

Government of the District of Columbia
Office of Contracting and Procurement



**OCP Response to Pre-Performance
Hearing Questions
Round 1**

Committee of the Whole
Council of the District of Columbia
The Honorable Phil Mendelson, Chairman

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 Organizational Chart

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 31, 2018. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

See Attachment B: OCP Schedule A

3. Please list all employees detailed to or from your agency, if any, anytime this fiscal year (up to the date of your answer). 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 the detail began, and the employee's actual or projected date of return.

OCP does not have any employees detailed to or from the agency as of February 5, 2018.

4. (a) For fiscal year 2017, please list each employee whose salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay.

Title	Name	Salary	Overtime/Bonus
Director, Contracting & Procurement	Schutter, George	\$190,962.00	None
Supervisory Attorney Advisor	Hapeman, Nancy	\$177,620.00	None
Deputy Chief Procurement Officer	Wooten, Michael	\$171,849.89	None
Chief Contracting Officer	Sharp Jr., William	\$171,849.89	None
Chief Learning Officer	Wilson, Ericka	\$159,515.19	None
Chief Information Officer	Lovett, Donald J.	\$158,000.00	None
Chief of Staff	Toppin, Gina	\$151,998.00	None
Assistant Director for Business Resources	Manassa, Marvin	\$151,998.00	None
Chief Contracting Officer	Turner, Angela	\$150,568.49	None
Chief Contracting Officer	Giles, Wilbur C	\$150,000.00	None
Chief Contracting Officer	Atkinson, Wendell	\$149,869.06	None
Supervisory Contract Specialist	Gard, Thomas	\$145,000.00	None
Supervisory Contract Specialist	Lattimore, Courtney	\$144,432.04	None
Attorney Advisor	Harrington, Jody	\$143,694.69	None
Supervisory Attorney Advisor	Regan, Jeremiah	\$143,273.00	None

Chief Contracting Officer	White, Derrick	\$140,718.11	None
Chief Contracting Officer	Allen III, Birchard	\$140,718.11	None
Business Operations Manager	Scott, Marc	\$140,153.17	None
Attorney Advisor	Sadel, Steven	\$138,335.00	None
Supervisory Contract Specialist	Tibbs, Fatmata	\$ 135,000.00	\$1,168.26
Compliance Monitor	Ross, Armeta	\$133,476.00	None
Chief Contracting Officer	Mack, Priscilla	\$132,219.97	None
Supervisory Contract Specialist	Wishod, Steven	\$132,219.97	None
Human Resources Officer II	Saunders Romero, Kenita	\$131,000.00	None
Supervisory Contract Specialist	Allen, Todd	\$130,000.00	None
Supervisory Contract Specialist	Barbour, Helena	\$129,780.00	None
Supervisory Contract Specialist	Muhammad, Hakima	\$129,271.19	None
Supervisory Contract Specialist	Robinson, Marsha	\$128,569.00	None
Supervisory Contract Specialist	Johnson, Jerome	\$126,279.91	None
Supervisory Contract Specialist	Whitley Sr., Reginald	\$125,000.00	None

(b) For fiscal year 2018, please list each employee whose salary is or was \$125,000 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	Salary	Overtime/Bonus
Director, Contracting & Procurement	Schutter, George	\$190,962.00	None
Supervisory Attorney Advisor	Hapeman, Nancy	\$177,620.00	None
Chief Contracting Officer	Sharp Jr., William	\$171,849.90	None
Chief Learning Officer	Wilson, Ericka	\$159,515.20	None
Chief Information Officer	Lovett, Donald	\$158,000.00	None
Chief of Staff	Toppin, Gina	\$151,998.00	None
Assistant Director for Business Resources	Manassa, Marvin	\$151,998.00	None
Chief Contracting Officer	Turner, Angela	\$150,568.50	None
Chief Contracting Officer	Giles, Wilbur	\$150,000.00	None
Chief Contracting Officer	Atkinson, Wendell	\$149,869.10	None
Supervisory Contract Specialist	Lattimore, Courtney	\$147,320.70	None
Supervisory Contract Specialist	Gard, Thomas	\$145,000.00	None
Supervisory Contract Specialist	Wishod, Steven	\$144,119.80	None

Attorney Advisor	Harrington, Jody	\$143,694.70	None
Supervisory Attorney Advisor	Regan, Jeremiah	\$143,273.00	None
Chief Contracting Officer	White, Derrick	\$140,718.10	None
Chief Contracting Officer	Allen III, Birchard	\$140,718.10	None
Business Operations Manager	Scott, Marc	\$140,153.20	None
Supervisory Contract Specialist	Tibbs, Fatmata	\$135,000.00	None
Compliance Monitor	Ross, Armeta	\$133,476.00	None
Chief Contracting Officer	Mack, Priscilla	\$132,220.00	None
Supervisory Contract Specialist	Allen, Todd	\$130,000.00	None
Supervisory Contract Specialist	Barbour, Helena	\$129,780.00	None
Supervisory Contract Specialist	Muhammad, Hakima	\$129,271.20	None
Supervisory Contract Specialist	Robinson, Marsha	\$128,569.00	None
Supervisory Contract Specialist	Johnson, Jerome	\$126,279.90	None
Supervisory Contract Specialist	Hale, Dorothy	\$125,000.00	None
Supervisory Contract Specialist	Whitley Sr., Reginald	\$125,000.00	None
Supervisory Training Instructor	Pearson, James	\$125,000.00	None

5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2017. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

No.	Employee Name	Title	Salary	Overtime Pay
1	Watson, Neal A	Contract Specialist	\$93,279.00	\$3,264.26
2	Johnson, Georgette	Contract Specialist	\$87,657.00	\$1,780.60
3	Delyons, Tanease	Contract Specialist	\$87,657.00	\$1,453.93
4	Overton, Alice L	Management Liaison Specialist	\$83,731.00	\$1,446.40
5	Brevard, Wanda A	Contract Specialist	\$62,449.00	\$1,377.58
6	Rich, Victory J.	Contract Specialist	\$90,254.00	\$1,334.28
7	Tibbs, Fatmata	Supervisory Contract Specialist	\$135,000.00	\$1,168.26
8	Mercer, Tia M	Contract Specialist	\$93,279.00	\$1,076.30
9	Boone Murphy, Antwanette	Supervisory Contract Specialist	\$110,725.00	\$1,064.66
10	Smith-McDermott, Nicole L	Contract Specialist	\$96,090.00	\$1,009.03
11	Halsey, Courtney	Procurement Tech	\$48,122.00	\$1,006.40
12	McDaniel, Durrell	Contract Specialist	\$87,657.00	\$932.73
13	Weaver Thomas, Constance M	Contract Specialist	\$107,334.00	\$928.85
14	Wright, Alisha M	Contract Specialist	\$78,444.00	\$676.69
15	Behi, Abdurashid	Contract Specialist	\$107,334.00	\$619.23
16	Chester, Ebony	Contract Specialist	\$71,371.00	\$569.86
17	Champion, Tiffany	Contract Specialist	\$96,090.00	\$538.15
18	Stewart Sr., Joseph N.	Supervisory Contract Specialist	\$121,292.70	\$524.83
19	Augustus, Ceasar	Contract Specialist	\$78,444.00	\$438.93

20	Burrell Franklin, Paulette	Contract Specialist	\$78,444.00	\$438.93
21	Webb, James A	Supervisory Contract Specialist	\$105,994.50	\$407.68
22	Alexander, Meredith	Contract Specialist	\$78,444.00	\$365.78
23	Francois, Cedet	Contract Specialist	\$93,279.00	\$347.95
24	Sterling, Andrew	Contract Specialist	\$67,419.00	\$340.34
25	Lewis, Ryan	Property Disposal Officer	\$105,637.00	\$335.39
	Total		\$2,265,427.20	\$23,447.04

6. For fiscal years 2017 and 2018 (through January 31), 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 Name	Title	Special Pay	Reason
2017	Harrington, Jody M	Attorney Advisor	\$2,708.92	Performance Allowance for CBU Attorney
	Koslosky, Daniel Ryan	Attorney Advisor	\$1,990.64	Performance Allowance for CBU Attorney
	Total		\$4,699.56	

7. For fiscal years 2017 and 2018 (through January 31), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

Employee	Fiscal Year	Weeks	Amount	Reason
HR Officer	2017	10	\$25,129.00	Non-Disciplinary
Supervisory Contract Specialist	2017	10	\$27,089.00	Non-Disciplinary

8. For fiscal years 2017 and 2018 (through January 31), please state the total number of employees receiving worker's compensation payments.

No OCP employees have received worker's compensation payments in fiscal years 2017 or 2018, to date.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2017 and 2018 (through January 31). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status (as of January 31, 2018).

Employee	Position	Reason	Dates	Paid/Unpaid	Status
Kenita Saunders	Human Resource Officer II	Non-Disciplinary	October 20, 2017	Paid	Separated
Maureen Hill	Supervisory Contract Specialist	Non-Disciplinary	April 11, 2017	Paid	Separated
Reza Hassan	Chief Information Officer	Non-Disciplinary	November 10, 2016	Paid	Separated
Phyllis Love	Performance Management Officer	Non-Disciplinary	October 24, 2016	Paid	Separated
Aaran Lurry	Training Specialist	Non-Disciplinary	June 12, 2017	Paid	Separated
Andrew Sterling	Contract Specialist	Non-Disciplinary	October 30, 2017	Paid	Separated
Arthur Dickerson	Contract Specialist	Non-Disciplinary	January 9, 2017	Paid	Separated
Corinne Omwenga	Compliance Analyst	Non-Disciplinary	October 31, 2016	Paid	Separated
Elizabeth Aviles-Wynkoop	Contract Specialist	Non-Disciplinary	November 7, 2016	Paid	Separated
Robert Jones	Contract Specialist	Non-Disciplinary	January 24, 2017	Paid	Separated
Confidential	Contracting Personnel	Investigation	December 8, 2017	Paid	Active Employee

10. For fiscal years 2017 and 2018 (through January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

Fiscal Year 2017

Seller Agency	Buyer Agency	Service Description	Service Period	Total Amount
DPW	OCP	Fleet Services + Trash Recycling	10/01/16 - 09/30/17	\$25,280.23
OCTO	OCP	RTS Services	10/01/16 - 09/30/17	\$4,283.71
OFRM	OCP	Financial Services	10/01/16 - 09/30/17	\$102,546.00
Total ID from the Agency				\$132,109.94
OCP	DOH	Contracting Services	10/01/16 - 09/30/17	\$226,352.42

OCP	DHCF	Contracting Services	10/01/16 - 09/30/17	\$844,861.82
OCP	DOES	Contracting Services	10/01/16 - 09/30/17	\$612,593.14
OCP	DDOT	Contracting Services	10/01/16 - 09/30/17	\$237,412.20
OCP	DDS	Contracting Services	10/01/16 - 09/30/17	\$402,524.97
OCP	Multiple Agencies	Purchase Card	10/01/16 - 09/30/17	\$36,277,882.00
Total ID to the Agency				\$38,601,626.55

Fiscal Year 2018

Seller Agency	Buyer Agency	Service Description	Service Period	Total Amount
DPW	OCP	Fleet Services + Trash Recycling	10/01/17 - 09/30/18	\$30,532.38
OCTO	OCP	RTS Services	10/01/17 - 09/30/18	\$5,000.00
OFRM	OCP	Financial Services	10/01/17 - 09/30/18	\$145,924.01
DGS	OCP	SPD waste hauling	10/01/17 - 09/30/18	\$16,000.00
Total ID from the Agency				\$197,456.39
OCP	DOH	Contracting Services	10/01/17 - 09/30/18	\$204,141.62
OCP	DHCF	Contracting Services	10/01/17 - 09/30/18	\$1,084,637.94
OCP	DOES	Contracting Services	10/01/17 - 09/30/18	\$778,224.73
OCP	DDS	Contracting Services	10/01/17 - 09/30/18	\$436,637.98
OCP	OSSE	Contracting Services	10/01/17 - 09/30/18	\$168,542.58
OCP	DDOT	Contracting Services	10/01/17 - 09/30/18	\$396,620.34
OCP	OCA	Contracting Services	10/01/17 - 09/30/18	\$150,000.00
DCHR	OCP	Suitability & Compliance	10/01/17 - 09/30/18	\$6,048.00
Total ID to the Agency				\$3,224,853.19

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2017 and 2018 (through January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

Fiscal Year	Date	To	From	Reprogrammed use of Fund	Total
2017	9/30/2017	BOE	OCP	Supplement spending pressure associated with BOE personnel services funds	\$110,000.00
	9/30/2017	UP0	OCP	Supplement workforce investment - UP0	\$500,000.00
	FY 2017 Revised final Local Budget				\$22,835,649.05

There have been no reprogrammings in fiscal year 2018, to date.

12. Please list, in chronological order, every reprogramming *within* your agency during fiscal year 2018 to date. Include known, anticipated intraagency reprogrammings. For each, give the date, amount, and rationale.

Date	To	From	Reprogrammed use of Fund	Total
Jan-18	OCP NPS - Certification training & Contractual Services	OCP PS - Regular Salary	Funds are used to cover for certification training and other contractual services.	\$300,000.00
Oct-17	Local NPS (CSG 0040)	Local NPS (CSG 0020 & 0070)	Temporary labor staff	\$53,000.00

13. For fiscal years 2017 and 2018 (through January 31), please identify each 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. For (4) and (5) provide specific data for fiscal years 2016, 2017, and 2018 (as of January 31) and give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

Name	Fund Detail	Source of Funding	Program Description	Fiscal Year	Revenue	Expenditure	Purpose
4010 - DC SURPLUS PERSONAL PROPERTY SALES OPER.	4010	Proceeds from Surplus Personal Property Sales	Surplus Property	2017	\$458,983	\$371,955	Funds are used to pay the cost of the surplus personal property sales contract & related activities
				2018 (YTD)	\$481,891	\$202,579	Funds are used to pay for salary & benefits of staff under Surplus Property Division
						\$105,667	Funds are used to pay for non-personnel services cost under Surplus Property Division

NOTE: This data represents special purpose revenue authorized for OCP to spend, not the total amount of revenue generated by surplus property sales.

14. Please provide a table showing your agency Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2016, 2017, and the first quarter of 2018. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017.

Fiscal Year	Appropriated Fund	Original Budget	Revised Budget	Expenditure	Explanation of Variance
2016	0100 – Local Funds	\$20,967,859	\$58,418,006	\$58,338,336	Variance of = 0.13%. This surplus is a direct result of net salary lapse savings. OCP has reprogramed local funds from PS to NPS budget during the fiscal year to repurpose this savings from salary lapse. However not all funds were utilized in the Non-Personnel Services category.
	0600 – Special Purpose Revenue Funds	\$375,000	\$375,000	\$296,757	Unused O-type budget authority - 21% after online personal property sales
	0700 - Intra-District Funds	\$18,591,355	\$38,879,705	\$38,232,391	The \$647K represents excess ID budget authority that should have been reduced at the end of the fiscal year.
	Fiscal Year Total	\$39,934,214	\$97,672,711	\$96,867,485	
2017	0100 – Local Funds	\$23,445,649	\$22,835,649	\$22,664,218	Variance of = 0.75%; with an underspending of \$166,472 in NPS and \$4,959 in PS. The total 171K surplus is a direct result of net salary lapse savings. OCP has reprogramed local funds from PS to NPS budget during the fiscal year to repurpose the savings from salary lapse. However not all funds were utilized in the Non-Personnel Services category.
	0600 – Special Purpose Revenue Funds	\$375,000	\$375,000	\$371,955	Unused O-type budget authority - 0.81% after online personal property sales & related activities
	0700 - Intra-District Funds	\$27,840,481	\$38,601,627	\$38,601,627	
	Fiscal Year Total	\$51,661,130	\$61,812,276	\$61,637,800	

2018 (Q1)	0100 – Local Funds	\$22,839,682	\$22,839,682	\$5,367,542	
	0600 – Special Purpose Revenue Funds	\$1,275,966	\$1,275,966	\$269,830	
	0700 - Intra-District Funds	\$3,029,024	\$3,029,024	\$656,319	
	Fiscal Year Total	\$27,144,672	\$27,144,672	\$6,293,691	

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2017 and 2018 (through January 31). 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
	DPW	OCP	Fleet Services + Trash Recycling	10/01/16 - 09/30/17	\$25,280.23
	OCTO	OCP	RTS Services	10/01/16 - 09/30/17	\$4,283.71
	OFRM	OCP	Financial Services	10/01/16 - 09/30/17	\$102,546.00
	Total ID from the Agency				\$132,109.94
	OCP	DOH	Contracting Services	10/01/16 - 09/30/17	\$226,352.42
	OCP	DHCF	Contracting Services	10/01/16 - 09/30/17	\$844,861.82
	OCP	DOES	Contracting Services	10/01/16 - 09/30/17	\$612,593.14
	OCP	DDOT	Contracting Services	10/01/16 - 09/30/17	\$237,412.20
	OCP	DDS	Contracting Services	10/01/16 - 09/30/17	\$402,524.97
	OCP	Multiple Agencies	Purchase card	10/01/16 - 09/30/17	\$36,277,882.06
	Total ID to the Agency				\$38,601,626.61
	FY 2018	DPW	OCP	Fleet Services + Trash Recycling	10/01/17 - 09/30/18
OCTO		OCP	RTS Services	10/01/17 - 09/30/18	\$5,000.00
OFRM		OCP	Financial Services	10/01/17 - 09/30/18	\$145,924.01
DGS		OCP	SPD waste hauling	10/01/17 - 09/30/18	\$16,000.00

	Total ID from the Agency				\$197,456.39
	OCP	DOH	Contracting Services	10/01/17 - 09/30/18	\$204,141.62
	OCP	DHCF	Contracting Services	10/01/17 - 09/30/18	\$1,084,637.94
	OCP	DOES	Contracting Services	10/01/17 - 09/30/18	\$778,224.73
	OCP	DDS	Contracting Services	10/01/17 - 09/30/18	\$436,637.98
	OCP	OSSE	Contracting Services	10/01/17 - 09/30/18	\$168,542.58
	OCP	DDOT	Contracting Services	10/01/17 - 09/30/18	\$396,620.34
	OCP	OCA	Contracting Services	10/01/17 - 09/30/18	\$150,000.00
	DCHR	OCP	Suitability & Compliance	10/01/17 - 09/30/18	\$6,048.00
	Total ID to the Agency				\$3,224,853.19

16. **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 2016 and 2017.**

OCP works with the Mayor’s Budget Office and the Deputy City Administrator to develop our budget. The Mayor’s submitted budget proposals reflect those efforts.

17. **Please list all currently open capital projects for your agency as of the date of your response, 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 one capital project, the Procurement System Upgrade, which requires OCTO to implement. The project started October 1, 2017 and the projected end date is September 2023. The total cost is \$1,284,000. OCP is currently working with OCTO on the plan for execution of this project.

18. 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
Protest of ICI Systems CAB No. P-1068	Protest of award because of ambiguous CLINs for option years as two of the CLINs are end-of-life and manufacturer will not support them after option year one	1/16/2018	Costs of corrective action or reprourement	Pending at CAB
Protest of FEI Systems CAB No. P-1067	Challenge to DBH procurement of medical necessity software and support services on the grounds that evaluation criterion for demonstration of integration with Incedo in a live environment favors some prospective offerors over others	1/8/2018	Costs of corrective action or reprourement	Pending at CAB
Protest of Fort Myer Construction Corp. CAB No. P-1069	Challenge to the award of a contract claiming the awardee had an unbalanced bid	1/30/18	Costs of corrective action or reprourement	Pending at CAB
Appeal to DCCA No. 17-CV-1123 Beale and Cofield	Claim of failure to give RIFed employee priority consideration for rehire and whether employees were properly separated from positions of record	Appealed Superior Ct decision upholding the RIF	Seeking reinstatement, back pay, and attorneys' fees	Pending decision

Case Name	What About	When Filed	What Impact on Agency (OCP)	Upcoming Milestones
Appeal of Flippo Construction CAB No. D-1422	Construction delay claim	1/18/11	\$1.9 M plus interest; District counterclaim for \$743,600 liquidated damages	On appeal with the DCCA
Appeal of Fort Myer Construction Corp. D-1454	Request for equitable adjustment	7/18/12	\$100,000	Awaiting CAB's decision
Appeal of Rustler Construction, Inc. D-1385	Request for equitable adjustment and delay claim	4/1/10	\$1,227,021 plus interest	On appeal before the DCCA
OCP Employee v. District of Columbia, 2017 CA 003755 B	Discrimination, hostile work environment and retaliation	8/15/2017	Lost wages and benefits, punitive damages, attorneys' fees, and court costs	Awaiting decision from DCCA
Appeal of Black Creek Integrated Systems Corp., CAB No. D-1500	Claim for termination for convenience costs.	5/4/15	\$711,025.18	Awaiting CAB's decision
Appeal of Professional Management Consulting Services, Inc., CAB No. D-1518	Claim for improper termination	7/25/17	\$100,820 plus attorneys' fees and court costs	Awaiting ruling from the CAB on the District's motions.
Appeal of Infosys, Inc. CAB No. D-1513	Request for equitable adjustment	12/23/16	\$3,689,030.54	Trial is scheduled for 7/24/18 – 8/6/18.
Appeal of Medstar Family Choice CAB No. P-1044	Challenge to the award of the managed care organization contracts	6/06/17	Costs of corrective action or reprourement	n/a

19. (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 in fiscal years 2017 or 2018 (through January 31).

