's projected date of return.**
OCP currently has no employees detailed to or from our agency.

4. **(a) For fiscal year 2012, 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. (b) For fiscal year 2013, 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 the date of your response.**

Employee	FY12 Salary	FY12 Bonus or Overtime Pay	FY13 Salary	FY13 Bonus or Overtime Pay
Sanya Cade	\$130,000	None	\$130,000	None
Shirley Lanier	\$125,000	None	\$125,000	None
Derrick White	\$117,000	None	\$117,000	None
Marvin Manassa	\$115,000	None	\$115,000	None
Reza Hassan	\$112,000	None	\$112,000	None
James D. Staton, Jr.	\$164,000	None	\$164,000	None

5. Please list in descending order the top 25 overtime earners in your agency for fiscal year 2012. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

No.	Employee Name	Title	Salary	Overtime Pay
1	Kern, Peter	Contract Specialist	\$86,482.00	\$12,348.60
2	Ramdat, Leslie B	Contract Specialist	\$80,381.00	\$10,550.01
3	Richardson, Simone Y	Contract Specialist	\$82,878.00	\$8,985.09
4	Overton, Alice L	Management Liaison Specialist	\$64,439.00	\$7,763.44
5	Dorsey, Frederick A.	Contract Specialist	\$80,381.00	\$5,159.07
6	Alao, Grace Bolanle	Contract Specialist	\$77,884.00	\$4,371.65
7	Young, Rebecca Y	Contract Specialist	\$80,381.00	\$3,246.16
8	Harris, Yvonne W	Contract Specialist	\$51,141.00	\$2,839.81
9	Nelson, Ruby	Contract Specialist	\$63,413.00	\$2,713.33
10	Farmer-Linder, Crystal M	Contract Specialist	\$82,878.00	\$2,570.02
11	Tisdale, Jeffrey Austin	Contract Specialist	\$68,681.00	\$2,327.91
12	Reynolds, Heather S	Contract Specialist	\$85,375.00	\$2,031.77
13	Tilahun, Helen	Contract Specialist	\$54,633.00	\$1,930.55
14	Anderson, Uranus R	Contract Specialist	\$52,590.00	\$1,554.94
15	Yi, Chi Hui	Contract Specialist	\$77,884.00	\$1,544.58
16	Hayes, Dwight D	Supvy Contract Specialist	\$75,992.00	\$1,287.85
17	Johnson, Jerome A	Contract Specialist	\$102,000.00	\$1,275.00
18	Etminan, Sanaz	Contract Specialist	\$73,894.00	\$949.24
19	Lewis, Ryan Blair	Property Disposal Specialist	\$72,010.00	\$623.16
20	Townsel III, Norman L	Contract Specialist	\$45,345.00	\$479.60
21	Thompson, Yolanda M	Contract Specialist	\$70,437.00	\$474.09
22	Dawson, Jeffphine	Records Management Specialist	\$64,439.00	\$449.22
23	Roane, Carla J	Contract Specialist	\$67,600.00	\$390.00
24	Evans, Darrick Antonio	Property Disposal Specialist	\$79,959.00	\$384.42
25	Paschall, Debra I	Purchase Card Specialist	\$81,242.00	\$351.53

6. For each fiscal year 2011, 2012, and 2013 (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.

OCP has not granted any bonus or special award pay.

7. For each fiscal year 2011, 2012, and 2013 (to date), please state the total number of employees receiving worker's compensation payments.

In FY11, two employees received worker's compensation payments.

In FY12, three employees received worker's compensation payments.

In FY13 (to date), no employees received worker's compensation payments.

8. For fiscal years 2012, and 2013 (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
FY 2011	OCTO	OCP	IT ServeUS/Server Ops/DCNET, etc.	10/01/10-09/30/11
	OUC	OCP	Customer Service	10/01/10-09/30/11
	DPW	OCP	Fleet Services Recycling	10/01/10-09/30/11
	OCP	OCP	P-card	10/01/10-09/30/11
	OAG	OCP	Legal Services	10/01/10-09/30/11
	OCP	Multiple Agencies	P-card	10/01/10-09/30/11
FY 2012	DGS	OCP	Construction Management for Renovation	10/01/11 - 09/30/12
	OUC	OCP	Customer Services	10/01/11 - 09/30/12

	DPW	OCP	Fleet Services	10/01/11 - 09/30/12
	OAG	OCP	Legal Services	10/01/11 - 09/30/12
	OCP	OCP	P-card	10/01/11 - 09/30/12
	OFRM	OCP	Financial Services	10/01/11 - 09/30/12
	OCP	HSEMA	Emergency P-card	10/01/11 - 09/30/12
	OCP	OCTO	IT Contract Admin	10/01/11 - 09/30/12
	OCP	DOH	DOH related contract admin.	10/01/11 - 09/30/12
	OCP	Multiple Agencies	P-card	10/01/11 - 09/30/12
FY 2013				
	DPW	OCP	Fleet Services	10/01/12 - 09/30/13
	OUC	OCP	Customer Services	10/01/12 - 09/30/13
	OAG	OCP	Legal Services	10/01/12 - 09/30/13
	OCP	HSEMA	Emergency P-card	10/01/11 - 09/30/12
	OFRM	OCP	Financial Services	10/01/12 - 09/30/13
	OCP	Multiple Agencies	P-card	10/01/12 - 09/30/13

9. Please list in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2012 and 2013 (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	Reprogramming from OCP To	From	Total
2012	EN-CBE MONITORING (EOM)	Local PS	\$100,000.00
	Taxi Cab Commission (TC0)	Local PS	\$106,400.00
OCP's revised local budget was \$8,491,182.			

10. For fiscal years 2012 and 2013 (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.

OCP has no special purpose revenue funds in FY12 or FY13.

11. Please list all memoranda of understanding (MOU) entered into by your agency during fiscal years 2011, 2012, and 2013 (to date). For each, describe its purpose, indicate the date entered, and give the termination date.

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period
FY 2011	OCTO	OCP	IT ServeUS/Server Ops/DCNET, etc.	10/01/10-09/30/11
	OUC	OCP	Customer Service	10/01/10-09/30/11

	DPW	OCP	Fleet Services Recycling	10/01/10- 09/30/11
	OCP	OCP	P-card	10/01/10- 09/30/11
	OAG	OCP	Legal Services	10/01/10- 09/30/11
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	OAG	OCP	Legal Services	10/01/11 - 09/30/12
	OCP	OCP	P-card	10/01/11 - 09/30/12
	OFRM	OCP	Financial Services	10/01/11 - 09/30/12
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FY 2013				
	DPW	OCP	Fleet Services	10/01/12 - 09/30/13
	OUC	OCP	Customer Services	10/01/12 -

				09/30/13
	OAG	OCP	Legal Services	10/01/12 - 09/30/13
	OCP	HSEMA	Emergency P-card	10/01/11 - 09/30/12
	OFRM	OCP	Financial Services	10/01/12 - 09/30/13
	OCP	Multiple Agencies	P-card	10/01/12 - 09/30/13

12. 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 (sometimes called a "Form B") submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2011, 2012, and 2013.

The Form B is protected under the Deliberative Process privilege and cannot be shared.

13. Please list each grant or sub-grant received by your agency in fiscal year 2012 and fiscal year 2013 (to date). List the date, amount, and purpose of the grant or sub-grant received, and explain how the grant is allocated if it is multi-year.

OCP currently has not received any grants or sub-grants.

14. Please list all currently open capital projects for your agency as of January 28, 2013, 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 currently has no capital projects.

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.

See attachment "Office of Contracting and Procurement Pending Litigation."

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, 2010. (b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

FY 2012 DRD (Source - Outside Agency)

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

Hawk One Security	09-2-07PO	OIG	Closed	Citywide Guard Services Contract re: reviewing contract requirements, cost price analysis and establishing method of acquiring and paying for contracted services.	11-Aug-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
ITSA Contract	10-1-19-TO	OIG	Closed	No justification for exercising option to renew contract; no evaluation of committee's concerns with OST's BAFO rates; no cost/price analysis; 1% sales discount not applied when exercising options; contract files missing documentation; no independent time tracking system for contractors	3-Aug-11

District-Owned Nursing Homes	10-1-02BY/HT	OIG	Closed	Recovery of funds from VMT; training for CAs.	15-Jul-11
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

FY 2013 DRD (Source - Outside Agency)

Title	Report Number	Source	Status	Description	Date of Report
DC Nursing Home (VMT)	Draft	KPMG (via OCFO)	Open	Unauthorized payments; Contract Cost Reimbursement Ceiling Exceeded; Unauthorized procurement of subcontractor services; Missing documentation; Improper bank reconciliations; Inadequate segregation of duties	1-Nov-12
CAFR 2012	FY 2012 CAFR	KPMG (via OIG)	Open	N/A	28-Jan-13

17. Please list in chronological order all employee grievances filed against your agency in fiscal year 2012 and fiscal year 2013 (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.

