Office of Contracting and Procurement

www.ocp.dc.gov

Telephone: 202-727-0252

Table PO0-1

					% Change
	FY 2020	FY 2021	FY 2022	FY 2023	from
Description	Actual	Actual	Approved	Approved	FY 2022
OPERATING BUDGET	\$246,242,752	\$267,592,160	\$34,000,740	\$31,432,381	-7.6
FTEs	199.9	203.7	238.0	222.0	-6.7
CAPITAL BUDGET	\$5,919,497	\$1,506,506	\$3,569,981	\$6,486,771	81.7
FTEs	10.0	0.0	0.0	0.0	N/A

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.

Summary of Services

OCP manages the purchase of \$5.2 billion in goods, services and construction annually, on behalf of over 76 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 is enhanced by OCP specialists 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, the surplus property disposition and re-utilization program, as well as the learning and certification programs, which support ongoing development of staff proficiency and procurement service quality.

FY 2023 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table PO0-2 contains the approved FY 2023 budget by revenue type compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual data.

Table PO0-2 (dollars in thousands)

Dollars in Thousands							Fu	ıll-Time E	quivalen	ts		
	Change				Change							
	Actual	Actual	Approved	Approved	from	%	Actual	Actual	Approved	Approved	from	%
Appropriated Fund	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022	Change*	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022	Change
GENERAL FUND												
Local Funds	65,978	108,568	28,276	29,822	1,546	5.5	171.4	170.3	198.9	212.0	13.1	6.6
Special Purpose Revenue												
Funds	1,438	1,414	1,876	1,611	-265	-14.1	7.3	9.9	10.1	10.0	-0.1	-1.4
TOTAL FOR												
GENERAL FUND	67,416	109,982	30,151	31,432	1,281	4.2	178.8	180.2	209.0	222.0	13.0	6.2
<u>FEDERAL</u>												
<u>RESOURCES</u>												
Federal Payments	63,571	9,370	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR												
FEDERAL												
RESOURCES	63,571	9,370	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
INTRA-DISTRICT												
<u>FUNDS</u>												
Intra-District Funds	115,255	148,240	3,849	0	-3,849	-100.0	21.2	23.5	29.0	0.0	-29.0	-100.0
TOTAL FOR												
INTRA-DISTRICT												
FUNDS	115,255	148,240	3,849	0	-3,849	-100.0	21.2	23.5	29.0	0.0	-29.0	-100.0
GROSS FUNDS	246,243	267,592	34,001	31,432	-2,568	-7.6	199.9	203.7	238.0	222.0	-16.0	-6.7

^{*}Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private) and Special Purpose Revenue type, please refer to Schedule 80 Agency Summary by Revenue Source in the FY 2023 Operating Appendices located on the Office of the Chief Financial Officer's website.

In FY 2023, the Intra-District process will be eliminated, and the duplicated budget in the agencies providing services (seller agencies), known as Intra-District budget, will no longer be required. This process will be replaced by a new interagency process, which will enable seller agencies to directly charge interagency projects funded by the agencies receiving the services (buyer agencies). For more detailed information regarding the approved funding for interagency projects funded within this agency, please see Appendix J, FY 2023 Interagency Budgets, in the Executive Summary budget volume.

FY 2023 Approved Operating Budget, by Comptroller Source Group

Table PO0-3 contains the approved FY 2023 budget at the Comptroller Source Group (object class) level compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual expenditures.

Table PO0-3

(dollars in thousands)

					Change	
	Actual	Actual	Approved	Approved	from	Percentage
Comptroller Source Group	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022	Change*
11 - Regular Pay - Continuing Full Time	22,185	23,086	24,596	21,936	-2,660	-10.8
12 - Regular Pay - Other	45	6	0	0	0	N/A
13 - Additional Gross Pay	160	297	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	4,755	4,810	5,581	5,263	-318	-5.7
15 - Overtime Pay	471	245	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	27,616	28,445	30,177	27,199	-2,978	-9.9
20 - Supplies and Materials	139,389	49,928	34	129	95	279.8
31 - Telecommunications	5	32	1	0	-1	-100.0
32 - Rentals - Land and Structures	2,080	-151	0	0	0	N/A
33 - Janitorial Services	13,022	4,197	0	0	0	N/A
34 - Security Services	12,353	0	0	0	0	N/A
40 - Other Services and Charges	34,016	183,930	3,036	3,017	-19	-0.6
41 - Contractual Services - Other	742	200	493	262	-231	-46.9
70 - Equipment and Equipment Rental	17,019	1,011	260	825	566	217.9
SUBTOTAL NONPERSONAL SERVICES (NPS)	218,627	239,147	3,824	4,233	409	10.7
GROSS FUNDS	246,243	267,592	34,001	31,432	-2,568	-7.6

^{*}Percent change is based on whole dollars.