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

Completed in FY17/FY18:

ODCA - D.C. Spent \$41 Million in Emergency Contingency Funds Responding to Winter Storm Jonas, and Could Have Saved Money through Negotiation and Improved Management of Retainer Contracts (OCP Final Response 12/26/16; ODCA Final Report issued 1/11/17)

OIG Project# 17-1-15FB - Audit of the District of Columbia Fire and Emergency Medical Services Contract with Third Party Basic Life Support Transport Services (Draft Report submitted to OCP from OIG on 11/29/17; OCP submitted its response on 12/6/17)

OIG Project# 16-1-17MA - Government of the District of Columbia Fiscal Year 2017 Procurement Practices Risk Assessment (Final Report July 2017)

Initiated in FY17/FY18:

OIG Project# 18-1-O2HT - Inspection of the D.C. Supply Schedule, Selected Temporary Support Services Contracts (2nd Draft Report Issued by OIG on 12/22/17; OCP Response is due 2/02/18)

OIG Project# 18-I-02PO - Inspection of the Office of Contracting and Procurement Surplus Property Disposal Program (Project Started 11/09/2017)

OIG Project# 18-1-02KA1-4 - Audit of the District of Columbia Department of Transportation Contracting Procedures (Project started 01/04/18)

20. **How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2016, 2017, and 2018 (through January 31). Give a brief description of each grievance, and the outcome as of January 31, 2018. Include on the chronological list any earlier grievance that is still pending in any judicial forum.**

Fiscal Year	Complainant	Description of Grievance	Outcome
2018	Employee	Employee alleged Unfair Treatment	Employee was issued an exit by an EEO Counselor; employee has the option of filing with OHR.
2017	Union	Employee was terminated due to poor attendance	Termination Sustained
2017	Employee	Employee alleged Discrimination, hostile work environment, and retaliation.	Litigation on hold
2017	Employee	Employee alleged race discrimination	Dismissed January 23, 2018

21. (a) **Please describe the agency’s procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees.**

OCP has identified a Sexual Harassment Officer (SHO) and notified all managers that she should be contacted if a staff member lodges a complaint. The SHO will then determine next steps to investigate the allegation. As of February 12, OCP’s HR department has drafted an internal Sexual Harassment Policy that aligns with Mayor’s Order 2017-313 and outlines sexual harassment

prevention and how to report allegations.

(b) List and describe each allegation received by the agency in FY17 and FY18, to date, and the resolution of each as of the date of your answer.

There were no allegations of sexual harassment or misconduct in FY17. In fiscal year 2018, there is one allegation of sexual harassment that is still being actively investigated as of February 5, 2018.

22. In table format, please list the following for fiscal years 2017 and 2018 (through January 31, 2018) 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).

Cardholder	Title	Daily Limit	Monthly Limit	Total Spend
Berchel Douglas	Admin. Support Specialist	\$5,000.00	\$20,000.00	\$134,856.49
Kimberly Diggs	Executive Assistant	\$5,000.00	\$20,000.00	\$166,864.36
Latrina Gross	Admin. Support Specialist	\$5,000.00	\$20,000.00	\$54,354.12
Forrest Carpenter	Communications Specialist	\$5,000.00	\$20,000.00	\$34,964.79

Cardholder	Title	Daily Limit	Monthly Limit	Total Spend in FY18 (as of 1/31)
Berchel Douglas	Admin. Support Specialist	\$5,000.00	\$20,000.00	\$32,027.65
Kimberly Diggs	Executive Assistant	\$5,000.00	\$20,000.00	\$13,445.55
Latrina Gross	Admin. Support Specialist	\$5,000.00	\$20,000.00	\$3,964.90
Forrest Carpenter	Communications Specialist	\$5,000.00	\$20,000.00	\$1,027.63

23. Please provide a list of all procurements for goods or services for use by your agency over \$10,000 for fiscal years 2017 and 2018 (through January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

Fiscal Year	Contractor	Contract Amount	Purpose of the Contract
2017	Dun & Bradstreet	\$19,926.63	Software application tool used by OCP staff to evaluate vendors
2017	GovDeals, Inc.	\$138,348.26	Online auction application used by OCP Surplus Property Division to advertise the auction of goods for resale to the public.
2017	Walton and Green Consultants	\$45,686.00	Consultant services used for OCP temporary contracting staff

2017	Walton and Green Consultants	\$54,852.05	Consultant services used for Surplus Property Division temporary contracting staff
2017	Compass Group USA, Inc.	\$12,969.50	Consultant used for the annual DC Buys Reverse Trade Fair
2017	Dell Marketing L.P.	\$19,753.68	Purchase of Laptops and Accessories for OCP Staff
2017	CACI, INC	\$99,247.01	Contractor used to review and evaluate DDOT FedSelect Facilitation Support
2017	GovDeals, Inc.	\$157,513.69	Online auction application used by OCP Surplus Property Division to advertise the auction of goods for resale to the public.
2017	Computer Aid, Inc.	\$29,662.03	Temporary consultant for OCP IT Division
2017	Walton and Green Consultants	\$105,608.24	Consultant service used for OCP temporary contracting staff
2017	Walton and Green Consultants	\$20,869.05	Consultant service used to support DDOT OCP procurement staff
2017	Walton and Green Consultants	\$26,271.30	Consultant services used to support OCP procurement staff
2017	Walton and Green Consultants	\$44,997.70	Consultant service used to support OCP Surplus Property Division
2017	George Washington University	\$104,942.70	Training for OCP procurement staff
2017	Business Promotion Consultants	\$10,120.43	Consultant used to create OCP RFP/IFB/SAP processes
2017	Dell Marketing L.P.	\$70,168.06	Purchase of IT equipment for OCP staff
2017	Dell Marketing L.P.	\$10,197.07	Purchase of IT accessories for OCP staff
2017	The Impact Group LLC	\$16,834.74	Smart board purchase for the Procurement Training Institute
2018	GovDeals, Inc.	\$80,000.00	Online auction application used by OCP Surplus Property Division to advertise the auction of goods for resale to the public.
2018	Dun & Bradstreet	\$32,999.99	Software application tool used by OCP staff to evaluate vendors
2018	Walton and Green Consultants	\$79,712.60	Temporary staff used to support the Surplus Property Division
2018	Walton and Green Consultants	\$53,000.00	Consultant services used to support OCP procurement staff
2018	George Washington University	\$99,877.50	Training for OCP procurement staff
2018	Adobe Systems Inc.	\$23,472.00	OCP software license renewal
2018	Capital Services and Supplies	\$10,000.00	Contractor for OCP logistics and moves
2018	Dell Marketing L.P.	\$25,554.21	Software application purchase for upgrade of Microsoft Office 365

	TOTAL	\$1,392,566.44	
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24. (a) **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 through monthly reporting, usage, and detailed billing reviews.

(b) In table format, please provide the following information for fiscal years 2017 and 2018 (through January 31), 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 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

See Attachment C: OCP Mobile Asset Listing

25. (a) **Does your agency have or use one or more government vehicle? If so, for fiscal years 2017 and 2018 (through January 31), please list any vehicle the agency owns, leases, or has assigned to it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).**

In fiscal years 2017 and 2018, OCP owned two box trucks and four vans.

(b) Please list all vehicle accidents involving your agency’s vehicles for fiscal years 2016, 2017, and 2018 (through January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

There have been no accidents in fiscal years 2016, 2017, and 2018, to date.

26. **D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.**

No settlements were paid from OCP’s budget in fiscal years 2017 or 2018.

27. (a) **D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?**

(b) Please explain all exceptions, if any, and 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 chauffeur or take-home status.

OCP is in compliance with this law.

28. In table format, please provide the following information for fiscal years 2017 and 2018 (through January 31) regarding your agency's authorization of employee travel: (1) each trip outside the region; (2) individuals (by name and title/position) authorized to travel outside the region; (3) total expense for each trip (per person, per trip, etc.); and (4) justification for the travel (per person and trip).

Fiscal Year	Employee Name/Title	Purpose of Travel	Total Exp.	Justification
2017	Antoinette Goins IT Manager	Ariba Conference Las Vegas, NV	\$2,665.60	Ariba LIVE is the leading professional conference for exploring best-in-class business commerce practices. Ariba provided information 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.
2017	Erica Willis Management Liaison Specialist	HR Metrics San Francisco, CA	\$2,403.00	This conference is an exclusive forum for human resources metrics and analytics professionals who want to improve their organizations' metrics and analysis capability.
2017	Angela Turner Chief Contracting Officer	NASPO Exchange Meeting St. Louis, MO	0.00	National Association of State Procurement Officials (NASPO) provides procurement professionals with professional development and certification preparation that is essential to their position. All travel expenses were paid by NASPO.
2017	Heather Reynolds Supervisory Contract Specialist	NASPO Exchange Meeting St. Louis, MO	\$0.00	National Association of State Procurement Officials (NASPO) provides procurement professionals with professional development and certification preparation that is essential to their position. All travel expenses were paid by NASPO.
2017	Antwanette Murphy Supervisory Contract Specialist	NASPO Exchange Meeting St. Louis, MO	\$0.00	National Association of State Procurement Officials (NASPO) provides procurement professionals with professional development and certification preparation that is essential to their position. All travel expenses were paid by NASPO.
2017	Gina Toppin Chief of Staff	NASPO Academic Forum Tempe, AZ	\$0.00	National Association of State Procurement Officials (NASPO) provides procurement professionals with professional development and certification preparation that is essential to their position. All travel expenses were paid by NASPO.

Fiscal Year	Employee Name	Purpose of Travel/Training	Total Exp.	Justification
2017	Rosalia Rojas Purchase Card Program Officer	NAPCP- National Association for Purchase Card Professionals Houston, TX	\$2028.00	The NAPCP is a membership-based professional association committed to advancing Commercial Card and Payment professionals and industry practices worldwide. NAPCP provides professional development that is essential to their position.
2017	Tornia Harrison Purchase Card Program Specialist	NAPCP- National Association for Purchase Card Professionals Houston, TX	\$2,028.00	The NAPCP is a membership-based professional association committed to advancing Commercial Card and Payment professionals and industry practices worldwide. NAPCP provides professional development that is essential to their position.
2017	Gina Toppin Chief of Staff	ICSC Recon Las Vegas, NV	\$3,306.00	ICSC Recon is the global convention for the shopping center industry. The 2017 annual conference included professional development workshops, industry panels, and a presentation on public private partnerships.
2017	Jacqueline Bigelow Records Technician	ARMA Live Orlando, FL	\$2,100.00	ARMA provides information professionals the resources, tools, and training they need to effectively manage records and information within an established information governance framework
2017	Erica Willis Management Liaison Specialist	SHRM Conference New Orleans, LA	\$2,717.35	The Society for Human Resource Management (SHRM) is the world's largest HR membership organization devoted to human resource management. Representing more than 275,000 members in over 160 countries, the Society is the leading provider of resources to serve the needs of HR professionals and advance the professional practice of human resource management.
2017	Kenita Romero HR Officer	SHRM Conference New Orleans, LA	\$2,717.35	. The Society for Human Resource Management (SHRM) is the world's largest HR membership organization devoted to human resource

				management. Representing more than 275,000 members in over 160 countries, the Society is the leading provider of resources to serve the needs of HR professionals and advance the professional practice of human resource management.
2017	Gina Toppin Chief of Staff	SHRM Conference New Orleans, LA	\$2,717.35	The Society for Human Resource Management (SHRM) is the world's largest HR membership organization devoted to human resource management. Representing more than 275,000 members in over 160 countries, the Society is the leading provider of resources to serve the needs of HR professionals and advance the professional practice of human resource management.
2017	Lorien Crawley Management Liaison Specialist	SHRM Conference New Orleans, LA	\$2,717.35	The Society for Human Resource Management (SHRM) is the world's largest HR membership organization devoted to human resource management. Representing more than 275,000 members in over 160 countries, the Society is the leading provider of resources to serve the needs of HR professionals and advance the professional practice of human resource management.
2017	Latrina Gross Support Services Specialist	NASASP 2016 Annual Conference Orange, CA	\$1,908.48	National Association of State Agencies for Surplus Property (NASASP) provides professional development and certification preparation that is essential to their position.
2017	Darrick Evans Support Services Specialist	NASASP 2016 Annual Conference Orange, CA	\$1,908.48	National Association of State Agencies for Surplus Property (NASASP) provides professional development and certification preparation that is essential to their position.
2017	Marvin Manassa Chief Property Officer	NASASP 2016 Annual Conference Orange, CA	\$1,908.48	Marvin Manassa is the Vice President of the DC area for NASAP. The National Association of State Agencies for Surplus Property (NASASP) is an organization to which its individual members subscribe to the principles set forth in their Code of Ethics. They cooperate with the federal government in developing, promoting, and maintaining standard practices throughout the nation in warehousing, distributing, accounting and transferring of available federal property.
2017	Ryan Lewis	NPMA Meeting	\$2,104.94	National Property Management Association

	Deputy Chief Property Officer	Phoenix, AZ		(NPMA) is a nonprofit membership association for professionals who are responsible for management of equipment, materials and surplus property. NPMA also prepares property disposal specialist for certifications that are essential to their positions.
2017	Marvin Manassa Chief Property Officer	NPMA Meeting Phoenix, AZ	\$2,104.94	National Property Management Association (NPMA) is a nonprofit membership association for professionals who are responsible for management of equipment, materials and surplus property. NPMA also prepares property disposal specialist for certifications that are essential to their positions.
2017	Ken Wallington Supervisory Contract Specialist	NASPO Value Point Savannah, GA	0.00	National Association of State Procurement Officials (NASPO) provides procurement professionals with professional development and certification preparation that is essential to their position. All travel expenses were paid by NASPO.
2016	Dorothy Hale Supervisory Contract Specialist	NASPO Value Point Savannah, GA	0.00	National Association of State Procurement Officials (NASPO) provides procurement professionals with professional development and certification preparation that is essential to their position. All travel expenses were paid by NASPO.
2017	Adele Smith Contract Specialist	NIGP Forum Salt Lake City, UT	\$2,719.10	The NIGP forum provides leadership with professional development and certification preparation that is essential to their position NASPO paid the registration fee of \$995.00 for all OCP employees.
2017	Dawn Mayo Contract Specialist	NIGP Forum Salt Lake City, UT	\$2,719.10	The NIGP forum provides leadership with professional development and certification preparation that is essential to their position NASPO paid the registration fee of \$995.00 for all OCP employees.
2018	Yvette Henry Supervisory Contract Specialist	NIGP Forum Salt Lake City, UT	\$2,719.10	The NIGP forum provides leadership with professional development and certification preparation that is essential to their position NASPO paid the registration fee of \$995.00 for all OCP employees.
2018	Sonia Neblett Contract Specialist	NIGP Forum Salt Lake City, UT	\$2,719.10	The NIGP forum provides leadership with professional development and certification preparation that is essential to their position NASPO paid the registration fee of \$995.00 for all OCP employees.
2018	Kenneth Wallington	NIGP Forum	\$2,719.10	The NIGP forum provides leadership with professional development and certification

	Supervisory Contract Specialist	Salt Lake City, UT		preparation that is essential to their position NASPO paid the registration fee of \$995.00 for all OCP employees.
2018	Tornia Harrison Purchase Card Program Specialist	NIGP Forum Salt Lake City, UT	\$2,719.10	The NIGP forum provides leadership with professional development and certification preparation that is essential to their position NASPO paid the registration fee of \$995.00 for all OCP employees.

29. Please provide and itemize, as of January 31, 2018, 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 or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Names	Titles	Term	Hire Date	Date Term/Contract Expiration	Appointment Type
Markita Adams	Administrative Support Specialist	13 Months	August 7, 2017	September 6, 2018	Term
Chiquita Simmons	Administrative Support Specialist	13 Months	January 23, 2017	February 22, 2018	Term
Malik Shy	Special Assistant	13 Months	August 20, 2018	September 20, 2018	Term
Ana Rangel	Contract Specialist	13 Months	June 12, 2017	July 11, 2018	Term
Margaret Platek	Supervisory Contract Specialist	13 Months	May 28, 2017	June 27, 2018	Term
Jamila Yore	Contract Price/Cost Analyst	13 Month	June 12, 2017	July 11, 2018	Term

OCP also has 7 temporary support personnel.

30. What efforts has your agency made in the past year to increase transparency? Explain.

OCP has continued to build on the progress we made in fiscal year 2017 to post all contracts over \$100,000 on the OCP website in a searchable format. We have completed refresher courses and issued mandatory timeframes for posting documents on the OCP website after a contract is awarded.

31. What efforts will your agency be making to increase transparency? Explain.

OCP will continue to work toward better transparency by making a more robust, thorough acquisition plan and forecast available on the website. The forecast will be detailed, searchable, and include information that is critical to the business community to plan in advance for responding to contracting opportunities in the fiscal year.

32. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.

There are no legislative requirements that OCP lacks sufficient resources to properly implement.

33. Please identify any statutory or regulatory impediments to your agency's operations.

There are two statutory impediments to OCP's operations:

- 1) Revising Council review criteria for option periods so that the base period and options are reviewed once at the time of initial award of the contract;
- 2) Allowing 10-day passive approval for contracts that exceeded their initial ceiling due to an unanticipated increase in need or additional funding added to a program or project that is \$1M or more than the original ceiling.

34. Did your agency receive any FOIA requests in fiscal year 2017? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment.

Yes. See Attachment D: OCP FOIA Report

35. For purposes CBE agency compliance purposes, what is your agency's current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency's expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2016, 2017 and 2018 (through January 31).

FY	Adjusted expendable budget	Amount spent with SBEs	% of expendable budget spent with SBEs	% of CBE spending, relative to your current expendable budget	CBE goal in Green book
2018	\$402,800.55	\$142,712.60	35%	0%	\$301,016.00
2017	\$1,110,854.58	\$570,524.40	51%	0%	\$144,900.00
2016	\$19,431,642.49	\$8,943,047.27	46.02%	28%	\$400,000.00

In each of the last three years, OCP has requested one CBE waiver for \$375,000 for the online auction platform that supports OCP's Surplus Property Program.

36. 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 E: OCP FY18 Performance Plan

37. (a) What are your agency’s key performance indicators and what has been your agency’s performance (for each of these KPIs) in fiscal year (or calendar year) 2016, 2017, and 2018 (through the first quarter).