OCP has had no employee grievances filed in fiscal years 2012 or 2013, to date. Earlier grievances that are still pending:

Employee Name	Description	Status
Janice Brown	OEA Appeal of personnel decision	Still pending decision
Ray Sharma	RIF Appeal	Still pending decision
Jody Cofield	RIF Appeal	Pending discovery
Ray Sharma	EEO Discrimination Claim	Pending discovery
Armeta Ross	RIF Appeal	Pending
Sarinita Beale	RIF Appeal	Pending discovery

18. In table format, please list the following for fiscal years 2011, 2012, and 2013 (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.); (3) total spent (by person and for the agency).

Name	Title	Expended FY11	Daily Limit	Monthly Limit
Jeanett Mitchell	Support Services Supervisor	\$100,377.15	\$2,500.00	\$10,000.00
Latrina Gross	Admin Support Specialist	\$72,577.48	\$2,500.00	\$10,000.00
Marvin Manassa	Director Surplus Property, Chief Property Officer	\$34,438.13	\$2,500.00	\$10,000.00
Mikaell Briscoe	Executive Assistant	\$650.84	\$2,500.00	\$10,000.00
Sanya Cade	Chief of Staff/Assistant Director for Operations	\$110,254.47	\$5,000.00	\$25,000.00
Shirley Lanier	Director of Resource Management	\$1,577.50	\$2,500.00	\$10,000.00
Sonia White	Program Specialist, Bids	\$4,580.80	\$2,500.00	\$10,000.00

Name	Title	Expended FY12	Daily Limit	Monthly Limit
Chondra Brown	Customer Service Supervisor	\$3,019.82	\$2,500.00	\$10,000.00
Jeanett Mitchell	Support Services Supervisor	\$114,570.76	\$2,500.00	\$10,000.00
Jerome Johnson	Supervisory Contract Specialist	\$3,438,084.17	\$5,000,000.00	Unlimited
Latrina Gross	Admin Support Specialist	\$14,290.20	\$2,500.00	\$10,000.00
Marvin Manassa	Director Surplus Property, Chief Property Officer	\$84,394.73	\$2,500.00	\$10,000.00
Sanya Cade	Chief of Staff/Assistant Director for Operations	\$23,825.74	\$5,000.00	\$25,000.00
Shirley Lanier	Director of Resource Management	\$1,577.50	\$2,500.00	\$10,000.00

Name	Title	Expended FY13	Daily Limit*	Monthly Limit*
Chondra Brown	Customer Service Supervisor	\$1,130.40	\$2,500.00	\$10,000.00
Jeanett Mitchell	Support Services Supervisor	\$20,944.25	\$2,500.00	\$10,000.00
Jerome Johnson	Supervisory Contract Specialist	\$1,014,079.24	\$5,000,000.00	Unlimited
Marvin Manassa	Director Surplus Property, Chief Property Officer	\$84,394.73	\$2,500.00	\$10,000.00
Sanya Cade	Chief of Staff/Assistant Director for Operations	\$1,734,884.28	\$5,000.00	\$25,000.00
Shirley Lanier	Director of Resource Management	\$7,297.62	\$2,500.00	\$10,000.00

***NOTE:** Daily limits are based on regular usage. During a declared emergency, limits are increased for pre-identified emergency personnel.

- 19. (a) In table format, please provide the following information for fiscal years 2011, 2012, and 2013 (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. (b) Please describe how your agency manages and limits its phone costs, including cellular phones and mobile devices?**

See attachment "FY11, 12 and 13 Mobile Asset Listing."

- 20. (a) Does your agency have or use a government vehicle? If so, for fiscal years 2011, 2012, and 2013 (to date), please list these vehicles. You may group the vehicles by category (e.g., 15 engines, 33 marked cruisers, three transport buses, etc.). (b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2011, 2012, and 2013 (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.**

OCP owns three Dodge Caravans and two International Trucks used for the Surplus Property Division (SPD). OCP's vehicles have not been involved in any accidents in fiscal years 2011 and 2013. 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 SUYs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law? Please explain any exceptions. (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.

OCP is in compliance with this law.

22. In table format, please provide the following information for fiscal years 2011, 2012, and 2013 (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).

No OCP employees traveled in FY11.

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.
	Derrick White	Research for DCTC Taxicab SmartMeter	\$294.00	Training required for data gathering for RRP 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.
	Angela Turner	2012 NIGP Region II Conference	\$403.43	Conference attendance is required for OCP participation in this national procurement governing organization.

23. Please provide and itemize, as of January 28, 2013, the current number of 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 they first started with your agency, and the date on which their current term expires.

Name	Position Title	Start Date	Date Current Term Ends
Tamarra Richardson	Support Services Specialist	1/14/2013	4/12/2013

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 "Office of Contracting and Procurement FY13 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 2013 and 2014.

Priority 1: Reduce Procurement Cycle Time; reduce the number of days needed to process all procurements from small purchase to complex Request for Proposals (RFPs).

- **All procurements done by OCP Agencies will be done through E- Sourcing tool in Procurement Automated Support System (PASS).** In FY12, OCP began full utilization of the eSourcing tool, which effectively automates each step of the procurement process from solicitation to award. Using eSourcing provides vital tracking information and ensures that all the required steps in the procurement process are followed and documented. Use of eSourcing reduces cycle time by giving online access to vendors for OCP solicitations and allowing them to respond to solicitations electronically, resulting in greater process efficiency and reduced cycle times. eSourcing also provides a central repository for documents and correspondence associated with

procurements.

- **Develop online access for existing and new Term Contracts.** In FY13 OCP will work towards increasing the utilization of 6 term contracts for goods and services that are purchased in high volume and repeatedly purchased. The use of term contracts is a procurement best practice. OCP will work on building catalogs in the PASS system for each term contract. This will streamline the procurement process for the affected goods and services ensuring greater efficiency. The creation of the catalogs will provide accountability and will provide accurate spend data.

Priority 2: OCP will support the Mayor's priority of Fiscal Stability by increasing revenue generated and collected.

- **Increase the revenue generated by the District of Columbia Supply Schedule (DCSS) for the FY13.** In FY 13 OCP will migrate all DCSS contracts to eSourcing? This will ensure that key data and other information is 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. Better tracking of DCSS purchases will lead to increase revenue collections.

Priority 3: Support Agency Initiative to further develop the Procurement Institute.

- **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) and DCHR to deliver portions of the advanced procurement curriculum in the certification program.** In FY12, OCP Established the Knowledge Plus Institute (KPI) in order to address the need for formal, standardized procurement training for executing procurements in the District, and to satisfy the requirement outlined in the Procurement Practices Reform Act of 2010 (PPRA): "The CPO shall establish and administer a procurement training institute to facilitate a system of training, continuing education, and certification for District contracting personnel". OCP is continuing to work with UDC to develop select courses in the advance curriculum, and to participate in the on-going education of our procurement professionals, as part of the recertification process.

Priority 4: Increase compliance with District procurement laws and regulations by implementing targeted expansions to the Audit and Compliance Program.

- **Institute periodic E-Val reviews.** These reviews will be conducted to monitor the timely submission of vendor

evaluations completed by the contracting officer and contract administrator. In addition, these reviews are purposed to identify specific contracts requiring field audits.

- **Quarterly Certification of Management (QCM) reviews.** While these reviews were partially implemented during FY 2012, due to resource limitations and identified data inconsistencies, the review program was not fully implemented. However, following the successful completion of the contract file upload initiative undertaken by OCP during the 3rd and 4th quarters of FY 2012, OCP-OPIC will conduct these reviews regularly as these become due, i.e. every 90 days after contract award to identify inconsistencies or non-compliance with specific requirements of large contracts (>\$100k).
- **Bidder-Offerer certification review** -- These reviews will be conducted periodically to verify whether contractors' pre contract award declarations are, for example, consistent with the information available in the District's tax compliance database.
- **Audits of federally funded procurements** -- These audits will be performed using applicable Federal criteria (rules, regulations and specific contract requirements as specified in the grant.). This initiative is based on deficiencies cited in prior independent audit reports.
- **Efficiency and economy audits/compliance reviews of operational support functions.** These audits/reviews are purposed to report on goal attainment relative to initiatives and Key Performance Indicators (KPIs) detailed in the Performance Accountability Report (PAR) submitted to the City Administrator, Council and Congress. This activity will seek management's input into the individual audit risk assessment process as part of the detailed audit planning for individual engagements. In planning individual audits/reviews, this activity will require management's input in the areas of risk and proposed audit scope. As part of these reviews, OPIC also plans to provide consulting services to help management implement internal controls on the front end of projects to help mitigate the risks associated with project failure.
- **Assuring 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 operations issued by the Association of Local Government Auditors (ALGA) in August of 2011, internal evaluations will be performed to ensure that the quality of audit or compliance review engagements and other non-audit services are performed consistent with the professional governing standards such as the GAGAS¹ and internal audit best practices. These reviews will include post-engagement

¹ GAGAS stands for Generally Accepted Government Auditing Standards.

evaluations of audit execution and documentation, external benchmarking of the internal audit processes, and the use of an array of metrics for measuring auditor performance.

