
Office of Contracting and Procurement

www.ocp.dc.gov

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Table PO0-1

Description	FY 2022	FY 2023	FY 2024	FY 2025	% Change
	Actual	Actual	Approved	Proposed	from FY 2024
OPERATING BUDGET	\$297,228,703	\$35,621,023	\$29,648,558	\$30,090,609	1.5
FTEs	227.3	196.4	204.0	208.0	2.0
CAPITAL BUDGET	\$2,029,557	\$4,410,703	\$4,216,301	\$0	-100.0
FTEs	0.0	5.0	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.

The agency’s FY 2025 proposed budget is presented in the following tables:

FY 2025 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table PO0-2 contains the proposed FY 2025 budget by revenue type compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual data.

Table PO0-2

(dollars in thousands)

	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	% Change*	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	% Change
Appropriated Fund												
<u>GENERAL FUND</u>												
Local Funds	138,304	31,759	27,598	27,498	-100	-0.4	170.2	182.2	196.0	196.0	0.0	0.0
Special Purpose Revenue Funds	1,559	1,201	2,051	2,593	542	26.4	7.1	6.9	8.0	12.0	4.0	50.0
TOTAL FOR GENERAL FUND	139,863	32,960	29,649	30,091	442	1.5	177.3	189.1	204.0	208.0	4.0	2.0
<u>FEDERAL RESOURCES</u>												
Federal Payments	582	2,646	0	0	0	N/A	22.7	7.3	0.0	0.0	0.0	N/A
TOTAL FOR FEDERAL RESOURCES	582	2,646	0	0	0	N/A	22.7	7.3	0.0	0.0	0.0	N/A
<u>PRIVATE FUNDS</u>												
Private Donations -FPR	0	15	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR PRIVATE FUNDS	0	15	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
<u>INTRA-DISTRICT FUNDS</u>												
Intra District	156,784	0	0	0	0	N/A	27.3	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	156,784	0	0	0	0	N/A	27.3	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	297,229	35,621	29,649	30,091	442	1.5	227.3	196.4	204.0	208.0	4.0	2.0

*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 2025 Operating Appendices** located on the Office of the Chief Financial Officer’s website.

In FY 2023, the Intra-District process that required duplicated budget in the agencies providing services (seller agencies) was eliminated and replaced by interagency projects. For more detailed information regarding the approved funding for interagency projects funded within this agency, please see **Appendix J, FY 2025 Interagency Budgets**, in the Executive Summary, Volume I.

FY 2025 Proposed Operating Budget, by Account Group

Table PO0-3 contains the proposed FY 2025 budget at the Account Group level compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual expenditures.

Table PO0-3

(dollars in thousands)

Account Group	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change	
					from FY 2024	Percentage Change*
701100C - Continuing Full Time	23,698	22,095	21,243	21,964	721	3.4
701200C - Continuing Full Time - Others	141	609	0	0	0	N/A
701300C - Additional Gross Pay	1,312	354	0	0	0	N/A
701400C - Fringe Benefits - Current Personnel	5,058	4,817	4,842	4,658	-184	-3.8
701500C - Overtime Pay	108	52	0	0	0	N/A
SUBTOTAL PERSONNEL SERVICES (PS)	30,316	27,928	26,085	26,622	537	2.1
711100C - Supplies and Materials	69,892	125	219	160	-59	-26.9
712100C - Energy, Communications and Building Rentals	9	4	0	0	0	N/A
713100C - Other Services and Charges	195,857	6,794	2,355	2,363	8	0.3
713200C - Contractual Services - Other	222	259	488	488	0	0.0
717100C - Purchases Equipment and Machinery	440	510	502	457	-44	-8.9
717200C - Rentals Equipment and Other	493	0	0	0	0	N/A
SUBTOTAL NONPERSONNEL SERVICES (NPS)	266,913	7,693	3,564	3,469	-95	-2.7
GROSS FUNDS	297,229	35,621	29,649	30,091	442	1.5

*Percent change is based on whole dollars.