Measure	FY 2016 Target	FY 2016 Actual
Total value of purchase orders awarded to CBE firms (in millions)	317	497.7
Percent of Active contracts in excess of \$100,000 published in PASS	90	49.3
Achievement of Small Business Enterprises (SBEs)/Certified Business Enterprises (CBEs) subcontracting mandate for contracts over \$250,000	100	32.8
DPA agencies integrated into OCP centralized contract file management system for consistent records management	3	2
Time of filled vacancies from the request to onboarding	60	50.3
Percent of 1% fee collections due from the District of Columbia Supply Schedule (DCSS)	100	76.9
Number of certified non-profits using SPD program	80	128
Number of agency property officers (APOs) trained on the federal reutilization website; GSAXcess.gov, its enhancements and OCP surplus property policies and procedures	50	95
Amount of cost avoidance realized through re-utilization of surplus (in millions)	4	4.8
Amount of revenue generated from surplus property (in millions)	3.9	4.1
Percent of Procurement staff completing the certifications courses	45	51.1
Procurement personnel completing the	60	178.3

Measure	FY 2016 Target	FY 2016 Actual
Foundations Course		
Percent of Contracting Officers with Delegated Authority who are audited	100	100
Percent of Comprehensive Annual Financial Report and Single Act Report deficiencies remediated within a year of the audit period	100	100
Number of reviews and audits	121	99
Percent of FOIA requests responded to within the statutory timeframe of fifteen business days	90	90.5
Percent of total number of issues resolved for all customers within eight business hours	95	96.8
Vendor record maintenance updates approved within twenty-four business hours	90	99.4
Percent of responses to all IT support tickets created within two business hours	95	97.4
Automate procurement workload management system	0	100

Measure	FY 2017 Target	FY 2017 Actual
Percent of Comprehensive Annual Financial Report (CAFR) deficiencies remediated within a year of the audit period	100%	Waiting on Data
Percent of audited contracting officers with a scorecard rating of at least 80%	100%	62.5%
Percent of Single Audit Act deficiencies remediated within a year of the audit period	100%	No applicable incidents
Amount of revenue generated from surplus property (in millions)	4	4
Amount of cost avoidance realized through re-utilization of surplus (in millions)	5	5.1
Percent of IT support issues resolved for	95%	77.5%

Measure	FY 2017 Target	FY 2017 Actual
all customers within eight (8) business hours		
Percent of vendor maintenance records approved within twenty- four (24) business hours	90%	64%
Percent of procurements greater than \$1 million utilizing proper milestone planning	80%	100%
Percent of accurate and timely annual agency acquisition planning reports completed by OCP and the program agencies	100%	100%
Percent of milestone plans developed for procurements greater than \$1 million	90%	100%
Percent of OCP procurement professionals completing the “Foundations” course within 90 days of on-boarding	100%	100%
Percent of OCP procurement professionals achieving appropriate contracting tier level certification	100%	69.7%
Percent of awarded contracts publicly posted	90%	90.4%
Percent of FOIA requests responded to within the statutory timeframe (15 business days)	90%	44.1%
Number of vendor engagement forums hosted by and in participation with OCP	33	21

Strategic Objective	Key Performance Indicators	FY2018 - Q1
1 - Improve the quality and cost efficiency of procured goods, services, and construction.	1. <i>Percent of timely contractor performance evaluations on currently awarded contracts</i>	29.7%
2 - Improve planning and forecasting to support strategic business decisions in procurement.	2. <i>Percent of planned contracts that are awarded within the fiscal year</i>	Annual Metric
	3. <i>Number of contract ratifications</i>	15
	4. <i>Number of retroactive contracts</i>	1
3 - Sustain a highly competent	5. <i>Percent of OCP procurement staff positions that are vacant</i>	6.5%

workforce.	6. <i>Percent of OCP procurement professionals achieving appropriate contracting tier level certification</i>	82%
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders.	7. <i>Percent of awarded contracts over \$100,000 publicly posted</i>	44.7%

(b) What KPIs have been dropped (or changed) since 2014? List each specifically and explain why it was dropped or changed.

Dropped or Changed from FY2017 Performance Plan

In the summer of 2017, the CPO overhauled OCP’s key performance indicators (KPIs) with three overarching goals in mind: to (1) Focus the attention of OCP staff on a small number of important KPIs; (2) Focus on transformative, strategic goals that are tightly coupled to OCP’s mission; and (3) Align all KPIs with procurement health goals. (The CPO defines procurement health as follows: “*Our procurement system is healthy when District agencies are able to execute their annual acquisition plans timely; procurement staffing levels are sufficient to meet the needs of the agencies; procurement professionals are trained and certified to consistently purchase quality goods, services, and construction in a timely manner and at a reasonable cost; procurement processes are standardized, measured, and continuously improved; and procurement actions are transparent to the public and executed in a manner that is above reproach.*”)

Accordingly, the following changes were made to the FY17 Performance Plan KPIs:

Key Performance Indicators	Outcome	Reason
<i>1. Percent of vendor maintenance records approved within twenty- four (24) business hours</i>	Deleted	Not measuring a major or strategic business activity
<i>2. Amount of revenue generated from surplus property (in millions)</i>	Move to Workload Measures	Not aligned with Procurement Health goals
<i>3. Amount of cost avoidance realized through re-utilization of surplus (in millions)</i>	Deleted	Not aligned with Procurement Health goals
<i>4. Percent of IT support issues resolved for all customers within eight (8) business hours</i>	Deleted	Not aligned with Procurement Health goals
<i>5. Percent of audited contracting officers with a scorecard rating of at least 80</i>	Deleted	Not timely; cannot measure at least quarterly
<i>6. Percent of procurements greater than one (1) million dollars utilizing proper milestone planning</i>	Deleted	Vague; definition of “proper” is not measureable as currently worded
<i>7. Percent of Comprehensive Annual Financial Report (CAFR) deficiencies remediated within a year of the audit period</i>	Deleted	Not timely; cannot measure at least quarterly
<i>8. Percent of Single Audit Act deficiencies remediated within a year of the audit period</i>	Deleted	Not timely; cannot measure at least quarterly
<i>9. Percent of accurate and timely annual agency acquisition planning reports completed by OCP and the program agencies</i>	Deleted	Not measuring a major or strategic business activity
<i>10. Percent of milestone plans developed for procurements greater than one (1) million dollars</i>	Deleted	Redundant; already a similar measure

11. Percent of OCP procurement professionals completing the “Foundations” course within 90 days of on-boarding	<i>Deleted</i>	Redundant; already have a training and certification measure
12. Percent of FOIA requests responded to within the statutory timeframe (15 business days)	<i>Deleted</i>	Not measuring a major or strategic business activity
13. Number of vendor engagement forums hosted by and in participation with OCP	<i>Deleted</i>	Not measuring a major or strategic business activity

Dropped or Changed from FY2016 Performance Plan

Key Performance Indicators	Outcome	Reason
<i>1. Number of Procurement Integrity and Compliance reviews and audit reports</i>	Deleted	Identifying the number of reviews did not take into account the substance of the reviews; therefore the measure did not prove useful
<i>2. Percent of OCP Contracting Officer Delegations Reviewed/Audited</i>	Deleted	100% of Contracting Officers are audited; therefore, the measure did not prove to be useful
<i>3. Total value of purchase orders awarded to CBE firms (in millions)</i>	Deleted	Moved to Workload Measures
<i>4. Invoiced spend against DCSS</i>	Deleted	Data could not be corroborated

Dropped or Changed from FY2015 Performance Plan

Key Performance Indicators	Outcome	Reason
<i>1. Dollar amount of procurements awarded to CBE firms (operating)</i>	Changed	Changed to Total value of purchase orders awarded (in millions). Purchase order data was more reliable at the time.
<i>2. Percent of dollars awarded to CBE firms (operating)</i>	Deleted	Not necessary as a separate KPI; data could be extracted if needed
<i>3. Number of term contracts</i>	Deleted	Term contract data was unreliable
<i>4. Dollar amount of procurements using Term Contracts (in millions)</i>	Deleted	Term contract data were unreliable
<i>5. Percent of unplanned procurements</i>	Deleted	The KPI was scheduled to accompany a similar initiative; however, OCP decided against both
<i>6. Percent of active contracts "published" in PASS</i>	Changed	Changed to Percent of active contracts in excess of \$100,000 published in PASS. The metric was revised to better measure compliance with dollar-threshold regulatory requirements.
<i>7. Percentage of completed eVals</i>	Deleted	e-Val data was unreliable

8. <i>Number of DPA agencies assessed for compliance</i>	Deleted	There was no longer an emphasis on the Delegated Procurement Authority model; therefore, the measure was not useful
9. <i>Percent of Customer Service quality and speed criteria achieved for all calls</i>	Deleted	There was consistent high performance in this measure; it was no longer useful
10. <i>Percent of requested Contract files found in Records Management</i>	Deleted	There was consistent high performance with this measure; it was no longer useful
11. <i>Number of customer satisfaction surveys sent</i>	Deleted	Measure did not align with agency objectives
12. <i>Percent of procurement staff trained at each tier in preparation for certification exams.</i>	Deleted and Replaced	Measure language was revised to better align with management's priorities
13. <i>Number of training staff certified in adult learning methodology and the delivery of procurement curriculum at all three tiers.</i>	Deleted and Replaced	Measure language was revised to better align with management's priorities
14. <i>Percent of total number of intranet and internet updates completed within 24 hours</i>	Deleted	Measure did not align with agency objectives
15. <i>Percent of active contracts</i>	Deleted	Measure did not align with agency priorities
16. <i>Percent of requested Contract files found in Records Management</i>	Deleted	There was consistent high performance in this measure; it was no longer useful.
17. <i>Number of customer satisfaction surveys sent</i>	Deleted	Measure did not align with agency priorities
18. <i>The annual average employee and customer satisfaction ratings based on a 5 point scale.</i>	Deleted	Measure did not align with agency priorities
19. <i>Percent of Public Information Officer stories pitched resulting in media coverage</i>	Deleted	Measure did not align with agency priorities
20. <i>Number of media releases created and distributed to the appropriate media outlets</i>	Deleted	Measure did not align with agency priorities
21. <i>Average time between recruitment and hiring (days)</i>	Deleted	Measure did not align with agency priorities
22. <i>Percent of budgeted FTEs currently staffed</i>	Deleted	Measure did not align with agency priorities
23. <i>Percent of employee performance reviews completed on schedule</i>	Deleted	Measure did not align with agency priorities

Dropped or Changed from FY2014 Performance Plan

Key Performance Indicators	Outcome	Reason
1. <i>Dollar amount of Central Purchasing Office purchases per FTE (in millions)</i>	Deleted	The primary procurement function transitioned from the Central office to the Delegated Procurement Authority model
2. <i>Average number of days to complete a Compliance Review/Audit</i>	Deleted	No accurate methodology for measurement
3. <i>Percent of Sole Source, Emergency and Million Dollar Contracts Audited</i>	Deleted	100% of emergency and sole source contracts were audited; therefore the measure was not

		useful. Contracts valued over \$1 Million were addressed via another review process.
<i>4. Number of Procurement Integrity and Compliance Division (OPIC) Reviews and Audit Reports issued</i>	Deleted	Measure did not align with agency objectives
<i>5. Percent of Agency Contracting Officer (ACO) Delegations Reviewed/Audited</i>	Changed	Changed to Percent of Contracting Officers with delegated authority audited. Minor semantic change due to language preference
<i>6. Number of additional vendors in Sourcing Module</i>	Deleted	Not a major or strategic business activity
<i>7. Percent of contracts processed through e-Sourcing</i>	Deleted	Could not generate consistent or reliable data

38. 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 2017 and 2018.

Procurement System Upgrade

In the fiscal year 2018 budget, OCP was granted capital budget to upgrade the Procurement Automated Support System (PASS). The system upgrade will make the procurement process and documentation easier to manage for OCP’s procurement professionals.

Transparency

OCP continues to focus on transparency in the District’s contracting process.

Engagement

OCP will work to ensure that the District’s contractors and subcontractors are aware of the newly created Office of the Ombudsman. We are also working to find new and creative ways to engage with the business community, while continuing our major engagement initiatives such as DC Buys.

Acquisition Planning/Forecasting

OCP will continue to refine the acquisition planning process so that we are able to create a thorough, comprehensive plan that identifies anticipated requirements, timeframes for delivery and the anticipated budget for each programmatic need in the coming fiscal year. These plans are necessary to create strong forecast of procurement opportunities to industry.

Training

OCP is working on the next phase of training for the District’s procurement personnel, specifically continuing education for those who have completed their tiered certification. The OCP Learning and Development team is also working to update courseware and make more courses available online.



FTE: 2
VAC: 0

Office of Contracting and Procurement

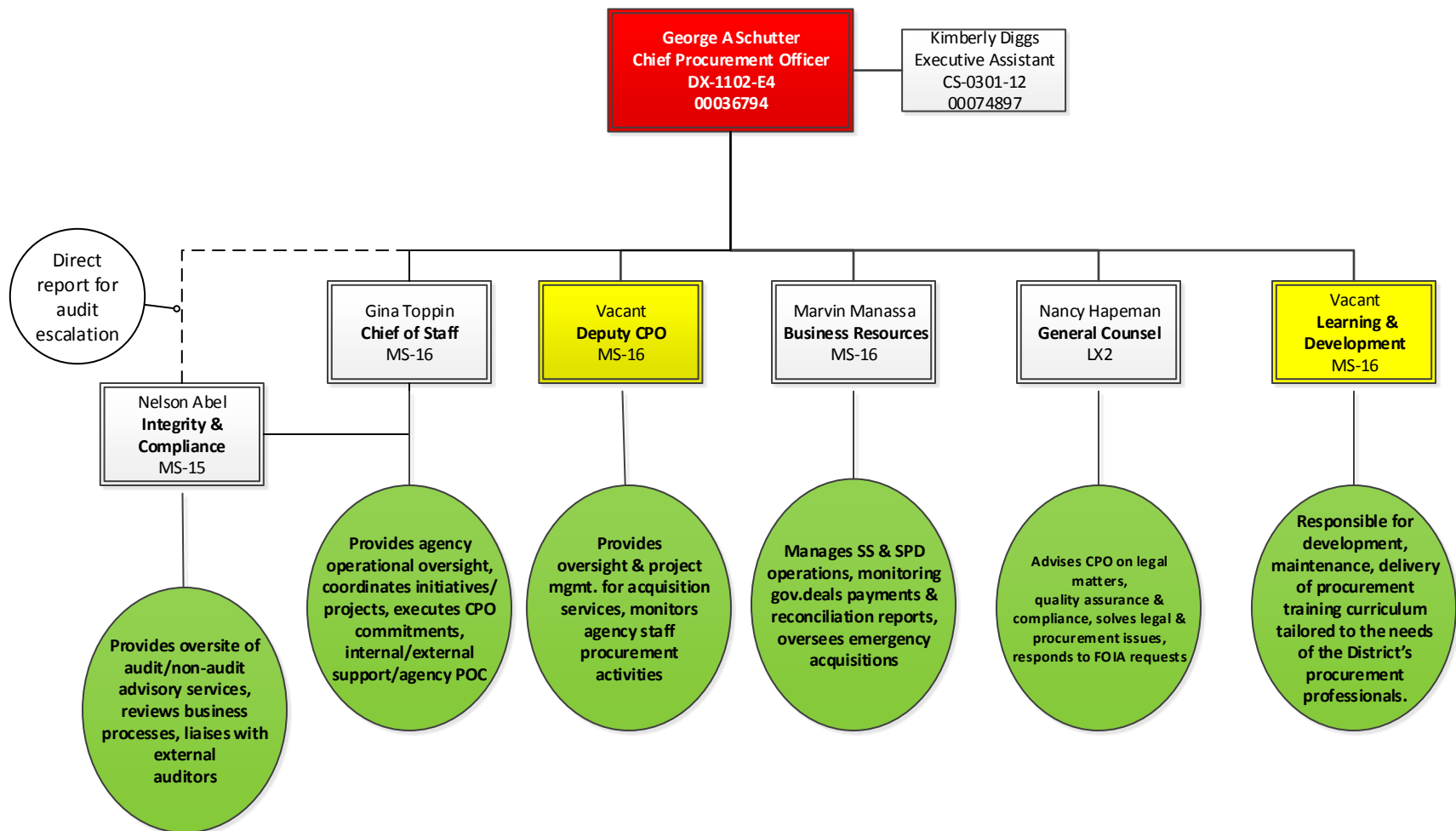
EXECUTIVE MANAGEMENT
(PROPOSED FOR FY18)

Effective 2/05/18
TENTATIVE

TOTAL
FTE: 224
VAC: 13

Partners with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

Last Updated:
01.30.18



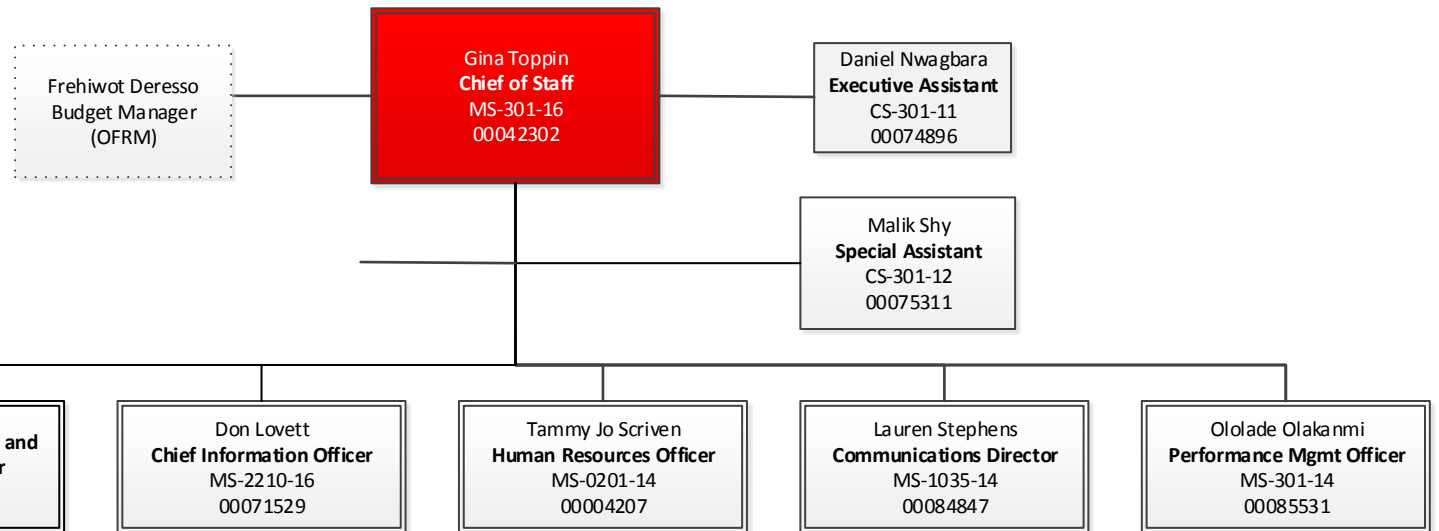


Office of Contracting and Procurement

Operations

Provides a range of oversight, administrative, and customer service support for the Office of Contracting and Procurement and customer agencies.

FTE: 30
VAC: 1



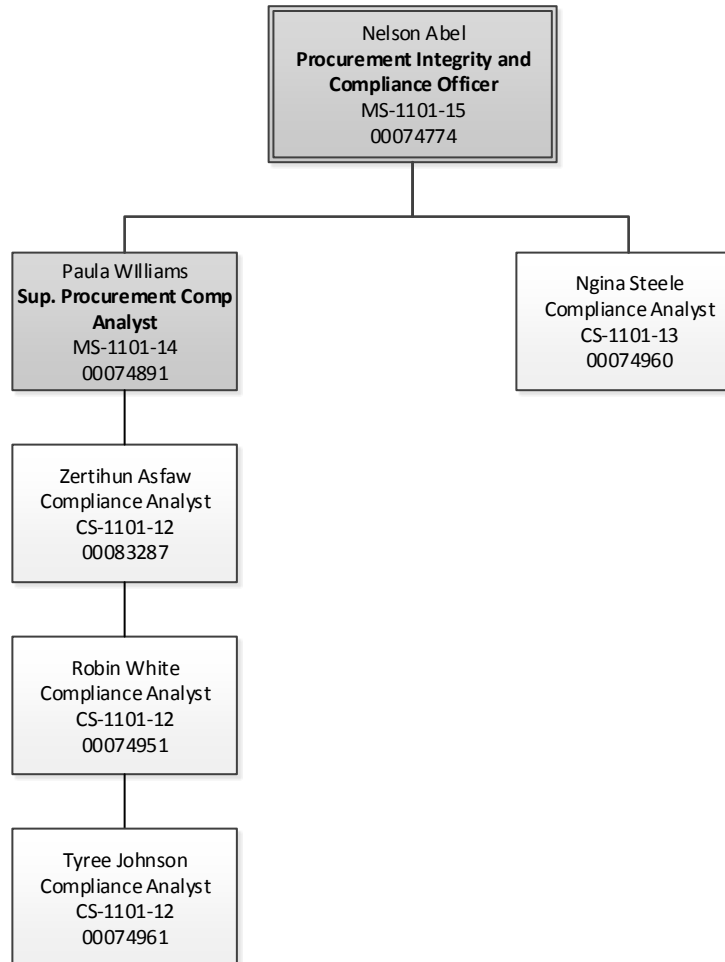


Office of Contracting and Procurement

Office of Procurement Integrity and Compliance

Provides oversight of audit/non-audit advisory services, reviews business process, serves as the liaison to external auditors.

