Office of Contracting and Procurement

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Table PO0-1

Description	FY 2021 Actual	FY 2022 Actual	FY 2023 Approved	FY 2024 Approved	% Change from FY 2023
OPERATING BUDGET	$267,592,160	$297,228,703	$31,432,381	$29,648,558	-5.7
FTEs	203.7	227.3	222.0	204.0	-8.1
CAPITAL BUDGET	$1,506,506	$2,029,557	$6,486,771	$4,216,301	-35.0
FTEs	0.0	0.0	5.0	0.0	-100.0

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.

The agency's FY 2024 approved budget is presented in the following tables:

FY 2024 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table PO0-2 contains the approved FY 2024 budget by revenue type compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual data.

Table PO0-2
(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	% Change*	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	% Change
GENERAL FUND												
Local Funds	108,568	138,304	29,822	27,598	-2,224	-7.5	170.3	170.2	212.0	196.0	-16.0	-7.5
Special Purpose Revenue Funds	1,414	1,559	1,611	2,051	440	27.3	9.9	7.1	10.0	8.0	-2.0	-20.0
TOTAL FOR GENERAL FUND	**109,982**	**139,863**	**31,432**	**29,649**	**-1,784**	**-5.7**	**180.2**	**177.3**	**222.0**	**204.0**	**-18.0**	**-8.1**
FEDERAL RESOURCES												
Federal Payments	9,370	582	0	0	0	N/A	0.0	22.7	0.0	0.0	0.0	N/A
TOTAL FOR FEDERAL RESOURCES	**9,370**	**582**	**0**	**0**	**0**	**N/A**	**0.0**	**22.7**	**0.0**	**0.0**	**0.0**	**N/A**
INTRA-DISTRICT FUNDS												
Intra-District Funds	148,240	156,784	0	0	0	N/A	23.5	27.3	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	**148,240**	**156,784**	**0**	**0**	**0**	**N/A**	**23.5**	**27.3**	**0.0**	**0.0**	**0.0**	**N/A**
GROSS FUNDS	**267,592**	**297,229**	**31,432**	**29,649**	**-1,784**	**-5.7**	**203.7**	**227.3**	**222.0**	**204.0**	**-18.0**	**-8.1**

*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 2024 Operating Appendices** located on the Office of the Chief Financial Officer's website.

In FY 2024, 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 2024 Interagency Budgets, in the Executive Summary budget volume.

FY 2024 Approved Operating Budget, by Comptroller Source Group

Table PO0-3 contains the approved FY 2024 budget at the Comptroller Source Group (object class) level compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual expenditures.

Table PO0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	Percentage Change*
11 - Regular Pay - Continuing Full Time	23,086	23,698	21,936	21,243	-693	-3.2
12 - Regular Pay - Other	6	141	0	0	0	N/A
13 - Additional Gross Pay	297	1,312	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	4,810	5,058	5,263	4,842	-422	-8.0
15 - Overtime Pay	245	108	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	**28,445**	**30,316**	**27,199**	**26,085**	**-1,114**	**-4.1**
20 - Supplies and Materials	49,928	69,892	129	219	89	69.1
31 - Telecommunications	32	9	0	0	0	N/A
32 - Rentals - Land and Structures	-151	0	0	0	0	N/A
33 - Janitorial Services	4,197	0	0	0	0	N/A
40 - Other Services and Charges	183,930	195,857	3,017	2,355	-662	-21.9
41 - Contractual Services - Other	200	222	262	488	227	86.7
70 - Equipment and Equipment Rental	1,011	932	825	502	-323	-39.2
SUBTOTAL NONPERSONAL SERVICES (NPS)	**239,147**	**266,913**	**4,233**	**3,564**	**-669**	**-15.8**
GROSS FUNDS	**267,592**	**297,229**	**31,432**	**29,649**	**-1,784**	**-5.7**

*Percent change is based on whole dollars.