Priority 5: Systematize enterprise-wide risk assessments and response.

- **Expand use of the Integrated Risk Control Framework (IRCFW) and Control Self-Assessment (CSA) tool to enhance District-wide CAFR and single audit remediation efforts.** Partnering with OCP's Resource Management and IT Divisions OCP- OPIC will deploy the CSA tool as a means to track, educate, and remediate deficiencies cited in OCP-OPIC and Independent Auditor engagements.

Office of Contracting and Procurement
Schedule A (As of February 05, 2013)

Posn Nbr	Program Office	Title	Name	Hire Date	Grade	Step	Salary	Fringe	Reg/Temp/Term
00000761	Procurement	Supvy Contract Specialist	White,Derrick D	11/7/2011	15	0	\$117,000.00	\$25,307.10	Reg
00002479	Procurement	Contract Specialist	Etekoachay,Michael N	5/21/2012	11	9	\$68,681.00	\$14,855.70	Reg
00004207	Resource Management	Program Manager (Bus. Oper.)	Lanier,Shirley W	10/1/2006	15	0	\$125,000.00	\$27,037.50	Reg
00004785	Procurement	Supvy Contract Specialist	Johnson,Jerome A	9/13/1999	15	0	\$102,000.00	\$22,062.60	Reg
00005362	Procurement	Contract Specialist	Etminan,Sanaz	7/6/2010	13	2	\$80,381.00	\$17,386.41	Reg
00006028	Procurement	Supvy Contract Specialist	Fuller,O'Linda A	2/3/2003	14	0	\$92,000.00	\$19,899.60	Reg
00008368	Operations	Asst. Director for Operations	Cade,Sanya	2/4/2008	16	0	\$130,874.00	\$28,308.05	Reg
00009588	Procurement	Supvy Contract Specialist	TARPLEY,PATRICIA	9/23/2012	15	0	\$100,000.00	\$21,630.00	Reg
00010087	Procurement	CONTRACT SPECIALIST	Henry,Yvette	3/25/1991	13	5	\$87,872.00	\$19,006.71	Reg
00010521	Procurement	CONTRACT SPECIALIST	Nelson,Ruby	4/20/1980	11	7	\$65,169.00	\$14,096.05	Reg
00010707	Procurement	Contract Specialist	Ramdat,Leslie B	10/6/2003	13	2	\$80,381.00	\$17,386.41	Reg
00010903	Procurement	Supvy Contract Specialist	Turner,Angela E	3/13/1989	15	0	\$110,000.00	\$23,793.00	Reg
00011009	Procurement	Contract Specialist	Farmer-Linder,Crystal M	4/14/2008	13	4	\$85,375.00	\$18,466.61	Reg
00013682	Procurement	Asst Dir for Procurement	Vacant		16	0	\$130,874.00	\$28,308.05	Reg
00017117	Procurement	Contract Specialist	Reynolds,Heather S	6/4/2012	13	4	\$85,375.00	\$18,466.61	Reg
00018217	Procurement	CONTRACT SPECIALIST	Wheeler,George D	7/19/1982	12	8	\$82,286.00	\$17,798.46	Reg
00019817	Procurement	Contract Specialist	Vacant		13	1	\$77,884.00	\$16,846.31	Reg
00024259	Procurement	CONTRACT SPECIALIST	Smith,Gail P	12/9/1985	13	10	\$100,357.00	\$21,707.22	Reg
00025167	Procurement	CONTRACT SPECIALIST	Hayes,Dwight D	11/17/1982	12	6	\$78,090.00	\$16,890.87	Reg
00027026	OAG	Freedom of Information Spec	Mercer,Jossette	7/6/1998	12	8	\$82,286.00	\$17,798.46	Reg
00031516	Procurement	Supvy Contract Specialist	White,Deborah J	2/27/2012	14	0	\$88,545.00	\$19,152.28	Reg
00031518	Procurement	Supvy Contract Specialist	Vacant		14	0	\$106,254.00	\$22,982.74	Reg
00034684	Operations	Executive Assistant	Allen,Heather M	1/31/2011	11	1	\$50,510.00	\$10,925.31	Reg
00034912	Procurement	CONTRACT SPECIALIST	Richardson, Simone	3/5/2007	13	4	\$85,375.00	\$18,466.61	Reg
00035529	Procurement	Contract Specialist	Young,Rebecca Y	3/11/1981	13	2	\$80,381.00	\$17,386.41	Reg
00036794	Director	Dir Contracting & Procurement	Staton Jr.,James D	3/28/2011	E4	0	\$164,000.00	\$35,473.20	Reg
00071529	IT	IT Program Manager (PASS)	Hassan,Reza	5/27/2008	15	0	\$112,000.00	\$24,225.60	Reg
00074772	Resource Management	Management Liaison Specialist	Rojas,Rosalia V	8/30/1999	13	4	\$78,934.00	\$17,073.42	Reg

Posn Nbr	Program Office	Title	Name	Hire Date	Grade	Step	Salary	Fringe	Reg/Temp/Term
00074774	OPIC	Procure. Integrity & Comp Ofcr	Alao,Yinka T	7/6/2010	15	0	\$105,000.00	\$22,711.50	Reg
00074775	Operations	Property Disposal Officer	Manassa,Marvin	7/7/2008	15	0	\$115,000.00	\$24,874.50	Reg
00074869	Operations	Support Services Supervisor	Debose Mitchell,Jeanett	2/28/1993	13	0	\$97,000.00	\$20,981.10	Reg
00074878	Operations	Public Affairs Specialist	Stephens,Lauren C	1/17/2012	12	1	\$62,499.00	\$13,518.53	Reg
00074879	Operations	Purchase Card Specialist	Paschall,Debra I	10/4/1977	13	5	\$81,242.00	\$17,572.64	Reg
00074880	Procurement	Supvy Contract Specialist	Vacant		14	0	\$106,254.00	\$22,982.74	Reg
00074881	Operations	Supvy. Contact Specialist	Brown,Chondra T	2/20/2007	13	0	\$76,996.00	\$16,654.23	Reg
00074882	Operations	Contact Specialist	Richardson,Cendoro C	12/19/2011	9	1	\$45,345.00	\$9,808.12	Reg
00074883	Operations	Contact Specialist	Akins,Matthew	12/19/2011	9	1	\$45,345.00	\$9,808.12	Reg
00074887	Procurement	Contract Specialist	Vacant		11	1	\$54,633.00	\$11,817.12	Reg
00074891	OPIC	Measurement & Planning Analyst	Tibebu,Seblewongel G	8/4/2008	14	2	\$87,832.00	\$18,998.06	Reg
00074893	OPIC	Procurement Analyst	Williams,Paula C	2/13/2012	13	2	\$74,318.00	\$16,074.98	Reg
00074894	Operations	Contact Specialist	Young,Leslie	11/19/2012	7	1	\$37,539.00	\$8,119.69	Reg
00074896	Operations	Executive Assistant	Bigelow,Jacqueline Annette	12/19/2011	11	4	\$55,382.00	\$11,979.13	Reg
00074897	Procurement	Executive Assistant	Vacant		11	1	\$50,510.00	\$10,925.31	Reg
00074900	Procurement	Contract Specialist	Alao,Grace Bolanle	9/13/2010	13	2	\$80,381.00	\$17,386.41	Reg
00074901	Procurement	Contract Specialist	Tisdale,Jeffrey Austin	10/25/2010	12	4	\$73,894.00	\$15,983.27	Reg
00074903	Procurement	Contract Specialist	Kern,Peter	4/12/1999	12	10	\$86,482.00	\$18,706.06	Reg
00074905	Procurement	Supvy Contract Specialist	Vacant		14	0	\$106,254.00	\$22,982.74	Reg
00074915	Procurement	Contract Specialist	Harris,Yvonne W	4/12/1989	9	6	\$52,590.00	\$11,375.22	Reg
00074916	Operations	Property Disposal Specialist	Evans,Darrick Antonio	4/9/2012	12	10	\$79,959.00	\$17,295.13	Reg
00074917	Operations	Property Disposal Specialist	Vacant		13	1	\$72,010.00	\$15,575.76	Reg
00074946	Procurement	Contract Specialist	Spriggs,Michael A.	11/21/2011	11	5	\$61,657.00	\$13,336.41	Reg
00074951	OPIC	Measurement & Plan. Analyst	Stern,Arthur V	12/31/2012	12	6	\$72,199.00	\$15,616.64	Reg
00074952	Resource Management	Training Specialist	Stewart,Carmen Diane	11/21/2011	13	2	\$74,318.00	\$16,074.98	Reg
00074953	Resource Management	Training Specialist	Dorn,D'Andre K	1/17/2012	13	4	\$78,934.00	\$17,073.42	Reg
00074954	OPIC	Records Management Specialist	Vacant		12	1	\$62,499.00	\$13,518.53	Reg
00074955	Resource Management	Training Specialist	Johnston,Carlos	3/2/1998	13	1	\$72,010.00	\$15,575.76	Reg
00074956	IT	IT Specialist (DataMgmt)	Goins,Antoinette M	8/8/2005	13	3	\$76,626.00	\$16,574.20	Reg
00074957	IT	IT Specialist (Data Mgmt)	Gamble,Zack W	3/27/2012	12	10	\$79,959.00	\$17,295.13	Reg