FY 2023 Approved Operating Budget and FTEs, by Division/Program and Activity

Table PO0-4 contains the approved FY 2023 budget by division/program and activity compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table PO0-4 (dollars in thousands)

	Dollars in Thousands					Full-Time Equivalents				
					Change					Change
	Actual	Actual	Approved	Approved	from	Actual	Actual	Approved	Approved	from
Division/Program and Activity	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022
(0100) RESOURCE MANAGEMENT										
(0110) Resource Management	0	7,743	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (0100) RESOURCE										
MANAGEMENT	0	7,743	0	0	0	0.0	0.0	0.0	0.0	0.0
(1000) AGENCY MANAGEMENT										
(1015) Training and Employee										
Development	53	234	150	150	0	0.0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	883	730	263	596	333	0.0	0.0	0.0	1.0	1.0
(1040) Information Technology	137	132	288	516	228	0.0	0.0	0.0	0.0	0.0
(1060) Legal	984	1,016	878	884	6	5.3	5.2	6.0	6.0	0.0
(1090) Performance Management	321	378	326	329	3	1.8	1.8	2.0	2.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	2,378	2,489	1,905	2,475	569	7.1	7.0	8.0	9.0	1.0

Table PO0-4 (dollars in thousands)

-	Dollars in Thousands				Full-Time Equivalents					
					Change			•		Change
	Actual	Actual	Approved .	Approved	from	Actual	Actual	Approved	Approved	from
Division/Program and Activity	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022	FY 2020	FY 2021	FY 2022	FY 2023	FY 2022
(2000) PROCUREMENT										
(2010) Procurement Management and										
Support	131,009	166,071	23,849	20,238	-3,611	144.9	146.9	177.0	159.0	-18.0
(2055) Purchase Card	335	318	255	259	4	1.8	1.8	2.0	2.0	0.0
SUBTOTAL (2000) PROCUREMENT	131,344	166,389	24,105	20,497	-3,608	146.6	148.6	179.0	161.0	-18.0
(7000) TRAINING										
(7020) Learning and Development	673	637	789	717	-72	5.3	5.2	6.0	6.0	0.0
SUBTOTAL (7000) TRAINING	673	637	789	717	-72	5.3	5.2	6.0	6.0	0.0
(8000) OPERATIONS										
(8010) Procurement Integrity and										
Compliance	571	687	550	671	121	5.3	5.2	5.0	6.0	1.0
(8020) Operations Management and										
Support	681	665	679	776	97	5.3	5.2	5.0	6.0	1.0
(8030) Customer Service and	404	.	- 0.4		0.0				- ^	
Communications	481	583	581	501	-80	5.3	6.1	6.0	5.0	-1.0
(8040) Purchase Card	43,213	74,817	0	0	0	0.0	0.0	0.0	0.0	0.0
(8050) Technology Support	755	660	1,137	1,819	682	5.3	6.1	7.0	6.0	-1.0
(8060) Human Resource Management	456	486	577	505	-72	4.4	4.4	5.0	5.0	0.0
(8070) Acquisition Management	351	393	192	342	150	2.6	2.6	2.0	3.0	1.0
SUBTOTAL (8000) OPERATIONS	46,507	78,290	3,716	4,614	898	28.3	29.7	30.0	31.0	1.0
(9000) BUSINESS RESOURCES AND										
SUPPORT SERVICES										
(9010) Surplus Property	1,421	2,268	3,111	2,658	-453	8.2	8.8	10.1	10.0	-0.1
(9020) Support Services	348	406	374	472	97	4.4	4.4	4.9	5.0	0.1
SUBTOTAL (9000) BUSINESS										
RESOURCES AND SUPPORT										
SERVICES	1,769	2,673	3,486	3,130	-356	12.6	13.2	15.0	15.0	0.0
(COV9) CORONAVIRUS RELIEF										
FUND										
No Activity Assigned	63,571	9,370	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (COV9) CORONAVIRUS			_	_	_					
RELIEF FUND	63,571	9,370	0	0	0	0.0	0.0	0.0	0.0	0.0
TOTAL APPROVED	246.242	265 502	24.001	21 422	2.500	100.0	202 =	220.0	222.0	160
OPERATING BUDGET	246,243	267,592	34,001	31,432	-2,568	199.9	203.7	238.0	222.0	-16.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the approved funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2023 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Division Description

The Office of Contracting and Procurement operates through the following 5 divisions:

Procurement – procures goods and services on behalf of the agencies and programs under OCP's authority according to District laws and regulations.

