GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Contracting and Procurement

Responses to Fiscal Year 2025 Performance Oversight Pre-Hearing Questions

On behalf of

NANCY HAPEMAN

Chief Procurement Officer

To

The Committee on Public Works and Operations

The Honorable Brianne K. Nadeau, Chairperson

February 18, 2026

Council of the District of Columbia

John A. Wilson Building

1350 Pennsylvania Avenue, NW

Washington, DC 20004

GOVERNANCE AND PERSONNEL

1. *Please provide a complete and current organizational chart for the agency and each division and subdivision within the agency, including:*
   a. *The names and titles of all senior personnel;*

      Response: See Attachment 1 – Organizational Chart.

   b. *A description of the roles and responsibilities for each division and subdivision;*

      Response: The **Procurement Division** procures goods and services on behalf of the agencies and programs under OCP's authority according to District laws and regulations. The procurement staff is organized into the following units:
      - Government Operations
      - Public Safety
      - Citywide Acquisitions
      - Education
      - Health Services
      - Human Services
      - Transportation Infrastructure
      - Information Technology
      - Public Works/Energy and Environment

      The **Systems, Data, and Performance Division** provides technical and consultative support to agencies, vendors and OCP contracting staff, while preserving data integrity and advancing the agency's transparency efforts. The division is responsible for managing OCP's systems, such as the Procurement Automated Support System (PASS), collecting and managing the agency's data, generating effective reporting, and facilitating the agency's performance management process.

      The **Office of the General Counsel** provides legal services to procurement staff including: legal advice, litigation support to the Office of the Attorney General, responses to Freedom of Information Act (FOIA) requests, and draft regulations and legislation.

The **Operations Division**, led by the Chief Operating Officer, manages the following functions:

- The **Office of Procurement Integrity & Compliance (OPIC)** conducts internal audits and reports its findings to various stakeholders within the agency; serves as the primary lead for OCP in support of the Annual Comprehensive Financial Report (ACFR) and Single Audits; and performs operational assessments of procurement processes and functions for agencies and teams under the authority of the District's Chief Procurement Officer.
- The **Office of Communications** is the agency's central hub of information for OCP's key stakeholders including customer agencies, Council, the business community, and District residents.
- The **Human Resources Division** provides human resource management services to attract, develop and retain a well-qualified and diverse workforce.
- The **Support Services** team provides agency acquisition services and facilities management.

The **Learning and Development Division** facilitates general procurement education and the District Procurement Certification Program (DPCP), as required by the Procurement Practices Reform Act of 2010 (PPRA). This division operates the Procurement Training Institute, which provides a District-focused procurement competency model designed to assure the right acquisition outcomes for the District, a procurement training strategy tailored to the needs of the District's procurement professionals, a procurement library, and cost and price analysis support to contracting officers.

The **Business Resources and Strategic Logistics Center** provides a wide range of mission- critical services to OCP divisions and the agency's customers. This division executes agency acquisitions, maintains facilities, including risk management, and administers the OCP fleet management and Purchase Card programs. Further, this division maintains the District's property disposal program, and in collaboration with OCP's Procurement Division, coordinates acquisition efforts during declared emergencies. This division includes the following two subdivisions:

- The **Strategic Logistics Center** provides logistics and

warehousing support for several key District programs, such as the safe workplace program providing personal protective equipment to District agencies and schools.

- The **Surplus Property Division** provides surplus property management, re- utilization, and disposal services to District agencies.

c. *A narrative explanation of any changes to the organizational chart made in the last calendar year; and*

Response: There were no changes to the organizational chart in FY25.

d. *An indication of whether any positions in the chart are vacant.*

Response: The vacant positions are labeled in the organizational chart.

2. *Please provide a complete, up-to-date list of contract workers working directly for your agency, ordered by program and activity, and including the following information for each position:*
   a. *Title of position;*
   b. *Indication that the position is filled or vacant;*
   c. *Date employee began in the position;*
   d. *Whether the position must be filled to comply with federal or local law;*
   e. *If applicable, the federal or local law that requires the position be filled;*
   f. *The entity from which they are contracted; and*
   g. *The contracted annual cost.*

Response: See Attachment 2 – Contract Workers Information.

3. *Please provide, for each month of FY25 through FY26 to date, the net number of personnel separated from and hired to the agency.*

Response: Please see the tables below:

Year	Month	Separations	New Hires
2024	October	0	0
2024	November	1	1
2024	December	4	0
2025	January	2	1
2025	February	0	4
2025	March	1	4
2025	April	2	9
2025	May	1	2
2025	June	1	2
2025	July	0	0
2025	August	4	1
2025	September	1	2

Year	Month	Separations	New Hires
2025	October	2	2
2025	November	1	3
2025	December	1	0
2026	January	2	1

4. *Does the agency conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? What steps are taken to ensure that all office employees are meeting individual job requirements?*

Response: Yes, under the District's Performance Management Program (E-DPM Chapter 14), all eligible employees receive an annual performance evaluation. These evaluations are conducted by the employee's direct supervisor or manager, and then reviewed and approved by the next-level manager.