Posn Nbr	Program Office	Title	Name	Hire Date	Grade	Step	Salary	Fringe	Reg/Temp/Term
00074959	OPIC	Measurement & Planning Analyst	Rifkin,Jonathan R.	8/6/2007	14	1	\$85,105.00	\$18,408.21	Reg
00074960	OPIC	Procurement Analyst	Lee,Cherlena C	8/1/2011	13	2	\$74,318.00	\$16,074.98	Reg
00074961	OPIC	Procurement Analyst	Abel,Nelson	8/31/1998	13	10	\$92,782.00	\$20,068.75	Reg
00074962	IT	Info. Tech. (PASS) Specialist	Zhang,Wei	5/7/2012	14	4	\$93,286.00	\$20,177.76	Reg
00074963	Operations	Property Disposal Specialist	Lewis,Ryan Blair	11/7/2011	14	1	\$85,105.00	\$18,408.21	Reg
00074964	Operations	Support Services Specialist	Jackson,Donald	10/4/2004	11	3	\$53,758.00	\$11,627.86	Reg
00074965	Operations	Support Services Specialist	Neblett,Sonia	3/16/2009	11	8	\$61,878.00	\$13,384.21	Reg
00075083	Procurement	Contract Specialist	Anderson,Uranus R	11/5/1990	11	2	\$56,389.00	\$12,196.94	Reg
00075084	Procurement	Contract Specialist	Townsel III,Norman L	11/21/2011	11	1	\$54,633.00	\$11,817.12	Reg
00075167	Procurement	Contract Specialist	Brevard,Wanda A	4/29/1985	9	6	\$52,590.00	\$11,375.22	Reg
00075168	Procurement	Contract Specialist	Armwood,Bernetha S	11/29/1985	9	6	\$52,590.00	\$11,375.22	Reg
00075169	Procurement	Contract Specialist	Legesse,Gomeje	8/1/2011	11	3	\$58,145.00	\$12,576.76	Reg
00075170	Procurement	Contract Specialist	Mahoney,Karen E	10/4/1983	11	5	\$61,657.00	\$13,336.41	Reg
00075171	Procurement	Contract Specialist	Meriwether, Rhonda F	10/2/2006	11	3	\$58,145.00	\$12,576.76	Reg
00075172	Procurement	Contract Specialist	Vacant		9	1	\$45,345.00	\$9,808.12	Reg
00075173	Procurement	Contract Specialist	Burton Johnson,Denise	12/7/1987	12	2	\$69,698.00	\$15,075.68	Reg
00075247	Procurement	Contract Specialist	Senior,Stephanie B	2/27/2012	12	9	\$84,384.00	\$18,252.26	Reg
00075299	Procurement	Contract Specialist	TILAHUN,HELEN	3/6/2006	11	1	\$54,633.00	\$11,817.12	Reg
00075306	Procurement	Contract Specialist	Boone Murphy,Antwanette	10/27/2008	13	1	\$77,884.00	\$16,846.31	Reg
00075308	Operations	Contact Specialist	Hendrix,Sherti	6/18/2012	7	6	\$44,059.00	\$9,529.96	Reg
00075310	Operations	Administrative Support Special	Gross,Latrina Denise	10/1/1997	9	8	\$51,303.00	\$11,096.84	Reg
00075311	Resource Management	Management Liaison Specialist	Overton,Alice L	9/12/1977	12	2	\$64,439.00	\$13,938.16	Reg
00075342	Procurement	Supvy Contract Specialist	Choudhary,Shafiqur R	5/21/1990	14	0	\$98,000.00	\$21,197.40	Reg
00075353	Procurement	Contract Specialist	Yi,Chi Hui	2/17/2009	13	1	\$77,884.00	\$16,846.31	Reg
00075438	Procurement	Supvy Contract Specialist	Mirabile,Jeanne M	4/14/1997	14	0	\$98,000.00	\$21,197.40	Reg
00075546	Procurement	Supvy Contract Specialist	Dorsey, Frederick A.	2/5/2007	14	0	\$88,545.00	\$19,152.28	Reg
00077362	Operations	Support Services Specialist	Richardson,Tamarra S	1/14/2013	11	4	\$55,382.00	\$11,979.13	Temp



