

Government of the District of Columbia



Office of Contracting and Procurement

Responses to Pre-Performance Hearing Questions
Round 1

**Chairman Phil Mendelson
Committee of the Whole**

February 12, 2015

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 26, 2015. The Schedule A also should indicate any 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. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

OCP does not currently have any employees detailed to or from the agency.

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

Title	Name	Salary	Bonus/ Overtime
Dir Contracting & Procurement	Staton Jr., James D.	\$168,920.00	n/a
Asst Dir for Procurement	Mobley, Sheila D.	\$154,500.00	n/a
Asst. Director for Operations	Cade, Sanya	\$134,800.22	n/a
Supvy Contract Specialist	White, Derrick D.	\$128,777.00	n/a
Program Manager (Bus. Oper.)	Lanier, Shirley W.	\$128,750.00	n/a
Supvy Contract Specialist	Atkinson, Wendell O.	\$128,000.00	n/a
Asst. Director for Operations	Alao, Yinka T.	\$124,373.00	n/a
Supvy Contract Specialist	Mendes, Sherrie	\$124,000.00	n/a
Compliance Monitor	Ross, Armeta	\$122,153.00	n/a
Supvy Contract Specialist	Mack, Priscilla	\$121,000.00	n/a
Supvy Contract Specialist	Robertson, Allison R.	\$121,000.00	n/a
Supvy Contract Specialist	Wishod, Steven H.	\$121,000.00	n/a
Property Disposal Officer	Manassa, Marvin	\$118,450.00	n/a
Human Resources Officer III	Bradley, Gloria A.	\$118,000.00	n/a
IT Program Manager (PASS)	Hassan, Reza	\$115,360.00	n/a
Supvy Contract Specialist	Byrd-Williams, Callie	\$115,360.00	n/a
Supvy Contract Specialist	Stewart Sr., Joseph N.	\$111,000.00	n/a
Business Operations Manager	Hatleberg, Andrew	\$110,000.00	n/a
Business Operations Manager	Scott, Marc A.	\$110,000.00	n/a

(b) For fiscal year 2015, please list each employee whose salary is or was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

Title	Name	Salary	Bonus/overtime
Dir Contracting & Procurement	Staton Jr., James D.	\$ 173,987.60	n/a
Interim Director	Hapeman, Nancy Kay	\$ 168,681.40	n/a
Asst Dir for Procurement	Mobley, Sheila D.	\$ 159,135.00	n/a
Chief Learning Officer	Burton, Sharon L.	\$ 140,000.00	n/a
Asst. Director for Operations	Alao, Yinka T.	\$ 133,900.00	n/a
Chief Information Officer	Hassan, Reza	\$ 133,900.00	n/a
Asst. Director for Business Resources	Manassa, Marvin	\$ 133,900.00	n/a
Supvy Contract Specialist	White, Derrick D.	\$ 132,640.31	n/a
Supvy Contract Specialist	Allen III, Birchard Brooks	\$ 132,640.31	n/a
Supvy Contract Specialist	Turner, Angela E.	\$ 132,640.31	n/a
Supvy Contract Specialist	Atkinson, Wendell O.	\$ 131,840.00	n/a
Attorney Advisor	Harrington, Jody M.	\$ 131,501.00	n/a
Supvy Attorney Advisor	Regan, Jeremiah	\$ 130,000.00	n/a
Supvy Contract Specialist	Mendes, Sherrie	\$ 127,720.00	n/a
Compliance Officer	Ross, Armeta	\$ 125,817.00	n/a
Strategic Development and Analysis Officer	Love, Phyllis R.	\$ 125,000.00	n/a
Supvy Contract Specialist	Mack, Priscilla	\$ 124,630.00	n/a
Supvy Contract Specialist	Robertson, Allison R.	\$ 124,630.00	n/a
Supvy Contract Specialist	Wishod, Steven H.	\$ 124,630.00	n/a
Attorney Advisor	Sadel, Steven A.	\$ 124,577.00	n/a
Business Operations Manager	Gatewood- Crenshaw, Eboni Z.	\$ 122,003.00	n/a
Human Resources Officer III	Bradley, Gloria A.	\$ 121,540.00	n/a
Supvy Contract Specialist	Stewart Sr., Joseph N.	\$ 114,330.00	n/a
Business Operations Manager	Hatleberg, Andrew	\$ 113,300.00	n/a
Business Operations Manager	Scott, Marc A.	\$ 113,300.00	n/a

5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2014. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Employee	Title	Salary	Overtime Pay
Armwood, Bernetha S.	Contract Specialist	\$55,659.00	\$2,361.49
Squire Jr., Sherman L.	Contract Specialist	\$58,080.00	\$1,877.82
Brevard, Wanda A.	Contract Specialist	\$55,659.00	\$1,311.19
Harris, Yvonne W.	Contract Specialist	\$54,167.00	\$1,132.82
Reynolds, Heather S.	Contract Specialist	\$87,936.00	\$1,014.64
Yi, Chi Hui	Contract Specialist	\$82,792.00	\$716.47
Anderson, Uranus R.	Contract Specialist	\$58,080.00	\$565.44
Tisdale, Jeffrey Austin	Contract Specialist	\$76,111.00	\$548.88
Farmer-Linder, Crystal M.	Contract Specialist	\$87,936.00	\$486.19
Getachew, Mime W.	Contract Specialist	\$73,950.00	\$479.96
Glover-Mitchell, Debra R.	Contract Specialist	\$51,183.00	\$369.11
Mayo, Dawn A.	Contract Specialist	\$61,698.00	\$311.46
Etminan, Sanaz	Contract Specialist	\$82,792.00	\$278.62

6. For fiscal years 2013, 2014, and 2015 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Fiscal Year	Employee Name	Title	Special Pay	Reason
2013	Myers, Claudette K.	Contact Specialist	\$25,000.00	Early Retirement Incentive
	Smith, Gail P.	Contract Specialist	\$25,000.00	Early Retirement Incentive
2014	n/a			
2015	Wheeler, George D.	Contract Specialist	\$25,000.00	Early Retirement Incentive

7. For fiscal year 2015 (to date), please list each employee separated from the agency with separation pay. State the amount and number of weeks equivalents. Also, for each, state the reason for the separation.

No employees have been separated from the agency with a separation package in fiscal year 2015.

8. For fiscal years 2013, 2014, and 2015 (to date), please state the total number of employees receiving worker's compensation payments.

In fiscal year 2013, one employee received worker's compensation payments.

In fiscal year 2014, one employee received worker's compensation payments.

In fiscal year 2015, no employees have received worker's compensation payments.

9. For fiscal years 2014 and 2015 (to date), please list, in chronological order, all intra- District transfers to or from the agency.

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period	Total Amount
2014	DPW	OCP	Fleet Services	10/01/13 - 09/30/14	\$14,575.72
	UDC	OCP	Continuing Education Program	10/01/13 - 09/30/14	\$86,000.00
	DCHR	OCP	Executive recruitment services	10/01/13 - 09/30/14	\$25,000.00
	DCHR	OCP	Executive Learning	10/01/13 - 09/30/14	\$10,000.00
	OCTO	OCP	PASS Enhancement	10/01/13 - 09/30/14	\$58,998.00
	DPW	OCP	Trash Recycling	10/01/13 - 09/30/14	\$31,000.00
	OUC	OCP	Customer Services	10/01/13 - 09/30/14	\$2,053.00
	OAG	OCP	Legal Services	10/01/13 - 09/30/14	\$28,000.00
	OFRM	OCP	Financial Services	10/01/13 - 09/30/14	\$70,000.00
	OCP	DHCF	Contracting Services	10/01/13 - 09/30/14	\$63,995.95
	OCP	DPW	Program Support	10/01/13 - 09/30/14	\$5,550.50
	OCP	Multiple Agencies	Pcard	10/01/13 - 09/30/14	\$20,827,265.73
	Total				\$21,222,438.90
FY 2015					
	DPW	OCP	Fleet Services	10/01/14 - 09/30/15	\$14,542.58
	DPW	OCP	Trash Recycling	10/01/14 - 09/30/15	\$47,000.00
	OUC	OCP	Customer Services	10/01/14 - 09/30/15	\$3,300.00
	OFRM	OCP	Financial Services	10/01/14 - 09/30/15	\$95,665.00
	OCP	OAG	Legal Services	10/01/14 -	\$834,232.04

				09/30/15	
	OCP	DDOE	Green Purchasing	10/01/14 - 09/30/15	\$13,120.00
	OCP	DHCF	Contracting Services	10/01/14 - 09/30/15	\$258,710.33
	OCP	Multiple Agencies	P-card	10/01/14 - 09/30/15	\$16,269,806.09
	Total				\$17,536,376.04

10. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2014 and 2015 (to date). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number, the date, the amount, and the rationale.

Fiscal Year	Date	To	From	Reprogrammed use of Fund	Total
2014	2/20/2014	OCP	OCTO	O-type Budge Authority was needed to make P-card payments to independent agencies	\$150,000.00

11. For fiscal years 2014 and 2015 (to date), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

	Name/Fund Code	Source of Funding	Revenue	Expenditure	Purpose
FY14	P-card assessment from independent agencies/1433	Payments from Independent agencies	\$29,409	\$29,409	Monthly P-card payment to JPMC on behalf of independent agencies
FY15	DC Surplus Personal Property sales operation/4010	Proceeds from Surplus Personal Property Sales	\$375,000	\$47,327	Funds are used to pay the cost of the surplus personal property sales contract

NOTE: OCP has three revenue generating programs - DCSS, P-card & SPD. A total of \$4.3M was earned (and deposited in the District's General Fund) from the three programs combined in fiscal year 2014.

12. Please list all memoranda of understanding (MOU) either entered into by your agency or operational during fiscal years 2014 and 2015 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period	Total Amount
FY 2014					
	DPW	OCP	Fleet Services	10/01/13 - 09/30/14	\$14,575.72
	UDC	OCP	Continuing Education Program	10/01/13 - 09/30/14	\$86,000.00
	DCHR	OCP	Executive recruitment services	10/01/13 - 09/30/14	\$25,000.00
	DCHR	OCP	Executive learning	10/01/13 - 09/30/14	\$10,000.00
	OCTO	OCP	PASS Enhancement	10/01/13 - 09/30/14	\$58,998.00
	DPW	OCP	Trash Recycling	10/01/13 - 09/30/14	\$31,000.00
	OUC	OCP	Customer Services	10/01/13 - 09/30/14	\$2,053.00
	OAG	OCP	Legal Services	10/01/13 - 09/30/14	\$28,000.00
	OFRM	OCP	Financial Services	10/01/13 - 09/30/14	\$70,000.00
	OCP	DHCF	Contracting Services	10/01/13 - 09/30/14	\$63,995.95
	OCP	DPW	Program Support	10/01/13 - 09/30/14	\$5,550.50
	OCP	Multiple Agencies	P-card	10/01/13 - 09/30/14	\$20,827,265.73
	OCP	HBX	P-card - Independent Agency	10/01/13 - 09/30/14	\$150,000.00
	Total				\$21,222,438.90
FY 2015					
	DPW	OCP	Fleet Services	10/01/14 - 09/30/15	\$14,542.58
	DPW	OCP	Trash Recycling	10/01/14 - 09/30/15	\$47,000.00
	OUC	OCP	Customer Services	10/01/14 - 09/30/15	\$3,300.00
	OFRM	OCP	Financial Services	10/01/14 - 09/30/15	\$95,665.00

	OCP	OAG	Legal Services	10/01/14 - 09/30/15	\$834,232.04
	OCP	DDOE	Green Purchasing	10/01/14 - 09/30/15	\$13,120.00
	OCP	DHCF	Contracting Services	10/01/14 - 09/30/15	\$258,710.33
	OCP	Multiple Agencies	P-card	10/01/14 - 09/30/15	\$16,269,806.09
	Total				\$17,536,376.04

13. **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 2014 and 2015.**

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

14. **Please list each grant or sub-grant received by your agency in fiscal years 2014 and 2015 (to date). List the date, amount, purpose of the grant or sub-grant received, and explain how the grant is allocated if it is a multi-year grant.**

OCP did not receive any grants or sub-grants in fiscal years 2014 and 2015.

15. **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 no open capital projects.