FY 2024 Approved Operating Budget and FTEs, by Division/Program and Activity

Table PO0-4 contains the approved FY 2024 budget by division/program and activity compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 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				
Division/Program and Activity	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023
(0100) RESOURCE MANAGEMENT										
(0110) Resource Management	7,743	-7,067	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (0100) RESOURCE MANAGEMENT	**7,743**	**-7,067**	**0**	**0**	**0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
(1000) AGENCY MANAGEMENT										
(1015) Training and Employee Development	234	127	150	300	150	0.0	0.0	0.0	0.0	0.0
(1020) Contracting and Procurement	730	6,352	596	461	-135	0.0	0.0	1.0	1.0	0.0
(1040) Information Technology	132	281	516	149	-368	0.0	0.0	0.0	0.0	0.0
(1060) Legal	1,016	1,008	884	973	90	5.2	5.1	6.0	6.0	0.0
(1090) Performance Management	378	360	329	334	5	1.8	1.7	2.0	2.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	**2,489**	**8,128**	**2,475**	**2,218**	**-257**	**7.0**	**6.8**	**9.0**	**9.0**	**0.0**

Table PO0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023
(2000) PROCUREMENT										
(2010) Procurement Management and Support	166,071	170,009	20,238	18,907	-1,331	146.9	153.7	159.0	145.0	-14.0
(2055) Purchase Card	318	334	259	280	21	1.8	1.7	2.0	2.0	0.0
SUBTOTAL (2000) PROCUREMENT	**166,389**	**170,343**	**20,497**	**19,187**	**-1,310**	**148.6**	**155.4**	**161.0**	**147.0**	**-14.0**
(7000) TRAINING										
(7020) Learning and Development	637	740	717	680	-37	5.2	5.1	6.0	5.0	-1.0
SUBTOTAL (7000) TRAINING	**637**	**740**	**717**	**680**	**-37**	**5.2**	**5.1**	**6.0**	**5.0**	**-1.0**
(8000) OPERATIONS										
(8010) Procurement Integrity and Compliance	687	661	671	737	66	5.2	4.3	6.0	6.0	0.0
(8020) Operations Management and Support	665	855	776	947	172	5.2	4.3	6.0	6.0	0.0
(8030) Customer Service and Communications	583	613	501	554	53	6.1	5.1	5.0	5.0	0.0
(8040) Purchase Card	74,817	118,049	0	0	0	0.0	22.7	0.0	0.0	0.0
(8050) Technology Support	660	1,369	1,819	1,906	87	6.1	6.0	6.0	7.0	1.0
(8060) Human Resource Management	486	409	505	469	-36	4.4	4.3	5.0	4.0	-1.0
(8070) Acquisition Management	393	393	342	380	38	2.6	1.7	3.0	3.0	0.0
SUBTOTAL (8000) OPERATIONS	**78,290**	**122,349**	**4,614**	**4,994**	**380**	**29.7**	**48.4**	**31.0**	**31.0**	**0.0**
(9000) BUSINESS RESOURCES AND SUPPORT SERVICES										
(9010) Surplus Property	2,268	2,421	2,658	2,292	-367	8.8	7.4	10.0	9.0	-1.0
(9020) Support Services	406	314	472	278	-194	4.4	4.2	5.0	3.0	-2.0
SUBTOTAL (9000) BUSINESS RESOURCES AND SUPPORT SERVICES	**2,673**	**2,735**	**3,130**	**2,570**	**-560**	**13.2**	**11.6**	**15.0**	**12.0**	**-3.0**
(COV9) CORONAVIRUS RELIEF FUND										
No Activity Assigned	9,370	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (COV9) CORONAVIRUS RELIEF FUND	**9,370**	**0**	**0**	**0**	**0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
TOTAL APPROVED OPERATING BUDGET	**267,592**	**297,229**	**31,432**	**29,649**	**-1,784**	**203.7**	**227.3**	**222.0**	**204.0**	**-18.0**

(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 2024 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:a

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. Furthermore, 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 2024 approved budget.

FY 2023 Approved Budget to FY 2024 Approved Budget, by Revenue Type

Table PO0-5 itemizes the changes by revenue type between the FY 2023 approved budget and the FY 2024 approved budget. For a more comprehensive explanation of changes, please see the FY 2024 Approved Budget Changes section, which follows the table.