To ensure employees meet individual job requirements, the agency follows a structured process:

- **Performance Plans:** At the start of each fiscal year, managers develop and communicate performance plans in the PeopleSoft ePerformance system. These plans include S.M.A.R.T. goals aligned with the agency's mission and the employee's position description.
- **Ongoing Feedback:** Managers hold mid-year check-ins and update plans as needed to address changes in duties or priorities.
- **Performance Improvement Plans (PIPs):** If an employee is not meeting expectations, managers implement a PIP to provide targeted support and clear timelines for improvement.
- **Training and Coaching:** Employees have access to development resources and coaching to strengthen skills and address gaps.
- This process ensures that every employee understands expectations, receives feedback, and has opportunities for growth and improvement.

5. *Please provide the following for each collective bargaining agreement that is currently in effect for agency employees:*

   a. The bargaining unit (name and local number);
   b. The start and end date of each agreement;
   c. The number of employees covered;
   d. Whether the agency is currently bargaining;
   e. If currently bargaining, anticipated completion date;
   f. For each agreement, the union leader's name title and contact information; and
   g. A copy of the ratified collective bargaining agreement.

   <u>**Response:**</u> See Attachments 5A, B, C, D, E – Collective Bargaining Agreements.

   AFSCME Master Agreement (Locals 1200 2091 2092 2401 2743)
   (Attachment 5A)
   > Start Date: September 10, 2013
   > End Date: Open
   > Employees Number: 97
   > Negotiations Status: N/A
   > Union Leadership: Wayne Enoch, Executive Director of District Council 20; wenoch@districtcouncil.org

   American Federation of Government Employees, Local 1403 (Attorneys)
   (Attachment 5B)
   > Start Date: September 2024
   > End Date: September 2026

Number Employees: 3
Negotiations Status: Completed.
Union Leadership: Aaron Finkhousen, President
Aaron.finkhousen@dc.gov; or afge1403president@gmail.com

American Federation of Government Employees, Compensation Unit 33 (Attorneys)
(Attachment 5C)
Start Date: October 1, 2020
End Date: September 30, 2023
Negotiations Status: N/A
Union Leadership: Aaron Finkhousen, President
Aaron.finkhousen@dc.gov; or afge1403president@gmail.com

American Federation of Government Employees, Local 631
(Attachment 5D)

Start Date: September 2013
End Date: Open
Number Employees: 1
Negotiations Status: N/A
Union Leadership: Ottis Johnson, Jr. - National Vice President, District 14
Ottis.Johnson@afge.org

Compensation Groups 1 and 2- CBA – FY21-FY25
(Attachment 5E)
Start Date: October 1, 2022
End Date: September 30, 2025
Negotiations Status: Underway
Union Leadership: Lee Blackmon, Director, NAGE/SEIU Federal Division
lblackmon@nage.org

6. *Please list all <u>employees currently detailed</u> to or from your agency. For each detailed employee, include:*
   a. *The reason for the detail;*
   b. *The job duties if detailed to your agency;*
   c. *The start date of detail;*
   d. *The agency the employee is detailed to/from; and*
   e. *The projected date of return.*

Response: There were no employees detailed in FY25 to or from the agency.

7. *Please provide a copy of your agency's Schedule A, as of the date of receipt of this questionnaire.*

   Response: See Attachment 7 – Schedule A as of January 5, 2026.

8. *Please provide a list and description of all memorandums of understanding and memorandums of agreement in effect during [previous fiscal year] and [current fiscal year], to date.*

   Response: See Attachment 8 – List of Memorandums of Understanding FY25 and FY26.

FINANCE AND BUDGET

9. *Please provide a status report, including timeframe of completion, for all projects for which your agency currently has <u>capital funds</u> available.*

   Response: The PASS Modernization Project (PO0-100959-PO0.1PO1C) is in progress. An independent study was completed in FY 2025 to identify and analyze the best fit procurement management systems for the public sector. OCP is currently drafting the scopes of work required to implement a replacement for the District's significantly outdated PASS on-premises system. Although OCP is still in the early stages of project planning, and a detailed timeline will not be finalized until the District procures the services of a professional system implementor, a new system is currently projected to be fully implemented by the end of FY 2027.

10. *Please provide copies of all budget enhancement requests (The Form B or similar form) submitted in the formulation of the FY25 and FY26 proposed budgets.*

    Response: This request asks for information that is protected from disclosure by the deliberative process and executive privileges.

11. *Please list all budget enhancements in FY26 and provide a status report on the implementation of each enhancement.*

Response: OCP did not receive any budget enhancements in FY26.

12. *Please fill out the attached spreadsheet titled "Question 12 Grants Received," and list all federal and/or private grants received by your agency in FY25 and FY26 to date, current balances, and indicate any that lapsed during or at the end of [previous fiscal year].*

    Response: OCP did not receive any grants in FY25 or for FY26 to date.

13. *List all grants issued by your agency in FY25 and FY26, to date in the attachment labeled "Question 13 Grants Issued".*
    a. *Please submit the completed document in both Excel and PDF formats.*
    b. *Please include your Agency Code in the filename (e.g., Question_13_AB0_2026.xls).*

    Response: OCP did not issue any grants in FY25 or FY26 to date.

OPERATIONS:

14. *Please provide the Committee with a list of all vehicles owned or leased by the agency; the purpose of the vehicle; the division the vehicle is assigned to, if applicable; and whether the vehicle is assigned to an individual employee.*

    Response: Please see the table below:

Year	Make Model
2022	Ford Transit 150
2021	Chrysler Pacifica
2021	Ford F150
2021	Chrysler Pacifica
2020	Chevrolet Stake Bed Dump Truck
2021	Chrysler Pacifica
2021	ISUZU Box Truck

2020	ISUZU NRR
2021	ISUZU Box Truck
2019	Toyota Tacoma
2014	Dodge Grand Caravan
2015	Dodge Grand Caravan
2015	Mitsubishi Fuso FEC72S

OCP maintains vehicles that are used to support day-to-day surplus property operations. These vehicles are assigned to the OCP Surplus Property Program as a unit and are not assigned to any individual employee.