FTE: 6
VAC: 0



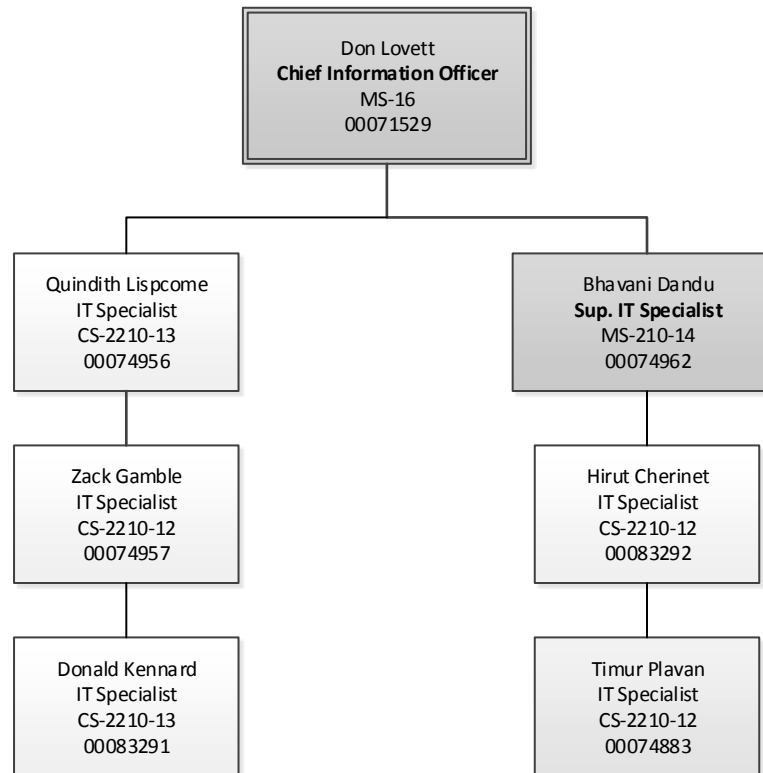


FTE: 7
VAC: 0

Office of Contracting and Procurement

Information Technology

Provides consultative and technical support to agencies, vendors, and OCP procurement professionals, including user training and report generation. Works closely with senior management and the Office of the Chief Technology Officer (OCTO) to implement the latest technologies to promote transparency and accountability to achieve the best results.



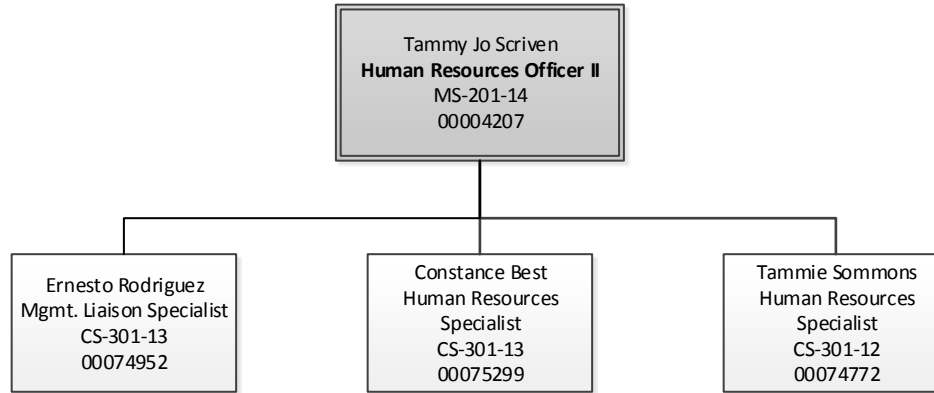


FTE: 4
VAC: 0

Office of Contracting and Procurement

Human Resources Management

Works across agency divisions and programs to assist managers with staff recruitment, retention, and development.



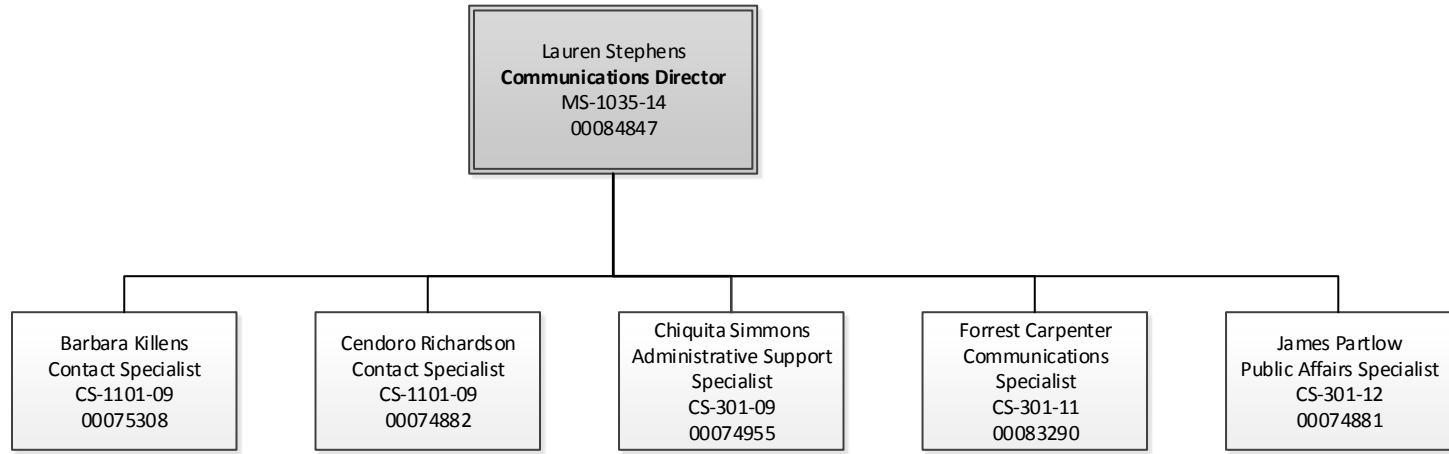


Office of Contracting and Procurement

Communications Division

Plans, develops, and communicates OCP programs, policies and activities.

FTE: 6
VAC: 0



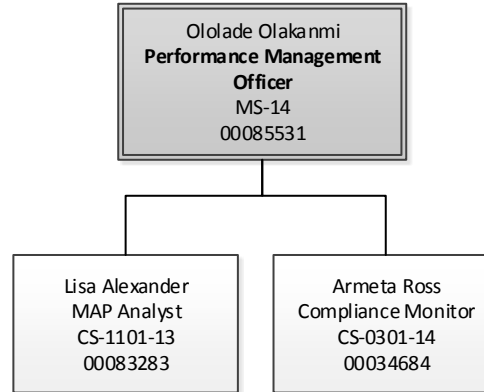


FTE:3
VAC: 0

Office of Contracting and Procurement

Strategic Development and Analysis

Develops policies, procedures, performance plans and implements strategic objectives.





Office of Contracting and Procurement

FTE: 164
VAC: 9

PROCUREMENT

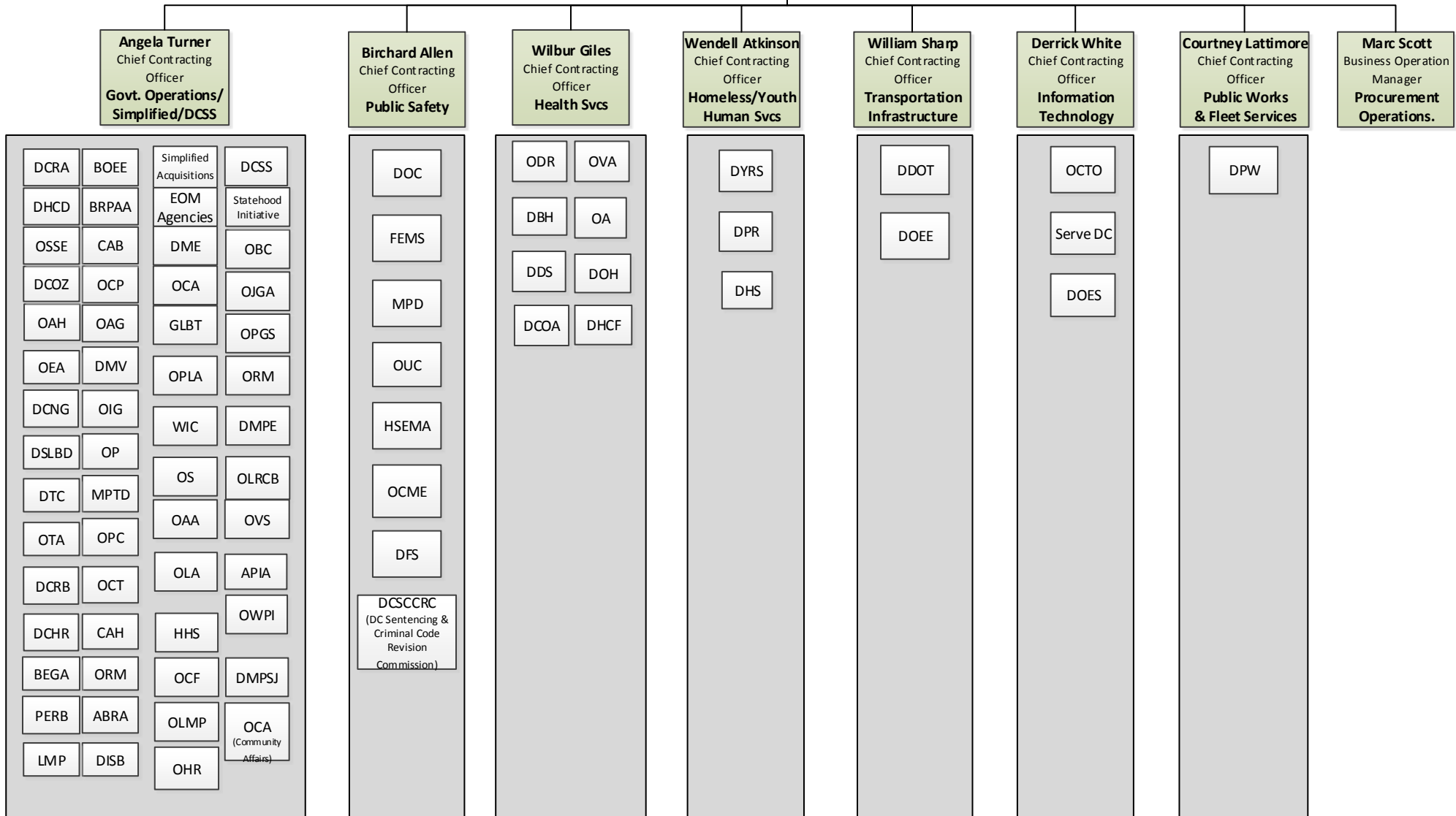
Provide acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services

FTE: 2
VAC: 0

Vacant
Chief Contracting Officer
MS-16

Nancy Hapeman
Acting Deputy CPO
MS-1102-16
00013682

Treva Henderson-Neblett
Executive Assistant
CS-0301-11
00078144

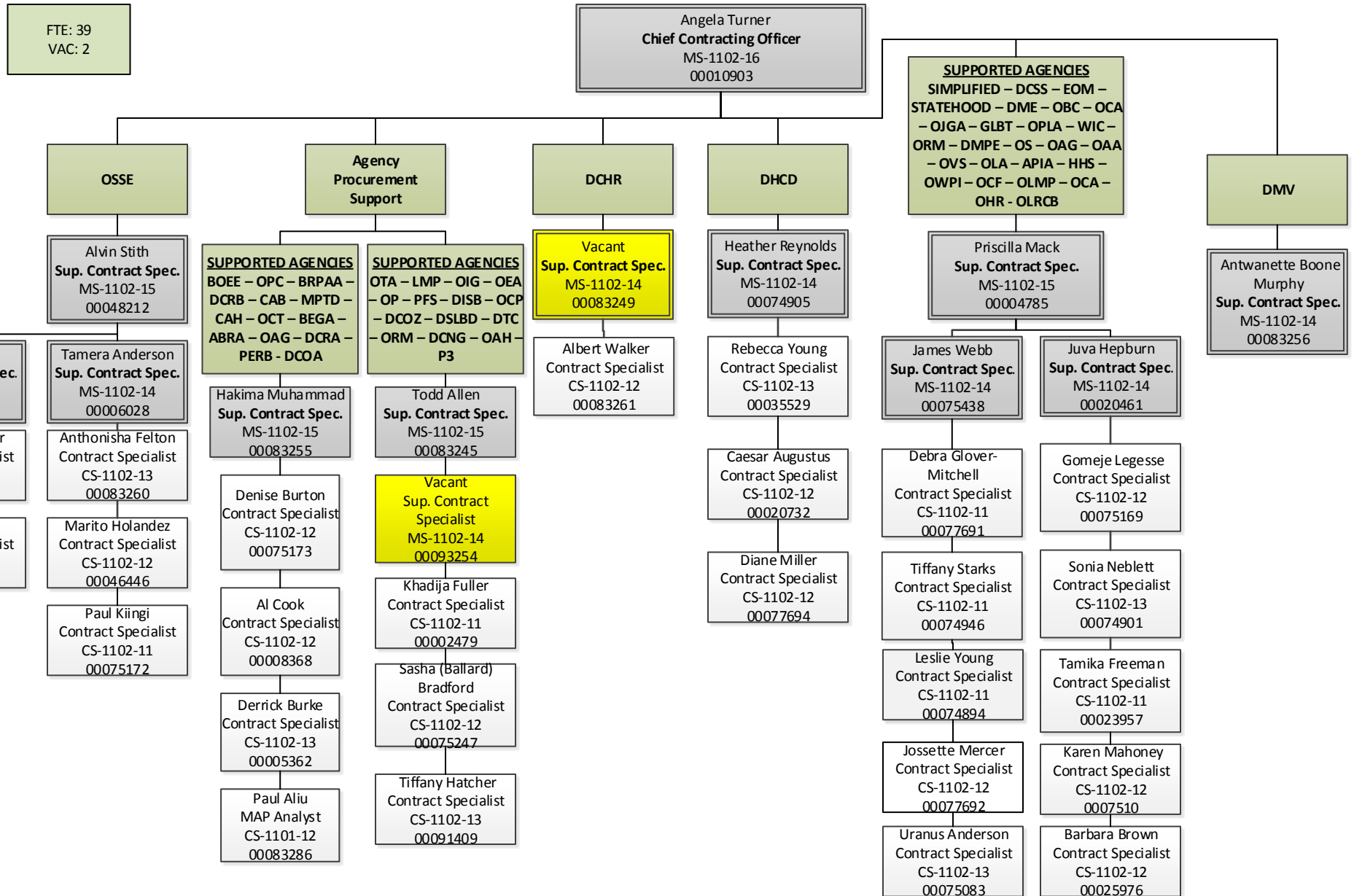




Office of Contracting and Procurement

Government Operations (PROCUREMENT)

Provide acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services



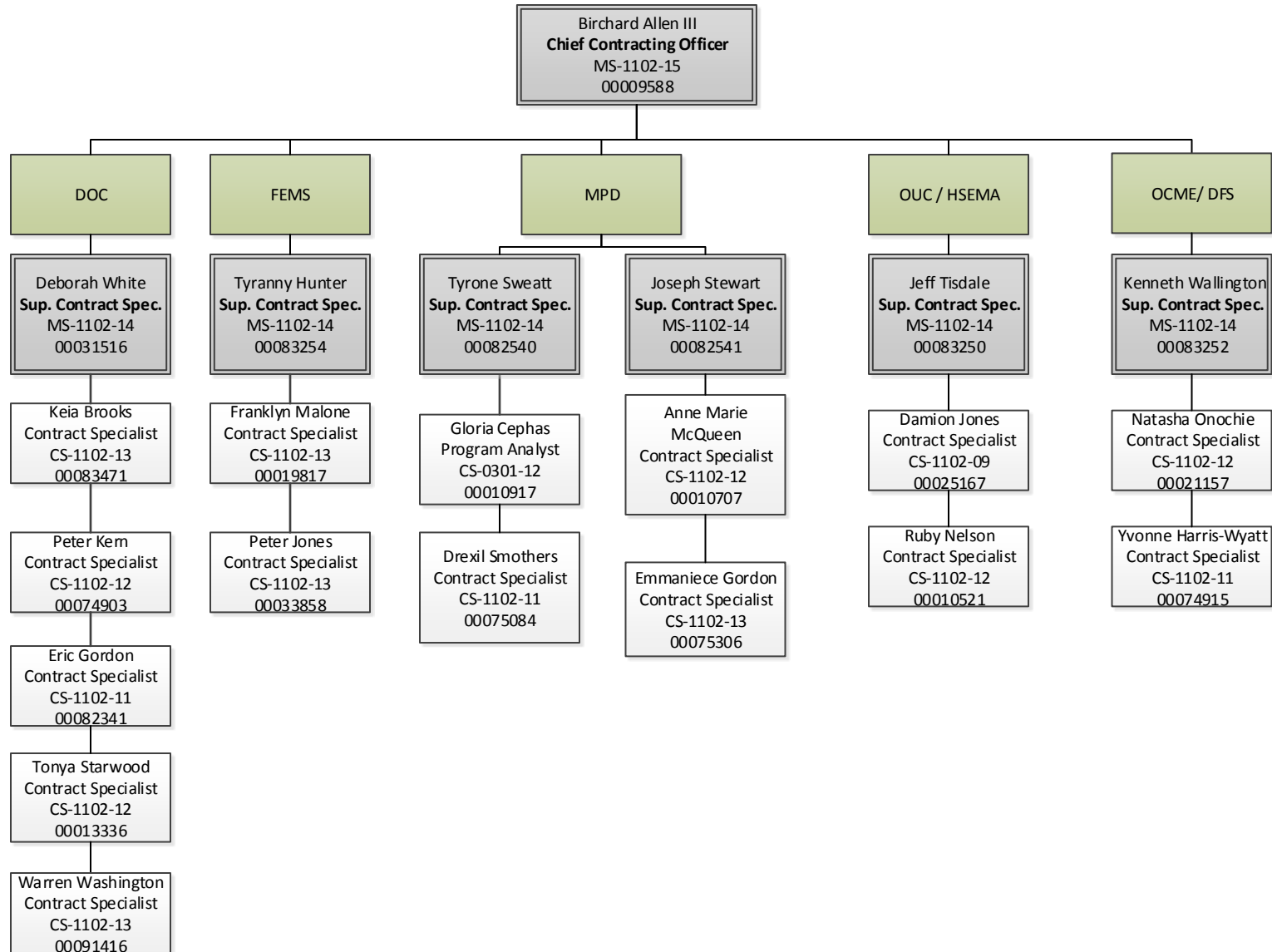


Office of Contracting and Procurement

Public Safety (PROCUREMENT)

Provide acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services

FTE: 22
VAC: 0



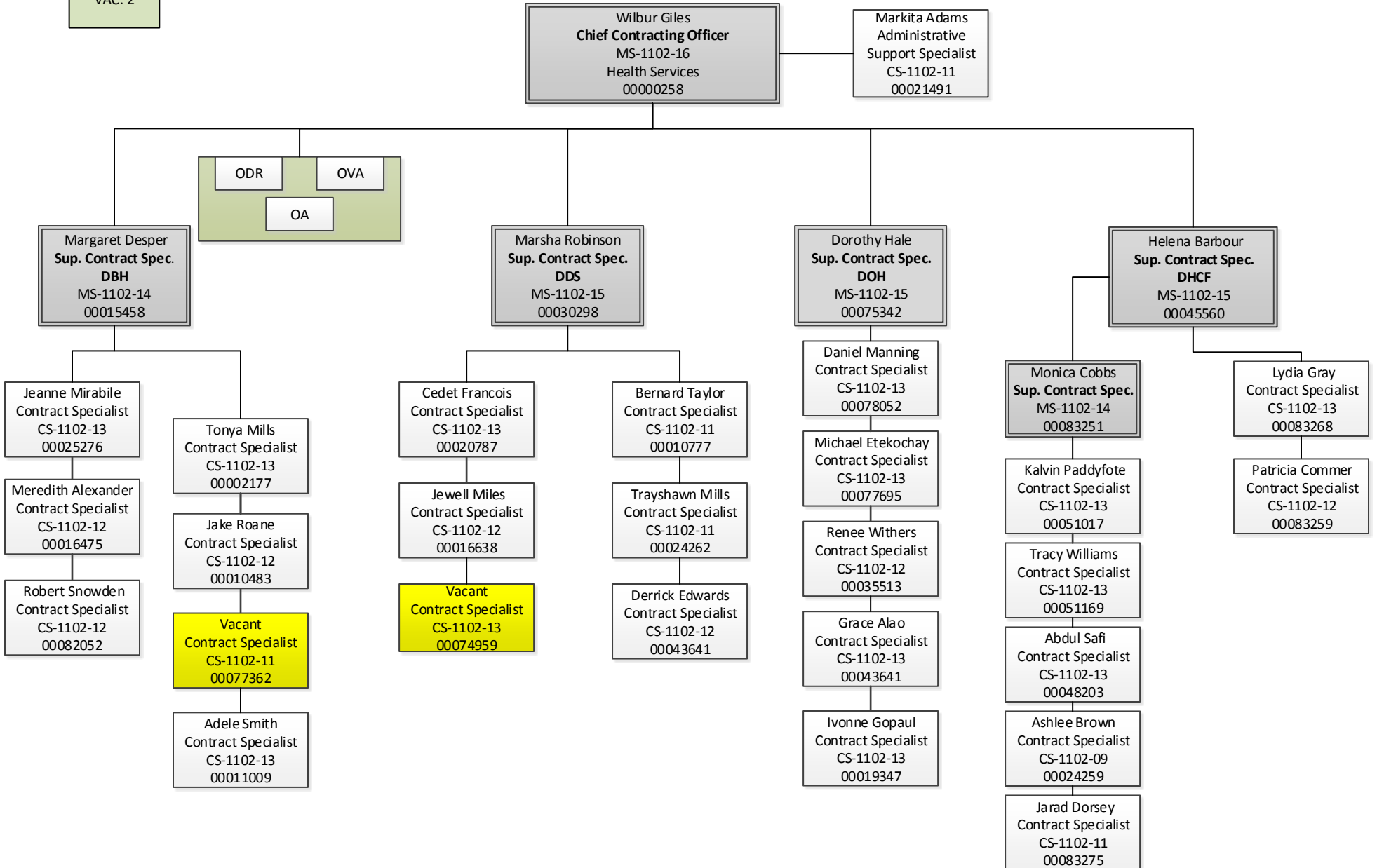
Office of Contracting and Procurement

Health Services (PROCUREMENT)

