

(PO0) OFFICE OF CONTRACTING AND PROCUREMENT

MISSION

The Office of Contracting and Procurement's (OCP) 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.

SCOPE

The Office of Contracting and Procurement (OCP) manages the purchase of \$5.2 billion in goods, services and construction annually, on behalf of over 77 District agencies. In its authority under the Procurement Practices Reform Act of 2010 (PPRA), OCP is responsible for both establishing procurement processing standards that conform to regulations, and monitoring the effectiveness of procurement service delivery. Procurement processing and management are executed by procurement professionals who are assigned to agency worksites to directly collaborate with program staff throughout the entire procurement process. OCP core services include the DC Supply Schedule, Purchase card (P-Card) program, and the surplus property disposition and re-utilization program. OCP's learning and certification programs support on-going development of staff proficiency and procurement service quality.

Elements on this page of the Agency Summary include:

- **Funding Tables:** Past budget allotments show the allotment balance, calculated as allotments received to date less all obligations (the sum of expenditures, encumbrances, intra-District advances and pre-encumbrances). Agencies are allowed to encumber and pre-encumber funds up to the limit of a capital project’s budget authority, which might be higher than allotments received to date. For this reason, a negative balance on a project sheet does not necessarily indicate overspending or an anti-deficiency violation. A negative balance is permitted in this calculation of remaining allotment authority.
- **Additional Appropriations Data (\$000):** Provides a summary of the budget authority over the life of the project. The table can be read as follows:
 - › **Original 6-Year Budget Authority:** Represents the authority from the fiscal year in which budget was first appropriated through the next 5 years.
 - › **Budget Authority Through FY 2024 :** Represents the lifetime budget authority, including the 6-year budget authority for FY 2019 through FY 2024.
 - › **FY 2019 Budget Authority Revisions:** Represents the changes to the budget authority as a result of reprogramming, redirections and rescissions (also reflected in Appendix F) for the current fiscal year.
 - › **6-Year Budget Authority Through FY 2024 :** This is the total 6-year authority for FY 2019 through FY 2024 including changes from the current fiscal year.
 - › **Budget Authority Request Through FY 2025 :** Represents the 6-year budget authority for FY 2020 through FY 2025.
 - › **Increase (Decrease) :** This is the change in 6-year budget requested for FY 2020 - FY 2025 (change in budget authority is shown in Appendix A).
- **Estimated Operating Impact:** If a project has operating impacts that the agency has quantified, the effects are summarized in the respective year of impact.
- **FTE Data (Total budget in FTE Table might differ from actual budget due to rounding):** Provides the number for Full-Time Equivalent (FTE) employees approved as eligible to be charged to capital projects by, or on behalf of, the agency. Additionally, it provides the total budget for these employees (Personal Services), the non personnel portion of the budget in the agency’s capital plan, and the percentage of the agency CIP budget from either expense category.
- **Facility Location Map:** For those agencies with facilities projects, a map reflecting projects and their geographic location within the District of Columbia.

(Dollars in Thousands)

Phase	Funding By Phase - Prior Funding					Approved Funding						
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
(01) Design	11,502	11,502	0	0	0	0	0	0	0	0	0	0
(03) Project Management	3,295	3,295	0	0	0	0	0	0	0	0	0	0
(05) Equipment	210	210	0	0	0	0	0	0	0	0	0	0
(06) IT Requirements Development/Systems Design	5,376	1,535	3,111	677	53	6,679	7,929	2,275	0	0	0	16,883
TOTALS	20,383	16,543	3,111	677	53	6,679	7,929	2,275	0	0	0	16,883

Source	Funding By Source - Prior Funding					Approved Funding						
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
GO Bonds - New (0300)	15,007	15,007	0	0	0	0	0	0	0	0	0	0
Short-Term Bonds – (0304)	5,376	1,535	3,111	677	53	6,679	7,929	2,275	0	0	0	16,883
TOTALS	20,383	16,543	3,111	677	53	6,679	7,929	2,275	0	0	0	16,883