Office of Contracting and Procurement Organizational Chart

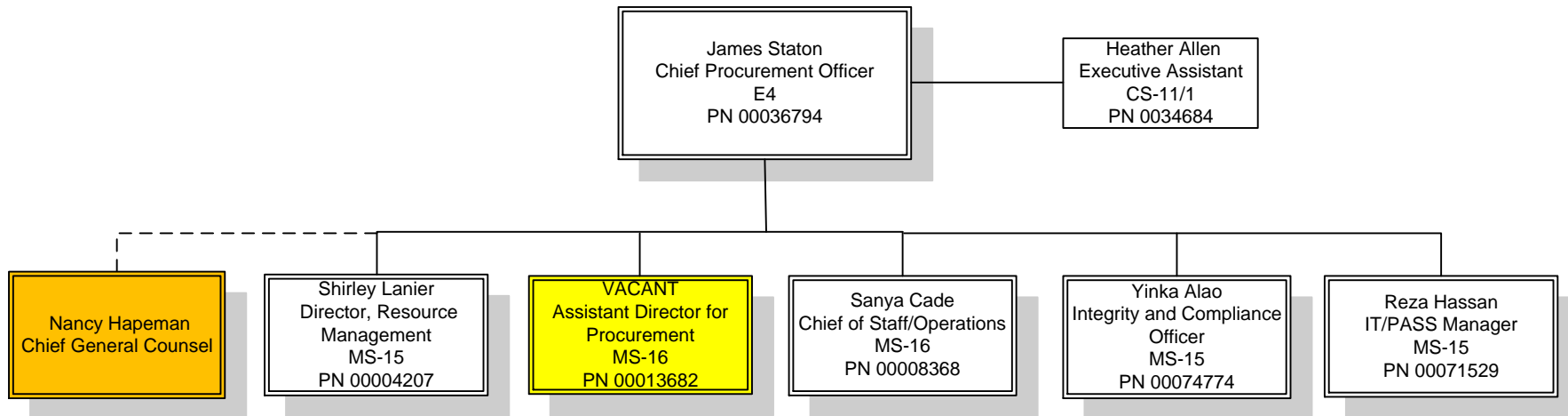
Effective February 6, 2013



Office of Contracting and Procurement

EXECUTIVE MANAGEMENT TEAM

2



Yellow – Vacant Position
Orange- Non OCP Employee

Office of Contracting and Procurement OPERATIONS

19

Tamara Richardson
Support Svcs. Spec.
CS – 1¼
PN 00077362

Sanya Cade
Chief of Staff and
Assistant Director of Operations
MS-16
PN 00008368

Jacqueline Bigelow
Executive Asst
CS-11/3
PN 00074896

Frewott Deresso
Budget Manager
OFRM

Jeanett Mitchell
Support Svc Supv
MS-13
00074869

Chondra Brown
Supv, Customer Service
MS-13
PN 00074881

Marvin Manassa
Property Disposal Officer
MS-15
PN 00074775

Lauren Stephens
Public Affairs Spec
CS 12/1
PN 00074878

Debra Paschall
P Card Manager
CS 13/5
PN 00074879

Sonia Nebblett
Support Svc Spec
CS-11/8
PN 00074965

VACANT
Records Mgmt Spec
CS-12/1
PN 00074954

Donald Jackson
SPD Support Svcs. Spec.
CS – 11/3
PN 00074964

Ryan Lewis
Property Disposal Spec.
CS 14/1
PN 00074963

Cendoro Richardson
Cust Serv Center Spec
CS-9/1
PN 00074882

Latrina Gross
Admin. Support Spec.
CS 9/8
PN 00075310

Vacant
Property Disposal Spec.
CS 13/1
PN 00074917

Matthew Akins
Cust Serv Center Spec
CS-9/1
PN00074883

Darrick Evans
Property Disposal Spec
CS 12/10
PN 00074916

Sherti Hendrix
Cust Serv Center Spec
CS-7/6
PN 00075308

Leslie Young
Cust Svc Center Spec
CS-7
PN 00074894

Yellow – Vacant Position
Orange- Non OCP Employee



Office of Contracting and Procurement

OFFICE OF PROCUREMENT INTEGRITY AND COMPLIANCE

7

Yinka Alao
OPIC Officer
MS-15
PN 00074774

Jacqueline Bigelow
Executive Asst
CS-11/3
PN 00074896

Jonathan Rifkin
Procurement Analyst
CS 14/1
PN 00074959

Seble Tibebe
MAP Analyst
CS-14/2
PN 00074891

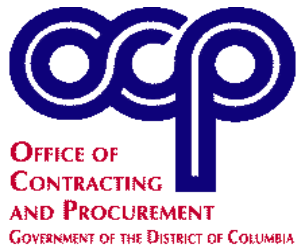
Nelson Abel
Procurement Analyst
CS 13/10
PN 00074961

Arthur Stern
MAP Analyst
CS 12/6
PN 00074951

Lena Lee
Procurement Analyst
CS 13/2
PN 00074960

Paula Williams
MAP Analyst
CS 13/2
PN 00074893

Yellow – Vacant Position
Orange- Non OCP Employee



Office of Contracting and Procurement

PROCUREMENT TEAM

46

VACANT
Assistant Director for
Procurement
PN00036794

VACANT
Executive Assistant
CS-11
PN00074897

Assistant Director (DPW)

Derrick White
Manager, IT
MS-15
PN 00000761

Angela Turner
Manager, Services
MS-15
PN 00010903

Jerome Johnson
Manager,
Small Purchase
MS-15
PN 00004785

Patrica Tarpley
Healthcare Mgr.
MS-15
PN 00009588

Supervisory Contract
Specialist
(DPW)

Vacant
Supv Contract Spec
MS-14
PN 00031518

Vacant
Supv Contract Spec
MS-14
PN 00074880

Deborah White
Supv. Contract Spec
MS 14
PN 00031516

Shaifq Choudhary
Supv. Contract Spec
MS 14
PN 00075342

Fred Dorsey
Supv. Contract Spec.
MS 14
PN 0075546

Vacant
Supv. Contract Spec.
MS 14
PN 00074905

Jeanne Mirable
Supv Contract Spec
MS-14
PN 0075438

O'Linda Fuller
Supv Contract Spec
MS 14
PN 00006028

Chris Yi
Contract Spec
CS-13/1
PN 00075353

Crystal F. Linder
Contract Spec
CS-13/4
PN 00011009

Antwanette Murphy
Contract Spec
CS-13/1
PN 00075306

Uranus Anderson
Contract Spec
CS-11/2
PN 00075083

Gomeje Legesse
Contract Spec
CS-11/2
PN 00075169

Dwight Hayes
Contract Spec
CS-12/6
PN 00025167

Yvette Henry
Contract Spec.
CS-13/5
PN 00010087

Contract Specialist
CS-13

Bernetha Armwood
Contract Specialist
CS-9/6
PN 00075168

Sanaz Etminan
Contract Spec
CS-13/2
PN 00005362

VACANT
Contract Spec
CS-9/1
PN 00075172

Rebecca Young
Contract Spec
CS-13/2
PN 00035529

Gail Smith
Contract Spec
CS-13/10
PN 00024259

Karen Mahoney
Contract Spec
CS-11/4
PN 00075170

George Wheeler
Contract Spec
CS-12
PN 18217/8

Grace Alao
Contract Spec
CS-13/2
PN 00074900

Contract Specialist
CS-13

Wanda Brevard
Contract Specialist
CS-9/6
PN 00075167

Stephanie Senior
Contract Spec
CS 12/9
PN 00075247

Peter Kern
Contract Spec
CS-12/10
PN 00074903

Jeffery Tisdale
Contract Specialist
CS-12/4
PN 00074901

Denise Burton
Contract Spec
CS-12/2
PN 00075173

Simone Richardson
Contract Spec
CS-13/4
PN 00034912

Program Specialist

Michael Spriggs
Contract Specialist
CS-11/5
PN 00074946

Leslie Ramdat
Contract Spec
CS-13/2
PN 00010707

Michael Etekoachay
Contract Spec
CS-11/9
PN 00002479

Ruby Nelson
Contract Spec
CS-11/7
PN 00010521

Rhonda Meriwether
Contract Specialist
CS-11/2
PN 00075171

Program Specialist

Clerical Asst.

Crystal McKay
Contract Spec
CS-13/2
PN 00019817

Helen Tilahun
Contract Specialist
CS-11/1
PN 00075299

Yvonne Harris
Contract Spec
CS-9/6
PN 00074915

Heather Reynolds-
Contract Specialist
CS 13/4
PN 00017117

Vacant
Contract Spec
CS-11
PN 00074887

Norman Townsel
Contract Spec
CS- 11/1
PN 00075084

Yellow – Vacant Position
Orange- Non OCP Employee
RED-Term Appts

Office of Contracting and Procurement

INFORMATION TECHNOLOGY

4

Reza Hassan
IT Manager
MS-15
PN 00075129

Wei Zhang
IT Specialist
CS-14/4
PN 00074962

Antoinette Goins
IT Specialist
CS-13/2
PN 00074956

Zack Gamble
IT Specialist
CS-12/10
PN00074957



Office of Contracting and Procurement

RESOURCE MANAGEMENT DIVISION

6

Shirley Lanier
Director of Resource Management
MS-15
PN 00004207

Rosalia Rojas
Mgmt Liaison Spec
CS 13/4
PN 00074772

Carmen Stewart
Training Specialist
CS 13/2
PN 00074952

Alice Overton
Mgmt Liaison Spec
CS-12/2
00075311

D'Andre Dorn
Training Specialist
CS-13/4
PN 00074953

Carlos Johnston
Training Specialist
CS-13/1
PN 00074955

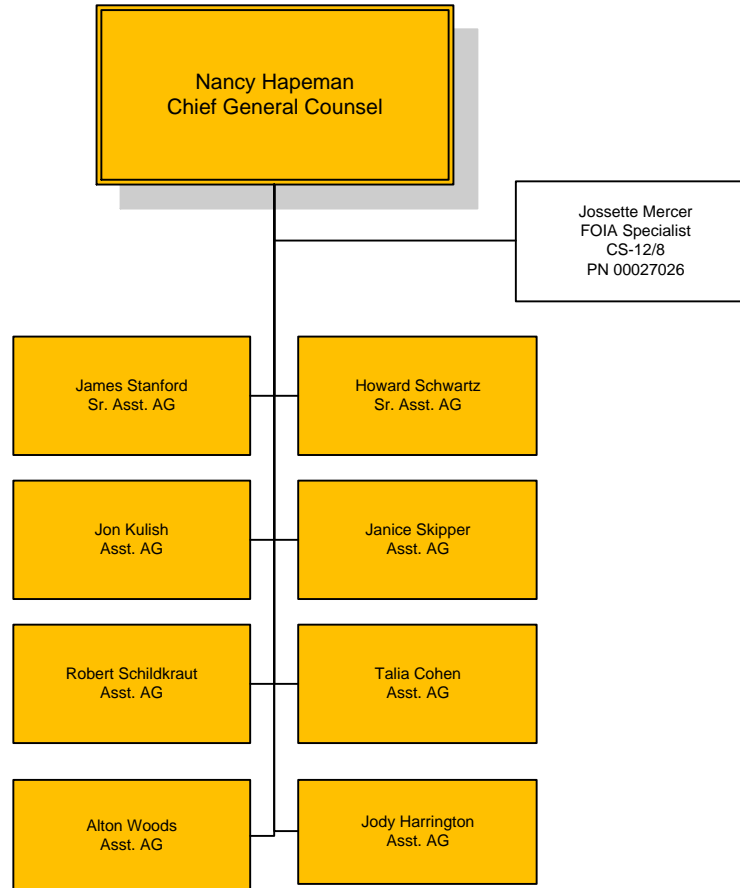
Yellow – Vacant Position
Orange- Non OCP Employee