16. 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	Description	Date Filed	Impact on Agency (OCP)
Appeal of Williams, Adley & Co., CAB Nos. D-1373, D-1384 and D-1456	Appeal of termination for default of SLED contract and District's claim for reprocurement costs	12/4/09	None
Appeal of United Healthcare Community Plan, CAB No. D-1457	Appeal of deemed denial of claim for contract damages under MCO contract	9/14/12	None
Appeal of Advantage Healthplan, Inc., CAB No. D-1461	Appeal of assessment of costs relating to unsupported claim arising out of Capitated Provider Agreements	12/4/12	None
Protest Remand from Superior Court/Civil Action No. 2006 CA 8307/CAB No. P-0739, Urban Service System	Challenge to application of CBE program to trash hauling contract	10/8/08	None
OEA Remand from Superior Court/CA Nos. 12-3434 and 13-2084, Beale and Cofield	Claim of failure to give Riffed employee priority consideration for rehire and whether employees were properly	Remanded 8/26/14	Seeking reinstatement, back pay, and attorneys' fees

	separated from positions of record		
Petition for Review of Agency Decision, Citelum DC, LLC, SuperCt Docket No. 14-0004172	Appeal from CAB decision sustaining MC Dean protest of streetlight asset management procurement	7/7/14	None
Ramesh Sharma v. OCP, EEOC Charge No. 570-2007-00598	EEO discrimination claim	10/18/06	If charge upheld, potential payment of back wages and attorneys' fees
Ramesh Sharma, 10-1033	Whistleblower, False Claims Act	6/18/10	Back pay, interest, reinstatement
Appeal of Verifone, CAB No. D-1475	Claim for termination for convenience settlement costs	5/24/13	None
Appeals of VMT Long Term Care Management, Inc., CAB Nos. D-1356 and 1439	Appeals of denial of claim for Service Contract Act wages and appeal of disallowed costs	1/8/09 and 1/20/12	None
Protests of Martins Construction, CAB Nos. P-0969 and 0975	Challenge to DDOT's award of tunnel asset management contract	6/3/14 and 9/19/14	None

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

Title	Source	Description	Date of Report
MAR (ITSA): Failure to Perform Cost Analysis	OIG	The intent of this audit was to determine whether the lack of cost analysis, specifically as applied to the ITSA solicitation, resulted in the District paying unreasonable prices.	7-Oct-11
DMV Ticket Processing Services	OIG	The intent of this audit was to determine the extent to which the recommendation in the OIG's report #07-2-03MA (issued 12/05/2007), concerning OCP's administration and award of the Ticket Processing Services, had been successfully implemented. In addition, the audit examined whether District agencies complied with applicable laws, regulations regarding metering enforcement and ticket issuing processes and there existed adequate internal controls to safeguard against fraud, waste and abuse.	08-Aug-12
District-Wide Audit of P-Card Program	OCFO	Reviewed the administration and controls embedded in the District's P-card program, were operating effectively.	20-Apr-12
CAFR 2011	KPMG (via OIG)	The District's Comprehensive Annual Financial Report presents the city's financials, and that the results of the city's fiscal year operations are in accordance with generally accepted accounting principles.	25-Jan-12
DC Nursing Home (VMT)	KPMG (via OCFO)	The intent of this audit was to determine whether OCP and OOA complied with the District's contract award and administrative procedures. The objective of this audit was later modified to include the contractors' compliance with contract terms and the reasonableness of the contractor's Medicaid and Medicare claims submitted to the government for reimbursement.	1-Nov-12
CAFR 2012	KPMG (via OIG)	The District's Comprehensive Annual Financial Report presents the city's financials, and that the results of the city's fiscal year operations are in accordance with generally accepted accounting principles.	28-Jan-13
District of Columbia Agencies' and Contractors' Compliance with Subcontracting Requirements Needs	ODCA	The intent of this study was to determine the extent to which District contract awards complied with CBE Subcontracting requirements.	30-Sept-14

Significant Improvement			
CAFR 2013	KPMG (via OIG)	The District's Comprehensive Annual Financial Report presents the city's financials, and that the results of the city's fiscal year operations are in accordance with generally accepted accounting principles.	31-Jan-14
CAFR 2014	KPMG (via OIG)	The District's Comprehensive Annual Financial Report presents the city's financials, and that the results of the city's fiscal year operations are in accordance with generally accepted accounting principles.	28-Jan-15

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

Title	Source	Description	Date of Report
District of Columbia Supply Schedule (DCSS) Audit	OIG	Audit of OCP Administration and Management of the DCSS	TBD
Surplus Property Program Audit	OIG	Review of the District's Surplus Property Program	TBD

18. Please list, in chronological order, all employee grievances filed against your agency in fiscal years 2014 and 2015 (to date). Also, list any earlier grievance that is still pending in any judicial forum. For each, give a brief description of the matter as well as the current status.

There are no employee grievances filed against OCP in fiscal years 2014 and 2015 (to date.)

19. In table format, please list the following for fiscal years 2013, 2014, and 2015 (to date) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person , per day, etc.); and (3) total spent (by person and for the agency).

FY 13			
Cardholder Name	Cardholder Title	Limits-Single/Daily/Cycle	Total Spend
Chondra Brown	Customer Contact Center Supervisor	\$2,500/\$2,500/\$10,000	\$4,150.22
Sanya Cade	Assistant Director, Operations, COS	\$2,500/\$2,500/\$10,000 (Limits increased during declared emergencies to purchase all goods and services on behalf of the District.)	\$1,790,577.53
Latrina Gross	Admin. Support Specialist	\$2,500/\$2,500/\$10,000	\$14,290.20
Joan Hummons	Customer Contact Center Supervisor	\$2500/\$2,500/\$10,000	\$6,192.70
Jerome Johnson	Contracting Officer	Unlimited/Unlimited/Unlimited	\$4,505,141.61
Shirley Lanier	Program Manager, HR	\$2,500/\$2,500/\$10,000	\$12,556.72
Marvin Manassa	Property Disposal Officer	\$2,500/\$2,500/\$10,000	\$217,013.46
Jeanette Mitchell	Support Services Supervisor	\$2,500/\$2,500/\$10,000	\$177,725.97
		Total	\$6,727,648.41
FY 14			
Cardholder Name	Cardholder Title	Limits-Single/Daily/Cycle	Total Spend
Sanya Cade	Assistant Director, Operations, COS	\$2,500/\$2,500/\$10,000	\$200.00
Kimberly Diggs	Executive Assistant	\$2,500/\$2500/\$10,000	\$58,805.52
Joan Hummons	Customer Contact Center Supervisor	\$2,500/\$2,500/\$10,000	\$18,139.78
Ryan Lewis	Property Disposal Specialist	\$2,500/\$2,500/\$10,000	\$128,683.01
Marvin Manassa	Property Disposal Officer	\$2,500/\$2,500/\$10,000	\$7,731.44

Sonia Neblett	Support Services Specialist	\$2,500/\$2,500/\$10,000	\$27,857.68
		Total	\$241,417.43
FY 15 (to date)			
Cardholder Name	Cardholder Title	Limits-Daily/Cycle	Total Spend
Kimberly Diggs	Executive Assistant	\$5,000/\$20,000	\$18,954.04
Sheena Stewart	Customer Contact Center Supervisor	\$5,000/\$20,000	\$46,274.11
Ryan Lewis	Property Disposal Office	\$5,000/\$20,000	\$46,274.11
Shari Watson	Support Services Specialist	\$5,000/\$20,000	\$10,972.15
		Total	\$122,474.41

20. (a) In table format, please provide the following information for fiscal years 2013, 2014, and 2015 (to date), regarding your agency's use of cellular phones and mobile devices: (1) Individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than one page in length, you may provide it as an attachment.

See Attachment C: Mobile Asset Listing

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

Support Services closely monitors our telecom, voice and data costs by doing the following:

1. Updating all agency landline and cellular inventory on a quarterly basis.
2. Verifying that all telephone numbers billed are actually required and are in use.
3. Disconnecting unused telephone and cellular phones.
4. Requiring that employees refund billing overages via check or money order payable to D.C. Treasurer.

21. (a) Does your agency have or use one or more government vehicles? If so, for fiscal years 2013, 2014, and 2015 (to date), please list these vehicles. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

In fiscal year 2013, OCP had two box trucks and three vans.

In fiscal year 2014, OCP had two box trucks and four vans.

In fiscal year 2015, OCP has two box trucks and four vans.

- (b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2013, 2014, and 2015 (to date). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

OCP has no vehicle accidents for fiscal years 2013, 2014, or 2015 to date.

22. D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or less than two years old (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.

Fiscal Year	Description	Amount
2014		
	Vehicle damage caused by an OCP employee while using a DPW Fleet share vehicle	\$1,693.00
	Attorney fees for reinstated employee	\$54,597.35
	Total	\$56,290.35

23. (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? Please explain any exceptions.

OCP is in compliance with this law.

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

Not applicable.

24. In table format, please provide the following information for fiscal years 2013, 2014, and 2015 (to date) regarding your agency's authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the District; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person).

See Attachment D: Travel and Training Justification.

25. Please provide and itemize, as of January 26, 2015, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Employee Name	Position Title	Length of Term	Date of Hire	Date Term Expires
Elizabeth M. Anderson	Public Affairs Specialist	13 Months	10/5/2014	11/5/2015
Treva Henderson-Neblett	Executive Assistant	13 Months	8/25/2014	9/24/2015

26. 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 FY15 Performance Plan

27. 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 2015 and 2016.

1. **Transition to Phase 2 of the Delegated Procurement Authority Operating Structure** - Delegated Procurement Authority is an operating structure designed to streamline the procurement process by assigning dedicated procurement staff to be co-located with program staff at DPA agencies. The second phase of the transition to DPA requires that customer agency staff whose jobs consist of 51% or more of procurement-related work, are transferred to OCP's budget. The MOU authorizing the transfer was effective December 28, 2014. OCP's transition plan will be coordinated with impacted agencies and it includes orientation, training, and budget approval.
2. **Legislative Changes** -- OCP will submit legislation to revise sections of the Procurement Practices Reform Act of 2010 to enhance the Surplus Property Program and to implement revisions to various parts of the procurement process.
3. **Transparency** -- OCP will ensure that all contracts awarded since October 1, 2014 are posted for public review and access on the OCP website. (Operational

improvement)

4. **Procurement Training Institute** -- The Procurement Practices Reform Act of 2010 (PPRA) requires OCP to train and certify all procurement staff in the rules and laws governing the District's procurement process. By year end, OCP's Learning and Development team will fully rollout the institute and 35 personnel will complete a procurement certification to enhance their procurement knowledge, skills, and capabilities.
5. **Expansion of the Surplus Property Program** -- The Surplus Property program will continue to increase the District's participation in the federal surplus property program through training an additional 20 non-profits and introducing the program to veterans' organizations across the District. Additionally, Surplus Property will increase revenue by developing webinars and courses for Agency Accountable Property Officers on the District disposal process, leveraging the auction platform with the Office of Tax and Revenue (OTR) for seized property, and expanding the electronics recycle program.



Office of Contracting and Procurement

EXECUTIVE MANAGEMENT

Yellow – Vacant Position

Effective 1/27/15

Filled: 3
Vacant: 0

Phyllis R. Love
Strategic Development &
Analysis Officer
MS-15
PN 00085531

Nancy Hapeman
Interim Chief Procurement
Officer
E4
PN 00041841

Kimberly Diggs
Executive Assistant
DS 12
PN 00074897

Gloria A. Bradley
Human Resources Officer III
MS-15
PN 00004207

Sheila Mobley
Assistant Director for
Procurement
MS-16
PN 00013682

Marvin Manassa
Assistant Director for
Business Resources
MS-16
PN 00074775

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

Reza Hassan
Chief Information Officer
MS-16
PN 00071529

Dr. Sharon L. Burton
Chief Learning Officer
MS-16
PN 00077834

Jody Harrington
Interim General Counsel
LX2
PN00041841

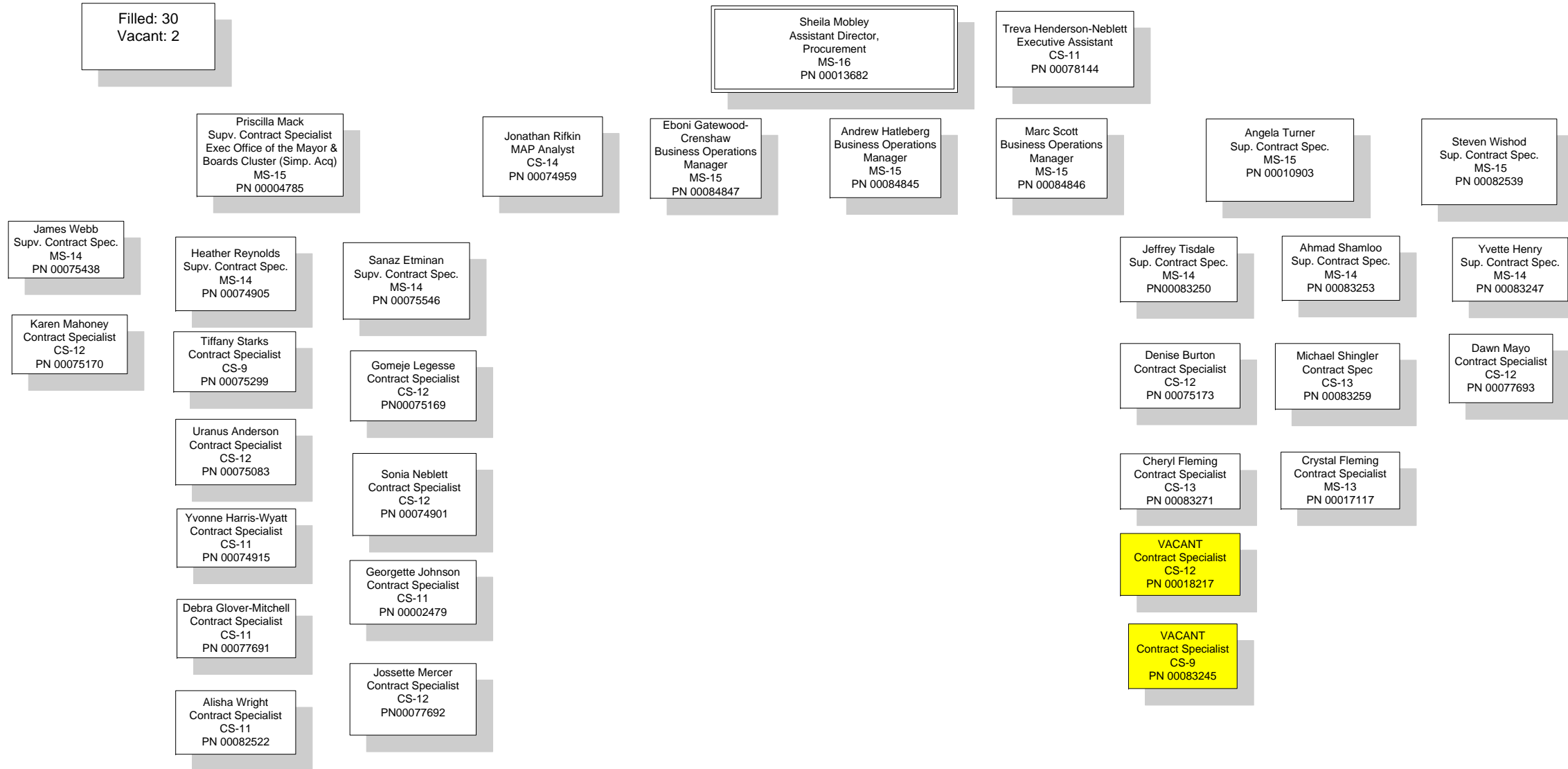


Office of Contracting and Procurement

CENTRAL (PROCUREMENT)

Yellow – Vacant Position

Effective 1/27/15





Office of Contracting and Procurement

FIELD (PROCUREMENT)

Filled: 55
Vacant: 1

Yellow – Vacant Position

Effective 1/27/15

Sheila Mobley
Assistant Director

Metropolitan Police Department

Birchard Allen
Contracting Officer

Antwanette Murphy
Contract Spec

Pamela Dickerson
Contract Spec

Donnie Harris
Contracting Officer

Department of Motor Vehicles

Tyrone Sweatt
Contracting Officer

Department of Youth Rehabilitation Services

Sherrie Mendes
Contracting Officer

Dwight Hayes
Contract Spec

Adele Smith
Contract Spec

Department of the Environment

Constance Weaver-Thomas
Contract Spec

Office of the Chief Technology Officer

Derrick White
Contracting Officer

Chris Yi
Contracting Officer

Mime Getachew
Contract Spec

Emily Busch
Contract Spec

Office of the Chief Medical Examiner

Joseph Stewart
Contracting Officer

Ruby Nelson
Contract Spec

Department of Housing and Community Development

Shafiq Choudhary
Contracting Officer

Rebecca Young
Contract Spec

Office of Unified Communications

Marcus Barnes
Contracting Officer

Paul Kingi
Contract Spec

Office of Risk Management

O'Linda Fuller
Contracting Officer

Department of Parks and Recreation

Simone Richardson
Contract Spec

Department of Health

Allison Robertson
Contracting Officer

Michael Etekoachay
Contract Spec.