FY 2025 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table PO0-4 contains the proposed FY 2025 budget by division/program and activity compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 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)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
(AFO000) AGENCY										
FINANCIAL OPERATIONS										
(AFO011) P-Card Clearing	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (AFO000) AGENCY										
FINANCIAL OPERATIONS	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0

Table PO0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
(AMP000) AGENCY										
MANAGEMENT PROGRAM										
(AMP002) Claims Services	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
(AMP005) Contracting and Procurement	6,352	509	2,670	595	-2,075	0.0	0.9	9.0	1.0	-8.0
(AMP006) Customer Service	613	623	554	542	-12	5.1	4.3	5.0	5.0	0.0
(AMP011) Human Resource Services	409	436	469	360	-109	4.3	4.3	4.0	3.0	-1.0
(AMP012) Information Technology Services	281	459	0	0	0	0.0	0.0	0.0	0.0	0.0
(AMP014) Legal Services	1,008	1,090	973	956	-17	5.1	5.2	6.0	6.0	0.0
(AMP016) Performance and Strategic Management	360	455	334	324	-10	1.7	1.7	2.0	2.0	0.0
(AMP026) Training and Development	867	820	980	1,002	23	5.1	5.2	5.0	5.0	0.0
(AMP029) Operations Management	855	926	947	929	-18	4.3	5.2	6.0	6.0	0.0
SUBTOTAL (AMP000) AGENCY MANAGEMENT PROGRAM	10,745	5,319	6,928	4,709	-2,219	25.7	26.7	37.0	28.0	-9.0
(GO0060) BUSINESS RESOURCES AND SUPPORT SERVICES										
(O06001) Purchase Card	117,802	325	280	240	-41	1.7	1.7	2.0	2.0	0.0
(O06004) Surplus Property	2,880	2,777	19,417	3,077	-16,340	11.6	11.5	149.0	16.0	-133.0
SUBTOTAL (GO0060) BUSINESS RESOURCES AND SUPPORT SERVICES	120,681	3,102	19,697	3,317	-16,380	13.3	13.3	151.0	18.0	-133.0
(GO0061) OPERATIONS										
(O06101) Acquisition Management	393	419	380	364	-16	1.7	2.6	3.0	3.0	0.0
(O06102) Procurement Integrity and Compliance	661	881	737	736	-1	4.3	5.2	6.0	6.0	0.0
SUBTOTAL (GO0061) OPERATIONS	1,054	1,300	1,117	1,100	-18	6.0	7.7	9.0	9.0	0.0
(GO0062) PROCUREMENT										
(O06201) Procurement Management and Support	163,379	24,273	0	19,239	19,239	176.4	143.6	0.0	147.0	147.0
(O06202) Systems, Data and Performance Management	1,369	1,626	1,906	1,726	-181	6.0	5.2	7.0	6.0	-1.0
SUBTOTAL (GO0062) PROCUREMENT	164,748	25,899	1,906	20,965	19,058	182.4	148.8	7.0	153.0	146.0
(PRG000) NO PROGRAM										
(PRG001) No Program	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (PRG000) NO PROGRAM	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
TOTAL PROPOSED OPERATING BUDGET	297,229	35,621	29,649	30,091	442	227.3	196.4	204.0	208.0	4.0

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

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity**. For detailed information on this agency's Cost Center structure as reflected in the District's Chart of Accounts, please see **Schedule 30-CC FY 2025 Proposed Operating Budget and FTEs, by Division/Office**. Additional information on this agency's interagency agreements can be found in **Appendix H**. All schedules can be found in the FY 2025 Operating Appendices, Volume 6 located on the Office of the Chief Financial Officer's website.

Division Description

The Office of Contracting and Procurement operates through the following 4 divisions:

Business Resources and Support Services – provides a wide range of mission-critical services to OCP's divisions and the agency's customers. This division executes agency acquisitions, maintains facilities, including risk management, administers the OCP fleet management program, and administers OCP's record 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:

- **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; and
- **Surplus Property** – provides surplus property management, re-utilization, and disposal services to District agencies; manages transportation assets designated for District surplus activities.