Provide acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services



FTE: 32
VAC: 2



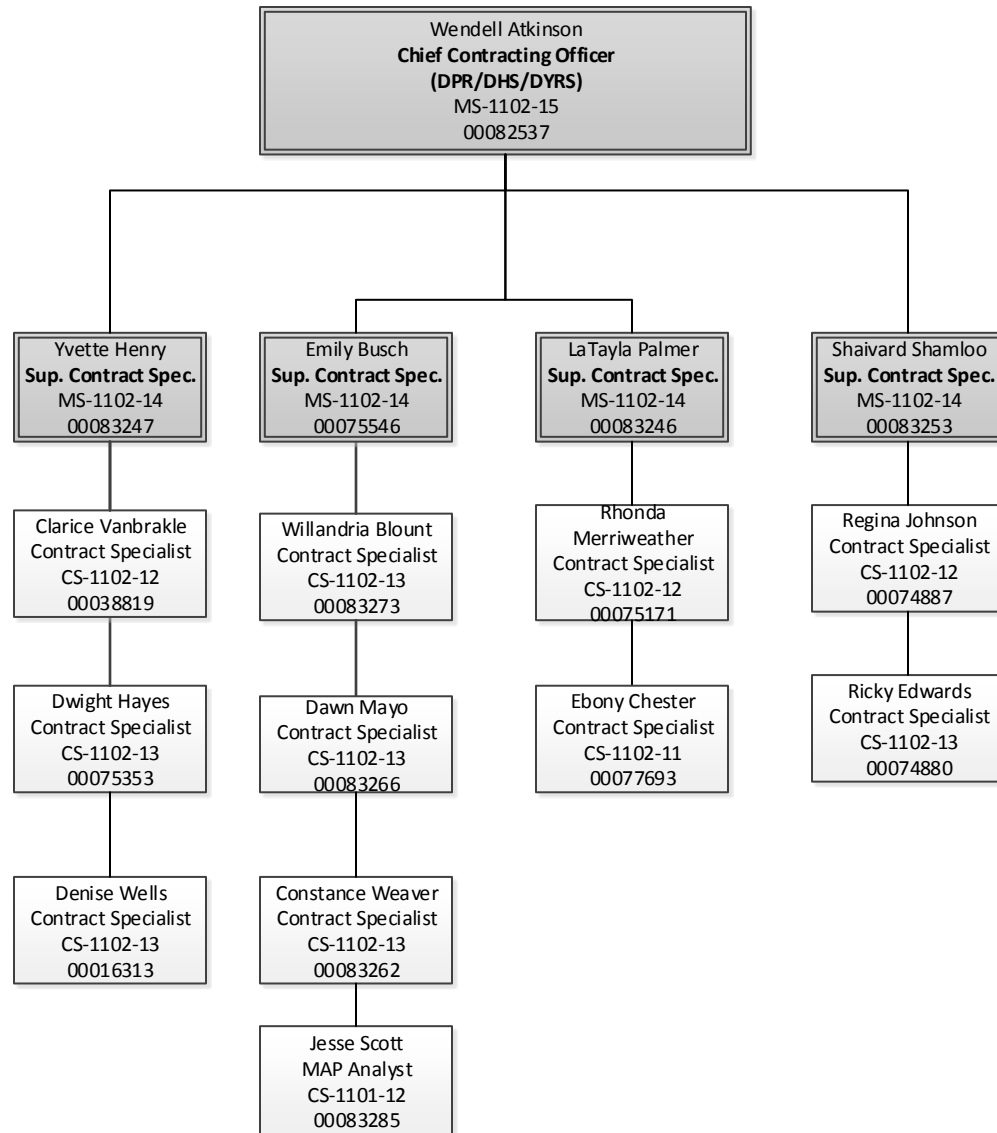


Office of Contracting and Procurement

Homeless/Youth Human Services (PROCUREMENT) (HYHS)

Provide acquisition services to District agencies in accordance with District laws and regulations
for the supplies, equipment, and services

FTE: 16
VAC: 0



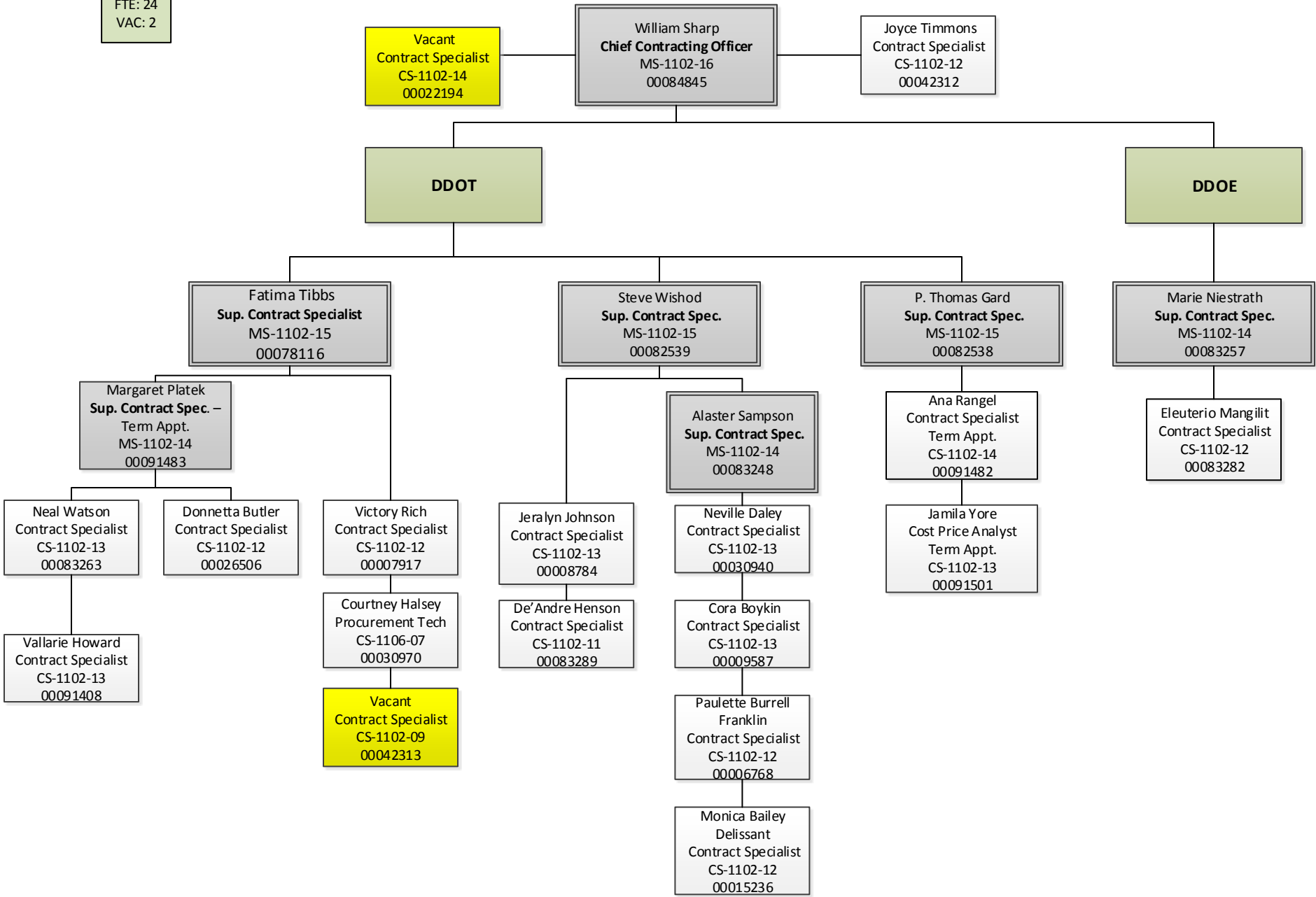
Office of Contracting and Procurement

Transportation & Infrastructure (PROCUREMENT)

Provide acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services



FTE: 24
VAC: 2



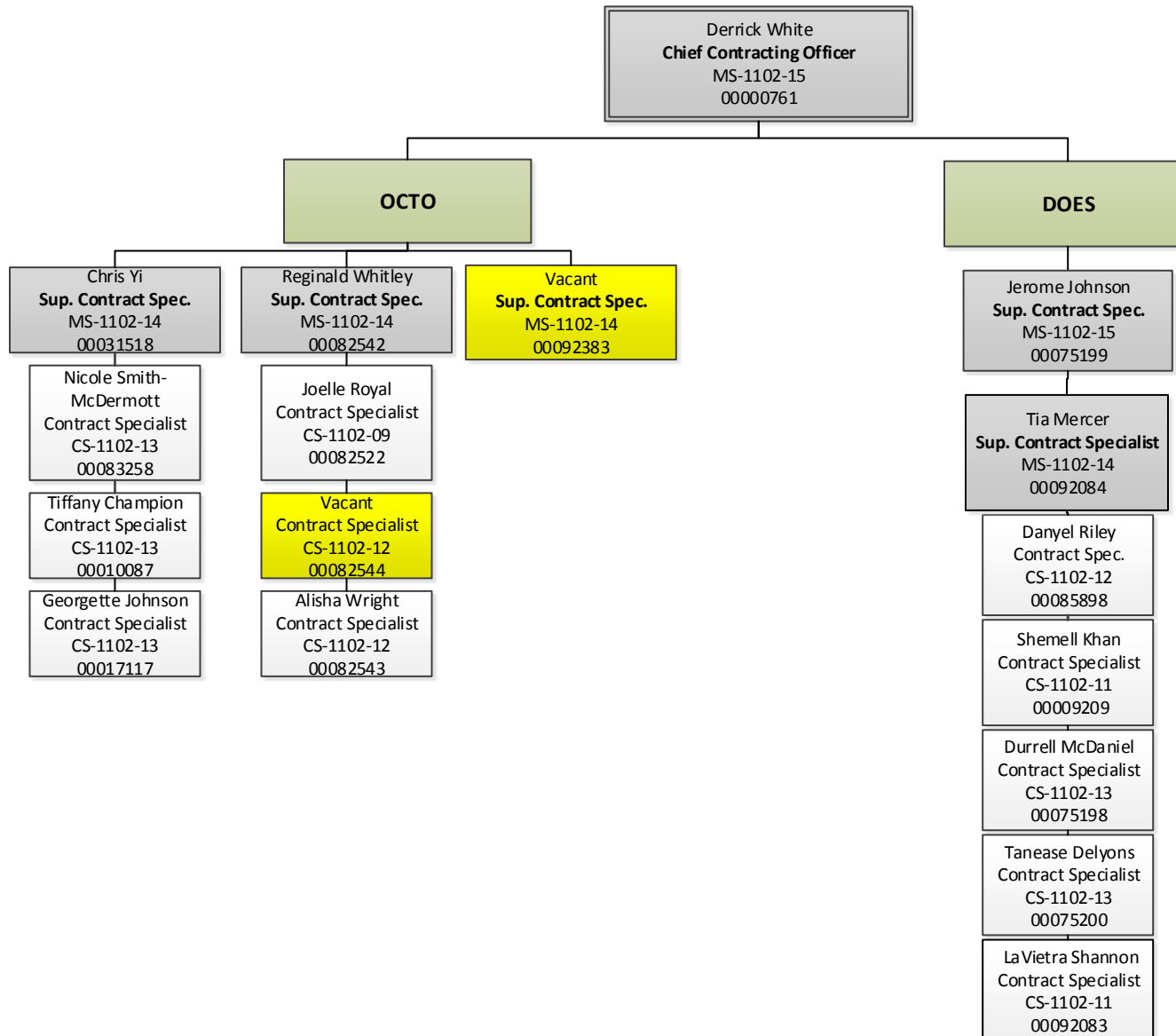


Office of Contracting and Procurement

IT (PROCUREMENT)

Provide acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services

FTE: 17
VAC: 2



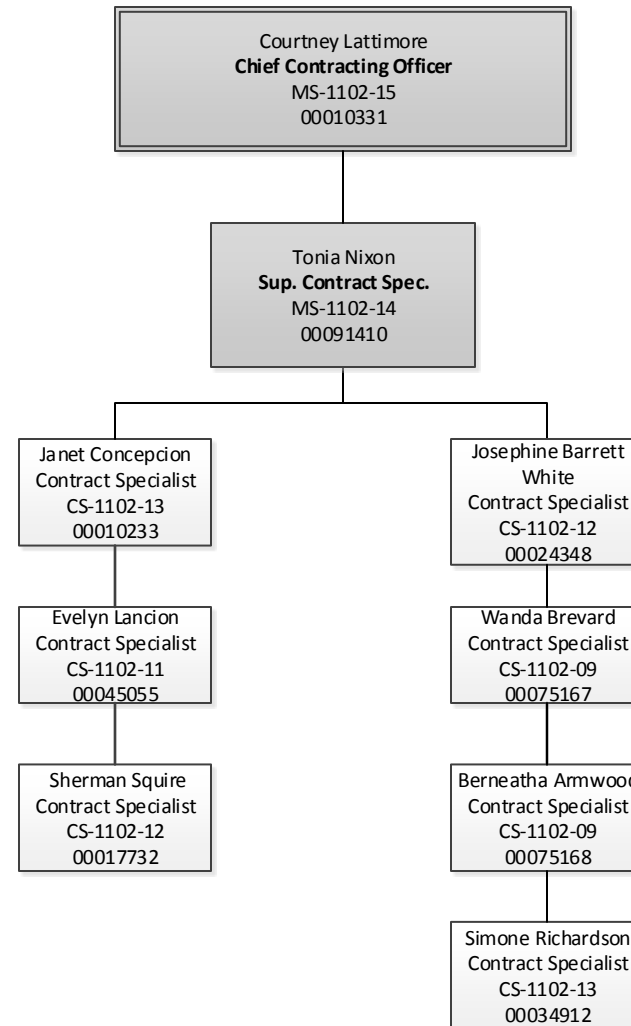


Office of Contracting and Procurement

Public Works & Fleet Services (PROCUREMENT)

Provide acquisition services to District agencies in accordance with District laws and regulations for the supplies, equipment, and services

FTE:9
VAC: 0



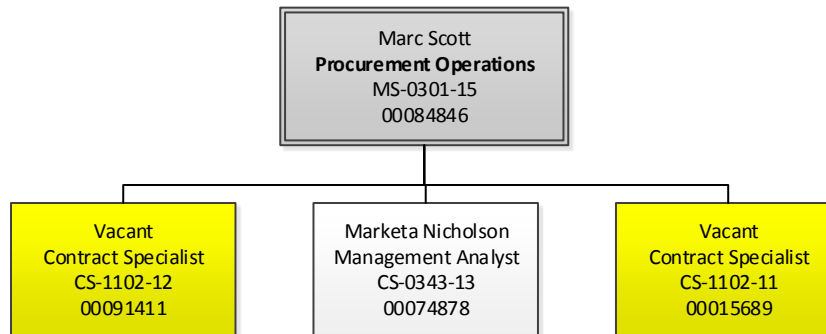


Office of Contracting and Procurement

Procurement Operations

Support the overall Operations of the Procurement Division

FTE: 3
VAC: 1





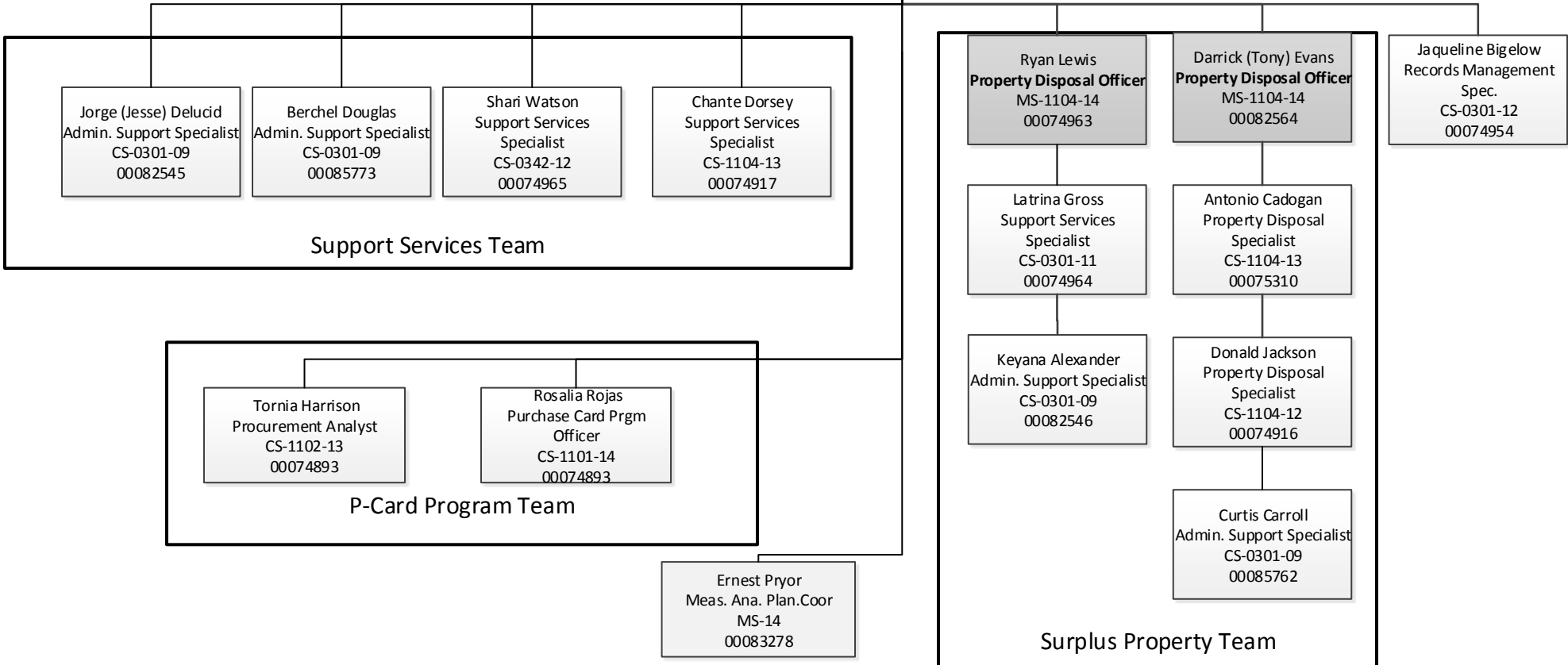
Office of Contracting and Procurement

Business Resources and Support Services

Executes agency acquisitions, maintains facilities, risk management, fleet management, property disposal, Surplus property, inventory/asset management.