Rhonda Meriwether
Contract Spec

Department of Health Care Finance

Kenneth Evans
Contracting Officer

Vacant
Contracting Officer

Janella Taylor-Ramussen
Contract Spec.

Monica Cobb
Contract Spec.

Grace Alao
Contract Spec

Department of Corrections

Deborah White
Contracting Officer

Peter Kern
Contract Spec

Homeland Security and Emergency Management Agency

Fatima Tibbs
Contracting Officer

Tiffany Champion
Contract Spec

Department of Human Services

Wendell Atkinson
Contracting Officer

Willandria Blount
Contract Spec

LaTalya Palmer
Contract Spec

Bernard Grayson
Contract Spec

Regina Johnson
Contract Spec

Department of Human Resources

Dorothy Hale
Contracting Officer

Ken Wallington
Contract Specialist

Office on Aging

Hakima Muhammad
Contracting Officer

Derrick Burke
Contracting Specialist

Office of the State Superintendent of Education

Marie Niestrath
Contracting Officer

Diane Miller
Contract Spec

Anthonisha Felton
Contract Spec

Department of Public Works

Wanda Brevard
Contracting Officer

Sherman Squire
Contracting Officer

Berneatha Armwood
Contracting Officer

Fire and Emergency Medical Services Department

Tyranny Hunter
Contracting Officer

Franklyn Malone
Contract Spec

Department of Transportation

Carl Brown
Contracting Officer

Jontae Byrums
Contract Specialist



Office of Contracting and Procurement

Business Operations Clusters

Yellow – Vacant Position

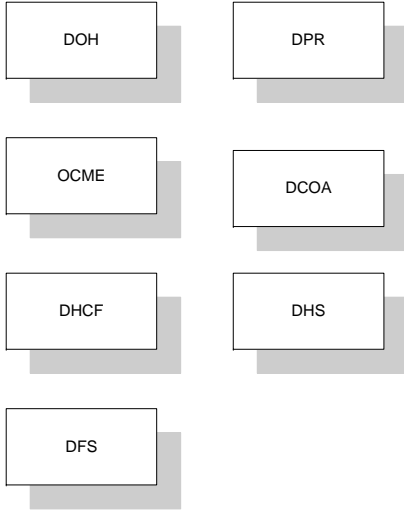
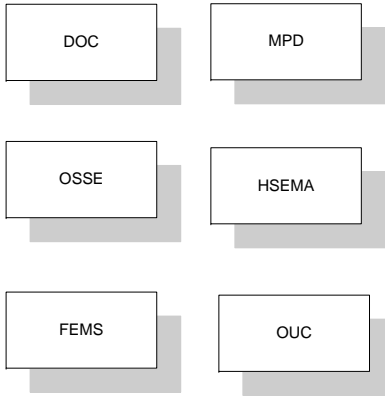
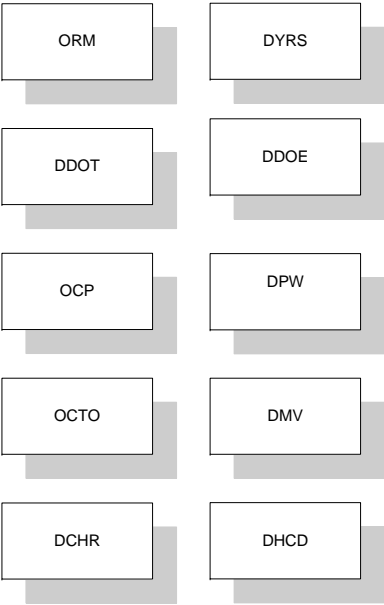
Effective 1/27/2015

Sheila Mobley
Assistant Director

Marc Scott
Business Operations
Manager

Andrew Hatleberg
Business Operations
Manager

Eboni Gatewood-Crenshaw
Business Operations
Manager





Office of Contracting and Procurement

BUSINESS RESOURCES AND SUPPORT SERVICES DIVISION

Yellow – Vacant Position

Effective 1/27/15

Filled: 12
Vacant: 0

Marvin Manassa
Property Disposal Officer
MS-15
PN 00074775

Noel Harrison Richey
Support Srv Spec.
CS-11
PN 00077362

Gina Toppin
Support Svc Supv
MS-13
PN 00074869

Ryan Lewis
Property Disposal Officer
MS-14
PN 00074963

Darrick Evans
Property Disposal Officer
MS-14
P/N 00082564

Shari Watson
CS-12
PN 00074965

Chante Dorsey
Property Disposal Spec.
CS-13
PN 00074917

Antonio Cadogan
Property Disposal Spec.
CS-13
PN 00075310

Keyana Alexander
Admin. Support Spec
CS-9
PN 00082546.