Office of Contracting and Procurement

OFFICE OF THE ATTORNEY GENERAL

1



Yellow – Vacant Position
Orange- Non OCP Employee

**Office of Contracting and Procurement
Pending Litigation**

Case Name	What About	When Filed	What Impact on Agency (OCP)	Upcoming Milestones
Appeal of American Supply Company, CAB D-1371	Contractor claim under paper contract	10/19/09	None	None scheduled
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 reprocurement costs	12/4/09	None	Pending pre-hearing motions
Appeal of Severn Construction Services, LLC, CAB No., D-1376	Request for equitable adjustment under Streetlight Series Circuit Conversion contract	1/7/10	None	Pending discovery
Appeal of Commercial Data Corporation, CAB No. D-1463	Appeal of denial of termination settlement proposal	12/21/12	None	Appeal filed
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
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
Superior Court appeals of CMT and Ridecharge of CAB	Appeals of Contract Appeals Board's decision in protest of Taxicab	N/A	None	Appeals filed

Case Name	What About	When Filed	What Impact on Agency (OCP)	Upcoming Milestones
decisions in CAB Nos. P-0929 and P-0921; and Verifone petition for review of CAB's decision	Smart Meter System			
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
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 Xerox Corporation, CAB No. D-1380	Claim for payment of invoices for various District agencies	2/23/10	None	Pending resolution of payment issues
Appeal of A & M Concrete Corporation, CAB No. D-1395	Claim for equitable adjustment on contract for installation of manholes	7/28/10	None	Pending motion for summary judgment
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
Sarinita Beale v. OCP, OEA Matter No. 2401-0136-09	RIF Appeal	6/19/09	If appeal is upheld, potential for reinstatement of employee	Pending discovery

Case Name	What About	When Filed	What Impact on Agency (OCP)	Upcoming Milestones
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
Protest of Enlightened, Inc., CAB No. P-0931	Challenge to experience of awardee for contract for database for DC Sentencing and Criminal Code Revision Commission	1/02/13	None	Agency Report filed
Protest of Capital Entertainment, CAB No. P-0932	Challenge to award of bus management contract for Inauguration	1/23/12	None	Agency Report due 2/12/13
CAB No. P-0930, Protest of DC Healthcare Systems	Protest on Managed Care Organization procurement	12/18/13	None	Agency Report filed
Protest of Worldwide Parking, CAB No. P-0927	Challenge to proposed award of parking meter management contract	9/24/12	If protest successful, re-evaluation of proposals	Agency Report filed
Protest of Citelum, P-0922	Challenge to proposed award of streetlight asset management contract	7/19/12	Corrective action of re-evaluating proposals	Pending CSB ruling on motion for corrective action
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
Ramesh Sharma, 10-1033	Whistleblower, False Claims Act	6/18/10	Back pay, interest, reinstatement	Pending discovery
Janice Brown v.	Appeal of personnel	8/7/12	If successful, potential	Pending at

Case Name	What About	When Filed	What Impact on Agency (OCP)	Upcoming Milestones
OCP, OEA Matter No. 1601-0324-10	action		for reinstatement or conversion of action	OEA
Armeta Ross v. OEA and OCP, (Super. Ct.) Docket No. MPA:0003142-10	Petition for Review of Agency Decision from OEA RIF decision	2/23/10	If appeal is upheld, potential for reinstatement of employee	Pending at OEA

Office of Contracting and Procurement
FY11 Mobile Asset Listing

Title	Name	Cell Phone Issued	Reason for Issuance	Annual Cost
Procure. Integrity & Comp Ofcr	Alao, Yinka T	Yes	Management	\$628.68
Procurement Analyst	Archer, Ted	Yes	Remote location work	\$628.68
Property Disposal Technician	Booth, Robin	Yes	Remote location work	\$628.68
Asst. Director for Operations	Cade, Sanya	Yes	Management	\$628.68
Asst. Director for OPIC	Chishom, John	Yes	Management	\$628.68
Property Disposal Technician	Coles, Samuel	Yes	Remote location work	\$628.68
IT Specialist (DataMgmt)	Damireddy, Ajaya	Yes	Remote location work	\$628.68
Supvy Contract Specialist	Dean, John R	Yes	Management	\$628.68
Support Services	DeBose Mitchell, Jeanett	Yes	Management	\$628.68
IT Specialist (DataMgmt)	Goins, Antoinette M	Yes	Remote location work	\$628.68
Property Disposal Technician	Gross, Latrina Denise	Yes	Remote location work	\$628.68
Support Services Specialist	Jackson, Donald	Yes	Remote location work	\$628.68
Training Specialist	Johnston, Carlos	Yes	Remote location work	\$628.68
Supvy Contract Specialist	Keeler, Stuart	Yes	Management	\$628.68
HR Director	Lanier, Shirley W	Yes	Management	\$628.68
Supvy Contract Specialist	Lattimore, Courtney	Yes	Management	\$628.68
Procurement Analyst	Lisbon, Chelsee	Yes	Remote location work	\$628.68
Property Disposal Officer	Manassa, Marvin	Yes	Management	\$628.68
Procurement Analyst	Oliver, Nabavi	Yes	Remote location work	\$628.68
Property Disposal Technician	Outzs Randy	Yes	Remote location work	\$628.68
Management Liaison Specialist	Overton, Alice L	Yes	Remote location work	\$628.68
Executive Assistant	Paris, Virginia	Yes	Remote location work	\$628.68
Purchase Card Specialist	Paschall, Debra I	Yes	Remote location work	\$628.68
Supvy Contract Specialist	Reid Lindel	Yes	Management	\$628.68
Procurement Analyst	Rifkin, Jonathan R.	Yes	Remote location work	\$628.68
Management Liaison Specialist	Rojas, Rosalia V	Yes	Remote location work	\$628.68
Acting Director	Staton Jr., James D	Yes	Agency Director	\$628.68
Asst. Director for Procurement	Stewart, Christopher	Yes	Management	\$628.68
Procurement Analyst	Sumpter, Charles	Yes	Remote location work	\$628.68

Office of Contracting and Procurement
FY11 Mobile Asset Listing

Property Disposal Technician	Sutton, Larry	Yes	Remote location work	\$628.68
Measurement & Planning Analyst	Tibebu, Seblewongel G	Yes	Management	\$628.68
Supvy Contract Specialist	Turner, Angela E	Yes	Management	\$628.68
Supvy Contract Specialist	Wiggins, Drakus	Yes	Management	\$628.68

Office of Contracting and Procurement
FY12 Mobile Asset Listing

Title	Name	Cell Phone Issued	IPAD Issued	Reason for Issuance
Procurement Analyst	Abel, Nelson	Yes	No	Remote location work
Procure. Integrity & Comp Ofcr	Alao, Yinka T	Yes	Yes	Management
Executive Assistant	Allen, Heather M	Yes	No	Remote location work
Executive Assistant	Bigelow, Jacqueline Annette	Yes	No	Remote location work
Contact & Svc. Cntr. Supvy	Brown, Chondra T	Yes	No	Management
Contact & Svc. Cntr. Mgr	Byrd, Trina	Yes	Yes	Management
Asst. Director for Operations	Cade, Sanya	Yes	Yes	Management/Emergency Personnel
Supvy Contract Specialist	Choudhary, Shafiq	Yes	No	Management
Supvy Contract Specialist	Dean, John	Yes	No	Management
Support Services Supervisor	DeBose Mitchell, Jeanett	Yes	Yes	Management/Emergency Personnel
Property Disposal Specialist	Dixon, Douglas	Yes	No	Remote location work
Training Specialist	Dorn, D'Andre	Yes	No	Remote location work
Property Disposal Specialist	Evans, Darrick	Yes	Yes	Remote location work
Supvy Contract Specialist	Fuller, O'Linda	Yes	No	Management
IT Specialist (DataMgmt)	Gamble, Zack	Yes	No	Remote location work
IT Specialist (DataMgmt)	Goins, Antoinette M	Yes	No	Remote location work /Emergency Personnel
Administrative Support Specialist	Gross, Latrina	Yes	Yes	Remote location work
General Counsel	Hapeman, Nancy	Yes	Yes	Management/Emergency Personnel
IT Program Manager (PASS)	Hassan, Reza	Yes	Yes	Management/Emergency Personnel
Support Services Specialist	Jackson, Donald	Yes	Yes	Remote location work
Supvy Contract Specialist	Johnson, Jerome A	Yes	Yes	Management/Emergency Personnel
Training Specialist	Johnston, Carlos	Yes	No	Remote location work
Program Manager (Bus. Oper.)	Lanier, Shirley W	No	No	Management
Procurement Analyst	Lee, Cherlena C	Yes	No	Remote location work
Property Disposal Specialist	Lewis, Ryan Blair	Yes	Yes	Remote location work
Supvy Contract Specialist	Mack, Priscilla	Yes	No	Management
Property Disposal Officer	Manassa, Marvin	Yes	Yes	Management/Emergency Personnel
Support Services Specialist	Neblett, Sonia	Yes	No	Remote location work
Management Liaison Specialist	Overton, Alice L	Yes	No	Remote location work/Emergency Personnel
Purchase Card Specialist	Paschall, Debra I	Yes	No	Remote location work/Emergency Personnel