FTE: 16
VAC: 0

Marvin Manassa
 Assoc. Director, Business Resources
 MS-1104-16
 00074775



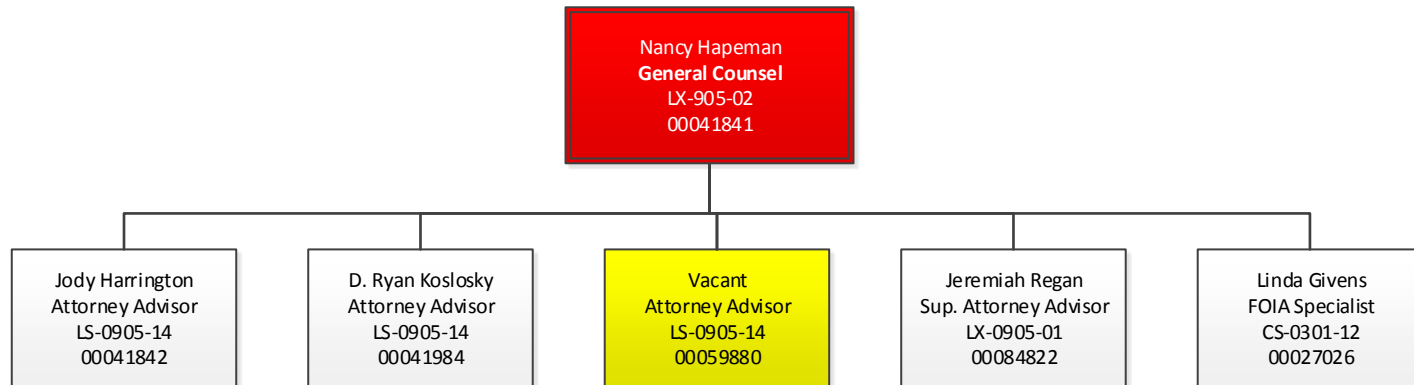


FTE: 5
VAC: 1

Office of Contracting and Procurement

General Counsel

Advises CPO on all legal matters, reviews contracts for legal sufficiency, quality assurance and compliance, solves legal and procurement issues, responds to FOIA requests.





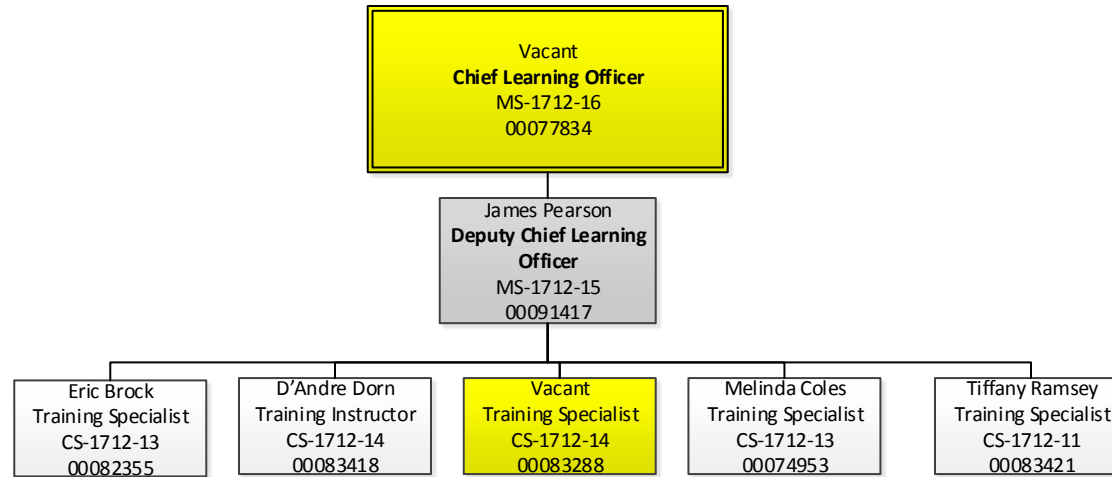
FTE: 7
VAC: 2

Office of Contracting and Procurement

Learning & Development

(PTI – Procurement Training Institute)

Responsible for the development, maintenance, and delivery of a 'best-in-class' procurement training curriculum tailored to the needs of the District's procurement professionals.



**Office of Contracting and Procurement
Schedule A (January 31, 2018)**

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
1000 AGENCY MANAGEMENT PROGRAM						
27026	Freedom of Information Spec	Givens,Linda	F	\$ 83,168.00	\$ 17,298.94	1000
41841	SUPERVISORY ATTORNEY ADVISOR	Hapeman,Nancy Kay	F	\$ 177,620.00	\$ 36,944.96	1000
41842	ATTORNEY ADVISOR	Harrington,Jody M	F	\$ 143,694.70	\$ 29,888.50	1000
41984	ATTORNEY ADVISOR	Koslosky,Daniel Ryan	F	\$ 107,567.00	\$ 22,373.94	1000
83533	ATTORNEY ADVISOR		V	\$ 130,855.00	\$ 27,217.84	1000
84822	SUPERVISOR ATTORNEY ADVISOR	Regan,Jeremiah	F	\$ 143,273.00	\$ 29,800.78	1000
36794	Dir Contracting & Procurement	Schutter,George A	F	\$ 190,962.00	\$ 39,720.10	1000
74897	Executive Assistant	Diggs,Kimberly M	F	\$ 81,260.00	\$ 16,902.08	1000
2000 PROCUREMENT						
258	Chief Contracting Officer	Giles,Wilbur C	F	\$ 150,000.00	\$ 31,200.00	2000
761	Chief Contracting Officer	White,Derrick D	F	\$ 140,718.10	\$ 29,269.36	2000
2177	Contract Specialist	Mills,Tonya Y	F	\$ 101,712.00	\$ 21,156.10	2000
2479	Contract Specialist	Fuller,Khadija K.	F	\$ 76,082.00	\$ 15,825.06	2000
4785	Chief Contracting Officer	Mack,Priscilla	F	\$ 132,220.00	\$ 27,501.76	2000
5362	Contract Specialist	Burke,Derrick	F	\$ 96,090.00	\$ 19,986.72	2000
6028	Supvy Contract Specialist	Anderson,Tamera T	F	\$ 102,606.90	\$ 21,342.24	2000
6768	Contract Specialist	Burrell Franklin,Paulette	F	\$ 78,444.00	\$ 16,316.35	2000
7917	Contract Specialist	Rich,Victory J.	F	\$ 90,254.00	\$ 18,772.83	2000
8368	Contract Specialist	Cook,Al-Mustafa Nashid	F	\$ 85,530.00	\$ 17,790.24	2000
8784	Contract Specialist	Johnson,Jeralyn L	F	\$ 107,334.00	\$ 22,325.47	2000
9209	Contract Specialist		V	\$ 61,491.00	\$ 12,790.13	2000
9587	Contract Specialist	Boykin,Cora S	F	\$ 98,901.00	\$ 20,571.41	2000
9588	Chief Contracting Officer	Allen III,Birchard Brooks	F	\$ 140,718.10	\$ 29,269.36	2000
10087	Contract Specialist	Champion,Tiffany	F	\$ 96,090.00	\$ 19,986.72	2000
10233	Contract Specialist	Concepcion,Janet C	F	\$ 104,523.00	\$ 21,740.78	2000
10331	Supvy Contract Specialist	Lattimore,Courtney B	F	\$ 147,320.70	\$ 30,642.71	2000
10483	Contract Specialist		V	\$ 87,657.00	\$ 18,232.66	2000
10521	Contract Specialist	Nelson,Ruby	F	\$ 85,530.00	\$ 17,790.24	2000
10707	Contract Specialist	McQueen,Annmarie	F	\$ 80,806.00	\$ 16,807.65	2000
10777	Contract Specialist	Miles,Trayshawn Juanita	F	\$ 61,491.00	\$ 12,790.13	2000
10903	Chief Contracting Officer	Turner,Angela E	F	\$ 150,568.50	\$ 31,318.25	2000
10917	Program Analyst	Cephas,Gloria D	F	\$ 92,616.00	\$ 19,264.13	2000
11009	Contract Specialist	Smith,Adele E	F	\$ 104,523.00	\$ 21,740.78	2000
13336	Contract Specialist	Starwood,Tonya N	F	\$ 90,254.00	\$ 18,772.83	2000
13682	Chief Contracting Officer		V	\$ 147,300.00	\$ 30,638.40	2000
13751	Supvy Contract Specialist	Aytch,Rodney D	F	\$ 105,000.00	\$ 21,840.00	2000
15236	Contract Specialist	Bailey Delissaint,Monica	F	\$ 83,168.00	\$ 17,298.94	2000
15458	Supvy Contract Specialist	Desper,Margaret T	F	\$ 109,180.00	\$ 22,709.44	2000
15689	Supvy Contract Specialist		V	\$ 132,745.00	\$ 27,610.96	2000
16313	Contract Specialist	Wells,Denise Jacqueline	F	\$ 98,901.00	\$ 20,571.41	2000
16475	Contract Specialist	Alexander,Meredith Lynne	F	\$ 78,444.00	\$ 16,316.35	2000
16638	Contract Specialist	Miles,Jewell L	F	\$ 78,444.00	\$ 16,316.35	2000
17117	Contract Specialist	Johnson,Georgette	F	\$ 87,657.00	\$ 18,232.66	2000
17732	Contract Specialist	Squire Jr.,Sherman L.	F	\$ 80,806.00	\$ 16,807.65	2000
19347	Contract Specialist	Gopaul,Yvonne (Ivone)	F	\$ 98,901.00	\$ 20,571.41	2000
19817	Contract Specialist	Malone,Franklyn	F	\$ 98,901.00	\$ 20,571.41	2000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
20461	Supvy Contract Specialist	Hepburn,Juva J	F	\$ 108,150.00	\$ 22,495.20	2000
20732	Contract Specialist	Augustus,Ceasar Edward	F	\$ 78,444.00	\$ 16,316.35	2000
20787	Contract Specialist	Francois,Cedet	F	\$ 93,279.00	\$ 19,402.03	2000
21157	Contract Specialist	Onochie,Natasha	F	\$ 76,082.00	\$ 15,825.06	2000
21491	Administrative Support Special	Adams,Markita	F	\$ 67,814.00	\$ 14,105.31	2000
22194	Contract Specialist		V	\$ 103,605.00	\$ 21,549.84	2000
23957	Contract Specialist	Freeman,Tamika L	F	\$ 69,395.00	\$ 14,434.16	2000
24259	Contract Specialist	Brown,Ashlee L	F	\$ 73,347.00	\$ 15,256.18	2000
24262	Contract Specialist	Taylor,Bernard	F	\$ 65,443.00	\$ 13,612.14	2000
24348	Contract Specialist	Barrett White,Josephine L	F	\$ 90,254.00	\$ 18,772.83	2000
25167	Contract Specialist	JONES,DAMION C	F	\$ 54,299.00	\$ 11,294.19	2000
25276	Contract Specialist	Mirabile,Jeanne M	F	\$ 98,901.00	\$ 20,571.41	2000
25976	Contract Specialist	Brown,Barbara Ann	F	\$ 90,254.00	\$ 18,772.83	2000
26506	Contract Specialist	Butler,Donnetta	F	\$ 76,082.00	\$ 15,825.06	2000
30298	Supvy Contract Specialist	Robinson,Marsha L	F	\$ 128,569.00	\$ 26,742.35	2000
30940	Contract Specialist	Daley,Neville	F	\$ 110,145.00	\$ 22,910.16	2000
30970	Procurement Tech (OA)	Halsey,Courtney	F	\$ 48,122.00	\$ 10,009.38	2000
31516	Supvy Contract Specialist	White,Deborah J	F	\$ 110,911.80	\$ 23,069.65	2000
31518	Supvy Contract Specialist	Yi,Chi Hui	F	\$ 112,165.40	\$ 23,330.40	2000
33858	Contract Specialist	Jones,Peter	F	\$ 96,090.00	\$ 19,986.72	2000
34912	Contract Specialist	RICHARDSON,SIMONE Y	F	\$ 104,523.00	\$ 21,740.78	2000
35313	Contract Specialist	Withers,Renee	F	\$ 85,530.00	\$ 17,790.24	2000
35529	Contract Specialist	Young,Rebecca Y	F	\$ 101,712.00	\$ 21,156.10	2000
38819	Management Analyst	Vanbrakle,Clarice V	F	\$ 85,530.00	\$ 17,790.24	2000
42312	Contract Specialist	Timmons,Joyce C	F	\$ 90,254.00	\$ 18,772.83	2000
42313	Contract Specialist		V	\$ 51,039.00	\$ 10,616.11	2000
43641	Contract Specialist	Edwards,Derrick	F	\$ 87,892.00	\$ 18,281.54	2000
45055	Contract Specialist	Lancion,Evelyn	F	\$ 63,467.00	\$ 13,201.14	2000
45560	Supvy Contract Specialist	Barbour,Helena C	F	\$ 129,780.00	\$ 26,994.24	2000
46446	Contract Specialist	Holandez,Marilou	F	\$ 78,444.00	\$ 16,316.35	2000
46670	Contract Specialist	Proctor,William P	F	\$ 87,657.00	\$ 18,232.66	2000
48203	Contract Specialist	Safi,Abdul	F	\$ 90,468.00	\$ 18,817.34	2000
48212	Supvy Contract Specialist	Stith,Alvin N	F	\$ 110,621.10	\$ 23,009.19	2000
51017	Contract Specialist	Paddyfote,Kalvin D	F	\$ 98,901.00	\$ 20,571.41	2000
51169	Contract Specialist	Williams,Tracy	F	\$ 90,468.00	\$ 18,817.34	2000
51333	Contract Specialist	Bridges,Cathy	F	\$ 98,901.00	\$ 20,571.41	2000
74878	Management Analyst	Nicholson,Marketa	F	\$ 91,438.00	\$ 19,019.10	2000
74880	Contract Specialist	Edwards,Ricky Lee	F	\$ 107,334.00	\$ 22,325.47	2000
74887	Contract Specialist	Johnson,Regina R	F	\$ 78,444.00	\$ 16,316.35	2000
74894	Contract Specialist	Young,Leslie	F	\$ 61,491.00	\$ 12,790.13	2000
74900	Contract Specialist	Alao,Grace Bolanle	F	\$ 101,712.00	\$ 21,156.10	2000
74901	Contract Specialist	Neblett,Sonia	F	\$ 90,468.00	\$ 18,817.34	2000
74903	Contract Specialist	Kern,Peter	F	\$ 97,340.00	\$ 20,246.72	2000
74905	Supvy Contract Specialist	Reynolds,Heather S	F	\$ 105,994.50	\$ 22,046.86	2000
74915	Contract Specialist	Harris,Yvonne W	F	\$ 71,371.00	\$ 14,845.17	2000
74946	Contract Specialist	Starks,Tiffany	F	\$ 65,443.00	\$ 13,612.14	2000
74959	Contract Specialist		V	\$ 87,657.00	\$ 18,232.66	2000
75083	Contract Specialist	Anderson,Uranus R	F	\$ 87,657.00	\$ 18,232.66	2000
75084	Contract Specialist	Smothers,Drexil	F	\$ 61,491.00	\$ 12,790.13	2000
75167	Contract Specialist	Brevard,Wanda A	F	\$ 64,079.00	\$ 13,328.43	2000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
75168	Contract Specialist	Armwood,Bernetha S	F	\$ 64,079.00	\$ 13,328.43	2000
75169	Contract Specialist	Legesse,Gomeje	F	\$ 83,168.00	\$ 17,298.94	2000
75170	Contract Specialist	Mahoney,Karen E	F	\$ 83,168.00	\$ 17,298.94	2000
75171	Contract Specialist	Meriwether,Rhonda F	F	\$ 85,530.00	\$ 17,790.24	2000
75172	Contract Specialist	Klingl,Paul S.	F	\$ 67,419.00	\$ 14,023.15	2000
75173	Contract Specialist	Burton Johnson,Denise	F	\$ 87,892.00	\$ 18,281.54	2000
75198	Contract Specialist	McDaniel,Durrell	F	\$ 87,657.00	\$ 18,232.66	2000
75199	Supvy Contract Specialist	Johnson,Jerome A	F	\$ 126,279.90	\$ 26,266.22	2000
75200	Contract Specialist	Delyons,Tanease	F	\$ 90,468.00	\$ 18,817.34	2000
75247	Contract Specialist	Bradford,Sasha	F	\$ 87,892.00	\$ 18,281.54	2000
75306	Contract Specialist	Gordon,Emmaniece	F	\$ 93,279.00	\$ 19,402.03	2000
75342	Supvy Contract Specialist	Hale,Dorothy L.	F	\$ 125,000.00	\$ 26,000.00	2000
75353	Contract Specialist	Hayes,Dwight D	F	\$ 101,712.00	\$ 21,156.10	2000
75438	Supvy Contract Specialist	Webb,James A	F	\$ 105,994.50	\$ 22,046.86	2000
75546	Supvy Contract Specialist	Busch,Emily	F	\$ 110,000.00	\$ 22,880.00	2000
77362	Contract Specialist	Roane,Jake C	F	\$ 65,443.00	\$ 13,612.14	2000
77691	Contract Specialist	Glover-Mitchell,Debra R	F	\$ 69,395.00	\$ 14,434.16	2000
77692	Contract Specialist	Mercer,Jossette	F	\$ 97,340.00	\$ 20,246.72	2000
77693	Contract Specialist	Chester,Ebony	F	\$ 73,347.00	\$ 15,256.18	2000
77694	Contract Specialist	Miller,Diane	F	\$ 83,168.00	\$ 17,298.94	2000
77695	Contract Specialist	Etekochoy,Michael N	F	\$ 98,901.00	\$ 20,571.41	2000
78052	Contract Specialist	Manning,Daniel T	F	\$ 104,523.00	\$ 21,740.78	2000
78116	Supvy Contract Specialist	Tibbs,Fatmata	F	\$ 135,000.00	\$ 28,080.00	2000
78144	Executive Assistant	Henderson-Neblett,Treva C	F	\$ 69,641.00	\$ 14,485.33	2000
82052	Contract Specialist	Snowden,Robert	F	\$ 85,530.00	\$ 17,790.24	2000
82341	Contract Specialist	Gordon,Eric L	F	\$ 76,082.00	\$ 15,825.06	2000
82522	Contract Specialist	Royal,Joell	F	\$ 59,189.00	\$ 12,311.31	2000
82537	Chief Contracting Officer	Atkinson,Wendell O.	F	\$ 149,869.10	\$ 31,172.77	2000
82538	Supvy Contract Specialist	Gard,P Thomas	F	\$ 145,000.00	\$ 30,160.00	2000
82539	Supvy Contract Specialist	Wishod,Steven H	F	\$ 144,119.80	\$ 29,976.92	2000
82540	Supvy Contract Specialist	Sweatt,Tyrone A	F	\$ 105,637.30	\$ 21,972.56	2000
82541	Supvy Contract Specialist	Stewart Sr.,Joseph N.	F	\$ 121,292.70	\$ 25,228.88	2000
82542	Supvy Contract Specialist	Whitley Sr.,Reginald C	F	\$ 125,000.00	\$ 26,000.00	2000
82543	Contract Specialist	Wright,Alisha M	F	\$ 78,444.00	\$ 16,316.35	2000
82544	Contract Specialist		V	\$ 76,082.00	\$ 15,825.06	2000
83245	Supvy Contract Specialist	Allen,Todd E	F	\$ 130,000.00	\$ 27,040.00	2000
83246	Supvy Contract Specialist	Palmer,La'Talya M	F	\$ 109,180.00	\$ 22,709.44	2000
83247	Supvy Contract Specialist	Henry,Yvette	F	\$ 112,550.90	\$ 23,410.59	2000
83248	Supvy Contract Specialist	Sampson,Alaster Q	F	\$ 115,360.00	\$ 23,994.88	2000
83249	Supvy Contract Specialist		V	\$ 119,591.00	\$ 24,874.93	2000
83250	Supvy Contract Specialist	Tisdale,Jeffrey Austin	F	\$ 115,282.50	\$ 23,978.76	2000
83251	Supvy Contract Specialist	Hariri,Monica	F	\$ 106,633.20	\$ 22,179.71	2000
83252	Supvy Contract Specialist	Wallington,Kenneth	F	\$ 106,633.20	\$ 22,179.71	2000
83253	Supvy Contract Specialist	Shamloo,Shaivard Ahmad	F	\$ 111,924.70	\$ 23,280.34	2000
83254	Supvy Contract Specialist	Hunter,Tyranny A	F	\$ 99,657.79	\$ 20,728.82	2000
83255	Supvy Contract Specialist	Muhammad,Hakima	F	\$ 129,271.20	\$ 26,888.41	2000
83256	Supvy Contract Specialist	Boone Murphy,Antwanette	F	\$ 110,725.00	\$ 23,030.80	2000
83257	Supvy Contract Specialist	Niestrath,Marie	F	\$ 109,623.60	\$ 22,801.71	2000
83258	Contract Specialist	Smith-McDermott,Nicole L	F	\$ 96,090.00	\$ 19,986.72	2000
83259	Contract Specialist	Commer,Patricia	F	\$ 76,082.00	\$ 15,825.06	2000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
83260	Contract Specialist	Felton,Anthonisha S	F	\$ 96,090.00	\$ 19,986.72	2000
83261	Contract Specialist	Walker,Albert John	F	\$ 83,168.00	\$ 17,298.94	2000
83262	Contract Specialist	Weaver Thomas,Constance M	F	\$ 107,334.00	\$ 22,325.47	2000
83263	Contract Specialist	Watson,Neal A	F	\$ 93,279.00	\$ 19,402.03	2000
83266	Contract Specialist	Mayo,Dawn A	F	\$ 90,468.00	\$ 18,817.34	2000
83268	Contract Specialist	Gray,Lydia	F	\$ 90,468.00	\$ 18,817.34	2000
83273	Contract Specialist	Blount,Willandria	F	\$ 96,090.00	\$ 19,986.72	2000
83275	Contract Specialist	Dorsey,Jarad	F	\$ 73,347.00	\$ 15,256.18	2000
83282	Contract Specialist	Mangilit,Eleuterio	F	\$ 85,530.00	\$ 17,790.24	2000
83471	Contract Specialist	Brooks,Keia D	F	\$ 96,090.00	\$ 19,986.72	2000
84845	Chief Contracting Officer	Sharp Jr.,William E	F	\$ 171,849.90	\$ 35,744.78	2000
85898	Contract Specialist	Shannon,LaVietra D	F	\$ 63,467.00	\$ 13,201.14	2000
91408	Contract Specialist	Howard,Vallarie M	F	\$ 96,090.00	\$ 19,986.72	2000
91409	Contract Specialist	Hatcher,Tiffany	F	\$ 90,468.00	\$ 18,817.34	2000
91410	Supvy Contract Specialist	Nixon,Tonia	F	\$ 116,500.00	\$ 24,232.00	2000
91411	Contract Specialist		V	\$ 76,082.00	\$ 15,825.06	2000
91416	Contract Specialist	Washington,Warren C	F	\$ 90,468.00	\$ 18,817.34	2000
91482	Contract Specialist	Rangel,Ana E.	F	\$ 120,200.00	\$ 25,001.60	2000
91483	Supvy Contract Specialist	Platek,Margaret	F	\$ 106,000.00	\$ 22,048.00	2000
91501	Contract Price/Cost Analyst	Yore,Jamila K.	F	\$ 87,657.00	\$ 18,232.66	2000
92083	Contract Specialist	Riley,Danyel R	F	\$ 76,082.00	\$ 15,825.06	2000
92084	Supvy Contract Specialist	Mercer,Tia M	F	\$ 105,000.00	\$ 21,840.00	2000
93254	Supvy Contract Specialist		V	\$ 119,591.00	\$ 24,874.93	2000
74879	Purchase Card Program Officer	Rojas,Rosalia V	F	\$ 108,063.00	\$ 22,477.10	2000
74893	Procurement Analyst	Harrison-Samuels,Tornia Denis	F	\$ 99,229.00	\$ 20,639.63	2000
7000 TRAINING						
74953	Training Specialist	Coles,Melinda	F	\$ 94,035.00	\$ 19,559.28	7000
77834	Chief Learning Officer	Wilson,Ericka Marie	F	\$ 159,515.20	\$ 33,179.16	7000
82355	Training Specialist	Brock,Eric P	F	\$ 91,438.00	\$ 19,019.10	7000
83288	Training Instructor		V	\$ 95,791.00	\$ 19,924.53	7000
83418	Training Instructor	Dorn,D'Andre K	F	\$ 108,063.00	\$ 22,477.10	7000
83421	Training Specialist	Ramsey,Tiffany	F	\$ 56,852.00	\$ 11,825.22	7000
91417	Supervisory Training Instructo	Pearson,James	F	\$ 125,000.00	\$ 26,000.00	7000
8000 OPERATIONS						
74774	Procure. Integrity & Comp Ofcr	Abel,Nelson	F	\$ 115,829.10	\$ 24,092.45	8000
74891	Supervisory Procurement Compli	Williams,Paula C	F	\$ 99,657.76	\$ 20,728.81	8000
74951	Compliance Analyst	White,Robin E	F	\$ 76,894.00	\$ 15,993.95	8000
74960	Compliance Analyst	Steele,Ngina M	F	\$ 96,632.00	\$ 20,099.46	8000
74961	Compliance Analyst	Johnson,Tyree C	F	\$ 70,345.00	\$ 14,631.76	8000
83278	Measure. Analysis & Plng. Coor	Pryor,Ernest	F	\$ 99,657.76	\$ 20,728.81	8000
83287	Compliance Analyst	Asfaw,Zertihun H.	F	\$ 76,894.00	\$ 15,993.95	8000
34684	Compliance Monitor	Ross,Armeta	F	\$ 133,476.00	\$ 27,763.01	8000
42302	Chief of Staff	Toppin,Gina S.	F	\$ 151,998.00	\$ 31,615.58	8000
74896	Executive Assistant	Nwagbara,Daniel	F	\$ 60,506.00	\$ 12,585.25	8000
83283	Measurements & Plan. Analyst	Alexander,Lisa	F	\$ 88,841.00	\$ 18,478.93	8000
85531	Performance Management Officer	Olakanmi,Ololade	F	\$ 112,000.00	\$ 23,296.00	8000
94051	Ombudsman	Teague,W. Peter	F	\$ 110,621.10	\$ 23,009.19	8000
74881	Public Affairs Specialist	Partlow,James	F	\$ 74,711.00	\$ 15,539.89	8000
74882	Contact Specialist	Richardson,Cendoro C	F	\$ 59,189.00	\$ 12,311.31	8000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
74955	Administrative Support Special	Simmons,Chiquita	F	\$ 51,709.00	\$ 10,755.47	8000
75308	Contact Specialist	Killens,Barbara	F	\$ 57,559.00	\$ 11,972.27	8000
83289	Contract Specialist	Henson,DeAndre A	F	\$ 61,491.00	\$ 12,790.13	8000
83290	Communications Specialist	Carpenter,Forrest	F	\$ 60,506.00	\$ 12,585.25	8000
84847	Supervisory Public Affairs Spc	Stephens,Lauren C	F	\$ 104,641.60	\$ 21,765.45	8000
71529	Chief Information Officer	Lovett,Donald J.	F	\$ 158,000.00	\$ 32,864.00	8000
74883	IT Specialist (Data Mgmt)	Plavan,Timur	F	\$ 79,077.00	\$ 16,448.02	8000
74956	IT Specialist (DataMgmt)	Lispcome,Quindith	F	\$ 88,841.00	\$ 18,478.93	8000
74957	IT Specialist (Data Mgmt)	Gamble,Zack W	F	\$ 89,992.00	\$ 18,718.34	8000
74962	Supervisory IT Specialist	Dandu,Bhavani	F	\$ 103,515.00	\$ 21,531.12	8000
83291	IT Specialist (DataMgmt)	Kennard,Donald	F	\$ 88,841.00	\$ 18,478.93	8000
83292	IT Specialist (Data Mgmt)	Cherinet,Hirut A	F	\$ 76,894.00	\$ 15,993.95	8000
4207	Human Resources Manager		V	\$ 119,591.00	\$ 24,874.93	8000
74772	Management Liaison Specialist	Sommons,Tammie	F	\$ 70,345.00	\$ 14,631.76	8000
74952	Management Liaison Specialist	Rodriguez,Ernesto	F	\$ 104,423.00	\$ 21,719.98	8000
75299	Management Liaison Specialist	Best,Constance T	F	\$ 94,035.00	\$ 19,559.28	8000
75311	Special Assistant	Shy, Khalid Malik	F	\$ 72,528.00	\$ 15,085.82	8000
83285	Measurement & Plan. Analyst	Scott,Jesse	F	\$ 76,894.00	\$ 15,993.95	8000
83286	Measurement & Plan. Analyst	Aliu,Paul	F	\$ 81,260.00	\$ 16,902.08	8000
84846	Business Operations Manager	Scott, Marc A	F	\$ 140,153.20	\$ 29,151.87	8000
9000 BUSINESS RESOURCES AND SUPPORT SERVICES						
74775	Asst. Director for Business Re	Manassa, Marvin	F	\$ 151,998.00	\$ 31,615.58	9000
74916	Property Disposal Specialist	Jackson, Donald	F	\$ 79,077.00	\$ 16,448.02	9000
74917	Property Disposal Specialist	Dorsey, Chante H	F	\$ 104,423.00	\$ 21,719.98	9000
74963	PROPERTY DISPOSAL OFFICER	Lewis,Ryan Blair	F	\$ 105,637.00	\$ 21,972.50	9000
74964	Support Services Specialist	Gross, Latrina Denise	F	\$ 65,987.00	\$ 13,725.30	9000
75310	Property Disposal Specialist	Cadogan Jr.,Antonio Rafael	F	\$ 88,841.00	\$ 18,478.93	9000
82546	Administrative Support Special	Alexander,Keyana	F	\$ 53,217.00	\$ 11,069.14	9000
82564	PROPERTY DISPOSAL OFFICER	Evans, Darrick Antonio	F	\$ 105,637.00	\$ 21,972.50	9000
74954	Records Management Specialist	Bigelow, Jacqueline Annette	F	\$ 76,894.00	\$ 15,993.95	9000
74965	Support Services Specialist	Watson,Shari	F	\$ 81,260.00	\$ 16,902.08	9000
82545	Administrative Support Special	Delcid,Jorge	F	\$ 50,201.00	\$ 10,441.81	9000
85762	Administrative Support Special	Carroll,Curtis	F	\$ 48,693.00	\$ 10,128.14	9000
85773	Administrative Support Special	Douglas,Berchel	F	\$ 47,185.00	\$ 9,814.48	9000