Donald Jackson
Property Disposal Spec
CS-12
PN 00074916

Latrina Gross
Support Svcs. Spec.
CS-11
PN 00074964

Khadija Fuller
Admin. Support Spec.
CS-9
PN 00082545



Office of Contracting and Procurement OPERATIONS

Yellow – Vacant Position
Orange – Non OCP Employee

Effective 1/27/2015

Filled: 25
Vacant: 0

Lauren Stephens
Public Affairs Spec
CS-12
PN 00074878

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

Keeva Harmon
Executive Asst
CS-12
PN 00074896

Frehiwot Deresso
Budget Manager

Nelson Abel
Integrity and Compliance
Officer
MS-15
PN 00074774

Rosalia Rojas
Purchase Card Manager
CS-14
PN 00074879

Jacqueline Bigelow
Records Management
Specialist
CS-12
PN 00074954

Ngina M. Steele
Procurement Analyst
CS-13
PN 00074960

Paula Williams
MAP Coordinator
MS-14
PN 00074891

Armata Ross
Compliance Monitor
CS-14
PN 00034684

Ernest Pryor
MAP Coordinator
MS-14
PN 00083278

Sheena Stewart
Sup. Contact Specialist
MS-12
PN 00083288

Elizabeth Anderson
Public Affairs Spec.
CS-12
PN 00074881

Arthur Stern
Procurement Analyst
CS-13
PN 00074961

Farrah Saint-Surin
MAP Analyst
CS-13
PN 00083282

Cendoro Richardson
Contact Specialist
CS-9
PN 00074882

Tornia Harrison
Procurement Analyst
CS-13
PN 00074893

Jesse Scott
MAP Analyst
CS-12
PN 0083285

Leslie Young
Contact Specialist
CS-9
PN 00074894

Lisa Alexander
MAP Analyst
CS-13
PN 00083283

Paul Aliu
MAP Analyst
CS-12
PN 00083286

DeAndre Henson
Contact Specialist
CS-9
PN 00083289

Jenell Holder
MAP Analyst
CS-12
PN 00074951

Zerithun Asfaw
MAP Analyst
CS-12
PN 00083287

Tyree Johnson
Contact Specialist
CS-9
PN 00083290

Barbara Killens
Contact Specialist
CS-9
PN 00075308



Office of Contracting and Procurement

INFORMATION TECHNOLOGY

Yellow – Vacant Position

Effective 1/27/2015

Filled: 7
Vacant: 0

Reza Hassan
Chief Information Officer
MS-16
PN 00075129

Antoinette Goins
Sup. IT Specialist
(Data Mgmt)
MS-14
PN 00074956

Wei Zhang
IT (PASS) Specialist
CS-14
PN 00074962

Donald Kennard
IT Specialist (Data Mgmt)
CS-13
PN 00083291

Hirut Cherinet
IT Specialist (Data Mgmt)
CS-12
PN 00083292

Matthew Akins
Contact Specialist
CS-9
PN 00074883

Zack Gamble
IT Specialist (Data Mgmt)
CS-12
PN 00074957



Office of Contracting and Procurement

RESOURCE MANAGEMENT DIVISION

Yellow – Vacant Position

Effective 1/27/15

Filled: 3
Vacant: 0

Gloria A. Bradley
Human Resources Officer III
MS-15
PN 00004207

Alice L. Overton
Mgmt. Liaison Spec
CS-13
PN 00074772

Bertha S. Jordan
Mgmt. Liaison Spec
CS-13
PN00075311



Office of Contracting and Procurement

TRAINING DIVISION

Yellow – Vacant Position

Effective 1/27/15

Filled: 7
Vacant: 0

Dr. Sharon L. Burton
Chief Learning Officer
MS-16
PN 00077834

Eric Brock
Training Specialist
CS-13
PN 00082355

David Ramirez
Training Instructor
CS-14
PN 00083421

D'Andre Dorn
Training Instructor
CS-14
PN 00083418

Carmen Stewart
Training Specialist
CS-13
PN 00074952

Melinda Coles
Training Specialist
CS-13
PN 00074953

Carlos Johnston
Training Specialist
CS-13
PN 00074955



Office of Contracting and Procurement

General Counsel

Yellow – Vacant Position

Effective 1/27/15

Filled: 5
Vacant: 0

Jody Harrington
Interim General Counsel
LS-14
PN 00041842

D. Ryan Koslosky
Attorney Advisor
LS-14
PN 00041984

Steve Sadel
Attorney Advisor
LS-14
PN 00083533

Jeremiah Regan
Sup. Attorney Advisor
LS-1
PN 00084822

Linda Givens
FOIA Specialist
CS-12
PN 00027026

**Office of Contracting and Procurement
Schedule A (January 26, 2015)**

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
0100 RESOURCE MANAGEMENT						
00004207	Human Resources Officer III	Bradley,Gloria A.	F	\$ 121,540.00	\$ 28,683.44	0100
00074772	Management Liaison Specialist	Overton,Alice L.	F	\$ 78,845.00	\$ 18,607.42	0100
00075311	Management Liaison Specialist	Jordan,Bertha S.	F	\$ 83,741.00	\$ 19,762.88	0100
1000 AGENCY MANAGEMENT PROGRAM						
00000761	Supvy Contract Specialist	White,Derrick D.	F	\$ 132,640.31	\$ 31,303.11	1000
00002479	Contract Specialist	Johnson,Georgette	F	\$ 57,960.00	\$ 13,678.56	1000
00005362	Contract Specialist	Burke,Derrick	F	\$ 82,627.00	\$ 19,499.97	1000
00006028	Supvy Contract Specialist	Fuller,O'Linda A.	F	\$ 104,545.00	\$ 24,672.62	1000
00009588	Supvy Contract Specialist	Allen III,Birchard Brooks	F	\$ 132,640.31	\$ 31,303.11	1000
00010087	Contract Specialist	Champion,Tiffany	F	\$ 82,627.00	\$ 19,499.97	1000
00010521	Contract Specialist	Nelson,Ruby	F	\$ 76,168.00	\$ 17,975.65	1000
00010707	Contract Specialist	Dickerson,Pamela F.	F	\$ 78,394.00	\$ 18,500.98	1000
00010903	Supvy Contract Specialist	Turner,Angela E.	F	\$ 132,640.31	\$ 31,303.11	1000
00011009	Contract Specialist	Smith,Adele E.	F	\$ 95,872.00	\$ 22,625.79	1000
00017117	Contract Specialist	Fleming,Crystal Emel	F	\$ 82,627.00	\$ 19,499.97	1000
00018217	Contract Specialist		V	\$ 71,716.00	\$ 16,924.98	1000
00019817	Contract Specialist	Malone,Franklyn	F	\$ 87,925.00	\$ 20,750.30	1000
00024259	Contract Specialist	Getachew,Mime W.	F	\$ 78,394.00	\$ 18,500.98	1000
00025167	Contract Specialist		V	\$ 48,107.00	\$ 11,353.25	1000
00031516	Supvy Contract Specialist	White,Deborah J	F	\$ 104,545.00	\$ 24,672.62	1000
00031518	Supvy Contract Specialist	Yi,Chi Hui	F	\$ 96,820.00	\$ 22,849.52	1000
00034912	CONTRACT SPECIALIST	Richardson, Simone	F	\$ 93,223.00	\$ 22,000.63	1000
00035529	Contract Specialist	Young,Rebecca Y.	F	\$ 90,574.00	\$ 21,375.46	1000
00074880	Contract Specialist	Palmer,La'Talya M.	F	\$ 82,627.00	\$ 19,499.97	1000
00074900	Contract Specialist	Alao,Grace Bolanle	F	\$ 90,574.00	\$ 21,375.46	1000
00074901	Contract Specialist	Neblett,Sonia	F	\$ 78,394.00	\$ 18,500.98	1000
00074903	Contract Specialist	Kern,Peter	F	\$ 91,750.00	\$ 21,653.00	1000
00074946	Contract Specialist	Squire Jr.,Sherman L.	F	\$ 61,686.00	\$ 14,557.90	1000
00075084	Contract Specialist	Behi,Abdulrashid	F	\$ 98,521.00	\$ 23,250.96	1000
00075167	Contract Specialist	Brevard,Wanda A.	F	\$ 57,329.00	\$ 13,529.64	1000
00075168	Contract Specialist	Armwood,Bernetha S.	F	\$ 57,329.00	\$ 13,529.64	1000
00075171	Contract Specialist	Meriwether, Rhonda	F	\$ 71,716.00	\$ 16,924.98	1000
00075172	Contract Specialist	Kiingi,Paul S.	F	\$ 57,960.00	\$ 13,678.56	1000
00075173	Contract Specialist	Burton Johnson,Denise	F	\$ 78,394.00	\$ 18,500.98	1000
00075247	Contract Specialist	Davis,Samira	F	\$ 82,846.00	\$ 19,551.66	1000
00075299	Contract Specialist	Starks,Tiffany	F	\$ 48,107.00	\$ 11,353.25	1000
00075306	Contract Specialist	Boone Murphy,Antwanette	F	\$ 87,925.00	\$ 20,750.30	1000
00075342	Supvy Contract Specialist	Choudhary,Shafiqur R.	F	\$ 103,968.20	\$ 24,536.50	1000
00075353	Contract Specialist	Hayes,Dwight D.	F	\$ 90,574.00	\$ 21,375.46	1000
00075438	Supvy Contract Specialist	Webb,James A.	F	\$ 99,910.00	\$ 23,578.76	1000
00077693	Contract Specialist	Mayo,Dawn A.	F	\$ 71,716.00	\$ 16,924.98	1000
00077694	Contract Specialist	Miller,Diane	F	\$ 71,716.00	\$ 16,924.98	1000
00077695	Contract Specialist	Etekoachay,Michael N.	F	\$ 85,276.00	\$ 20,125.14	1000
00082522	Contract Specialist	Wright,Alisha M.	F	\$ 57,960.00	\$ 13,678.56	1000
00082537	Supvy Contract Specialist	Atkinson,Wendell O.	F	\$ 131,840.00	\$ 31,114.24	1000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
00082538	Supvy Contract Specialist	Robertson,Allison R.	F	\$ 124,630.00	\$ 29,412.68	1000
00082540	Supvy Contract Specialist	Sweatt,Tyrone A.	F	\$ 93,937.03	\$ 22,169.14	1000
00082541	Supvy Contract Specialist	Stewart Sr.,Joseph N.	F	\$ 114,330.00	\$ 26,981.88	1000
00082543	Contract Specialist	Busch,Emily	F	\$ 73,942.00	\$ 17,450.31	1000
00083245	Supvy Contract Specialist		V	\$ 112,725.00	\$ 26,603.10	1000
00083246	Supvy Contract Specialist	Mendes,Sherrie	F	\$ 127,720.00	\$ 30,141.92	1000
00083247	Supvy Contract Specialist	Henry,Yvette	F	\$ 106,090.00	\$ 25,037.24	1000
00083248	Supvy Contract Specialist	Brown,Carl	F	\$ 109,342.74	\$ 25,804.89	1000
00083249	Supvy Contract Specialist	Hale,Dorothy L.	F	\$ 96,820.00	\$ 22,849.52	1000
00083250	Supvy Contract Specialist	Tisdale,Jeffrey Austin	F	\$ 105,499.81	\$ 24,897.96	1000
00083251	Supvy Contract Specialist	Evans,Kenneth	F	\$ 93,937.03	\$ 22,169.14	1000
00083252	Supvy Contract Specialist	Harris,Donnie	F	\$ 105,499.81	\$ 24,897.96	1000
00083253	Supvy Contract Specialist	Shamloo,Ahmad	F	\$ 105,499.81	\$ 24,897.96	1000
00083254	Supvy Contract Specialist	Hunter,Tyranny A.	F	\$ 93,937.03	\$ 22,169.14	1000
00083255	Supvy Contract Specialist	Muhammad,Hakima	F	\$ 105,499.81	\$ 24,897.96	1000
00083256	Supvy Contract Specialist	Tibbs,Fatmata	F	\$ 93,937.03	\$ 22,169.14	1000
00083257	Supvy Contract Specialist	Niestrath,Marie	F	\$ 93,937.03	\$ 22,169.14	1000
00083258	Contract Specialist	Smith-McDermott,Nicole L.	F	\$ 82,627.00	\$ 19,499.97	1000
00083259	Contract Specialist	Shingler,Michael V.	F	\$ 82,627.00	\$ 19,499.97	1000
00083260	Contract Specialist	Felton,Anthonisha S.	F	\$ 82,627.00	\$ 19,499.97	1000
00083261	Contract Specialist	Wallington,Kenneth	F	\$ 82,627.00	\$ 19,499.97	1000
00083262	Contract Specialist	Weaver Thomas,Constance M.	F	\$ 98,521.00	\$ 23,250.96	1000
00083263	Contract Specialist	Byrams,Jontae M.	F	\$ 106,468.00	\$ 25,126.45	1000
00083266	Contract Specialist	Grayson Jr.,Bernard M.	F	\$ 82,627.00	\$ 19,499.97	1000
00083268	Contract Specialist	Taylor,Janelle Elizabeth	F	\$ 93,223.00	\$ 22,000.63	1000
00083271	Contract Specialist	Fleming,Cheryl	F	\$ 87,925.00	\$ 20,750.30	1000
00083273	Contract Specialist	Blount,Willandria	F	\$ 82,627.00	\$ 19,499.97	1000
00083275	Contract Specialist	Cobbs,Monica	F	\$ 82,627.00	\$ 19,499.97	1000
00041841	Interim Director	Hapeman,Nancy Kay	F	\$ 168,681.40	\$ 39,808.81	1000
00041842	ATTORNEY ADVISOR	Harrington,Jody M.	F	\$ 131,501.00	\$ 31,034.24	1000
00041984	ATTORNEY ADVISOR	Koslosky,Daniel Ryan	F	\$ 93,705.00	\$ 22,114.38	1000
00083533	ATTORNEY ADVISOR	Sadel,Steven A.	F	\$ 124,577.00	\$ 29,400.17	1000
00084822	SUPERVISOR ATTORNEY ADVISOR	Regan, Jeremiah	F	\$ 130,000.00	\$ 30,680.00	1000
00027026	Freedom of Information Spec	Givens,Linda	F	\$ 71,716.00	\$ 16,924.98	1000
00036794	Dir Contracting & Procurement	Staton Jr.,James D.	F	\$ 173,987.60	\$ 41,061.07	1000
00074878	Public Affairs Specialist	Stephens,Lauren C.	F	\$ 72,480.00	\$ 17,105.28	1000
00074897	Executive Assistant	Diggs,Kimberly M.	F	\$ 68,364.00	\$ 16,133.90	1000
2000 PROCUREMENT						
00013682	Asst Dir for Procurement	Mobley,Sheila D.	F	\$ 159,135.00	\$ 37,555.86	2000
00074959	Measurement & Planning Analyst	Rifkin,Jonathan R.	F	\$ 96,076.00	\$ 22,673.94	2000
00078144	Executive Assistant	Henderson-Neblett,Treva C.	F	\$ 62,200.00	\$ 14,679.20	2000
00084845	Business Operations Manager	Hatleberg,Andrew	F	\$ 113,300.00	\$ 26,738.80	2000
00084846	Business Operations Manager	Scott,Marc A.	F	\$ 113,300.00	\$ 26,738.80	2000
00084847	Business Operations Manager	Gatewood Crenshaw,Eboni Z.	F	\$ 122,003.00	\$ 28,792.71	2000
00085531	Strategic Developent and Analy	Love,Phyllis R.	F	\$ 125,000.00	\$ 29,500.00	2000
00004785	Supvy Contract Specialist	Mack,Priscilla	F	\$ 124,630.00	\$ 29,412.68	2000
00074887	Contract Specialist	Johnson,Regina R.	F	\$ 57,960.00	\$ 13,678.56	2000
00074905	Supvy Contract Specialist	Reynolds,Heather S.	F	\$ 99,910.00	\$ 23,578.76	2000
00074915	Contract Specialist	Harris,Yvonne W.	F	\$ 63,549.00	\$ 14,997.56	2000
00075083	Contract Specialist	Anderson,Uranus R.	F	\$ 71,716.00	\$ 16,924.98	2000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
00075169	Contract Specialist	Legesse,Gomeje	F	\$ 71,716.00	\$ 16,924.98	2000
00075170	Contract Specialist	Mahoney,Karen E.	F	\$ 71,716.00	\$ 16,924.98	2000
00075546	Supvy Contract Specialist	Etminan,Sanaz	F	\$ 94,760.00	\$ 22,363.36	2000
00077691	Contract Specialist	Glover-Mitchell,Debra R.	F	\$ 59,823.00	\$ 14,118.23	2000
00077692	Contract Specialist	Mercer,Jossette	F	\$ 89,524.00	\$ 21,127.66	2000
00082539	Supvy Contract Specialist	Wishod,Steven H.	F	\$ 124,630.00	\$ 29,412.68	2000
00082542	Supvy Contract Specialist	Barnes,Marcus	F	\$ 94,760.00	\$ 22,363.36	2000
00082544	Contract Specialist	Kebede,Yemarshtet	F	\$ 73,942.00	\$ 17,450.31	2000
6000 PROCUREMENT TECHNOLOGY						
00071529	Chief Information Officer	Hassan,Reza	F	\$ 133,900.00	\$ 31,600.40	6000
00074883	Contact Specialist	Akins,Matthew	F	\$ 51,181.00	\$ 12,078.72	6000
00074956	Supervisory IT Specialist	Goins,Antoinette M.	F	\$ 93,937.00	\$ 22,169.13	6000
00074957	IT Specialist (Data Mgmt)	Gamble,Zack W.	F	\$ 84,828.00	\$ 20,019.41	6000
00074962	Info. Tech. (PASS) Specialist	Zhang,Wei	F	\$ 101,860.00	\$ 24,038.96	6000
00083291	IT Specialist (DataMgmt)	Kennard,Donald	F	\$ 76,397.00	\$ 18,029.69	6000
00083292	IT Specialist (Data Mgmt)	Cherinet,Hirut A.	F	\$ 66,306.00	\$ 15,648.22	6000
7000 TRAINING						
00074952	Training Specialist	Stewart,Carmen Diane	F	\$ 86,189.00	\$ 20,340.60	7000
00074953	Training Specialist	Coles,Melinda	F	\$ 76,397.00	\$ 18,029.69	7000
00074955	Training Specialist	Johnston,Carlos	F	\$ 81,293.00	\$ 19,185.15	7000
00077834	Chief Learning Officer	Burton,Sharon L.	F	\$ 140,000.00	\$ 33,040.00	7000
00082355	Training Specialist	Brock,Eric P.	F	\$ 81,293.00	\$ 19,185.15	7000
00083418	Training Instructor	Dorn,D'Andre K.	F	\$ 93,184.00	\$ 21,991.42	7000
00083421	Training Instructor	Ramirez,David L.	F	\$ 93,184.00	\$ 21,991.42	7000
8000 OPERATIONS						
00034684	COMPLIANCE MONITOR	Ross,Armeta	F	\$ 125,817.00	\$ 29,692.81	8000
00074774	Procure. Integrity & Comp Ofcr	Abel,Nelson	F	\$ 109,180.00	\$ 25,766.48	8000
00074891	Measure. Analysis & Plng. Coor	Williams,Paula C.	F	\$ 93,937.00	\$ 22,169.13	8000
00074893	Procurement Analyst	Harrison-Samuels,Tornia Denise	F	\$ 91,085.00	\$ 21,496.06	8000
00074951	Measurement & Plan. Analyst	Holder,Jenell M.	F	\$ 68,364.00	\$ 16,133.90	8000
00074960	Procurement Analyst	Steele,Ngina M.	F	\$ 86,189.00	\$ 20,340.60	8000
00074961	Procurement Analyst	Stern,Arthur V.	F	\$ 83,741.00	\$ 19,762.88	8000
00083278	Measure. Analysis & Plng. Coor	Pryor,Ernest	F	\$ 93,937.00	\$ 22,169.13	8000
00083282	Measurements & Plan. Analyst	Saint-Surin,Farrah	F	\$ 91,085.00	\$ 21,496.06	8000
00083283	Measurements & Plan. Analyst	Alexander,Lisa	F	\$ 76,397.00	\$ 18,029.69	8000
00083285	Measurement & Plan. Analyst	Scott,Jesse	F	\$ 66,306.00	\$ 15,648.22	8000
00083286	Measurement & Plan. Analyst	Aliu,Paul	F	\$ 66,306.00	\$ 15,648.22	8000
00083287	Measurement & Plan. Analyst	Asfaw,Zertihun H.	F	\$ 66,306.00	\$ 15,648.22	8000
00008368	Asst. Director for Operations	Alao,Yinka T.	F	\$ 133,900.00	\$ 31,600.40	8000
00074896	Executive Assistant	Harmon,Keeva	F	\$ 74,538.00	\$ 17,590.97	8000
00074954	Records Management Specialist	Bigelow,Jacqueline Annette	F	\$ 66,306.00	\$ 15,648.22	8000
00074881	Public Affairs Specialist	Anderson,Elizabeth M.	F	\$ 72,480.00	\$ 17,105.28	8000
00074882	Contact Specialist	Richardson,Cendoro C.	F	\$ 52,718.00	\$ 12,441.45	8000
00074894	Contact Specialist	Young,Leslie	F	\$ 48,107.00	\$ 11,353.25	8000
00075308	Contact Specialist	Killens,Barbara	F	\$ 51,181.00	\$ 12,078.72	8000
00083288	Supervisory Contact Specialist	Stewart,Sheena	F	\$ 71,031.00	\$ 16,763.32	8000
00083289	Contact Specialist	Henson,DeAndre A.	F	\$ 48,107.00	\$ 11,353.25	8000
00083290	Contact Specialist	Johnson,Tyree C.	F	\$ 48,107.00	\$ 11,353.25	8000
00074879	Purchase Card Program Officer	Rojas,Rosalia V.	F	\$ 96,076.00	\$ 22,673.94	8000