15. *For each objective and activity in the agency's FY25 Performance Plan, please list:*

a. *The measure of greatest improvement for the agency, and the actions the agency took to improve that measure's outcome, efficiency or quantity; and*

Response: The total value of contracts awarded to CBE contactors increased by $340,400,000. Please see the table below:

Measure	FY24	FY25
Total value of contracts awarded to CBE contractors	$1,230,700,000	$1,571,100,000

b. *For all measures with missed targets (if any), explain the actions the agency is taking to improve that measure's outcome, efficiency, or quantity.*

Response: Please see the table below:

Measures With Missed Targets	FY25	FY25 Target	Actions Taken to Improve Measure
Percent of client agencies that are satisfied with OCP services	66.67%	75%	Although OCP was able to increase the response rate and modestly increase client agency satisfaction, this target was not met. OCP is analyzing the survey data and

			developing a strategy to increase satisfaction based on the results.
Percent of awarded contracts over $100,000 publicly posted	88.74%	100%	OCP continues to work with staff to ensure that contacts over $100K are publicly posted.

16. List all new objectives, activities and projects in the agency's [current fiscal year] Performance Plan and explain why they were added.

Response: OCP has not added any new objectives, activities, or projects to the FY26 performance plan.

17. Describe problems and challenges, including chronic maintenance issues and design flaws, in agency-owned or leased facilities.

Response: OCP has not experienced any significant problems, chronic maintenance issues, or design flaws within agency-owned or leased facilities during FY25 or FY26 to date. All facilities remain operational and continue to adequately support agency functions.

a. What capital or operating projects arose from these issues in FY25 and FY26 to date, including cost and actions taken?

Response: Please see previous response.

18. Please list each new initiative implemented by the agency during FY25 and FY26 to date. For each new initiative, please provide:
a. A description of the initiative;
b. Actual start date;
c. Actual or anticipated end date;
d. The funding required to implement the initiative;
e. Whether the initiative was mandated by legislative action;
f. Problems or challenges faced in the program's implementation;
g. The metrics the agency is collecting to measure the initiative's success; and
h. An assessment of the initiative's success thus far.

Response: Please see attachment "Question 18 – OCP Initiatives"

19. ***Please list any legislation that impacts your agency from FY25 and FY26 and provide a status report on the agency's implementation related to each piece of legislation.***

   Response: Please see the table below:

Legislation Name	Law Number	Status of Implementation
Subcontracting Requirements Exemption for Contracts for Health Benefits for District Employees Emergency Amendment Act of 2025	A26-0083	Contracts awarded.
Subcontracting Requirements Exemption for Contracts for Health Benefits for District Employees Temporary Amendment Act of 2025	L26-0031	Contracts awarded.

20. ***Customer feedback***
   a. ***How does the agency solicit <u>feedback</u> from customers (i.e., District residents served)? Please describe.***
   Response: OCP gathers feedback on the procurement process through an annual survey targeting two key stakeholder groups:

   - **Vendors** who held contracts with the District during the previous fiscal year.
   - **Client agency personnel** involved in procurement processes and contract administration.

   This survey captures feedback on procurement-related actions taken cumulatively during the fiscal year

While OCP does not directly solicit feedback from District residents, resident input relevant to procurement is sometimes obtained indirectly through client agencies' program-level surveys and feedback mechanisms (e.g., customer satisfaction surveys, service delivery feedback tied to specific programs and initiatives). OCP incorporates relevant resident insights when client agencies share them during requirements development, pre-solicitation planning, post-award evaluations, and performance reviews to ensure procurements continue to support program outcomes that serve residents.

   b. What has the agency learned from this feedback?

   Response: Feedback from vendors and client agency personnel has provided valuable insights into:
   - Communications and customer service challenges, including the clarity, timeliness, and consistency of information throughout the procurement lifecycle.
   - Process efficiency and transparency, highlighting opportunities to streamline steps, improve documentation, and set clearer expectations.
   - Training and support needs, particularly around requirements development, evaluation criteria, and contract administration roles and responsibilities.

   c. How has the agency changed its practices because of such feedback?

   Response: OCP tightened customer service and communications (clearer timelines, more proactive updates, faster responses) and streamlined processes with improved templates and guidance. Longer term, the agency has strengthened customer service standards, expanded training and tools for requirements development, evaluation planning, and contract administration, and established collaborative checkpoints with client agencies. While OCP does not directly solicit resident feedback, it incorporates resident-informed insights shared by client agencies.

LAWS, AUDITS, AND REPORTS

21. *Please identify any legislative modifications that would enable the agency to better meet its mission.*

Response: OCP is working with the Executive Office of the Mayor to propose a series of legislative enhancements that would enable the agency to better meet its mission.

22. *Please identify any regulatory <u>impediments</u> to your agency's operations.*

<u>Response:</u> None.