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 2 activities:

- **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; and
- **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.

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; and
 10. Procurement Operations.
- **Systems Data Performance Management** – 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).

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 2025 proposed budget.

FY 2024 Approved Budget to FY 2025 Proposed Budget, by Revenue Type

Table PO0-5 itemizes the changes by revenue type between the FY 2024 approved budget and the FY 2025 proposed budget. For a more comprehensive explanation of changes, please see the FY 2025 Proposed Budget Changes section, which follows the table.

Table PO0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2024 Approved Budget and FTE		27,598	196.0
No Change		0	0.0
LOCAL FUNDS: FY 2025 Recurring Budget		27,598	196.0
Decrease: To align resources with operational spending goals		Multiple Programs	-37 0.0
Reduce: To reflect cost savings in nonpersonnel services costs		Multiple Programs	-63 0.0
LOCAL FUNDS: FY 2025 Mayor’s Proposed Budget		27,498	196.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2024 Approved Budget and FTE		2,051	8.0
Increase: To align the budget with projected revenues		Multiple Programs	542 4.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2025 Mayor’s Proposed Budget		2,593	12.0
GROSS FOR PO0 - OFFICE OF CONTRACTING AND PROCUREMENT		30,091	208.0

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

Note: For more detailed information regarding the proposed funding for interagency projects funded within this agency, please see Appendix J, FY 2025 Interagency Budgets, in the Executive Summary budget volume.

FY 2025 Proposed Operating Budget Changes

Table PO0-6 contains the proposed FY 2025 budget by fund compared to the FY 2024 approved budget.

Table PO0-6

Appropriated Fund	FY 2024 Approved	FY 2025 Proposed	% Change from FY 2024
Local Funds	\$27,597,794	\$27,498,034	-0.4
Special Purpose Revenue Funds	\$2,050,764	\$2,592,575	26.4
GROSS FUNDS	\$29,648,558	\$30,090,609	1.5

Mayor's Proposed Budget

Increase: In Special Purpose Revenue funds, the proposed budget includes a net increase of \$541,811 and 4.0 FTEs across multiple divisions, primarily to fund the Business Resources and Support Services division due to an anticipated increase in the operations of the Surplus Property program.

Decrease: OCP's proposed Local funds budget includes a decrease of \$36,595 across multiple divisions to reflect projected vacancy savings and savings in nonpersonnel services costs, primarily for equipment purchases.

Reduce: OCP's proposed Local funds budget is reduced by \$63,165 in nonpersonnel services across multiple divisions, to account for savings in Information Technology (IT) maintenance and acquisition costs and office supplies.

FY 2025 Proposed Full-Time Equivalent (FTEs)

Table PO0-7 contains the summary of FY 2025 Proposed Budgeted Full-Time Equivalent (FTEs).

Table PO0-7

Total FY 2025 Proposed Budgeted FTEs	208.0
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
FR0-Department of Forensic Sciences	1.0
HC0-Department of Health	2.0
HT0-Department of Health Care Finance	13.0
JA0-Department of Human Services	2.0
JM0-Department on Disability Services	4.0
KA0-District Department of Transportation	3.0
KG0-Department of Energy and Environment	2.0
NS0-Office of Neighborhood Safety and Engagement	1.0
RM0-Department of Behavioral Health	1.0
Total Interagency FTEs budgeted in other agencies, employed by this agency	35.0
Total FTEs employed by this agency	242.0

Note: Table PO0-7 displays the impact of the buyer agencies budgets funding the seller agencies FTEs in the FY 2025 budget, compared to how FTEs were budgeted in FY 2024.

-It starts with the FY 2025 budgeted FTE figure, 208.0 FTEs.

-It subtracts 1.0 FTEs budgeted in PO0 in FY 2025 who are employed by another agency.

-It adds 35.0 FTEs budgeted in other agencies in FY 2025 who are employed by PO0.

-It ends with 242.0 FTEs, the number of FTEs employed by PO0, which is the FTE figure comparable to the FY 2024 budget.