Posn Nbr	Title	Name	Vac Stat	Salary	Fringe Benefits	Program
9000 BUSINESS RESOURCES AND SUPPORT SERVICES						
00074775	Asst. Director for Business Re	Manassa,Marvin	F	\$ 133,900.00	\$ 31,600.40	9000
00074916	Property Disposal Specialist	Jackson,Donald	F	\$ 68,364.00	\$ 16,133.90	9000
00074917	Property Disposal Specialist	Dorsey,Chante H.	F	\$ 98,429.00	\$ 23,229.24	9000
00074963	PROPERTY DISPOSAL OFFICER	Lewis,Ryan Blair	F	\$ 93,937.00	\$ 22,169.13	9000
00074964	Support Services Specialist	Gross,Latrina Denise	F	\$ 60,477.00	\$ 14,272.57	9000
00075310	Property Disposal Specialist	Cadogan Jr.,Antonio Rafael	F	\$ 76,397.00	\$ 18,029.69	9000
00082564	PROPERTY DISPOSAL OFFICER	Evans,Darrick Antonio	F	\$ 93,937.00	\$ 22,169.13	9000
00074869	Support Services Supervisor	Toppin,Gina S.	F	\$ 98,880.00	\$ 23,335.68	9000
00074965	Support Services Specialist	Watson,Shari	F	\$ 66,306.00	\$ 15,648.22	9000
00077362	Support Services Specialist	Richey,Noel H.	F	\$ 53,585.00	\$ 12,646.06	9000
00082545	Administrative Support Special	Fuller,Khadija K.	F	\$ 45,899.00	\$ 10,832.16	9000
00082546	Administrative Support Special	Alexander,Keyana	F	\$ 45,899.00	\$ 10,832.16	9000

Office of Contracting and Procurement
FY13 Mobile Asset Listing

Title	Name	Reason for Issuance	Annual Cost
Procurement Analyst	Abel, Nelson	Remote location work	\$643.32
Procure. Integrity & Comp Ofcr	Alao, Yinka T	Management	\$1,111.10
Executive Assistant	Allen, Heather M	Remote location work	\$643.32
Executive Assistant	Bigelow, Jacqueline Annette	Remote location work	\$643.32
Contact & Srvc. Cntr. Supvy	Brown, Chondra T	Management	\$643.32
Asst. Director for Operations	Cade, Sanya	Management/Emergency Personnel	\$1,111.10
Supvy Contract Specialist	Choudhary, Shafiq	Management	\$643.32
Support Services Supervisor	DeBose Mitchell, Jeanett	Management/Emergency Personnel	\$1,111.10
Agency Fiscal Officer	Deresso, Frehiwot	Remote location work	\$0.00
Training Specialist	Dorn, D'Andre	Remote location work	\$643.32
Supvy Contract Specialist	Dorsey, Frederick	Management	\$643.32
Property Disposal Specialist	Evans, Darrick	Remote location work	\$1,111.10
Supvy Contract Specialist	Fuller, O'Linda	Management	\$643.32
IT Specialist (DataMgmt)	Gamble, Zack	Remote location work	\$643.32
IT Specialist (DataMgmt)	Goins, Antoinette M	Remote location work /Emergency Personnel	\$643.32
Administrative Support Specialist	Gross, Latrina	Remote location work	\$1,111.10
General Counsel	Hapeman, Nancy	Management/Emergency Personnel	\$1,111.10
IT Program Manager (PASS)	Hassan, Reza	Management/Emergency Personnel	\$1,111.10
Support Services Specialist	Jackson, Donald	Remote location work	\$1,111.10
Supvy Contract Specialist	Johnson, Jerome A	Management/Emergency Personnel	\$1,111.10
Training Specialist	Johnston, Carlos	Remote location work	\$643.32
Program Manager (Bus. Oper.)	Lanier, Shirley W	Management	\$0.00
Procurement Analyst	Lee, Cherlena C	Remote location work	\$643.32
Property Disposal Specialist	Lewis, Ryan Blair	Remote location work	\$1,111.10
Supvy Contract Specialist	Mack, Priscilla	Management	\$643.32
Property Disposal Officer	Manassa, Marvin	Management/Emergency Personnel	\$1,111.10
Support Services Specialist	Neblett, Sonia	Remote location work	\$643.32
Management Liaison Specialist	Overton, Alice L	Remote location work/Emergency Personnel	\$643.32
Purchase Card Specialist	Paschall, Debra I	Remote location work/Emergency Personnel	\$643.32
Contract Specialist	Ramdat, Leslie	Remote location work	\$643.32
Contract Specialist	Richardson, Simone	Emergency Personnel	\$643.32
Support Services Specialist	Richardson, Tamarra	Remote location work	\$643.32
Procurement Analyst	Rifkin, Jonathan R.	Remote location work	\$643.32
Management Liaison Specialist	Rojas, Rosalia V	Remote location work	\$1,111.10
Supvy Contract Specialist	Sheridan, Jeanne	Management	\$643.32
Acting Director	Staton Jr., James D	Agency Director	\$1,111.10

Office of Contracting and Procurement
FY13 Mobile Asset Listing

Public Affairs specialist	Stephen, Lauren	Remote location work	\$1,111.10
Procurement Analyst	Stern, Arthur	Management	\$643.32
Training Specialist	Stewart, Carmen Diane	Remote location work	\$643.32
Supvy Contract Specialist	Tarpley, Patricia	Management	\$1,111.10
Measurement & Planning Analyst	Tibebu, Seblewongel G	Remote location work	\$643.32
Supvy Contract Specialist	Turner, Angela E	Remote location work/Emergency Personnel	\$1,111.10
IT Specialist (DataMgmt)	Wei Zhang	Remote location work	\$643.32
Supvy Contract Specialist	White, Deborah	Management	\$643.32
Supvy Contract Specialist	White, Derrick D	Management	\$1,111.10
Agency Fiscal Officer	Wiggins, Shilonda	Management	\$643.32
Measurement & Planning Analyst	Williams, Paula	Remote location work	\$643.32
Contract Specialist	Yi, Chris	Remote location work	\$643.32

Office of Contracting and Procurement
FY14 Mobile Asset Listing

Title	Name	Reason for Issuance	Annual Cost
Procure. Integrity & Comp Ofcr	Abel, Nelson	Remote location work	\$1,111.10
Chief of Staff	Alao, Yinka T	Management	\$1,111.10
Supvy Contract Specialist	Allen, Birchard	Management	\$0.00
Supvy Contract Specialist	Atkinson, Wendell	Management	\$0.00
Supvy Contract Specialist	Barnes, Marcus	Management	\$643.32
Records Management Specialist	Bigelow, Jackie	Remote location work	\$643.32
Supvy Contract Specialist	Bryd-Williams, Callie	Management	\$643.32
Supvy Contract Specialist	Choudhary, Shafiq	Management	\$643.32
Agency Fiscal Officer	Deresso, Frehiwot	Remote location work	\$0.00
Executive Assistant	Diggs, Kimberly	Remote location work	\$643.32
Training Specialist	Dorn, D'Andre	Remote location work	\$643.32
Property Disposal Specialist	Dorsey, Chante	Remote location work	\$1,111.10
Supvy Contract Specialist	Etminsan Sanaz	Management	\$643.32
Property Disposal Specialist	Evans, Darrick	Remote location work	\$1,111.10
Training Specialist	Ferguson, Jamie	Remote location work	\$643.32
Supvy Contract Specialist	Fuller, O'Linda	Management	\$643.32
IT Specialist (DataMgmt)	Gamble, Zack	Remote location work	\$643.32
Executive Assistant	Givens, Linda	Remote location work	\$643.32
IT Specialist (DataMgmt)	Goins, Antoinette M	Remote location work /Emergency Personnel	\$643.32
Administrative Support Specialist	Gross, Latrina	Remote location work	\$1,111.10
General Counsel	Hapeman, Nancy	Management/Emergency Personnel	\$1,111.10
IT Program Manager (PASS)	Hassan, Reza	Management/Emergency Personnel	\$1,111.10
Support Services Specialist	Henson DeAndre	Remote location work	\$643.32
Contact & Svc. Cntr. Manager	Hummons, Joan	Management	\$643.32
Support Services Specialist	Jackson, Donald	Remote location work	\$1,111.10
Supvy Contract Specialist	Jean Geralda	Management	\$643.32
Training Specialist	Johnston, Carlos	Remote location work	\$643.32

Office of Contracting and Procurement
FY14 Mobile Asset Listing

Management Liaison Specialist	Jordan, Bertha	Remote location work	\$643.32
Program Manager (Bus. Oper.)	Lanier, Shirley W	Management	\$643.32
Property Disposal Specialist	Lewis, Ryan Blair	Remote location work	\$1,111.10
Supvy Contract Specialist	Mack, Priscilla	Management	\$1,111.10
Property Disposal Officer	Manassa, Marvin	Management/Emergency Personnel	\$1,111.10
Assistant Director for Procurement	Mobley, Sheila	Assistant Director for Procurement	\$1,111.10
Support Services Specialist	Neblett, Sonia	Remote location work	\$1,111.10
Management Liaison Specialist	Overton, Alice L	Remote location work/Emergency Personnel	\$643.32
Supvy Contract Specialist	Reynolds, Heather	Management	\$643.32
Contract Specialist	Richardson, Simone	Emergency Personnel	\$643.32
Support Services Specialist	Richardson, Tamarra	Remote location work	\$0.00
Support Services Specialist	Richey, Noel	Remote location work	\$643.32
Procurement Analyst	Rifkin, Jonathan R.	Remote location work	\$643.32
Supvy Contract Specialist	Robertson, Allison	Management	\$643.32
Purchase Card Specialist	Rojas, Rosalia V	Remote location work/Emergency Personnel	\$1,111.10
Procurement Analyst	Ross Armeta	Remote location work	\$643.32
Executive Assistant	Starkey-Howard, Chrystal	Remote location work	\$643.32
Acting Director	Staton Jr., James D	Agency Director	\$1,111.10
Procurement Analyst	Steel, Nigina	Remote location work	\$643.32
Public Affairs specialist	Stephen, Lauren	Remote location work	\$1,111.10
Procurement Analyst	Stern, Arthur	Management	\$643.32
Training Specialist	Stewart, Carmen Diane	Remote location work	\$643.32
Supvy Contract Specialist	Stewart, Joseph	Management	\$0.00
Support Services Supervisor	Toppin, Gina	Management/Emergency Personnel	\$1,111.10
Supvy Contract Specialist	Turner, Angela E	Remote location work/Emergency Personnel	\$1,111.10
Supvy Contract Specialist	Webb, James	Management	\$643.32
IT Specialist (DataMgmt)	Wei Zhang	Remote location work	\$643.32
Supvy Contract Specialist	White, Deborah	Management	\$643.32
Supvy Contract Specialist	White, Derrick D	Management	\$1,111.10
Agency Fiscal Officer	Wiggins, Shilonda	Management	\$643.32
Measurement & Planning Analyst	Williams, Paula	Remote location work	\$643.32

Office of Contracting and Procurement
FY14 Mobile Asset Listing

Supvy Contract Specialist	Wishood, Steven	Management	\$0.00
Supvy Contract Specialist	Yi, Chris	Remote location work	\$643.32

Office of Contracting and Procurement
FY15 Mobile Asset Listing

Title	Name	Reason for Issuance	Annual Cost
Procure. Integrity & Comp Ofcr	Abel, Nelson	Management	\$1,111.10
Chief of Staff	Alao, Yinka T	Management	\$1,111.10
Administrative Support Specialist	Alexander, Keyana	Remote location work	\$1,111.10
Measurement & Planning Analyst	Alexander, Lisa	Remote location work	\$643.32
Supvy Contract Specialist	Allen, Birchard	Management	\$643.32
Measurement & Planning Analyst	Aliu, Paul	Remote location work	\$643.32
Public Affairs Specialist	Anderson, Elizabeth	Remote location work	\$643.32
Measurement & Planning Analyst	Asfew, Zertihun	Remote location work	\$643.32
Supvy Contract Specialist	Atkinson, Wendell	Management	\$643.32
Supvy Contract Specialist	Barnes, Marcus	Management	\$643.32
Records Management Specialist	Bigelow, Jackie	Remote location work	\$643.32
Contract Specialist	Blount, Willandria	Remote location work	\$643.32
Human Resources Officer	Bradley, Gloria	Management	\$1,111.10
Training Specialist	Brock, Eric	Remote location work	\$643.32
Contract Specialist	Brown, Carl	Remote location work	\$643.32
Chief Learning Officer	Burton, Sharon	Management	\$1,111.10
Property Disposal Specialist	Cadogan, Antonio	Remote location work	\$1,111.10
Material Handling Laborer	Carroll, Curtis	Remote location work	\$1,111.10
Support Service Specialist	Carpenter, Forrest	Remote location work	\$643.32
Contract Specialist	Champion, Tiffany	Remote location work	\$643.32
Supvy Contract Specialist	Choudhary, Shafiq	Management	\$643.32
Training Specialist	Coles, Melinda	Remote location work	\$643.32
Agency Fiscal Officer	Derness, Frehiwot	Remote location work	\$0.00
Contract Specialist	Dickerson, Pamela	Remote location work	\$643.32
Executive Assistant	Diggs, Kimberly	Remote location work	\$643.32
Training Specialist	Dorn, D'Andre	Remote location work	\$643.32
Property Disposal Specialist	Dorsey, Chante	Remote location work	\$1,111.10
Supvy Contract Specialist	Etminsan Sanaz	Management	\$643.32
Property Disposal Specialist	Evans, Darrick	Remote location work	\$1,111.10
Supvy Contract Specialist	Evans, Kenneth	Remote location work	\$643.32
Contract Specialist	Fleming, Cheryl	Remote location work	\$643.32
Contract Specialist	Fleming, Crystal	Remote location work	\$643.32
Admin. Support Specialist	Fuller, Khadija	Remote location work	\$1,111.10