Office of Contracting and Procurement
Mobile Asset Listing

Executive

Name	Title	Justification	Annual Cost
Diggs, Kimberly	Executive Assistant	Remote location work	\$437.40
Schutter, George	Director/Chief Procurement Officer	Agency Director	\$641.66

SUMMARY FTEs: 2 Cell Phones: 2 Mifis: 1 iPads: 1 Total Spend
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Name	Title	Justification	Phone Cost	Mifi Cost	iPad Cost	Annual Cost
Abel, Nelson	Procurement Integrity & Compliance Officer	Management	\$581.64	\$30.01		\$611.65
Alexander, Lisa	Measurement and Planning Analyst	Remote location work	\$437.40			\$437.40
Asfaw, Zertihun	Compliance Analyst	Remote location work	\$581.64			\$581.64
Best, Constance	Human Resources Specialist	Remote location work	\$437.40			\$437.40
Carpenter, Forrest	Communications Specialist	Remote location work	\$581.64			\$581.64
Cherinet, Hirut	IT Specialist	Remote location work	\$437.40	\$30.01		\$467.41
Dandu, Bhavani	Supervisory IT Specialist	Remote location work	\$437.40			\$437.40
Gamble, Zack	IT Specialist (Data Management)	Remote location work	\$581.64			\$581.64
Johnson, Tyree C	Compliance Analyst	Remote locatio work	\$437.40			\$437.40
Kennard, Donald	IT Specialist	Remote location work	\$437.40			\$437.40
Lispcome, Quindith	IT Specialist	Remote location work	\$581.64			\$581.64
Lovett, Donald	Chief Info Officer	Remote location work	\$581.64			\$581.64
Nwagbara, Daniel	Executive Assistant to the Chief of Staff	Remote location work	\$581.64			\$581.64
Olanami, Ololade	Performance Management Officer	Remote location work	\$847.56			\$847.56
Partlow, James	Public Information Officer	Remote location work	\$581.64	\$30.01		\$611.65
Plavan, Timur	IT Specialist	Remote location work	\$581.64			\$581.64
Rodriguez, Ernesto	Management Liaison Specialist	Remote location work	\$437.40			\$437.40
Ross, Armeta	Compliance Monitor	Remote location work	\$437.40			\$437.40
Scriven, Tammy Jo	Human Resources Officer	Management	\$437.40			\$437.40
Shy, Malik	Special Assistant	Remote location work	\$581.64			\$581.64
Simmons, Chiquita	Administrative Support Specialist	Remote location work	\$437.40			\$437.40
Sommons, Tammie	Management Liaison Specialist	Remote location work	\$437.40			\$437.40
Steele, Ngina	Compliance Analyst	Remote location work	\$437.40			\$437.40
Stephens, Lauren	Communications Director	Remote location work	\$437.40			\$437.40
Teague, Pete (William)	OCP Ombudsman	Management	\$437.40			\$437.40
Toppin, Gina	Chief of Staff	Management	\$581.64	\$30.01		\$611.65
White, Robin	Compliance Analyst	Remote location work	\$581.64			\$581.64
Williams, Paula	Measurement and Planning Coordinator	Remote location work	\$581.64			\$581.64

<p>SUMMARY FTEs: 28 Cell Phones: 28 Mifis: 4 Total Spend: \$14,652.52</p>
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Name	Title	Justification	Annual Cost
Alexander, Keyana	Administrative Support Specialist	Remote location work	\$581.64
Bigelow, Jacqueline	Records Management Specialist	Remote location work	\$581.64
Cadogan, Antonio	Property Disposal Specialist	Remote location work	\$581.64
Carroll, Curtis	Administrative Support Specialist	Remote location work	\$581.64
Delcid, Jorge (Jesse)	Administrative Support Specialist	Remote location work	\$581.64
Dorsey, Chante	Property Disposal Specialist	Remote location work	\$437.40
Douglas, Berchel	Administrative Support Specialist	Remote location work	\$581.64
Evans, Darrick (Tony)	Deputy Chief Property Officer	Management/Emergency Personnel	\$583.08
Gross, Latrina	Support Services Specialist	Remote location work	\$437.40
Harrison, Tornia	Procurement Analyst	Remote location work	\$611.65
Jackson, Donald	Property Disposal Specialist	Remote location work	\$581.64
Lewis, Ryan	Property Disposal Officer	Remote location work	\$437.40
Manassa, Marvin	Associate Director for Business Resources	Management	\$467.41
Pryor, Ernest	Measure Analysis & Planning Coordinator	Remote location work	\$581.64
Rojas, Rosalia	Purchase Card Program Officer	Remote location work	\$611.65
Watson, Shari	Support Services Specialist	Remote location work	\$641.66

<p>SUMMARY FTEs 16 Cell Phones: 16 Mifis: 3 iPad: 3 Total Spend \$8,880.77</p>
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Name	Title	Justification	Annual Cost
Brock, Eric	Training Specialist	Remote location work	\$437.40
Coles, Melinda	Training Specialist	Remote location work	\$437.40
Dorn, D'Andre	Training Instructor	Remote locatiom work	\$581.64
Pearson, James	Interim Chief Learning Officer	Remote location work	\$437.40
Ramsey, Tiffany	Training Specialist	Remote location work	\$581.64

SUMMARY FTEs: 5 Cell Phones: 5 Total Spend \$2,475.48

Name	Title	Justification	Annual Cost
Aliu, Paul	Measurement and Planning Analyst	Remote location work	\$581.64
Allen, Birchard	Chief Contracting Officer	Management	\$581.64
Allen, Todd	Supervisory Contract Specialist	Management	\$581.64
Atkinson, Wendell	Chief Contracting Officer	Management	\$581.64
Aytch, Rodney	Supervisory Contract Specialist	Remote location work	\$437.40
Blount, Willandria	Contract Specialist	Remote location work	\$437.40
Bradford, Sasha	Contract Specialist	Remote location work	\$437.40
Burke, Derrick	Contract Specialist	Remote location work	\$437.40
Busch, Emily	Contract Specialist	Remote location work	\$611.65
Cephas, Gloria	Contract Specialist	Remote location work	\$581.64
Champion, Tiffany	Contract Specialist	Remote location work	\$437.40
Chester, Ebony	Contract Specialist	Remote location work	\$437.40
Cobbs, Monica	Supervisory Contract Specialist	Remote location work	\$437.40
Daley, Neville	Contract Specialist	Remote location work	\$904.32
Desper, Margaret T.	Supervisory Contract Specialist	Remote location work	\$437.40
Edwards, Rickey	Contract Specialist	Remote location work	\$437.40
Etekoachay, Michael	Contract Specialist	Remote location work	\$581.64
Felton, Anthonisha	Contract Specialist	Remote location work	\$437.40
Giles, Wilbur	Chief Contracting Officer	Management	\$581.64
Gopaul, Yvonne	Contract Specialist	Remote location work	\$581.64
Gordon, Emmaniece	Contract Specialist	Remote location work	\$581.64
Gray, Lydia	Contract Specialist	Remote location work	\$581.64
Hale, Dorothy	Supervisory Contract Specialist	Remote location work	\$581.64
Halsey, Courtney	Procurement Tech	Remote location work	\$581.64
Hapeman, Nancy	Interim Deputy CPO and General Counsel	Management/Emergency Personnel	\$611.65
Hatcher, Tiffany	Contract Specialist	Remote location work	\$581.64
Hayes, Dwight	Contract Specialist	Remote location work	\$581.64
Henderson-Neblett, Treva	Executive Assistant to the Assistant Deputy CPO	Remote location work	\$581.64
Henry, Yvette	Supervisory Contract Specialist	Remote location work	\$437.40
Henson, DeAndre	Contract Specialist	Remote location work	\$581.64
Hepburn, Juva	Supervisory Contract Specialist	Remote location work	\$581.64
Hunter, Tyranny	Supervisory Contract Specialist	Management	\$581.64
Johnson, Georgette	Contract Specialist	Remote location work	\$583.08
Johnson, Regina	Contract Specialist	Remote location work	\$581.64
Jones, Damion	Contract Specialist	Remote location work	\$437.40
Jones, Peter	Contract Specialist	Remote location work	\$437.40
Koslosky, Ryan	Attorney Advisor	Remote location work	\$581.64
Lattimore, Courtney	Chief Contracting Officer	Remote location work	\$611.65
Mack, Priscilla	Chief Contracting Officer	Remote location work	\$581.64
Malone, Franklyn	Contract Specialist	Remote location work	\$581.64
Mangilit, Eleuterio	Contract Specialist	Remote location work	\$437.40
Mayo, Dawn	Contract Specialist	Remote location work	\$581.64
McDaniel, Durrell	Contract Specialist	Remote location work	\$581.64
McQueen, Ann (Anmarie)	Contact Specialist	Remote location work	\$581.64
Meriwether, Rhonda	Contract Specialist	Remote location work	\$581.64
Muhammad, Hakima	Supervisory Contract Specialist	Management	\$581.64
Murphy, Antwanette	Supervisory Contract Specialist	Management	\$581.64
Neblett, Sonia	Contract Specialist	Remote location work	\$437.40
Nelson, Ruby	Contract Specialist	Remote location work	\$437.40
Nicholson, Marketa	Procurement Analyst	Management	\$581.64
Niestrath, Marie	Supervisory Contract Specialist	Remote location work	\$437.40
Nixon, Tonia	Supervisory Contract Specialist	Remote location work	\$581.64
Palmer, LaTalya	Supervisory Contract Specialist	Management	\$581.64
Platek, Margaret	Supervisory Contract Specialist	Remote location work	\$581.64

Reynolds, Heather	Supervisory Contract Specialist	Remote location work	\$437.40
Richardson, Simone	Contract Specialist	Emergency Personnel	\$437.40
Roane, Jake	Contract Specialist	Remote location work	\$581.64
Safi, Abdul	Contract Specialist	Remote location work	\$437.40
Scott, Jesse	Measurement and Planning Analyst	Remote location work	\$437.40
Scott, Marc	Procurement Business Operations Manager	Management	\$847.56
Shamloo, Shaivard	Supervisory Contract Specialist	Management	\$581.64
Sharp, William (Bill)	Chief Contracting Officer	Management	\$581.64
Smith, Adele	Contract Specialist	Remote location work	\$581.64
Smith-McDermott, Nicole	Contract Specialist	Remote location work	\$581.64
Stewart, Sr., Joseph	Supervisory Contract Specialist	Management	\$581.64
Stith, Alvin	Supervisory Contract Specialist	Remote location work	\$581.64
Sweatt, Tyrone	Supervisory Contract Specialist	Remote location work	\$437.40
Tibbs, Fatmata	Supervisory Contract Specialist	Remote location work	\$437.40
Tisdale, Jeffrey	Supervisory Contract Specialist	Remote location work	\$581.64
Turner, Angela	Chief Contracting Officer	Remote location work/Emergency Personnel	\$581.64
VanBrakle, Clarice	Contract Specialist	Remote location work	\$581.64
Walker, Albert	Contract Specialist	Remote location work	\$581.64
Wallington, Kenneth	Supervisory Contract Specialist	Remote location work	\$437.40
Washington, Warren	Contract Specialist	Remote location work	\$437.40
Weaver-Thomas, Constance	Contract Specialist	Remote location work	\$581.64
Webb, James	Supervisory Contract Specialist	Remote location work	\$581.64
White, Deborah	Supervisory Contract Specialist	Remote location work	\$581.64
White, Derrick	Chief Contracting Officer	Remote location work	\$437.40
Whitley, Reginald	Supervisory Contract Specialist	Remote location work	\$581.64
Wishod, Steven	Deputy Chief Contracting Officer	Remote location work	\$437.40
Withers, Renee	Contract Specialist	Remote location work	\$581.64
Wright, Alisha	Contract Specialist	Remote location work	\$437.40
Yi, Chris	Supervisory Contract Specialist	Remote location work	\$581.64

SUMMARY
FTEs 83
Cell Phones: 83
Mifis: 3
Total Spend \$44,917.47

Agency Name

Annual Freedom of Information Act Report for Fiscal Year 2017
October 1, 2016 through September 30, 2017

FOIA Officer Reporting

PROCESSING OF FOIA REQUESTS

- 1. Number of FOIA requests received during reporting period
2. Number of FOIA requests pending on October 1, 2016
3. Number of FOIA requests pending on September 30, 2017
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2017

DISPOSITION OF FOIA REQUESTS

- 5. Number of requests granted, in whole
6. Number of requests granted, in part, denied, in part
7. Number of requests denied, in whole
8. Number of requests withdrawn
9. Number of requests referred or forwarded to other public bodies
10. Other disposition

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION

- 11. Exemption 1 - D.C. Official Code § 2-534(a)(1)
12. Exemption 2 - D.C. Official Code § 2-534(a)(2)
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
Subcategory (A)
Subcategory (B)
Subcategory (C)
Subcategory (D)
Subcategory (E)
Subcategory (F)
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)
15. Exemption 5 - D.C. Official Code § 2-534(a)(5)

- 16. Exemption 6 - D.C. Official Code § 2-534(a)(6)
 - Subcategory (A).....
 - Subcategory (B).....
- 17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....
- 18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....
- 19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....
- 20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....
- 21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....
- 22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

- 23. Number of FOIA requests processed within 15 days.....
- 24. Number of FOIA requests processed between 16 and 25 days.....
- 25. Number of FOIA requests processed in 26 days or more.....
- 26. Median number of days to process FOIA Requests.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS

- 27. Number of staff hours devoted to processing FOIA requests.....
- 28. Total dollar amount expended by public body for processing FOIA requests.....