This division contains the following 2 activities:

- **Procurement Management and Support** The procurement staff is divided into 10 units.
- (1) Government Operations
- (2) Public Safety
- (3) Health Services
- (4) Human Services
- (5) Homeless/Youth Human Services
- (6) Transportation Infrastructure
- (7) Information Technology
- (8) Public Works and Fleet Services
- (9) Simplified/DC Supply Schedules/P-Card
- (10) Procurement Operations
- **Purchase Card** provides overall oversight and administration of the District's Purchase Cards used in customer agencies. The Purchase Card provides an alternative delegated procurement vehicle that reduces the processing cost and delivery time for purchases within the non-competitive threshold.

Training – facilitates general procurement education for procurement professionals and program agency staff through the Procurement Training Institute. The Institute develops and delivers the curriculum for the District Procurement Certification Program (DPCP) as required by the Procurement Practices Reform Act of 2010 (PPRA).

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

This division contains the following 6 activities:

- **Procurement Integrity and Compliance** conducts internal audits and reports its internal audit findings to key stakeholders within the agency; serves as the primary lead for OCP in support of the Annual Comprehensive Financial Report (ACFR) and Single Audit, and performs operational assessments of procurement processes and functions for agencies and teams under the authority of the District's Chief Procurement Officer;
- Operations Management and Support develops policies and procedures to help employees and other stakeholders work toward common goals, establish intended outcomes/ results, and adjust the organization's priorities in response to a changing environment;
- **Customer Service and Communications** engages with OCP's key stakeholders including customer agencies, industry, Council, and District residents;
- **Technology Support** provides consultative and technical support to agencies, vendors, and OCP procurement professionals, including user training and report generation; works closely with senior management and the Office of the Chief Technology Officer (OCTO) to implement the latest technologies to promote transparency and accountability to achieve the best results. The OCP IT team also administers the Procurement Automated Support System (PASS);
- **Human Resource Management** provides human resource management services that position the Office of Contracting and Procurement to attract, develop and retain a well-qualified and diverse work force. OHR works to advance the agency's mission, vision and strategic priorities through its most valuable resource its people; and
- **Acquisition Management** provides a range of procurement support including data mining, reporting and analysis, project management, and coordination with program agencies for major agency initiatives.

Business Resources and Support Services – 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 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.

This division contains the following 2 activities:

- **Surplus Property** provides surplus property management, re-utilization, and disposal services to District agencies; and
- **Support Services** provides agency acquisition services and facilities management; coordinates acquisition efforts during declared emergencies; manages transportation assets designated for District surplus activities; and administers OCP's record management program.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Office of Contracting and Procurement has no division structure changes in the FY 2023 approved budget.

FY 2022 Approved Budget to FY 2023 Approved Budget, by Revenue Type

Table PO0-5 itemizes the changes by revenue type between the FY 2022 approved budget and the FY 2023 approved budget. For a more comprehensive explanation of changes, please see the FY 2023 Approved Budget Changes section, which follows the table.

Table PO0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS, EV 2022 Assessed Budget and ETE		29.27/	100.0
LOCAL FUNDS: FY 2022 Approved Budget and FTE Removal of One-Time Costs	Multiple Programs	28,276 -1,250	198.9 0.0
LOCAL FUNDS: FY 2023 Recurring Budget	Multiple Programs	27,026	198.9
Increase: To support nonpersonal service costs	Multiple Programs	1,193	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-458	1.1
Enhance: To partially fund PASS Licenses	Operations	550	0.0
Enhance: To procure Information Technology hardware (one-time)	Agency Management	250	0.0
Transfer-In: Transferred from Child and Family Services Agency	Procurement	1,583	12.0
LOCAL FUNDS: FY 2023 Mayor's Proposed Budget	Trocurement	30,145	212.0
Reduce: To align resources with operational spending goals	Operations	-123	0.0
Reduce: To align personal services and Fringe Benefits with projected costs	Procurement	-200	0.0
LOCAL FUNDS: FY 2023 District's Approved Budget	Trocurement	29,822	212.0
DOTHE 1 0. 100. 1 1 2020 District 5 1.pp. 101-ta Dauget		25,022	212.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2022 Approved Budget and FTE		1,876	10.1
Increase: To align budget with projected revenues	Multiple Programs	6	-0.1
SPECIAL PURPOSE REVENUE FUNDS: FY 2023 Mayor's Proposed Budget		1,882	10.0
Reduce: To align resources with operational spending goals	Business Resources and	-271	0.0
	Support Services		
SPECIAL PURPOSE REVENUE FUNDS: FY 2023 District's Approved Budget		1,611	10.0
INTRA-DISTRICT FUNDS: FY 2022 Approved Budget and FTE		3,849	29.0
Eliminate: To reflect the elimination of Intra-District funds budget and FTEs, as p	art of Procurement	-3,849	-29.0
the new interagency process			
INTRA-DISTRICT FUNDS: FY 2023 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2023 District's Approved Budget		0	0.0
GROSS FOR PO0 - OFFICE OF CONTRACTING AND PROCUREMENT		31,432	222.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the approved funding for interagency projects funded within this agency, please see Appendix J, FY 2023 Interagency Budgets, in the Executive Summary budget volume.