Office of Contracting and Procurement
FY15 Mobile Asset Listing

Supvy Contract Specialist	Fuller, O'Linda	Management	\$643.32
IT Specialist (DataMgmt)	Gamble, Zack	Remote location work	\$643.32
Contract Specialist	Getachew, Mime	Remote location work	\$643.32
Business Ops Manager	Gatewood-Crenshaw, Eboni	Management	\$643.32
Executive Assistant	Givens, Linda	Remote location work	\$643.32
IT Specialist (DataMgmt)	Goins, Antoinette M	Remote location work /Emerg	\$643.32
Contract Specialist	Grayson, Bernard	Remote locaton work	\$643.32
Administrative Support Specialist	Gross, Latrina	Remote location work	\$1,111.10
Supvy Contract Specialist	Hale, Dorothy	Management	\$643.32
Interim Director/General Counsel	Hapeman, Nancy	Management/Emergency Pers	\$1,111.10
Contract Specialist	Harris, Donnie	Remote location work	\$643.32
Procurement Analyst	Harrison, Tornia	Remote location work	\$643.32
IT Program Manager (PASS)	Hassan, Reza	Management/Emergency Pers	\$1,111.10
Business Ops Manager	Hatleberg, Andrew	Management	\$643.32
Contract Specialist	Hayes, Dwight	Remote location work	\$643.32
Executive Assistant	Henderson, Neblett, Treva	Remote location work	\$643.32
Supvy Contract Specialist	Henry, Yvette	Management	\$643.32
Contract Specialist	Holder, Jenell	Remote location work	\$643.32
Supvy Contract Specialist	Hunter, Tyranny	Management	\$643.32
Support Services Specialist	Jackson, Donald	Remote location work	\$1,111.10
Contract Specialist	Johnson, Regina	Remote location work	\$643.32
Training Specialist	Johnston, Carlos	Remote location work	\$643.32
Senior IT Specialist	Kennard, Donald	Management	\$643.32
Property Disposal Specialist	Lewis, Ryan Blair	Remote location work	\$1,111.10
Supvy Contract Specialist	Mack, Priscilla	Management	\$1,111.10
Property Disposal Officer	Manassa, Marvin	Management/Emergency Pers	\$1,111.10
Assistant Director for Procurement	Mobley, Sheila	Assistant Director for Procure	\$1,111.10
Supvy Contract Specialist	Muhammad, Hakima	Management	\$643.32
Contract Specialist	Murphy, Antwanette	Remote location work/Emerge	\$643.32
Contract Specialist	Neblett, Sonia	Remote location work	\$1,111.10
Supvy Contract Specialist	Niestrath, Marie	Management	\$643.32
Support Services Specialist	Nwagbara, Daniel	Remote location work	\$643.32
Management Liaison Specialist	Overton, Alice L	Remote location work/Emerge	\$643.32
Contract Specialist	Palmer, LaTayla	Remote location work	\$643.32

Office of Contracting and Procurement
FY15 Mobile Asset Listing

Measurement Analysis & Planning Coord	Pryor, Ernest	Management	\$643.32
Training Specialist	Ramirez, David	Remote location work	\$643.32
Supvy Contract Specialist	Reynolds, Heather	Management	\$643.32
Contract Specialist	Richardson, Simone	Remote location work/Emerge	\$643.32
Support Services Specialist	Richey, Noel	Remote location work	\$643.32
Procurement Analyst	Rifkin, Jonathan R.	Remote location work	\$643.32
Supvy Contract Specialist	Robertson, Allison	Management	\$643.32
Purchase Card Specialist	Rojas, Rosalia V	Remote location work/Emerge	\$1,111.10
Procurement Analyst	Ross Armeta	Remote location work	\$643.32
Measurement & Planning Analyst	Saint-Surrin, Farrah	Remote location work	\$643.32
Measurement & Planning Analyst	Scott, Jesse	Remote location work	\$1,111.10
Business Ops Manager	Scott, Marc	Management	\$643.32
Supvy Contract Specialist	Shamloo, Ahmad	Management	\$643.32
Contract Specialist	Smith, Adele	Remote location work	\$643.32
Procurement Analyst	Steel, Nigina	Remote location work	\$643.32
Public Affairs specialist	Stephens, Lauren	Remote location work	\$1,111.10
Procurement Analyst	Stern, Arthur	Management	\$643.32
Training Specialist	Stewart, Carmen Diane	Remote location work	\$643.32
Supvy Contract Specialist	Stewart, Joseph	Management	\$643.32
Manager, Customer Contact Center	Stewart, Sheena	Management	\$643.32
Supvy Contract Specialist	Sweatt, Tyrone	Management	\$643.32
Supvy Contract Specialist	Tibbs, Fatima	Management	\$643.32
Supvy Contract Specialist	Tisdale, Jeffrey	Management	\$643.32
Support Services Supervisor	Toppin, Gina	Management/Emergency Pers	\$1,111.10
Supvy Contract Specialist	Turner, Angela E	Remote location work/Emerge	\$1,111.10
Support Services Specialist	Watson, Shari	Remote location work/emerge	\$643.32
Contract Specialist	Weaver-Thomas, Constance	Remote location work	\$643.32
Supvy Contract Specialist	Webb, James	Management	\$643.32
Supvy Contract Specialist	White, Deborah	Management	\$643.32
Supvy Contract Specialist	White, Derrick D	Management	\$1,111.10
Agency Fiscal Officer	Wiggins, Shilonda	Management	\$467.68
Measurement & Planning Analyst	Williams, Paula	Remote location work	\$643.32
Supvy Contract Specialist	Wishood, Steven	Management	\$0.00
Supvy Contract Specialist	Yi, Chris	Remote location work	\$643.32

Office of Contracting and Procurement
FY15 Mobile Asset Listing

IT Specialist (DataMgmt)	Zhang, Wei	Remote location work	\$643.32

Office of Contracting and Procurement Training and Travel Justification

Fiscal Year	Employee Name	Purpose of Travel/Training	Total Exp.	Justification
2013	James Staton	2013 NIGP Region II Conference	\$2,449.13	Conference attendance provides professional development and networking opportunities for participating staff.
2013	Sheila Mobley	2013 NIGP Region II Conference	\$2,449.13	Conference attendance provides professional development and networking opportunities for participating staff.
2013	Shafiq Choudhary	2013 NIGP Region II Conference	\$2,776.82	Conference attendance provides professional development and networking opportunities for participating staff.
2013	Rebecca Young	2013 NIGP Region II Conference	\$2,995.58	Conference attendance provides professional development and networking opportunities for participating staff.
2013	Yvette Henry	2013 NIGP Region II Conference	\$2,449.13	Conference attendance provides professional development and networking opportunities for participating staff.
2013	Jonathan Rifkin	National Academy of Sciences	\$100.00	Sustainable purchasing event
2014	Nelson Abel	Governance, Risk, and Control Conference	\$2,302.00	Training is required for OCP's OPIC audit staff. OPIC staff must become certified, as a Certified Government Audit Professional (CGAP), Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) within one year of their appointment.
2014	Antoinette Goins	2014 ARIBA Live Conference	2,480.50	Conference attendance provided Ms. Goins the opportunity to learn more about the District's ARIBA PASS System through demonstrations, educational breakout sessions, and sharing of best practices.
2014	Arthur Stern	Information Systems Auditing	\$895.00	Each auditor performing work in accordance with GAGAS should complete, every 2 years, at least 24 hours of CPEs that directly relates to government auditing.
2014	Ngina Steele	Developing and Presenting Audit Findings	\$695.00	Each auditor performing work in accordance with GAGAS should complete, every 2 years, at least 24 hours of CPEs that directly relates to government auditing.
2014	Jesse Scott	Basic Governmental Auditing Course	\$1,245.00	Each auditor performing work in accordance with GAGAS should complete, every 2 years, at least 24 hours of CPEs that directly

Office of Contracting and Procurement Training and Travel Justification

				relate to government auditing.
2014	Lisa Alexander	Basic Governmental Auditing Course	\$1,245.00	Each auditor performing work in accordance with GAGAS should complete, every 2 years, at least 24 hours of CPE that directly relate to government auditing.
2014	Marvin Manassa	NASASP Seminar	\$1,625.91	Mr. Manassa is the Vice President for NASASP. His attendance was required
2014	Yvette Henry	2014 NIGP Annual Forum	\$1,972.00	The NIGP conference offers educational opportunities including approximately 60 educational workshop sessions, a series of formal networking opportunities, and professional speakers. Ms. Henry is the Vice President and acting treasure of the Metropolitan Washington Chapter.
2014	James Staton	2014 NIGP Annual Forum	\$1,972.00	The NIGP conference offers educational opportunities including approximately 60 educational workshop sessions, a series of formal networking opportunities, and professional speakers.
2014	Sheila Mobley	2014 NIGP Annual Forum	\$1,972.00	The NIGP conference offers educational opportunities including approximately 60 educational workshop sessions, a series of formal networking opportunities, and professional speakers.
2015	Karen Mahoney	Effective Contract Writing	\$455.00	NIGP courses provide contract specialists with professional development and certification preparation that is essential to their position.
2015	Rhonda Meriwether	Effective Contract Writing	\$455.00	NIGP courses provide contract specialists with professional development and certification preparation that is essential to their position.
2015	Michael Etekoachay	Effective Contract Writing	\$455.00	NIGP courses provide contract specialists with professional development and certification preparation that is essential to their position.
2015	Emily Busch	Effective Contract Writing	\$455.00	NIGP courses provide contract specialists with professional development and certification preparation that is essential to their position.

Office of Contracting and Procurement Training and Travel Justification

2015	Antwanette Murphy	Effective Contract Writing	\$455.00	NIGP courses provide contract specialists with professional development and certification preparation that is essential to their position.
2015	Sonia Neblett	Effective Contract Writing	\$455.00	NIGP courses provide contract specialists with professional development and certification preparation that is essential to their position.
2015	Bernard Grayson	Effective Contract Writing	\$455.00	NIGP courses provide contract specialists with professional development and certification preparation that is essential to their position.
2015	Latalya Palmer	Effective Contract Writing	\$455.00	NIGP courses provide contract specialists with professional development and certification preparation that is essential to their position.
2015	Ernest Pryor	Basic Governmental Auditing	\$1,245.00	Each auditor performing work in accordance with GAGAS should complete, every 2 years, at least 24 hours of CPEs that directly relate to government auditing.
2015	Farrah Saint-Surin	Basic Governmental Auditing Course	\$1,245.00	Each auditor performing work in accordance with GAGAS should complete, every 2 years, at least 24 hours of CPE that directly relates to government auditing.
2015	OPIC Team (c/o Nelson Abel)	ALGA webinar – “Records Management: The Trouble with Records Management”	\$109.00	Professional enrichment course for the OPIC team to learn new standards and best practices in the records management audit and compliance.
2015	Marvin Manassa	Potomac Forum, Ltd.	\$1,245.00	Conference attendance is required for Marvin Manassa as he is the Vice President of the DC area for NASAP.
2015	Wendell Atkinson	Get what you need through successful Negotiation strategies	\$1,201.97	Course to improve negotiation skills, which is essential to the procurement profession.
2015	Birchard Allen	Get what you	\$1,201.97	Course to improve negotiation skills, which

Office of Contracting and Procurement Training and Travel Justification

		need through successful Negotiation strategies		is essential to the procurement profession.
2015	Wendell Atkinson	Metropolitan Washington Council of Governments	\$285.00	Professional development course to improve understanding of ethics in public procurement.



**FY 2015 PERFORMANCE PLAN
Office of Contracting and Procurement**

MISSION

OCP’s mission is to procure quality goods and services through a streamlined procurement process that is transparent and responsive to the needs of government agencies and the public, and ensures all purchases are conducted fairly and impartially.

SUMMARY OF SERVICES

OCP purchases an average of \$1.1 billion in goods, services, transportation, specialty equipment and information technology per year on behalf of over 74 different District agencies and programs. The agency provides oversight and monitoring of agencies with Delegated Procurement Authority (DPA), contract administration support, and manages the District’s Purchase Card (P-Card) program. OCP also manages and operates the District’s surplus property program.

PERFORMANCE PLAN DIVISIONS¹

- Resource Management
- Procurement
- Operations
- Office of the General Counsel
- Procurement Technology
- Business Resources and Support Services
- Training
- Agency Management²

AGENCY WORKLOAD MEASURES

Measure	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual
Total number of purchase orders processed through OCP	7989	8279	8566
Total dollar amount purchased by OCP (in millions)	\$1260	\$1353	\$1238
Total dollar amount awarded to CBE firms ³ (in millions)	\$ 155	\$ 211	\$ 217

¹ The Performance Plan Divisions were established for FY 2015. Administration and Support and the Office of Procurement Integrity and Compliance (OPIC) which existed in FY 2014 are now incorporated within the Operations Division and four other Divisions have been established, Business Resources and Support Services, Training, Resource Management and the Office of the General Counsel.

² The initiatives and objectives for Agency Management are embedded within initiatives and objectives of the entire agency and involve cross-cutting functions. Agency management includes the Chief Procurement Officer (CPO), the CPO’s Executive Assistant, the Public Information Officer (PIO) and the Freedom of Information Act (FOIA) Specialist.