FEEES FOR PROCESSING FOIA REQUESTS

- 29. Total amount of fees collected by public body.....

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

- 30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

District of Columbia Planning Documents

My Apps CBE Subcontracting Complia... CPO General OCA: District Performance Plans

Home Agencies Performance Plans Objectives Operations List Operations-Strategic ... STRATEGIC INITIATIVES Initiatives Measures Initiative-Agency L

Performance ... **O...** **More**

Reports & Charts

Agency [Office of Contracting and Procurement](#)

Agency Acronym OCP

Return
Agency POO
Code

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance POCs [Armata \(OCP\) Ross](#) [Gina Toppin](#) [Lisa Alexander](#)
[Phyllis \(OCP\) Love](#)

Agency Budget POCs [Armata \(OCP\) Ross](#) [Gina Toppin](#)
[Shilonda \(OFRM\) Wiggins](#)

Fiscal Year 2018

When you believe you are finished with this phase of your Performance Plan, press edit in the upper right, check this box, and then press save.

2018 Objectives

Strategic Objectives

Full Report | Grid Edit | Email | More 6 Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Improve the quality and cost efficiency of procured goods, services and construction.	1	16
2	Improve planning and forecasting to support strategic business decisions in procurement.	4	2
3	Sustain a highly competent workforce.	2	2
4	Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders.	1	8
5	Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community.	0	1
6	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		17	29

Add Strategic Objective

2018 Key Performance Indicators

Key Performance Indicators

Full Report | Grid Edit | Email | More 8 Measures

Measure	New Measure/Benchmark Year	Directionality	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target	FY 2018 Quarter 1
1 - Improve the quality and cost efficiency of procured goods, services and construction. (1 Measure)											
Percent of timely contractor performance evaluations on currently awarded contracts	✓	Up is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	29.7%
2 - Improve planning and forecasting to support strategic business decisions in procurement. (4 Measures)											
Percent of planned contracts that are awarded within the fiscal year	✓	Up is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	Annual Measure
Number of contract ratifications	✓	Down is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	15
Number of retroactive contracts	✓	Down is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	1
Percent of planned contracts that are awarded within the fiscal year	✓	Up is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	Annual Measure
3 - Sustain a highly competent workforce. (2 Measures)											
Percent of OCP procurement staff positions that are vacant	✓	Down is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	6.5%
Percent of OCP procurement personnel achieving appropriate contracting tier level certification	✓	Up is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	82%
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (1 Measure)											
Percent of awarded contracts over \$100,000 publicly posted	✓	Up is Better	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	New Measure	44.7%

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations



	Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Improve the quality and cost efficiency of procured goods, services and construction. (16 Activities)						
	INFORMATION TECHNOLOGY	Service Request Resolution	Prompt resolution of IT related issues ensures a continuous flow of productivity.	Daily Service	0	0
	INFORMATION TECHNOLOGY	Vendor Record Maintenance Service	This is a system to track set-up and changes to vendor accounts.	Daily Service	0	0
	SURPLUS PROPERTY	Re-utilization Cost Avoidance	By avoiding acquisition costs through repurposing and redistribution, the District is able to gain cost savings and cost avoidance.	Daily Service	0	0
	PROCUREMENT MANAGEMENT & SUPPORT	Implementation Tracking for Large and Mission Critical Procurements	The acquisition process is monitored throughout the procurement life cycle to identify constraints and implement appropriate technical assistance to keep activities on track.	Key Project	0	0
	PROCUREMENT INTEGRITY AND COMPLIANCE	Contracting Officer Scorecard	This is an audit output identifying the compliance rating for each contracting officer.	Daily Service	0	0
	CONTRACTING AND PROCUREMENT	Purchase Order Processing	This represents the number and value of purchase order workload for procurement personnel.	Daily Service	3	0
	SURPLUS PROPERTY	Property Revenue Generation	The OCP Surplus Property Program is a rigorous e-commerce campaign extended to industry outreach. It is building increased capacity for engaging additional auction bidding which generates revenue.	Daily Service	1	0
	CONTRACTING AND PROCUREMENT	DC Supply Schedule	The DC Supply Schedule (DCSS) is the city's multiple-award schedule for providing commercial products and services to District government agencies. Competitive contracts are awarded to hundreds of suppliers who can provide thousands of products and services to meet recurring needs of these government agencies. Government acquisition personnel (from DC and other jurisdictions in the region) may place task or delivery orders against the schedule following DCSS procedures.	Daily Service	0	0
	PROCUREMENT INTEGRITY AND COMPLIANCE	Risk-Based Internal Auditing	The Office of Procurement Integrity and Compliance conducts internal audits and reports its internal audit findings to key stakeholders within the agency; serves as the primary lead for OCP in support of the Comprehensive Annual Financial Report (CAFR) and Single Audit, and performs operational assessments of procurement processes and functions for agencies and teams under the authority of the District's Chief Procurement Officer.	Daily Service	0	0
	INFORMATION TECHNOLOGY	Technology Support	The Procurement Technology Team develops and maintains server applications, and multiple SQL databases, updates both Internet and Intranet sites and improves IT functionality..	Key Project	0	1
	HUMAN RESOURCE MANAGEMENT	Management Training	OCP's Resource Management division oversees required management training for managers, in cooperation with DCHR Center for Learning.	Key Project	0	0
	CONTRACTING AND PROCUREMENT	P-CARD UTILIZATION	The District of Columbia leverages the P-Card Program as a fast and effective way for agencies to procure goods and services under \$5000 for single purchases. The P-Card Program serves as an alternative method of procurement that reduces the processing cost and delivery time for small purchases. Over 75 agencies within the District use the P-Card Program as a vehicle for small purchases.	Daily Service	0	0
	CONTRACTING AND PROCUREMENT	SBE/CBE Subcontracting Compliance	For contracting parity, any contract executed on the behalf of the District that involves District funds, with exceptions, is legally bound to the 35 percent requirement. Federally funded, GSA, DCSS, Cooperative Agreements and CBE prime contractors are excluded.	Daily Service	0	0
	PROCUREMENT INTEGRITY AND COMPLIANCE	Audit Deficiency Remediation	Single and CAFR audits are conducted for District agencies. Based on findings from external auditors, OCP notifies agencies under the authority of the CPO and their contracting officers of any deficiencies. OCP devises and monitors corrective action plans.	Key Project	0	0
	CONTRACTING AND PROCUREMENT	Contractor Performance Evaluation	The focus of this operation is to sustain a well-defined contractor performance evaluation system.	Key Project	0	1
	PURCHASE CARD	P-Card Program	OCP manages the P-Card program as efficient and quick process for agencies to procure goods. It is an alternative method of procurement that reduces processing costs and delivery time for small purchases.	Daily Service	0	1
	TOT				4	3
2 - Improve planning and forecasting to support strategic business decisions in procurement. (2 Activities)						
	CONTRACTING AND PROCUREMENT	Milestone Planning	Contracting Officers use milestone planning to define key tasks and processing requirements, inter-agency coordination, and deliverables; and, the timelines for performing functions through project completion.	Daily Service	0	0
	CONTRACTING AND PROCUREMENT	Acquisition Planning Improvement	All agencies under the authority of the Chief Procurement Officer (CPO) are required to submit planned procurements annually prior to the start of each fiscal year. This helps OCP anticipate types of purchases, cycle times and resource allocation requirements.	Key Project	0	1
	TOT				0	1
3 - Sustain a highly competent workforce. (2 Activities)						
	LEARNING AND DEVELOPMENT	Procurement Certification Workshop Delivery	Multi-tier workshop series enhances procurement proficiency through competency based learning for contracting officers and contract specialists.	Key Project	0	1
	LEARNING AND DEVELOPMENT	Procurement Foundations Course Delivery	Core training on District procurement rules, regulations, policies, and procedures is required for all procurement staff operating under authority of the Chief Procurement Officer (CPO).	Key Project	0	0
	TOT				0	1
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (8 Activities)						
	PROCUREMENT MANAGEMENT & SUPPORT	Workload Management System	This is a planned comprehensive information management tool to provide timely details on workload, resource allocation and productivity.	Key Project	0	0
	LEGAL	Update Policies	OCP General Counsel Provides oversight for OCP policies and procedures.	Daily Service	0	1
	LEGAL	FOIA Requests	Requests for information are received through several means and generally require contracting personnel to gather documents for the FOIA specialist to package. The business process has been improved to tie performance to compliance and legislation therefore minimizing paperwork, reducing response time and increasing transparency.	Daily Service	0	0
	OPERATIONS MANAGEMENT AND SUPPORT	Audit Committee	In order to align management decisions with audit functions, a specific audit committee has been formed.	Key Project	0	0

HUMAN RESOURCE MANAGEMENT	Standardized HR Policies	The Office of Human Resources (OHR) provides human resource management services that position the Office of Contracting and Procurement to attract, develop and retain a well-qualified and diverse workforce. Establishing and maintaining HR policies and procedures helps maintain the integrity of OCP operations.	Daily Service	0	0
INFORMATION TECHNOLOGY	Performance Dashboard	The Dashboard provides a more efficient mechanism for data analysis.	Key Project	0	0
RESOURCE MANAGEMENT	Records Management	OCP maintains an on-going monitoring, oversight and records management training for all umbrella agencies.	Daily Service	0	0
PROCUREMENT MANAGEMENT & SUPPORT	Transparent awards	OCP publishes/posts newly awarded and active contracts \$100,000 and above on the OCP web site for public access.	Key Project	0	0
TOT				0	1
5 - Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community. (1 Activity)					
CUSTOMER SERVICE AND COMMUNICATIONS	Vendor Engagement and Outreach	OCP will continue its series, "OCP in the Wards," which represents business outreach and engagement designed to demystify District procurement practices. DC Buys, a reverse vendor trade fair, monthly vendor workshops and other outreach events will occur.	Key Project	0	1
TOT				0	1
TOT				4	7

2018 Workload Measures

Workload Measures - Operations [Full Report](#) | [Grid Edit](#) | [Email](#) | [More](#) **4 Measures**

Measure	New Measure/Benchmark Year	Numerator Title	Units	FY 2014	FY 2015	FY 2016	FY 2017 Actual	FY 2018 Quarter 1
1 - Property Revenue Generation (1 Measure)								
Amount of revenue generated from surplus property (in millions)	<input type="checkbox"/>	Revenue generated	Dollars	3.9	4.2	\$4.1	\$4	Annual Measure
1 - Purchase Order Processing (3 Measures)								
Total value of purchase orders awarded to CBE contractors (in millions)	<input type="checkbox"/>	Value of purchase orders to CBE contractors	Purchase orders		559.6	995.4	867.6	495.8
Total number of contracts awarded	<input type="checkbox"/>	Total contracts	Contracts			Not Available	757	539
Total dollar value of contracts awarded (in millions)	<input type="checkbox"/>	Total value of contracts	Contracts			Not Available	4247	3778.2

2018 Initiatives

Strategic Initiatives [Full Report](#) | [Grid Edit](#) | [Email](#) | [More](#) **7 Strategic initiatives**

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update	Needs Initiative Update Notification
Acquisition Planning Improvement (1 Strategic Initiative)				
Coordinate contract execution with acquisition planning	In FY18, OCP will focus on improving acquisition planning to achieve quality goods, services and construction for the District. Specifically, OCP will continue its effort from FY17 to convert planned procurement opportunities into forecast summaries - details of which are posted on a searchable site on the agency's website. This initiative will help with contracting transparency objectives and will also enhance industry competition.	09-30-2018		
Contractor Performance Evaluation (1 Strategic Initiative)				
Quality-focused Contractor Performance	To ensure that the District is receiving quality goods, services and construction and to protect the DC Government from inadequate contractor performance, OCP will build upon its contractor performance evaluation program to facilitate an expanded evaluation program generating on-time and quality-focused assessments for all contracts in excess of \$100K. This will contribute to the information needed during source selection, exercising options, and determining contractor responsibility.	09-30-2018		
P-Card Program (1 Strategic Initiative)				
Optimize P-Card use across District procurement operations	In FY17, OCP focused on working with the Office of the Chief Financial Officer/Office of Finance and Resource Management, to promote the use of the P-Card to pay for commodities such as utilities. In FY18, OCP will expand its utilization assessment to fully understand the scope of P-Card use, including the volume of transactions, types of commodities and spending trends. A business development plan will be created to expand the usage of the P-Card program, which will include business analysis, process review, outreach, training and communication. The ultimate outcome will be greater utilization of the P-Card for expeditious access to goods and services in the micro-procurement arena.	09-30-2018		
Procurement Certification Workshop Delivery (1 Strategic Initiative)				
Certification and Training through Procurement Institute (PTI)	In FY18, OCP will continue its comprehensive certification and training program for procurement professionals on the integrated procurement team in a manner that best supports the overall procurement system. PTI is also examining online learning in order to help provide more training opportunities without increasing costs for additional classroom facilities and instructor labor. In FY18, PTI will identify specific gaps in reach and curriculum. The learning objectives of identified courses shall be outlined, staffed and approved by September 30, 2018.	09-30-2018		
Technology Support (1 Strategic Initiative)				
Key Business Information	In FY18, OCP will enhance the capabilities of its performance dashboards (e.g., the Large and Mission Critical Dashboard for acquisitions equal to or greater than \$1M) to draw data directly from systems and deliver real-time management information to District leadership. Systematic mechanisms or tools will be developed to bring uniformity in the actual data-collection process and to eliminate the bulk of the manual data-collection procedures which can be time-consuming and error prone. The objective is to establish analysis and reporting tools to support procurement monitoring, and provide a systematic data-review and evaluation process to assess progress and constraints, and to find solutions.	09-30-2018		
Update Policies (1 Strategic Initiative)				

Update active policies and procedures In FY17, all active policies were identified with the goal of updating and improving content clarity and accuracy, including compliance with applicable laws. This involved developing/revising policies and procedures that impact day-to-day procurement service delivery, efficiency and effectiveness. OCP will continue this effort in FY18 and will ensure that procurement legislation, regulations, policies and procedures reflect best practices and promote quality and timely procurement practices. 09-30-2018

Vendor Engagement and Outreach (1 Strategic Initiative)

Industry engagement and outreach Industry engagement remains a core objective. OCP will implement an engagement strategy encompassing a mix of vehicles that will help build greater understanding of the District's procurement processes and practices. This will include outreach through the OCP Customer Contact Center, industry fairs and ombudsman activities. In FY18, improved practices such as automating application procedures for the DC Supply Schedule and the introduction of e-invoicing will further enhance the engagement strategy. 09-30-2018

2018 Initiative Updates

Initiative Updates [Full Report](#) | [Grid Edit](#) | [Email](#) | [More](#) **7 Initiative Updates**

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	Quarters
Certification and Training through Procurement Training Institute (PTI) (1 Initiative Update)							
<u>Certification and Training through Procurement Training Institute (PTI)</u>	The OCP Procurement Training Institute provided eight (8) District Procurement Certification Program (DPCP) sessions to 98 procurement professionals and 40 non-DPCP sessions to 506 participants.	75-99%	High	Incremental	Trained procurement professionals are performing their work in accordance with District law, regulation, and policy.		Q1
Coordinate contract execution with acquisition planning (1 Initiative Update)							
<u>Coordinate contract execution with acquisition planning</u>	OCP is consistently updating the forecasting website weekly in an effort to highlight all new procurements over \$100K for the vendor community. The Acquisition Planning unit is also working on highlighting contracts that are in their last option year, in order to help the vendor community prepare for the upcoming solicitation period.	0-24%	High	Demonstrable	The forecasting tool promotes high visibility of contracting opportunities and allows vendors immediate access to the appropriate contact person for each project. Vendors have a wider pool, service quality is positively impacted, DC gets better pricing, and management can better plan and allocate resources.		Q1
Industry engagement and outreach (1 Initiative Update)							
<u>Industry engagement and outreach</u>	The OCP Customer Contact Center continues its daily outreach, ensuring that necessary information is available to the business community and that their concerns are adequately addressed. The online DC Supply Schedule application process has been fully implemented; this has reduced processing time and provided a more efficient servicing model.	0-24%	High	Incremental	These OCP engagement activities expand awareness of the District procurement process while also introducing the business community to our procurement personnel. Also, improved processes help to solidify a continuing partnership between the business community and District procurement teams.		Q1
Key Business Information (1 Initiative Update)							
<u>Key Business Information</u>	The Procurement Health Dashboard, created in FY17 Q4, is being finalized, and will enable users to monitor Key Performance Indicators (KPI) of a healthy procurement system. Data can be viewed over time and KPIs can be summarized at the District, Agency and OCP cluster levels. In addition, design work for developing a more robust and automated data capture process was initiated, and gaps in current data flows were identified, to improve the reporting needs of the Large and Mission Critical Dashboard.	0-24%	High	Incremental	System controls as well as better extraction and transformation of data improves the overall integrity of the data that guides procurement progress and processes.		Q1
Optimize P-Card use across District procurement operations (1 Initiative Update)							
<u>Optimize P-Card use across District procurement operations</u>	The P-Card Program, in collaboration with JP Morgan Chase, planned a strategy and implementation schedule for a series of WebEx trainings to numerous District P-card holders. The training focuses on the Payment Net system and its various, robust reporting features.	25-49%	High	Incremental	Agency P-card holders, Approving Officials, Designated Billing Officials and Contracting personnel now have access to better ways to conduct business transactions, as well as monitor and execute micro-purchases. A knowledgeable P-Card user base maximizes the purchasing capability of the P-Card and increases the overall efficiency of the procurement process.		Q1

Quality-focused Contractor Performance (1 Initiative Update)

<u>Quality-focused Contractor Performance</u>	OCP completed an assessment of its contractor performance evaluation system (e-Val). Key functional deficiencies were identified during this assessment, and it was clear that the system needed to be upgraded or replaced. Several options have been explored to upgrade or replace the e-Val system. Additionally, a focus group was convened to address desirable system requirements. Updated evaluation tools have been developed for eventual incorporation into a new contractor performance evaluation system and funds for development are being sought.	0-24%	High	None	OCP anticipates the introduction of a revised contractor performance evaluation system during the 3rd quarter of this fiscal year.	Q1
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Update active policies and procedures (1 Initiative Update)

<u>Update active policies and procedures</u>	The OCP Office of the General Counsel has written a new chapter in the Procurement Procedures Manual related to the Certified Business Enterprise Program as well as a new Wellness policy implementing the Workplace Wellness Program, both of which are in the stage of final approval. Additionally, OCP is proposing that legislation be included in the 2019 Budget Support Act that will establish special funds for OCP-generated revenue to pay for the costs of the P-Card and DC Supply Schedule programs.	0-24%	High	Incremental	OCP staff has clearer guidance on procurement and administrative policies. Also, actualization of the newly proposed legislation will demonstrate efficiency in maximizing resources.	Q1
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Administrative Information

FY Performance Plan Office of Contracting and Procurement FY2018 **Record ID#** 525

Performance Plan ID 399

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