Office of Contracting and Procurement
FY12 Mobile Asset Listing

Contract Specialist	Ramdat, Leslie	Yes	No	Remote location work
Contract Specialist	Richardson, Simone	Yes	No	Emergency Personnel
Support Services Specialist	Richardson, Tamarra	Yes	No	Remote location work
Procurement Analyst	Rifkin, Jonathan R.	Yes	No	Remote location work
Contract Specialist	Roane, Carla	Yes	No	Remote location work/Emergency Personnel
Management Liaison Specialist	Rojas, Rosalia V	Yes	Yes	Remote location work
Executive Assistant	Schumpert, Jennifer	Yes	No	Remote location work
Supvy Contract Specialist	Sheridan, Jeanne	Yes	No	Management
Acting Director	Staton Jr., James D	Yes	Yes	Agency Director
Public Affairs specialist	Stephen, Lauren	Yes	Yes	Remote location work
Property Disposal Specialist	Stephen, Leonard	Yes	Yes	Remote location work
Training Specialist	Stewart, Carmen Diane	Yes	No	Remote location work
Procurement Analyst	Tallia, Raymond	Yes	No	Remote location work
Supvy Contract Specialist	Tarpley, Patricia	Yes	Yes	Management
Measurement & Planning Analyst	Tibebu, Seblewongel G	Yes	No	Remote location work
Supvy Contract Specialist	Turner, Angela E	Yes	Yes	Remote location work/Emergency Personnel
IT Specialist (DataMgmt)	Wei Zhang	Yes	No	Remote location work
Supvy Contract Specialist	White, Deborah	Yes	No	Management
Supvy Contract Specialist	White, Derrick D	Yes	Yes	Management
Agency Fiscal Officer	Wiggins, Shilonda	No	Yes	Management
Measurement & Planning Analyst	Williams, Paula	Yes	No	Remote location work
Contract Specialist	Yi, Chris	Yes	No	Remote location work

Office of Contracting and Procurement
FY13 Mobile 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
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	\$ 643.32
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	\$ 643.32
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
FY13 Mobile 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	\$ 467.88
Measurement & Planning Analyst	Williams, Paula	Yes	No	Remote location work	\$ 643.32
Contract Specialist	Yi, Chris	Yes	No	Remote location work	\$ 643.32



FY 2013 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 that ensures all purchasing actions 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 52 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 DIVISIONS

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

AGENCY WORKLOAD MEASURES (Figures have been updated for FY 2012 to date)

Measure	FY 2010 Actual	FY 2011 Actual	FY 2012 YTD**
Total # of POs Processed through OCP*	8,384	7,301	7,396
Total \$ Amount Purchased by OCP (in millions)	1,090	1,421	1,270

* Adjusted: In June of 2011 the Department of Real Estate Services (DRES) and the Office of Public Education Facilities Modernization (OPEFM) merged to become the Department of General Services. OCP's workload measures, for all years shown, have been adjusted to reflect this.

** As of August 29, 2012



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: Reduce Procurement Cycle Time; reduce the number of days needed to process all procurements from small purchase to complex Request for Proposals (RFPs).

INITIATIVE 1.1: All procurements done by OCP Agencies will be done through E-Sourcing tool in Procurement Automated Support System (PASS). In FY 12, OCP began full utilization of the E-Sourcing tool, which effectively automates each step of the procurement process from solicitation to award. Using E-Sourcing provides vital tracking information and ensures that all the required steps in the procurement process are followed and documented. Use of E-Sourcing reduces cycle time by giving online access to vendors for OCP solicitations and allowing them to respond to solicitations electronically, resulting in greater process efficiency and reduced cycle times. E-Sourcing also provides a central repository for documents and correspondence associated with procurements. **Completion Date – June 30, 2013**

INITIATIVE 1.2: Develop online access for existing and new Term Contracts. In FY 13 OCP will work towards increasing the utilization of 6 term contracts for goods and services that are purchased in high volume and repeatedly purchased. The use of term contracts is a procurement best practice. OCP will work on building catalogs in the PASS system for each term contract. This will streamline the procurement process for the affected goods and services ensuring greater efficiency. The creation of the catalogs will provide accountability and will provide accurate spend data. **Completion Date – September 30, 2013**

OBJECTIVE 2: OCP will support the Mayor’s priority of Fiscal Stability by increasing revenue generated and collected.

INITIATIVE 2.1: Increase the revenue generated by the District of Columbia Supply Schedule (DCSS) for the FY13. In FY 13 OCP will migrate all DCSS contracts to E-Sourcing. This will ensure that key data and other information is 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. Better tracking of DCSS purchases will lead to increase revenue collections. **Completion Date – Sept 30, 2013**



PROPOSED KEY PERFORMANCE INDICATORS – Procurement Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
\$ Amount of Central Purchasing Office Purchases per FTE ¹ (in millions)	22.9	19.3	27.0	30.0	35.0	37.5
Total % of Solicitations processed through e-Sourcing ²	N/A	N/A	N/A	100%	100%	100%
Increase the # of Term Contracts	2	2	5	8	10	11
Procurement \$ using Term Contracts ³	\$2.3M	N/A	\$10.6M	\$11.0M	\$12.0M	\$12.5M
% of DCSS contracts migrated to E-Sourcing ⁴	N/A	N/A	N/A	100%	100%	100%

¹ This is an industry standard. According to the FY10 ICMA Center for Performance Measurement the average Dollar Amount of Central Purchasing Office Purchases per FTE was \$15.71 million based on responses from 38 jurisdictions

² This is a new performance measure for FY 2013. Historical data for prior years is not available, as E-Sourcing was not fully implemented until FY 2012.

³ This is a new performance measure. OCP did not have a target in FY 2012.

⁴ Same as footnote #2 above.



Administration and Support Division

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: Support Agency Initiative to reduce procurement cycle times.

INITIATIVE 1.1: Continued development of Customer Service Center. In FY12, OCP launched a full service customer service unit. This unit has responded to public and agency inquiries and correspondence, interacts with vendors, and works closely with the OCP Public Information Officer. The Customer Service Center contributes to the reduction of procurement cycle time by shifting call volume from contract specialists and officers, thus providing them more time to focus on execution of procurements. In FY 13, OCP will continue to focus on strengthening this unit. The focus of the Customer Service Center will be: 1.) to increase Customer Service Center visibility so agencies utilize this unit for information on their procurements, 2.) to increase vendor registrations thereby increasing competition and bringing in more local businesses to do business with the District and 3.) work with the procurement team to continue hosting the OCP “Procurement Clinics”.
Completion Date – September 30, 2013

OBJECTIVE 2: Support Agency Initiative to further develop the Procurement Institute.

INITIATIVE 2.1: 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) and DCHR to deliver portions of the advanced procurement curriculum in the certification program. In FY 12, OCP Established the Knowledge Plus Institute (KPI) in order to address the need for formal, standardized procurement training for executing procurements in the District, and to satisfy the requirement outlined in the Procurement Practices Reform Act of 2010 (PPRA): “The CPO shall establish and administer a procurement training institute to facilitate a system of training, continuing education, and certification for District contracting personnel”. OCP is continuing to work with UDC to develop select courses in the advance curriculum, and to participate in the on-going education of our procurement professionals, as part of the recertification process. **Completion Date – September 30, 2013**



OBJECTIVE 3: Support Agency Initiative to increase revenue back to the District.

INITIATIVE 3.1: Increase the quality and value of surplus services by maximizing the use of the equipment re-utilization program. Continue to expand the equipment re-utilization program.

The Surplus Property Division will expand the re-utilization program by 20% through a marketing program, in-person training for agency property officers, and expanded outreach to our certified participants. **Completion Date – September 30, 2013**

INITIATIVE 3.2: Expand Purchase Card program to Ghost Card use for fixed costs

The Purchase Card program has yielded significant revenues for the District by way of rebates. The District receives 1% cash back for all PCard purchases. For costs like fixed costs for electricity, telephony, and natural gas, the District could potentially receive millions in rebate dollars by using the Purchase Card to pay these bills. OCP will work with the Office of Finance and Revenue Management to institute use of our “ghost” card to pay for fixed cost expenses. **Completion Date – September 30, 2013**

PROPOSED KEY PERFORMANCE INDICATORS — Administration and Support Division

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY 2013 Projection	FY 2014 Projection	FY 2015 Projection
Increase Revenue by 20% for Surplus Property	0.00%	20%	239%	20%	20%	20%
Increase certified non-profits using SPD program	0.00	34	65	25	25	25
Number of newly active vendors in Sourcing Module ⁵	1628	172	750	150	150	150
Increase the number of vendors in the “Ghost” P-Card Program ⁶	N/A	3	4	4	4	4
% of Customer Service quality and speed criteria achieved for all calls ⁷	N/A	Baseline	N/A	95%	95%	95%

⁵ This is an industry standard. According to the FY10 ICMA Center for Performance Measurement the median rate of Purchase Card utilization (for jurisdictions with a population exceeding 100,000) is 2.56%

⁶ This is a new performance measure for FY 2013. No historical data is available.