³ This amount represents those purchase orders in PASS, for OCP Agencies, where the supplier was identified as a Local, Small, and Disadvantaged (LSDBE) Enterprise. District law mandates that 35% of all contract awards up to \$250,000 [with certain exceptions] be subcontracted to LSDBE firms as well. The number and value of these subcontracts, while significant, is not captured by PASS.



Procurement Division

SUMMARY OF SERVICES

The Procurement Division for OCP acquires goods and services on behalf of District government agencies under the authority of the Chief Procurement Officer, in accordance with the Procurement Practices Reform Act, District Code, and the 27DCMR. In FY 2014 OCP dramatically altered its organizational structure and expanded its staff by 41 FTEs as it rolled out the Delegated Procurement Authority (DPA) procurement reform initiative. Whereas previously, procurement staff resided at OCP headquarters and focused on single commodities, OCP staff now are embedded in the agencies they service to improve communication, efficiency, and customer satisfaction. Under the DPA model, accountability and responsibility for purchasing goods and services will be transferred to client agencies as OCP staff is integrated into each agency's "in-house" operations. As the DPA's full impact is realized throughout FY 2015, the Procurement Division's staff will continue to be guided by industry best practices, the highest level of customer service, and the efficient, effective and economical expenditure of public funds.

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

INITIATIVE 1.1: Reduce unplanned procurements.

In FY 2014 OCP continued efforts to execute upon Directive 1100.00 which stipulates that every agency must submit an acquisition plan for the approaching fiscal year using the PASS Acquisition Planning Tool (OAPT). In accordance with the Acquisition Planning Directive, agencies are required to participate in a Procurement Review Meeting with OCP staff and then enter planned procurements into the OAPT. This process allows OCP to gather basic information such as the commodities that agencies intend to purchase, the approximate quantity of products or services to be purchased, and other basic facts such as whether the product is environmentally preferable and when the purchase is likely to take place.

The required use of the OAPT tool will help agencies to better prepare solicitation documents in a timely fashion, while giving OCP the ability to allocate procurement resources more strategically. Because OAPT submissions can now be tracked in PASS, in FY 2015 OCP intends to track how many procurement actions were submitted in accordance with established procurement plans, and the number of procurements that were initiated and executed outside of the planning process. FY 2015 will serve as a baseline for future procurement planning data. It is OCP's belief that the mandatory use of the OAPT and the presence of deployed procurement staff within agencies will help to reduce unplanned procurements thereby allowing for more efficient use of resources and fewer delays in the procurement process.

Completion Date: September 30, 2015

INITIATIVE 1.2: Increase the utilization of term contracts. In FY 2015, OCP will continue a multi-year initiative to increase the use of term contracts. Term contracts are an efficient and cost-effective method for buying goods and services where there is a frequent



or widespread need coupled with unpredictable yet considerable volume. The establishment and use of term contracts is a procurement best practice consistent with 27DCMR §2416.1. OCP defines term contracts to include all Requirements and Indefinite Quantity contracts. This definition encompasses District of Columbia Supply Schedule (DCSS) contracts. DCSS contracts provide even greater benefits because they reflect the pricing used by the General Service Administration (GSA). As a result, DCSS contracts reduce costs, while simultaneously engaging the small and local business community. **Completion Date: September 30, 2015**

OBJECTIVE 2: Improve post-award accountability of key procurement stakeholders including procurement staff, contract administrators and District contractors.

INITIATIVE 2.3: Increase utilization of the Contracts Module. OCP will fully utilize the capabilities of the Contracts Module, which is the repository for awarded contracts in the Procurement Automated Support System (PASS). After award, procurement staff populates and publish a contract in the PASS Contracts Module. Once a contract is published, the designated Contract Administrators (CAs) receive automated e-mails that link them directly to the corresponding electronic performance evaluations (E-Vals). Similarly, a published contract creates automatic reminders for designated procurement staff to exercise option years, and maintain other critical and time-sensitive requirements of the contract.

In FY13, OCP issued several directives requiring that all contracts be loaded into the Contracts Module, and in FY 2014 OCP worked with staff to ensure that needed training was provided to ensure proper usage of the system. Though tremendous progress was made in FY 2014 to indoctrinate staff in the use of the Contracts Module, OCP views the existence of even one unpublished contract as unacceptable⁴. In FY 2015, OCP will regularly review all contracts in the Contracts Module to ensure the contract status is accurate and that automated procedures linked to the Contracts module are working properly, with a goal of achieving 90% compliance within the fiscal year. **Completion Date: September 30, 2015**

INITIATIVE 2.2: Improve the number of contracts that receive automated E-vals by virtue of being properly “Published” in the Contracts Module and improve the rate at which Contract Administrators (CA) complete contract evaluations received from the automated E-val system.

Post-award oversight of contractors is of vital importance to District operations, and does much to preserve the trust between government employees and the tax payer. Therefore, it is imperative that all awarded contracts receive consistent and rigorous reviews of contractor performance. The District’s ability to regularly evaluate contracts via the automated E-val system is directly connected to the District’s ability to accurately and consistently utilize the Contract’s Module. Contracts only receive automated E-vals if they are tied to a fully “Published” contract. Therefore, initiative 2.2 is directly tied to initiative

⁴ OCP can only track contracts for which a contract workspace has been created.



2.1. OCP's efforts to ensure 90% of its contracts are published, influences how many contracts will receive an automated E-val. While published contracts are a prerequisite to ensuring post-award oversight of contracts, it is equally important that Contract Administrators who receive E-vals complete them in a timely fashion. In FY 2015, OCP will report on the rate at which CAs complete automated E-vals for contracts under their purview. In light of the relatively recent roll out of the Contracts Module, and its direct connection to CA completion of E-vals, this will be the first year that these numbers are included in OCP's KPIs.

Completion Date: September 30, 2015

OBJECTIVE 3: Increase revenue generated and collected by the District.

INITIATIVE 3.1: Increase revenue generated by the District of Columbia Supply Schedule (DCSS) – 1% Discount Fee.

Any vendor who resides on the DCSS must pay the District a "Discount Fee" equal to 1% of total dollars spent against the contract on a monthly basis. In FY 2014, OCP redoubled efforts to track and pursue vendors who fail to make a monthly payment. A dedicated OCP employee now aggregates invoice spend against the DCSS and issues warnings and delinquency notices to any vendor who fails to make its payment. In FY 2015 OCP will continue to dedicate resources to this task. Vendor awareness of new enforcement mechanisms should bolster efforts and result in stronger collections in FY 2015.

Completion Date: September 30, 2015

OBJECTIVE 4: Use the District government's purchasing power to support sustainability objectives and serve as model to other large institutions in the District (Sustainable DC Plan Actions Food 3.6, Jobs and the Economy 1.3, and Waste 2.1).

INITIATIVE 4.1: Increase government and institutional procurement of local foods (Sustainable DC Plan Action FD3.6).

In FY15, OCP will continue to work with the Office of Planning (OP), the Sustainable DC initiative, and other agency partners to research best practices and the feasibility of implementing a District local purchase program. OCP will continue to work with District programs that purchase large amounts of food to research sustainable and local best practices and opportunities. **Completion Date: September 30, 2015 and ongoing**

INITIATIVE 4.2: Use anchor institutions to create local markets for sustainable enterprises (Sustainable DC Plan Action Jobs and the Economy 1.3, and Waste 2.1).

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

Completion Date: September 30, 2015 and ongoing



INITIATIVE 4.3: Fully implement the District’s Sustainable Purchasing Program. (Sustainable DC Plan Actions Food 3.6, Jobs and the Economy 1.3, Waste 2.1, Governance 1.3, and Energy 1.1)

In FY 2015 OCP will roll out a best-practice Sustainable Purchasing Program which will feature the execution of the following tasks:

- Execution of a new Environmentally Preferable Purchasing (EPP) policy,
- The unveiling of sustainable specifications for 12 broad product categories, and the creation of additional sustainable specifications for high-value commodities,
- Programmatic outreach in the form of sustainable purchasing trainings and ad hoc consultations,
- Vendor outreach in the form of Sustainability Roundtables for the CBE community and a sustainable product vendor fair, and,
- DC involvement in regional and national efforts to make sustainable purchasing more accessible to institutional purchasers.

OCP efforts align with the Sustainable DC mission to make the District the healthiest, greenest, and most livable city in the nation. This will be an ongoing effort.

Completion Date: September 30, 2015

INITIATIVE 4.4: Conduct agency sustainability assessment using OCA approved criteria developed by DDOE and OP in accordance with Mayor’s Order 2013-209 (Sustainable DC Governance Goal 1, Action 1.2; Built Environment Goal 3)

Within one hundred twenty (120) days after the City Administrator approves sustainability assessment criteria developed jointly by the District Department of the Environment and the Office of Planning, OCP shall use the criteria to evaluate the sustainability of its respective operations in accordance with the requirements of Mayor’s Order 2013-209, the Sustainable DC Transformation Order, and submit to the Deputy Mayor and the Office of the City Administrator the results of the agency’s internal assessment. **Completion Date:**

April 30, 2015



KEY PERFORMANCE INDICATORS – Procurement Division

Measure	FY2013 Actual	FY 2014 Target	FY2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of Term Contracts	157	160	177	175	180	180
Dollar amount of procurements using Term Contracts (in millions)	\$17.2	\$150	\$122	\$155	\$160	\$165
Percent of dollars awarded to CBE firms (operating)	15.6%	16.0%	17.73	18%	20%	23%
Percent of contracts ⁵ awarded to CBE firms (operating) ⁶	24.9%	50%	30	50%	50%	50%
Percent of unplanned procurements	N/A	N/A	N/A	5% ⁷	4%	3%
Percent of active contracts “Published” in PASS ⁸	N/A	N/A	N/A	90%	90%	90%
Percentage of completed E-vals ⁹	N/A	N/A	N/A	90% ¹⁰	90%	90%
Invoiced spend against DCSS	N/A	N/A	N/A	\$118,000	TBD	TBD
DCSS 1% Discount Fee collections	\$164,000	\$190,000	\$213,000	\$118,000	\$120,360	\$122,767

⁵ For reporting purposes, OCP defines a contract as any purchase order equal to or exceeding \$100,000.

⁶ See footnote 4. A major, but unknown portion of LSDBE spending is attributable to subcontracting, which is not captured by PASS.

⁷ FY2015 baseline estimate: An unplanned procurement is one which was not included in the fiscal year Official Acquisition Planning process.

⁸ A “Published” contract can be classified as either Published, Publishing, or as a Draft Amendment because all three statuses indicate that the contract has either been published or is being actively amended by procurement staff. There will always be a small percentage of contracts that will be in flux due to personnel changes, momentary technical issues. Contracts being tracked only reflect the awards for which a Contract Workspace has been created and for which the start date and end date designate that the contract is currently active.

⁹ All E-vals, both Interim and Final, will be aggregated including the 30, 60, 90, 180, 270 day intervals and the Final E-val. There will always be a small number of E-vals that cannot be completed in a timely manner due to personnel changes, momentary technical issues and brief training bottlenecks.

¹⁰ FY 2015 baseline estimate



OPERATIONS

SUMMARY OF SERVICES

The Operations Division provides a range of oversight, administrative, and customer servicing support for the Office of Contracting and Procurement and its customer agencies. The division contains the following activities: Procurement Integrity and Compliance, Operations Management Support, Customer Service and Communications, and Purchase Card program management and oversight.

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

INITIATIVE 1.1: Assess and report on goal attainment relative to initiatives and Key Performance Indicators (KPIs) detailed in the Performance Accountability Report (PAR) submitted to the Office of the City Administrator, Council and Congress.

The Office of Procurement Integrity and Compliance (OPIC) is OCP's Performance reporting liaison to the Office of the City Administrator (OCA). In this capacity, the office has several responsibilities; to help the other divisions of OCP to develop targeted and relevant performance plans and metrics, and to collect, compile and report quarterly results to the OCA. **Completion Date: September 30, 2015**

INITIATIVE 1.2: Assure the quality and sustainability of audit operations.

Sustainability of audit operations is assured through the planning, design and timely execution of a comprehensive audit plan that aligns with known and potential procurement risk factors and serves the needs of management. OPIC's FY 2015 audit plan will include periodic audits of all sole source and emergency contracts as well as, exempt from competition and DC Supply Schedule procurements. In addition, OPIC will audit the compliance of every Contracting Officer that reports to the CPO.

OPIC is OCP's liaison to the CAFR, Single, OIG and other external auditors. In this capacity, OPIC works hand-in-hand with external auditors to facilitate their efforts, researching issues, collecting and analyzing audit data. The benefits of this are improved audit outcomes and reduced impact on procurement operations staff.

The quality of audit operations is assured through rigorous adherence to Generally-Accepted Government Auditing Standards (GAGAS), combined with the hiring, retention and ongoing professional training of qualified audit staff. OPIC supervisors review all audits to ensure compliance with GAGAS prior to release.

In addition, OPIC requires that all its audit staff obtain professional audit certification as a Certified Government Audit Professional (CGAP) , Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) within 1 year of their appointment, and retain their certification, via ongoing continuing professional education, throughout their tenure in OPIC. **Completion Date: September 30, 2015**



INITIATIVE 1.3: Implement and execute a pre-award Quality Assurance program to identify compliance deficiencies and ensure remediation prior to contract award. FY 2015 will mark the initiation of OPIC's Quality Assurance (QA) program. During the summer of 2014, OPIC hired four new quality assurance analysts and a manager to staff this effort. QA will differ from OPIC's traditional audit program in that QA focuses on pre-award compliance and procurement quality throughout the procurement lifecycle; while traditional audits test compliance and other audit objectives post-award. QA Analysts will also support the procurement process by offering analytic support, such as cost price analysis, if requested by Contracting Personnel. **Completion Date: September 30, 2015**

OBJECTIVE 2: Increase P-Card revenue by using the P-Card as a payment vehicle as well as a procurement vehicle.