FY 2023 Approved Operating Budget Changes

Table PO0-6 contains the approved FY 2023 budget by fund compared to the FY 2022 approved budget.

Table PO0-6

			% Change
	FY 2022	FY 2023	from
Appropriated Fund	Approved	Approved	FY 2022
Local Funds	\$28,275,574	\$29,821,868	5.5
Special Purpose Revenue Funds	\$1,875,837	\$1,610,514	-14.1
Intra-District Funds	\$3,849,328	\$0	-100.0
GROSS FUNDS	\$34,000,740	\$31,432,381	-7.6

Recurring Budget

The FY 2023 budget for OCP includes a reduction of \$1,249,720 to account for the removal of one-time funding appropriated in FY 2022, of which \$999,720 supported Warehouse Operations' contract staff; \$200,000 supported a database update; and \$50,000 supported the purchase of a training module.

Mayor's Proposed Budget

Increase: In Local funds, OCP's proposed budget includes an increase of \$1,193,079 across multiple divisions to primarily support the projected increases in costs for Warehouse Operations and the Information Technology (IT) system.

The proposed budget for Special Purpose Revenue (SPR) funds reflects an increase of \$6,087 and a decrease of 0.1 Full Time Equivalent (FTE) to align the personal services budget with projected revenues across multiple divisions.

Decrease: OCP's Local funds budget proposal reflects a net decrease of \$457,588 and an increase of 1.1 FTEs across multiple divisions.

In FY 2023, the prior Intra-District process, which required District agencies to account for negotiated service agreements with other District agencies in a buyer agency-seller agency arrangement, will be eliminated. This process required duplicated budget in the seller agencies, known as Intra-District budget, which will no longer be used. This process will be replaced by a new interagency process, which will enable the agencies providing services (seller agencies) to finance the services by directly charging interagency projects funded by the agencies receiving the services (buyer agencies).

Eliminate: The impact of the elimination of the seller agencies' budgets will be reflected as a reduction of the proposed FY 2023 budget of \$3,849,328 and 29.0 FTEs in the Intra-District budget for OCP in comparison to FY 2022.

Enhance: The budget proposal for the Office of Contracting and Procurement reflects an increase of \$550,000 in the Operations division, to enable the agency to acquire licenses for both the developers and future users of the new procurement system, and the Procurement Automated Support System (PASS). The other proposed Local funds budget increase of \$250,000 to the Agency Management division will enable the agency to replace laptops and other technological equipment for its employees.

Transfer-In: The budget proposal for OCP contains an increase of \$1,583,316 and 12.0 FTEs to the Procurement division transferred from the Child and Family Services Agency to help support agency operations.

District's Approved Budget

Reduce: OCP's approved Local funds budget includes reductions of \$122,795 to reflect lower equipment costs in the Operations division and \$199,999 to align the budget with projected personal services costs in the Procurement division.

OCPS's approved Special Purpose Revenue funds budget is reduced by \$271,410 in the Business Resources and Support Services division to align the budget with projected costs, primarily for contracts.

FY 2023 Approved Full-Time Equivalents (FTEs)

Table PO0-7 contains the summary of FY 2023 Approved Budgeted Full-Time Equivalents (FTEs).

Table PO0-7

Total FY 2023 Approved Budgeted FTEs	222.0
Less: Interagency FTEs budgeted in this agency but employed by other agencies:	
AS0-Office of Finance and Resource Management	(1.0)
Total Interagency FTEs budgeted in this agency, employed by other agencies	(1.0)
Add: Interagency FTEs budgeted in other agencies but employed by this agency:	
CF0-Department of Employment Services	1.0
CU0-Department of Buildings	1.0
HC0-Department of Health	3.0
HT0-Department of Health Care Finance	12.0
JA0-Department of Human Services	1.0
KG0-Department of Energy and Environment	1.0
Total Interagency FTEs budgeted in other agencies, employed by this agency	19.0
Total FTEs employed by this agency	240.0

Note: Table PO0-7 displays the impact of the buyer agencies budgets funding the seller agencies FTEs in the FY 2023 budget, compared to how FTEs were budgeted in FY 2022.

- -It starts with the FY 2023 budgeted FTE figure, 222.0 FTEs.
- -It subtracts 1.0 FTEs budgeted in PO0 in FY 2023 who are employed by another agency.
- -It adds 19.0 FTEs budgeted in other agencies in FY 2023 who are employed by PO0.
- -It ends with 240.0 FTEs, the number of FTEs employed by PO0, which is the FTE figure comparable to the FY 2022 budget.