23. *Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY25 and FY26 to date.*

<u>Response:</u>

Regarding investigations, please see the table below:

Fiscal Year	Investigations	Status
FY25	Investigation of DPW Fleet Use of Vendor Credit Card (Office of Procurement Integrity and Compliance (OPIC))	Completed
FY25	Expenditure Irregularities (Department of Employment Services) Annual All-staff Events 2022-2024 (OIG No. 24-0010)	Completed

Regarding audits, please see the table below:

Fiscal Year	Audits/Reviews	Status
FY25	Audit of Agencies Contract Administration Effectiveness (OIG No. 24-1-03AT)	Completed
FY25	DBH's Oversight of Community-Based Service Providers Audit (OIG No. 25-1-05RM)	Completed
FY25	FY25 Annual Comprehensive Financial Report (ACFR) OIG No. 25-1-11MA	Ongoing
FY25	Audit of The District Rent Control Clearinghouse Database IT Project (ODCA)	Completed
FY25	FY24 Single Audit (Schedule of Expenditures of Federal Awards)	Completed

FY25	Review of Complaint regarding Solicitation #Doc685662 – Request for Proposals (RFP) for the District Direct Contact Center (Office of Procurement Integrity and Compliance (OPIC))	Completed
FY25	Review of MPD CCTV Surveillance Camera Procurements (OPIC)	Completed
FY25	Audit of Emergency and Sole Source Procurements (OPIC)	Completed
FY26	Audit of the Top 10 Vendors Audit (ODCA)	Ongoing
FY26	Audit of the District's Information Technology Staff Augmentation Contracts │ OIG No. 25-1-08MA	Ongoing
FY26	Audit of OCP's Purchase Card Program (ODCA)	Ongoing

24. ***Please identify and provide an update on what actions have been taken to address all recommendations made during the previous three years by:***
    a. ***Office of the Inspector General;***
    b. ***D.C. Auditor;***
    c. ***Internal audit; and***
    d. ***Any other federal or local oversight entities.***

Response: Over the past three years, the agency has received recommendations from the Office of the Inspector General (OIG), and the D.C Auditor. All recommendations issued during this period have been reviewed and categorized based on risk and operational impact.

Actions Taken:

- Corrective Actions Implemented: High-priority findings were addressed through updates to internal controls, procurement procedures, and documentation practices.
- Targeted Staff Training: Employees received retraining in areas directly linked to identified deficiencies.
- Ongoing Monitoring: Quarterly follow-up reviews were established to ensure continued compliance and timely closure of remaining items.

25. ***Please list all pending lawsuits in which the agency, or its officers or employees acting in their official capacities, are named as defendants, and for each case provide the following:***
    a. ***The case name;***
    b. ***Court where the suit was filed;***

c. Case docket number;

d. Case status; and

e. *A brief description of the case*

<u>Response:</u> Please see table below:

Case Name	Court	Docket No.	Status	Description
DTaylor Investment Group	D.C. Contract Appeals Board	P-1223	On-going; Protester's comments on the agency report and first supplement to grounds of protest	Bid protest
Emmanuel Irono and Motir Services, Inc.	D.C. Contract Appeals Board	D-1577	Post-hearing brief completed 11/7/25	Appeal of debarment actions
Regent Development Consulting, Inc.	D.C. Contract Appeals Board	D-1609	On-going, District's motion to dismiss filed 1/2/26	Appeal of denial of claim
Clear Channel Outdoor, LLC dba Clear Channel Adshel, Inc. v. District of Columbia	D.C. Superior Court	2022-CA-003260-B	On-going, pre-trial conference scheduled for 3/18/26	Appeal of denial of claim
Benji Holdings v. District of Columbia, et al	D.C. Superior Court	2024-CAB-008199	On-going, pre-trial conference scheduled for 7/7/26	Claim for breach of contract and promissory estoppel
Eagle Solutions LLC v. Clear Channel Holdings, Inc. et al	D.C. Superior Court	2025-CAB-002561	On-going, mediation scheduled for 7/21/26	Request for court order re audit of financial records and review of Clear Channel's performance to ensure good faith in meeting its contract obligations

OCP Former Employee v. District of Columbia (M. Hill)	D.C. Superior Court	2018-CA 002541-B	On-going, status hearing scheduled for 1/16/2026 to set date for new trial	Claim for unlawful termination
OCP Former Employee v. Office of Contracting and Procurement (S. Beale)	D.C. Superior Court	2025-CAB-003186	On-going, motion hearing scheduled for 1/16/26	Petition for review of OEA decision

26. *Please list the total amount of money the agency or the District, on behalf of the agency, expended to settle claims against it, or its officers or employees acting in their official capacities, in FY25 and FY26 to date.*

    Response: Total: $7,897,845.91.

27. *Please list each settlement the agency or the District, on behalf of the agency, entered into in FY25 and FY26 to date that involved claims against the agency, or its officers or employees in their official capacity, including any settlements covered by D.C. Code § 2-402(a)(3). For each settlement, provide:*
    a. *The amount of the settlement;*
    b. *If related to litigation, the case name and brief description; and*
    c. *If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).*

    Response: Please see table below:

Settlement Amount	Case Name	Description
$400,000.00	OCP Former Employee (P. Williams) v. District of Columbia, D.C. Superior Court No. 2021-CA-004274-B	Settlement with former employee regarding claim for failure to accommodate and whistleblower retaliation
$997,845.91	Civil Construction Inc.	Settlement with contractor regarding claim seeking costs of additional work on Contract No. DCKA-2020-C-0007

$6,500,000.00	In re Appeal of Technopref Industries, Inc., CAB No. D-1566; Technopref Industries Inc. v. District of Columbia, D.C. Superior Court No. 2022-CA-001024-B	Settlement with contractor regarding appeal of denial of claim for additional costs of work incurred in performing Contract No. DCKA-2014-C-0074

28. **Please list all administrative complaints or grievances that the agency received in FY25 and FY26 to date. For each complaint, list:**
    a. **The source of complaint;**
    b. **The process utilized to respond to the complaint or grievance;**
    c. **Any changes to agency policies or procedures that resulted from the complaint or grievance; and**
    d. **If resolved describe the resolution.**

    Response: OCP does not have any administrative complaints or grievances received in FY25 and FY26 to date.