Table PO0-5
(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2023 Approved Budget and FTE		**29,822**	**212.0**
Removal of One-Time Costs	Multiple Programs	-1,250	0.0
LOCAL FUNDS: FY 2024 Recurring Budget		**28,572**	**212.0**
Increase: To align resources with operational spending goals	Multiple Programs	133	0.0
Decrease: To align personal services and Fringe Benefits with projected costs	Multiple Programs	-436	-12.0
Reduce: To realize savings in nonpersonal services	Multiple Programs	-172	0.0
Reduce: To recognize savings from a reduction in FTE(s)	Multiple Programs	-400	-4.0
LOCAL FUNDS: FY 2024 Mayor's Proposed Budget		**27,698**	**196.0**
Reduce: To realize savings in nonpersonal services	Agency Management	-100	0.0
LOCAL FUNDS: FY 2024 District's Approved Budget		**27,598**	**196.0**

Table PO0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
SPECIAL PURPOSE REVENUE FUNDS: FY 2023 Approved Budget and FTE		**1,611**	**10.0**
Increase: To align resources with operational spending goals	Business Resources and Support Services	719	0.0
Decrease: To recognize savings from a reduction in FTE(s)	Multiple Programs	-279	-2.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2024 Mayor's Proposed Budget		**2,051**	**8.0**
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2024 District's Approved Budget		**2,051**	**8.0**
GROSS FOR PO0 - OFFICE OF CONTRACTING AND PROCUREMENT		**29,649**	**204.0**

(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 2024 Interagency Budgets, in the Executive Summary budget volume.

FY 2024 Approved Operating Budget Changes

Table PO0-6 contains the approved FY 2024 budget by fund compared to the FY 2023 approved budget.

Table PO0-6

Appropriated Fund	FY 2023 Approved	FY 2024 Approved	% Change from FY 2023
Local Funds	$29,821,868	$27,597,794	-7.5
Special Purpose Revenue Funds	$1,610,514	$2,050,764	27.3
GROSS FUNDS	**$31,432,381**	**$29,648,558**	**-5.7**

Recurring Budget
The FY 2024 budget for OCP includes a reduction of $1,249,720 to account for the removal of one-time funding appropriated in FY 2023, of which $999,720 supported Warehouse Operations' contract staff and $250,000 supported procurement of computers.

Mayor's Proposed Budget
Increase: The Local funds proposed budget for OCP includes an increase of $133,179 across multiple divisions to align the budget with operational spending plans.

In Special Purpose Revenue funds, the proposed budget includes an increase of $719,160 in the Business Resources and Support Services division due to an anticipated increase in the operations of the Surplus Property program, which will result in an increase in operational costs.

Decrease: OCP's proposed Local funds budget includes a decrease of $435,511 and 12.0 FTEs to reflect projected vacancy savings across multiple divisions.

In Special Purpose Revenue funds, the proposed budget is decreased by $278,909 and 2.0 FTEs to reflect savings attributed to vacant positions across multiple divisions.

Reduce: OCP's proposed Local funds budget is reduced by $172,000 in nonpersonal services across multiple divisions, primarily to realize savings in Information Technology (IT) maintenance and acquisition costs. An additional proposed reduction of $400,021 and 4.0 FTEs in personal services across multiple divisions is to reflect budget savings by eliminating vacant positions.

District's Approved Budget

Reduce: OCP's approved Local funds budget includes a reduction of $100,000 in the Agency Management division to reflect anticipated savings in IT software and maintenance costs.

FY 2024 Approved Full-Time Equivalents (FTEs)

Table PO0-7 contains the summary of FY 2024 Approved Budgeted Full-Time Equivalents (FTEs).

Table PO0-7

Total FY 2024 Approved Budgeted FTEs	**204.0**
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:	
BE0-Department of Human Resources	1.0
CF0-Department of Employment Services	4.0
CU0-Department of Buildings	1.0
HC0-Department of Health	1.0
HT0-Department of Health Care Finance	13.0
JA0-Department of Human Services	2.0
KG0-Department of Energy and Environment	1.0
Total Interagency FTEs budgeted in other agencies, employed by this agency	**23.0**
Total FTEs employed by this agency	**226.0**

Note: Table PO0-7 displays the impact of the buyer agencies budgets funding the seller agencies FTEs in the FY 2024 budget, compared to how FTEs were budgeted in FY 2023.

-It starts with the FY 2024 budgeted FTE figure, 204.0 FTEs.

-It subtracts 1.0 FTEs budgeted in PO0 in FY 2024 who are employed by another agency.

-It adds 23.0 FTEs budgeted in other agencies in FY 2024 who are employed by PO0.

-It ends with 226.0 FTEs, the number of FTEs employed by PO0, which is the FTE figure comparable to the FY 2023 budget.