⁷ Same as footnote # 5 above. The OCP Customer Contact Center was not established until April of 2012.



Technology Division

Summary of Services

The PASS/IT Support Services team is responsible for overseeing the proper elements and commitments provided by OCTO's PASS Support Services are consistent with IT service support and delivery to the OCP. The team is also responsible for communicating any PASS/IT needs of the OCP staff, vendors, and agencies to OCTO with any enhancements, testing, maintenance, help desk support, as well as training related to PASS. The team provides as a single source for OCP's senior management team's vision of implementing latest technologies and support services to achieve best results and provide transparency in contracting and procurement throughout the District of Columbia. Our team provides technical consultative and support to agencies, vendors and OCP contracting staff, while preserving data integrity and transparencies requirements.

In addition to supporting PASS and Ariba eSourcing applications, we are also responsible for user interface for both internal and external customers, multiple web applications, databases, and both internet and intranet web sites.

OBJECTIVE 1: Communication and Training

INITIATIVE 1.1: Through surveys, forums, and other means, identify to needs of OCP staff, Vendors, and Agencies. By identifying any or all issues related to the PASS and Ariba eSourcing applications, OCP will utilize the latest 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 applications, or will make distinctions between business process re-works, data and code change. **Completion Date - September 30, 2013**

OBJECTIVE 2: Information distribution to Internal and External customers via web portals.

INITIATIVE 2.1: Provide effective distribution of regulations, procedures, and processes to OCP staff, Agencies and Vendors via Website enhancements, as well as to support new PPRA regulations. Information distribution in timely manner is critical to contracting and procurement process both to internal and external customers. With ever changing regulations and procedures, the information must be made available immediately to all parties via public and private networks. Information related to Procurement Practices Reform Act of 2011, must be posted and shared with the public and vendors in a timely manner. Our team will identify priorities and implement any changes to both Intranet and Internet web sites to achieve this objective. **Completion Date – Sept 30, 2013**



PROPOSED KEY PERFORMANCE INDICATORS – PASS/IT Support Team

Measure	FY 2011 Actual	FY 2012 Target	FY 2012 YTD	FY2013 Projection	FY2014 Projection	FY2015 Projection
% of total number of issues resolved from all customers within 8 business hours (HELP DESK) ⁸	N/A	80%	90%	90%	100%	100%
% of total number of intranet and internet updates completed within 24 business hours ⁹	N/A	100%	95%	80%	80%	80%
% of vendor management approvals completed within 24 business hours ¹⁰	N/A	N/A	N/A	90%	90%	90%

⁸ This is an industry standard. According to the FY10 ICMA Center for Performance Measurement the mean performance for this metric is 70.3% (for jurisdictions with populations exceeding 100,000). This data is not available for FY 2011

⁹ This is a new performance measure for FY 2013. The data to develop this metric for FY 2011 and FY2012 was not maintained, and is not available.

¹⁰ Same as number 4 above. We cannot develop the percentage, as we didn't track this metric, or have the capability to do, in prior years. The PASS/IT Support Team processed 649 vendor management approvals in FY 2011 and 601 vendor management approvals in FY2012.



Office of Procurement Integrity & Compliance (OPIC)

SUMMARY OF SERVICES

Established in 2007 and reorganized in September of 2011, 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' best practices research, market analysis and subject matter expertise in specialized areas such as 'Green Procurement'.

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.

Following the introduction of a new "process auditing" approach in FY 2012, coupled with the roll-out of the Integrated Risk and Controls Framework (IRCFW) which has been in use since August 2011, OPIC plans to improve the effectiveness and scope of audits and enhance internal audit's value as OCP's compliance arm.

OPIC has six new additions to its existing pool of audit and compliance review activities for FY 2013, these are as follows;

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

INITIATIVE 1.1: Institute periodic E-Val reviews. These reviews will be conducted to monitor the timely submission of vendor evaluations completed by the contracting officer and contract administrator. In addition, these reviews are purposed to identify specific contracts requiring field audits. **Completion Date – September 30, 2013**

INITIATIVE 1.2: Quarterly Certification of Management (QCM) reviews. While these reviews were partially implemented during FY 2012, due to resource limitations and identified data inconsistencies, the review program was not fully implemented. However, following the successful completion of the contract file upload initiative undertaken by OCP during the 3rd and 4th quarters of FY 2012, OCP-OPIC will conduct these reviews regularly as these become due, i.e. every 90 days after contract award to identify inconsistencies or non-compliance with specific requirements of large contracts (>\$100k). **Completion Date – September 30, 2013**



INITIATIVE 1.3: Bidder-Offeror certification review.

These reviews will be conducted periodically to verify whether contractors' pre contract award declarations are, for example, consistent with the information available in the District's tax compliance database. **Completion Date – September 30, 2012**

INITIATIVE 1.4: Audits of federally funded procurements.

These audits will be performed using applicable Federal criteria (rules, regulations and specific contract requirements as specified in the grant.). This initiative is based on deficiencies cited in prior independent audit reports. **Completion Date – September 30, 2012**

INITIATIVE 1.5: Efficiency and economy audits/compliance reviews of operational support functions.

These audits/reviews are purposed to report on goal attainment relative to initiatives and Key Performance Indicators (KPIs) detailed in the Performance Accountability Report (PAR) submitted to the City Administrator, Council and Congress. This activity will seek management's input into the individual audit risk assessment process as part of the detailed audit planning for individual engagements. In planning individual audits/reviews, this activity will require management's input in the areas of risk and proposed audit scope. As part of these reviews, OPIC also plans to provide consulting services to help management implement internal controls on the front end of projects to help mitigate the risks associated with project failure. **Completion Date – September 30, 2012**

INITIATIVE 1.2: Assuring 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 operations issued by the Association of Local Government Auditors (ALGA) in August of 2011, internal evaluations will be performed to ensure that the quality of audit or compliance review engagements and other non-audit services are performed consistent with the professional governing standards such as the GAGAS¹¹ and internal audit best practices. These reviews will include post-engagement evaluations of audit execution and documentation, external benchmarking of the internal audit processes, and the use of an array of metrics for measuring auditor performance. **Completion Date – September 30, 2012**

OBJECTIVE 2: Systematize enterprise-wide risk assessments and response

INITIATIVE 2.1: Expand use of the Integrated Risk Control Framework (IRCFW) and Control Self-Assessment (CSA) tool to enhance District-wide CAFR and single audit remediation efforts.

Partnering with OCP's Resource Management and IT Divisions OCP- OPIC will deploy the CSA tool as a means to track, educate, and remediate deficiencies cited in OCP-OPIC and Independent Auditor engagements.

Completion Date – September 30, 2012

¹¹ GAGAS stands for Generally Accepted Government Auditing Standards.



PROPOSED KEY PERFORMANCE INDICATORS – ¹²
Office of Procurement Integrity & Compliance (OPIC)

Measure	FY 2011 Actual	FY 2012 Target	FY2012 YTD	FY2013 Projection¹³	FY2014 Projection	FY2015 Projection
# of Compliance Reviews and Audit Reports Issued	16	18	389	225	150	150
Average # of Days to Complete a Compliance Review/Audit	15.00	10.00	8.64	14.0	14.0	14.0
% of Sole Source, Emergency and Million Dollar Contracts Audited ¹⁴	N/A	100%	100%	100%	100%	100%
% of OCP Contracting Officer Operations Reviewed/Audited ¹⁵	N/A	100%	100%	100%	100%	100%
% of Agency Contracting Officer (ACO) Operations Reviewed/Audited	100%	20%	23.8%	20%	20%	20%

¹² All objectives and initiatives adhere to Generally Accepted Government Auditing Standards (GAGAS) established by the Comptroller General of the United States, OPIC’s United States Government Accountability Office. These professional standards provide a framework for performing high-quality audit work with competence, integrity, objectivity, and independence

¹³ In FY 2013 OPIC will increase the scope and complexity of some of its audits.

¹⁴ This was a new performance measure, for a new audit program that was initiated in FY 2012. Prior year data is not available.

¹⁵ Same as footnote # 11.