29. **Is the agency currently party to any active non-disclosure agreements? If so, please provide all allowable information on all such agreements, including:**
    a. **The number of agreements;**
    b. **The department(s) within the agency associated with each agreement; and**
    c. **Whether any agreements are required for specific positions (please list each position by division and program and indicate whether the position is contracted)**

    Response: See Attachment 29 — Non-Disclosure Agreements.

30. **In a filterable and sortable spreadsheet, please list all electronic databases maintained by your agency, including the following:**
    a. **A detailed description of the information tracked within each system;**
    b. **The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and**
    c. **Whether the public can be granted access to all or part of each system.**

    Response:
    Please see Attachment 30 – Agency Maintained Databases.

31. Please provide a list of all studies, research papers, and analyses ("<u>studies</u>") the agency or an agency's employee requested, prepared, presented or contracted for during FY25. For each study please list:

<u>Response:</u> Please see the table below detailing studies, research papers, reports and analyses that the agency prepared or funded during FY25 and FY26.

Name	Date to Council
FY25 Annual Acquisition Plan	1/9/2025
FY26 Annual Acquisition Plan	11/3/2025
Public Sector Procurement Management System Analysis	Please see response to Question 35a.

32. Please provide a current list of all properties supported by the agency's budget in FY25 in the attached spreadsheet titled "Properties". Indicate the property's ownership, whether the property is leased, terms of the lease, annual fixed costs associated with the property, and which agency program utilizes the space.

<u>Response:</u> OCP does not currently have any properties supported under its agency budget in FY25. There are no owned or leased facilities charged directly to OCP.

<u>PASS & TRANSPARENCY PORTAL</u>

33. Please describe the current status of any technology modernization in OCP. Specifically, please include a list of any pertinent contract documentation that is stored or managed outside the PASS platform.

> <u>Response:</u> See Question 35 for information related to PASS modernization.
>
> Separate from the PASS Modernization project, below are a few technological modernizations that OCP accomplished in the past year:
>
> - DCSS Contractor Evaluation System – in FY25, OCP piloted a new system, Procurated. This system is used to evaluate vendors who are part of the DC Supply Schedule (DCSS) program. Client agencies that make purchases against these contracts can provide feedback on the quality of the goods and services provided by these vendors. Information from these evaluations is stored in the Procurated system.

- Online Fillable Forms – The SDP Division, in consultation with the CPO, DCPO, and CCOs, converted 6 procurement forms to online fillable forms to standardize, simplify the drafting, and automate the approval process of these forms. While these forms are developed outside of PASS, completed forms are included in the contract files in PASS.

- PALT Tracking System – In partnership with OCTO, OCP developed a new system to track the Procurement Administrative Lead Time (PALT). Pulling initial data from PASS, this tracking system provides staff with more details on the progress of their procurements at the various stages. This will allow better transparency for OCP leadership and client agencies on the progress of procurements.

34. For any current manual processes, please describe what steps are required to integrate all documentation and business processes into a single platform as well as any progress or planning that has occurred to date in service of this goal.

Response:

In FY25, OCP engaged a consulting firm to conduct market research on public procurement systems, with a specific focus on identifying solutions capable of consolidating all manual processes into a single, integrated platform. These requirements were incorporated into the research to ensure the future system addresses current gaps in automation and documentation. With funding allocated in FY26, OCP restarted the PASS Modernization project and is actively procuring resources to begin implementation. This modernization effort is designed to eliminate manual workflows by embedding them into the new system, creating a streamlined, end-to-end procurement process.

35. Please provide an update on the status of the PASS modernization project, including:

Response:

a. *A copy of the recommendations made by the technology solutions research consultant;*

Response: Because the deliberative process is still underway, OCP cannot share this report at this time as it remains pre-decisional.

b. Updated timeline for design, implementation, and completion; and

> **Response:** OCP is currently drafting the scopes of work required to implement a replacement for the District's significantly outdated PASS on-premises system. Although OCP is still in the early stages of project planning, and a detailed timeline won't be finalized until the District procures the services of a professional system implementor, a new system is currently projected to be fully implemented by the end of FY 2027.

c. Breakdown of the planned uses for the $6.7M approved for the project.

> **Response:** For FY26, the projected expenditures for $7.8M include the $6.7M approved in the FY26 budget for this project, plus $1.1M previous project balance already in the capital budget for this project. Additional funding will be required for FY27. Please note: (1) the planned expenditures exceed $6.7M because the spending plan includes new funding from FY 2026 and previous project balances; (2) some of this funding will be utilized for the maintenance of the PASS on-premises system; and (3) additional funding will be required in FY 2027 to complete the project and fully implement a new procurement management system.