INITIATIVE 2.1: Develop related policy and procedures for P-card program expansion. After considerable research, a policy will be drafted to establish a P-Card program which will include purchases not affected by the limits of delegated authority. Creating this capacity in the program can substantially increase revenue. **Completion Date: December 31, 2014**

INITIATIVE 2.2: Establish a cradle-to-grave roll-out of the policy. This phase will involve training, Payment-Net integration, account establishment, agency selection sampling and evaluation of the initial processes. Within six months of program implementation, an assessment of program progress will be conducted. **Completion Date: June 30, 2015**

OBJECTIVE 3: Determine levels of employee and customer satisfaction with the (Delegated Procurement Authority) DPA model.

INITIATIVE 3.1: Distribute four surveys to the target audience. OCP will survey employees and customer agencies biannually to determine their satisfaction with the support and services provided from the central office. The transition to the DPA model requires opportunities for deployed staff and the customer agencies we serve to provide feedback to the central office. The survey will ask respondents to evaluate the effectiveness and efficiency of the OCP IT, support services, OPIC, Customer Contact Center, agency-wide communications, and provide suggestions to better support the needs of the target audience. The Customer Contact Center staff will facilitate the survey process to include: driving participation; providing logistical support; assembling the team; and gathering resources from across the agency and the District to develop the survey and analyze the results. **Completion Date: September 30, 2015**



OBJECTIVE 4: Enhance or establish an efficient lifecycle contract records management system within OCP and DPA agencies, for the control, receipt, maintenance, use, storage, retrieval, retention and disposition of contract files.

INITIATIVE 4.1: Streamline or refine access controls for greater accessibility and ease of use. In order to maintain control of physical files, it was necessary for OCP to create a process for contracting personnel to retrieve files that were no longer kept at their desks and are now in the OCP Records Management file room. Currently, OCP uses a Radio Frequency Identification (RFID) system to check-in and check-out all hard copy file requests. With the recent roll-out to the DPA agencies, it will be necessary to meet the challenge of gathering information within a reasonable time. It is critical to the business of the agency, that at any given time, records can be accessed internally and externally within a controlled systematic framework; therefore, a replicable process must be established for all DPA agencies. **Completion Date: September 30, 2015**

INITIATIVE 4.2: Utilize electronic discovery as a primary monitoring tool. An essential aspect of file maintenance includes assurance that files are complete. In collaboration OPIC's Quality Assurance team, the OCP Records Management office will be responsible for monitoring the Contract Workspace within PASS to assess utilization of that module and to determine if each contract file contains necessary documentation. The contract file checklists will be used to ascertain compliance and the agencies will be sampled through PASS by the Records Management Specialist. **Completion Date: September 30, 2015**

INITIATIVE 4.3: Establish an annual records disposal program for all agencies. The Records Management office will initiate an advisory and policy for OCP relative to contract file disposition requirements. This will be monitored on a quarterly basis to establish adherence and effectiveness. **Completion Date: February 28, 2015**



KEY PERFORMANCE INDICATORS — Operations

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of Procurement Integrity and Compliance reviews and audit reports	241	150	121	165	165	165
Percent of Contracting Officers with Delegated Authority Audited	21.74%	100%	100%	100%	100%	100%
Percent of identified deficiencies corrected prior to external audit ¹¹	NA	NA	NA	75%	TBD	TBD
Percent of CAFR and Single Audit Act deficiencies remediated within a year of the audit period	NA	NA	NA	100%	TBD	TBD
Number of DPA agencies assessed for compliance	NA	NA	NA	22	TBD	TBD
Percent of Customer Service quality and speed criteria achieved for all calls	N/A	95%	95%	95%	N/A	N/A
Percent of requested Contract files found in Records Management	NA	NA	NA	100%	TBD	TBD
Number of customer satisfaction surveys sent	N/A	N/A	N/A	4	N/A	N/A
The annual average employee and customer satisfaction ratings based on a 5 point scale.	N/A	N/A	N/A	4	.5	TBD
Percent of Public Information Officer stories pitched resulting in media coverage	N/A	N/A	N/A	50	N/A	N/A
Number of media releases created and distributed to the appropriate media outlets	N/A	N/A	N/A	3	N/A	N/A

¹¹ This represents seventy – five percent (75%) of identified deficiencies in the sample selected for Quality Assurance (QA). The remaining 25% are for those situations where 1) the CO accepts but declines to address the deficiency so-identified 2) the deficiency is addressed after the cutoff data for the report 3) the CO addresses the deficiency but doesn't confirm the course of action to QA and 4) the CO doesn't respond to the QA's finding in any form. A deficiency is any departure from law, contract provision, internal policy, procedure or standard that may adversely affect the cost, efficiency, effectiveness, integrity or quality of business operations, process design or internal control.



Business Resources and Support Services

SUMMARY OF SERVICES

This Division provides a wide range of mission-critical services to OCP divisions and the agency's customers. The division executes agency acquisitions, maintains facilities which includes risk management, and administers the OCP fleet management program. Further, this division manages the District's property disposal program and in collaboration with OCP's Procurement Division coordinates acquisition efforts during declared emergencies.

OBJECTIVE 1: Expand the revenue generating capacity of the Personal Property and Surplus program.

INITIATIVE 1.1: Increase the quality and value of surplus services by maximizing the use of the online auction platform and expanding the equipment re-utilization activities of the Personal Property and Surplus program.

For the past several years, OCP has been working to increase the quality and value of surplus services. In FY15, OCP will continue to expand the surplus property program by increasing revenue through an e-commerce marketing program, expanded in-person training for agency property officers and targeted outreach efforts to the non-profit community. This is an ongoing initiative.

Completion Date: September 30, 2015

INITIATIVE 1.2: Train agency property officers on the Federal reutilization website, GSAXCESS.gov.

OCP has collaborated with its federal partners to give District agencies access to the federal surplus property system called GSAXCESS.GOV. This web based system gives District agencies access to federal surplus property. OCP will train 40 agency property officers on the federal surplus property program and will continue its efforts to leverage federal resources that provide District agencies with less costly acquisition solutions.

Completion Date: September 30, 2015

INITIATIVE 1.3: Realize cost avoidance through re-utilization of surplus.

OCP Surplus Property helped non-profits, public schools, federal and local agencies throughout the District avoid costs by providing these entities with over two million dollars of refurbished assets in FY14. Through these sustainability efforts, over 3,000 surplus items have been re-distributed in the District. This fiscal year Surplus Property has been aggressively working with the federal agencies to increase the quality of refurbished products to be utilized by local agencies, non-profits and DC public schools.



KEY PERFORMANCE INDICATORS - *Business Resources and Support Services*

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Amount of revenue generated from surplus property (millions) ¹²	\$3.80	\$3.8	\$3.9	\$3.9	\$4.0	\$4.10
Number of certified non-profits using SPD program ¹³	65	90	85	80	85	90
Number of agency property officers trained on the federal reutilization website; GSAXCESS.gov	NA	20	31	40	50	70
Amount of cost avoidance realized through re-utilization of Surplus. (millions)	N/A	2.0	4.0	3.0	4.0	5.0

¹² Includes all revenue generated ranging from auctions, electronic commerce, scrap and recycling profit.

¹³ Includes 17 Federal “8A” entities



Procurement Technology Division

SUMMARY OF SERVICES

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

OBJECTIVE 1: Use technology and process enhancements to support the Procurement Reform Initiative.

INITIATIVE 1.1: Through forums, and other means, identify enhancements and new technologies to support OCP staff, Vendors and Agencies.

In FY 2014, OCP implemented significant improvements in technology to better support procurement planning; electronic sourcing, electronic vendor responses, the PASS contracts module and contract administration. In FY 2015, OCP will continue to identify and where feasible implement enhancements that facilitate more efficient use of the PASS and related applications. OCP will leverage technology to create a best-in-class contracting and procurement process that is efficient and transparent. OCP will identify whether additional support or training is needed for the effective use of applications, and where necessary update its business processes, data collection and coding.

Completion Date: Ongoing

OBJECTIVE 2: Provide better transparency and compliance with governing laws and policies by making required documents available in a timely manner via the website.

INITIATIVE 2.1: Provide the tools and resources to distribute regulations, procedures, and processes to OCP staff, agencies and vendors via website enhancements, as well as to support new PPRA regulations.

Information distribution in a timely manner is critical to the contracting and procurement process for both internal and external customers. With ever changing regulations and procedures, information must be made available immediately to all parties via public and private networks. Information related to Procurement Practices Reform Act of 2011, must be posted and shared with the public and vendors in a timely manner. Our team will identify priorities and implement any changes to both Intranet and Internet web sites to achieve this objective. **Completion Date: Ongoing**



KEY PERFORMANCE INDICATORS – Procurement Technology

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of total number of issues resolved from all customers within 8 business hours (HELP DESK) ¹⁴	90%	95%	94.4%	95%	95%	95%
Percent of total number of intranet and internet updates completed within 24 hours	80%	90%	90%	90%	90%	90%
Percent of vendor management approvals completed within 24 business hours	90%	90%	96.8%	90%	90%	90%
Percent of phone/email response to all IT support tickets created within 2 business hours (IT Helpdesk)	NA	NA	NA	90%	95%	95%

¹⁴ According to the FY11 ICMA Center for Performance Measurement, the mean performance for this metric is 77.1% (for jurisdictions with populations exceeding 100,000).



*Training*¹⁵

SUMMARY OF SERVICES

This Division is 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.

OBJECTIVE 1: Ensure that training curriculum accurately reflects current procurement policies and procedures.

INITIATIVE 1.1 Implement systematic process for identifying changes in procurement practices and modifying training curriculum accordingly. The Training Division will work with other OCP units, including the Procurement Division and the Procurement Integrity and Compliance group, to stay abreast of trends developing in procurement, which can be translated into new learning modules or which may require adjustments to existing course offerings.

Completion Date: February 28, 2015

KEY PERFORMANCE INDICATORS - Training

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Percent of procurement staff trained at each tier in preparation for certification exams.	N/A	N/A	N/A	90%	95%	100%
Number of training staff certified in adult learning methodology and the delivery of procurement curriculum at all three tiers.	N/A	N/A	N/A	3	5	7

¹⁵ Training is a new division within the agency. OCP recently hired its first Chief Learning Officer (CLO).



Resource Management

SUMMARY OF SERVICES

This Division works across agency divisions and programs to assist managers with staff recruitment, retention and development.

OBJECTIVE 1: Increase accountability in hiring, retention and employee evaluation process.

INITIATIVE 1.1: Achieve 100% utilization of the DCHR Applicant Tracking System.

The District of Columbia will be activating the Applicant Tracking System in FY 2015. OCP will be required to utilize this system which will monitor and track applicants in real time for positions to be approved, posted and filled. **Completion Date: September 30, 2015 and ongoing**

INITIATIVE 1.2: Ensure management training of all hiring managers. In cooperation with the Center for Learning and Development in the District of Columbia Department of Human Resources, the Resource Management division will oversee required management training for all OCP hiring managers. Although managers often possess important and relevant credentials, specific training in how to be an effective manager has never been a distinct requirement. OCP plans to create a culture wherein the managers can and do contribute fully to change management, improved and effective communication, creativity and conflict resolution. **Completion Date: September 30, 2015 and ongoing**

INITIATIVE 1.3: Promote the completion of timely employee performance reviews on a quarterly basis. In FY 2015 the division will monitor the employee performance review process on a quarterly basis. The division will ensure that plans are initiated within six months of new hires and that plans for all employees are completed on schedule. Outlook alerts will be set up to remind all supervisory managers of upcoming reviews within two months prior to required completion. Ensuring that performance evaluations not only occur, but, are also clear and completed on time, will help employees maintain accountability for doing their jobs as well as motivating performance and high morale. **Completion Date: September 30, 2015 and ongoing**



KEY PERFORMANCE INDICATORS – Resource Management

Measure	FY 2013 Actual	FY2014 Target	FY2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Average time between recruitment and hiring (days)	N/A	N/A	N/A	60	60	60
Percent of budgeted FTEs currently staffed	N/A	N/A	80%	85%	90%	95%
Percent of employee performance reviews completed on schedule	N/A	N/A	N/A	75%	85%	95%



Office of the General Counsel

SUMMARY OF SERVICES

This division (OGC) is responsible for providing legal services to the Office of Contracting and Procurement. The services include general legal advice, litigation support to the Office of the Attorney General, Freedom of Information Act (FOIA) responses, drafting of legislative and regulatory provisions, preparation and review of Council testimony, preparation of responses to Council policy initiatives and requests for information, coordinating financial disclosure statements, ethics advice dissemination, development of legally sufficient contract clauses and statutory/regulatory policy advice.

OBJECTIVE 1: Provide current regulatory information to OCP procurement personnel.

INITIATIVE 1.1 Update and revise 27 DCMR. The OGC has updated fourteen of the most commonly used or significant chapters of 27DCMR to comply with the requirements of the Procurement Practices Reform Act of 2011. There are eight remaining chapters that need updating to comply with the latest revisions to the Certified Business Enterprise (CBE) law and to update terminology. **Completion Date: September 30, 2015**

OBJECTIVE 2: Respond to Freedom of Information Act (FOIA) requests in a timely manner.

INITIATIVE: 1.1 Decrease the amount of time to respond to requests for public records. This represents the first time that OCP will begin to track response time for FOIA requests. This will provide another measure for stakeholders to evaluate OCP’s commitment to ensure transparency and delivery of efficient services. **Completion Date: September 30, 2015**

KEY PERFORMANCE INDICATORS – Office of the General Counsel

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of 27 DCMR chapters revised	Not Applicable	Not Applicable	Not Applicable	8	8	TBD
Percent of FOIA requests handled within the statutory timeframe (15 business days) ¹⁶	Not Applicable	Not Applicable	Not Applicable	80%	85%	90%

¹⁶ Except for unusual circumstances noted per D.C. Code § 2-532(d)