Additional Appropriation Data			Estimated Operating Impact Summary						
			Expenditure (+) or Cost Reduction (-)						
			FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
First Appropriation FY		1998	No estimated operating impact						
Original 6-Year Budget Authority		19,168							
Budget Authority Through FY 2024		22,119							
FY 2019 Budget Authority Changes		0							
6-Year Budget Authority Through FY 2024		22,119							
Budget Authority Request Through FY 2025		37,266							
Increase (Decrease)		15,147							
Full Time Equivalent Data									
Object	FTE	FY 2020 Budget	% of Project						
Personal Services	7.0	920	13.8						
Non Personal Services	0.0	5,759	86.2						

PO0-1PO01-ARIBA REFRESH

Agency: OFFICE OF CONTRACTING AND PROCUREMENT (PO0)
Implementing Agency: OFFICE OF CONTRACTING AND PROCUREMENT (PO0)
Project No: 1PO01
Ward:
Location: DISTRICT-WIDE
Facility Name or Identifier: INFORMATION TECHNOLOGY
Status: Ongoing Subprojects
Useful Life of the Project: 10
Estimated Full Funding Cost: \$19,758,000

Description:

To support the improved transparency objectives of the procurement system that supports OCP’s mission, we are requesting approval to move from paper based contracting to digital capabilities. In 2018 OCP is starting with contract lifecycle management utilizing electronic contracting documentation through the entire lifecycle of the contract. This will rely on electronic signatures and workflows taking the procurement lifecycle from inception to contract award. This will also provide a capability to archive and retrieve contracts and ensure improved compliance with district record retention policies.

Justification:

This project will allow more effective use of government procurement resources & centralization efficiencies. It is key to yield the maximum benefits at the lowest possible costs in-line with the Mayor’s cost avoidance and cost saving objective. The system is critical to supplier communication and efficient procurement. It will also support the digital transition and procurement transparency. The Ariba system has been utilized by the district for 10 years and is in need of a refresh to position it for the next 10 years. The supplier (Ariba SAP) has announced that the current on-premise versions will all be de-supported in 2020 so the benefits of an on premises update will be overshadowed by the need to rapidly move to the cloud which is our only long term supported version from this software developer. The District also has 11,700 suppliers many of which are CBE’s and DSLBD’s utilizing the Ariba Supplier Network in the cloud which can be best leveraged by continuing the use of the Ariba product.

Progress Assessment:

New project.

Related Projects:

The next generation of SOAR will integrate with the fund and encumbrance accounting and will need to leverage the common elements such as the chart of accounts and the FY period dates.
 The PeopleSoft Project for the 9.2 upgrade allows information to more easily flow to the Ariba system regarding users including on-boarding and off-boarding.
 There is a security project at OCTO to provide integration of the active directory user names paces with the Ariba- PASS systems so that user authentication can be centralized.
 The DSLBD projects to establish the qualifications of supplier and the tracking and maintenance of those qualifications will be integrated with the Ariba/Pass.

(Dollars in Thousands)

Phase	Funding By Phase - Prior Funding					Approved Funding						
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
(06) IT Requirements Development/Systems Design	2,875	408	2,936	537	-1,005	6,679	7,929	2,275	0	0	0	16,883
TOTALS	2,875	408	2,936	537	-1,005	6,679	7,929	2,275	0	0	0	16,883

Source	Funding By Source - Prior Funding					Approved Funding						
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
Short-Term Bonds – (0304)	2,875	408	2,936	537	-1,005	6,679	7,929	2,275	0	0	0	16,883
TOTALS	2,875	408	2,936	537	-1,005	6,679	7,929	2,275	0	0	0	16,883

Additional Appropriation Data	
First Appropriation FY	2019
Original 6-Year Budget Authority	3,881
Budget Authority Through FY 2024	3,881
FY 2019 Budget Authority Changes	0
6-Year Budget Authority Through FY 2024	3,881
Budget Authority Request Through FY 2025	19,758
Increase (Decrease)	15,877

Estimated Operating Impact Summary							
Expenditure (+) or Cost Reduction (-)	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	6 Yr Total
No estimated operating impact							

Milestone Data	Projected	Actual
Environmental Approvals		
Design Start (FY)	10/1/2018	
Design Complete (FY)	09/30/2019	
Construction Start (FY)	07/1/2019	
Construction Complete (FY)	09/30/2021	
Closeout (FY)		

Full Time Equivalent Data			
Object	FTE	FY 2020 Budget	% of Project
Personal Services	7.0	920	13.8
Non Personal Services	0.0	5,759	86.2