Project	FY26
Project Management	$800,000
System Development	$5,800,000
System Licenses	$300,000
OCTO Technical Support	$900,000
TOTAL	**$7,800,000**

36. Does OCP ever invite specific potential contractors to participate in a solicitation or otherwise send solicitations to known companies?

> *a. If so, please explain the circumstances under which a company must be invited to participate in a solicitation, rather than the solicitation being open for all applicants who would like to be considered.*
>
> **Response:** Yes, specific suppliers may be invited to participate in a solicitation under the following circumstances:

A. **Small Business Set-Asides**: When the solicitation is designated for the small business set-aside market, only eligible small businesses may be invited to participate.
B. **Sole Source Awards**: When a sole source award has been justified and approved, only the identified contractor is invited to submit a proposal.
C. **Emergency Contracts**: In emergency situations requiring immediate action, the District may invite a specific vendor to provide goods or services without a competitive process.
D. **GSA or Cooperative Agreements**: When goods or services are procured under a General Services Administration (GSA) master agreement or other cooperative purchasing agreements, invitations are extended to vendors who have been awarded contracts under those vehicles.
E. **District of Columbia Supply Schedule (DCSS)**: When procuring goods or services through the DCSS, only vendors listed on the schedule for the relevant commodity or service category are invited to participate.

37. Please provide a step-by-step breakdown of how an interested party can find and apply for a solicitation through PASS.

Response: To search for solicitations, vendors need to follow these steps:

1. Go to www.ocp.dc.gov and click on the "Opportunities" tab," and then click "OCP Solicitations." Vendors will be brought to the Solicitations search page of OCP's Transparency Portal.

2. Vendors can search for various solicitations, or they can enter a solicitation number to search for a specific solicitation and click "Search Solicitations."

3. A list based on the search criteria will be generated. Vendors can click on a solicitation link to view the high-level details.

4. In the details page, a vendor needs to Click the Solicitation Number to view additional solicitation details in eSourcing, as well as respond to the

solicitation. Please note: while vendors can view the details of a solicitation, they can only respond to a solicitation with an active eSourcing account.

5. Vendors are encouraged to carefully review all solicitation instructions and follow guidance provided by OCP contracting staff to request an invitation to participate.

6. Vendors need to be registered with OCP's eSourcing module in PASS to respond to a solicitation. Instructions on how to register can be found on OCP's website at https://ocp.dc.gov/vendor-registration.

38. *How many contracts uploaded to the transparency portal include all the documents required under § 2–361.04 of the DC code?*

Response: In FY25, 654 contracts awarded over $100,000 were publicly posted to the Transparency Portal. OCP uses its best efforts to ensure the contracts are complete when uploaded to the Portal.

39. *How does OCP guarantee that all contracts are uploaded to the transparency portal, and what corrective action is taken when documents are confirmed as missing from the portal?*

Response: OCP attempts to have all contracts, per protocol, uploaded to the Transparency Portal. OCP currently relies on a monthly Transparency Report which identifies all contracts for the current fiscal year meeting the publishing requirement and their status. The report is disseminated to all chief contracting officers, who are then responsible for ensuring any contract on the report not currently in a published status is addressed. When contracts are identified as missing from the Transparency Portal, the OCP staff overseeing that contract is counseled on publishing procedures and how to remedy the issue.

PROCUREMENT PROCEDURES MANUAL

40. *Please provide a copy of any handbook or manual utilized by your agency to guide the procurement process and indicate when the manual was last updated.*

Response: The Procurement Procedures Manual was last updated in 2018. Please reference Attachment 40 – Procurement Procedures Manual (2018 update).

41. *Please provide an update on any planned changes to the current procurement procedures manual, including:*

a. *Any notable revisions or updates to established procedures; and*

b. *An estimated timeline for completion and release.*

Response: Now that the PASS Modernization Project is about to re-start, OCP will be coordinating the update of the Procurement Procedures Manual (PPM) with the implementation of the District's new procurement management system to include additional chapters, document references, or any new procedures.

42. *What is OCP's assessment of the current million-dollar threshold for approving procurements? What reforms would you recommend? In this assessment, please address both efficiency in delivering goods and services to agencies requiring them, as well as the need to monitor and safeguard public funds.*

Response: While intended to ensure oversight, the current million-dollar threshold often delays the delivery of critical goods and services, particularly for contracts in the $1–$5 million range where the risk profile does not justify the administrative burden of full Council review. Because this threshold is embedded in the Home Rule Act and cannot be easily changed, we believe the Council can take meaningful steps within its existing authority to improve efficiency without sacrificing accountability.

One option is to modify the type of approval required at different thresholds. For example, the Council could adopt an expedited review process for contracts between $1 million and $5 million, with shorter timelines and streamlined documentation, while reserving full review for contracts above $5 million or those deemed high-risk. This approach would allow agencies to move faster on mid-range procurements without diminishing oversight.

The Council could also authorize the use of annual plans of contracts for goods and services, similar to the annual plan for federal highway contracts.

Additionally, the Council could exempt option exercises from full review when scope and pricing remain consistent with the original contract approval, reducing redundant reviews for predictable, low-risk extensions.

Taken together, these reforms would accelerate procurement timelines, preserve rigorous oversight for high-value or high-risk contracts, and improve transparency— all without requiring amendments to the Home Rule Act. By adopting these measures, the District can deliver goods and services more efficiently while safeguarding public funds.

43. *What is OCP's assessment of the current supply schedule structure?*
Please explain what reforms, if any, OCP would recommend
implementing to streamline the process.

Response: OCP's current supply schedule structure has been in place for over 20 years. OCP is actively evaluating several aspects of the system to determine opportunities for modernization and streamlining. Key areas under review include:

1. **Collection Mechanism:**
   The current 1% collection mechanism is being assessed to determine whether it remains an effective approach and, if so, how best to implement it in a modernized system.

2. **Category Structure:**
   OCP is examining whether the existing categories are functional—whether there are too many, too few, or if they need to be redefined to better align with District government needs.

3. **Automation and Technology Integration:**
   The current schedules are largely paper-based and lack automation. A new system could significantly improve efficiency by digitizing processes, reducing manual steps, and eliminating paper-based workflows.

4. **Ordering Independence:**
   Based on the capabilities of the new PASS system, OCP may recommend reforms that grant District agencies greater autonomy in ordering from the supply schedule, minimizing reliance on OCP as an intermediary and streamlining the procurement process.

44. *What is OCP's assessment of pay-for-performance contracts? In this*
assessment, please identify service sectors that could benefit from
PFP contracts, and address any potential benefits or disadvantages of
utilizing PFP contracts.

Response:

OCP considers pay-for-performance (PFP) contracts most effective in sectors with measurable outcomes, such as training programs and human services (e.g., Temporary Assistance for Needy Families (TANF)). These contracts can incentivize meaningful progress by linking payment to specific milestones.

Benefits:

- Encourages results-driven performance
- Improves accountability and transparency
- Supports continuous program improvement

Challenges:

- Risk of misaligned incentives if metrics are poorly designed
- Requires robust data collection and performance tracking
- Not suitable for all services, especially those with hard-to-quantify outcomes

To succeed, PFP contracts must include clear performance metrics, strong performance management, and safeguards to avoid incentivizing the wrong outcomes.

45. *Please provide the total amount spent on purchase cards by District agencies through the Purchase Card Program administered by OCP for each month in FY25 and FY26, to date*

   <u>**Response:**</u> See Attachment 45 – PCard Spend for Citywide and Emergency Cards.

46. *Please indicate what part of the agency is responsible for quality improvement and performance measurement. Please provide examples of quality improvement initiatives from the last year and any positive impact of those efforts.*

   <u>**Response:**</u> OCP's Systems, Data, and Performance (SDP) Division oversees the agency's data analytics and performance management operations. This team tracks and develops reports on the status of key performance indicators, workload measures, strategic initiatives, and key projects for the agency. The SDP Division works with agency leadership and key staff to develop strategics for improvement and project management support. Below are a few key quality improvement initiatives that have been worked on over the past year:

   - DCSS Contractor Evaluation System – in FY25, OCP piloted a new system, Procurated. This system is being used to evaluate vendors part of the DC Supply Schedule (DCSS) program. Client agencies that make purchases against these contracts can provide feedback on the quality of the goods and services provided by these vendors. OCP can gather qualitative data on DCSS vendors that can assist in the decision of whether to continue to use these vendors or not.
   - Online Fillable Forms – The SDP Division, in consultation with the CPO, DCPO, and CCOs, converted 6 procurement forms into online

fillable forms to standardize, simplify the drafting, and automate the approval process of these forms. This project has improved the quality of these supporting documents and automated the route of the forms to be completed.

- PALT Tracking System – In partnership with OCTO, OCP has developed a new system to track the Procurement Administrative Lead Time (PALT). Pulling initial data from PASS, this tracking system allows procurement staff to provide more details on the progress of their procurements at the various procurement stages. This will allow better transparency for OCP leadership and client agencies on the progress of procurements.

SURPLUS PROPERTY

47. **Please provide the number of lots of surplus property sold and total revenue generated by surplus property sales for FY25 and FY26, to date, disaggregated by fiscal year.**

   Response: Please see the table below. FY25 was a record-breaking year for surplus property sales.

Fiscal Year	Revenue	Lots
FY25	$8,771,627.20	5,926
FY26 to Date	$1,469,604.94	1,855

48. **How many items of surplus property were transferred, without sale, to non- governmental organizations or other government agencies?**

   Response: 592 items for FY25 and 190 items for FY26 to date.

49. **How many items of federal surplus property did the District government acquire in FY25 and FY26, to date?**

   Response: The District acquired 731 items for FY25 and 182 items for FY26 to date.

50. *Please list the ten largest (dollar amount) surplus sales, disaggregated by individual items or lots, in FY25 and FY26, to date. For each, provide a description of the property, the agency (or agencies) the property that was surplused, and the dollar amount received.*

   Response: Please see tables below:

FY25 Top 10 Largest Surplus Sales by Category					
Category Type	**Category**	**Final Price**	**Make/Brand**	**Model**	**Agency**
Transportation	Tow Trucks	$123,637.39	International	7600	DPW Fleet-80255-DCTagHL2925
Transportation	Buses, Transit and School	$89,100.00	New Flyer	XD40 Transit Bus	Circulator-2104
BioPharma	Medical Equipment and Supplies	$71,887.50	GE	OEC Elite	UMC-29929
Transportation	Motor Homes / Travel Trailers	$65,812.50	Freightliner	M-Line Motorhome	UMC Fleet-80717 DCTag11214
Transportation	Buses, Transit and School	$63,787.50	New Flyer	XD40 Transit Bus	Circulator-2116
BioPharma	Medical Equipment and Supplies	$63,787.50	GE	OEC Elite	UMC-29927
Transportation	Buses, Transit and School	$61,762.50	New Flyer	XCELSIOR XD40	Circulator-2117
Transportation	Buses, Transit and School	$61,762.50	New Flyer	XD40 Transit Bus	Circulator-2126
Transportation	Buses, Transit and School	$61,762.50	New Flyer	XD40 Transit Bus	Circulator-2102
Transportation	Buses, Transit and School	$60,750.00	New Flyer	Transit Bus	Circulator-2118

FY26 Top 10 Largest Surplus Sales by Category					
Category Type	Category	Final Price	Make/Brand	Model	Agency
BioPharma	Medical Equipment and Supplies	$310,331.25	United Imaging (MRI) System	UMR 570	UMC-32632
Transportation	Electric/Hybrid Vehicle	$53,662.50	Mercedes-Benz	GLE-Class	DPW Impound-D2504250138 Sale1
Transportation	Electric/Hybrid Vehicle	$30,376.01	Tesla	MODEL Y PERFORMANCE	DPW Impound-D2509250101 Sale10
Transportation	Pickup Trucks	$25,819.76	Chevrolet	Silverado 2500HD	DPW-FLEET#71462-DC10912
Transportation	Pickup Trucks	$25,211.25	Ford	F-350 SD	DPW Fleet-79522-DCTag11758
Transportation	SUV	$22,680.00	Mercedes-Benz	GLS-Class	DPW Impound-D2509180099 Sale2
Transportation	Pickup Trucks	$22,275.00	Chevrolet	Silverado 2500HD	DPW Fleet-71461 DCTag10932
Transportation	Pickup Trucks	$21,669.53	Toyota	Tacoma	DPW Fleet-78042 DCTag11957
Transportation	Pickup Trucks	$21,465.00	Toyota	Tacoma	DPW Fleet-78058 DCTag8076
Transportation	Pickup Trucks	$21,465.00	Toyota	Tacoma	DPW-FLEET#78147-DC11954

51. Please provide the total amount of revenue generated by the surplus property program in FY25 and FY26, to date, and provide a breakdown of how much of that revenue was expended by the Office.

<u>Response:</u> The Surplus Property Division (SPD) facilitates the reuse, sale, and proper disposal of DC government property, generating significant revenue for the District. In FY25 alone, SPD generated $8.7 million through services such as:

- $7.6M from auction sales

- $916K through a parts-only partnership with DPW Impound

- $145K from scrap metal recycling

- FY26 Total Revenue to-date - $1,469,604.94

OFFICE OF THE OMBUDSMAN

52. How many contractors and subcontractors contacted the Office of Contracting and Procurement Ombudsman in FY25 and FY26, to date? How many of these contacts were complaints in FY25 and FY26, to date?

<u>Response:</u> Please see the table below:

CONTACTS (Contractors & Subcontractors)			
FY25 Total Contacts by Contractors& Subcontractors	**FY25 Formal Complaints by Contractors & Subcontractors**	**FY26 Total Contacts by Contractors & Subcontractors**	**FY26 Year-to-Date Formal Complaints by Contractors & Subcontractors**
32	1	14	0

53. What was the average number of days to resolution for complaints and inquiries submitted to the Office of Contracting and Procurement Ombudsman in FY25 and FY26, to date?

<u>Response:</u> Please see the table below:

	FY25	FY26 to date
Average Days to Resolution	10 Business Days	10 Business Days

*54. **How does the Ombudsman resolve complaints received from contractors and subcontractors? Please provide a detailed description of the process.***

Response: See Attachment 54 – Ombudsman Process.

ENVIRONMENTALLY PREFERABLE PRODUCTS & SERVICES (EPPS)

*55. **D.C. Law 24-16, the Green Food Purchasing Amendment Act of 2021 included funding at both DOEE and OCP for implementation of the Environmentally Preferable Products and Services (EPPS) and Green Food Purchasing programs. The legislation requires that EPPS requirements and implementation guidelines are incorporated into OCP trainings and training materials for procurement personnel, including the procurement training institute.***

   a. ***Has this requirement been implemented?***

   Response: OCP and DOEE continue to finalize the formal EPPS processes and procedures for the online trainings and training materials. Full implementation will occur when the automated waiver process is completed for the EPPS Certification system. The online trainings which will be on OCP's website, along with training materials will include the final EPPS certification process and procedures.

   i. ***If so, what trainings have been updated?***

   Response: Trainings have been updated to reflect the 18 categories currently being used. Further updates will be made to current training materials when the EPPS certification system is fully automated.

   ii. ***If not, please provide OCP's timeline for updating the trainings and which training courses OCP plans to update.***

   Response: OCP will be updating the trainings for:

   - PO7100 - PASS Buyer
   - PO1009 - Intro to Market Research

- PO1040 - Effective Statements of Work
- PO1121 - Contract Administrator

56. What steps is OCP taking to increase the overall EPPS spend?

Response: OCP continues to take the following steps to increase overall EPPS spend:

- Weekly Green Purchasing submissions in OCP's Newsletter targeting each EPPS.
- Included EPPS guidance in Acquisition Planning training and highlight potential EPPS purchases when applicable.
- Coordinated outreach to encourage procurement staff to include EPPS in market research.