



## **OFFICE OF CONTRACTING AND PROCUREMENT FY 2026 PERFORMANCE PLAN**

**NOVEMBER 26, 2025**

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# 1 INTRODUCTION

This document is the Fiscal Year 2026 Performance Plan for the Office of Contracting and Procurement.

This Performance Plan is the first of two agency performance documents published each year. The Performance Plan is published twice annually – preliminarily when the Mayor’s budget proposal is delivered, and again at the start of the fiscal year when budget decisions have been finalized. A companion document, the Performance Accountability Report (PAR), is published annually in January following the end of the fiscal year. Each PAR assesses agency performance relative to its annual Performance Plan.

**Performance Plan Structure:** Performance plans are comprised of agency Objectives, Administrative Structures (such as Divisions, Administrations, and Offices), Activities, Projects and related performance measures. The following describes these plan components, and the types of performance measures agencies use to assess their performance.

**Objectives:** Objectives are statements of the desired benefits that are expected from the performance of an agency’s mission. They describe the goals of the agency.

**Administrative Structures:** Administrative Structures represent the organizational units of an agency, such as Departments, Divisions, or Offices.

**Activities:** Activities represent the programs and services an agency provides. They reflect what an agency does on a regular basis (e.g., processing permits).

**Projects:** Projects are planned efforts that end once a particular outcome or goal is achieved.

**Measures:** Performance Measures may be associated with any plan component, or with the agency overall. Performance Measures can answer broad questions about an agency’s overall performance or the performance of an organizational unit, a program or service, or the implementation of a major project. Measures can answer questions like “How much did we do?”, “How well did we do it?”, “How quickly did we do it?”, and “Is anyone better off?” as described in the table below.

Measures are printed in the Performance Plan along with the Objective, Administrative Structure, Activity, or Project that they measure.

| Measure Type | Measure Description                                                                                                                                                                                                                                                                                       | Example                                               |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Quantity     | Quantity measures assess the volume of work an agency performs. These measures can describe the inputs (e.g., requests or cases) that an agency receives or the work that an agency completes (e.g., licenses issued or cases closed). Quantity measures often start with the phrase “Number of...”.      | “Number of public art projects completed”             |
| Quality      | Quality measures assess how well an agency’s work meets standards, specifications, resident needs, or resident expectations. These measures can directly describe the quality of decisions or products or they can assess resident feelings, like satisfaction.                                           | “Percent of citations issued that were appealed”      |
| Efficiency   | Efficiency measures assess the resources an agency used to perform its work and the speed with which that work was performed. Efficiency measures can assess the unit cost to deliver a product or service, but typically these measures assess describe completion rates, processing times, and backlog. | “Percent of claims processed within 10 business days” |

(continued)

| Measure Type             | Measure Description                                                                                                                                                                                  | Example                                                            |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Outcome                  | Outcome measures assess the results or impact of an agency's work. These measures describe the intended ultimate benefits associated with a program or service.                                      | "Percent of families returning to homelessness within 6-12 months" |
| Context                  | Context measures describe the circumstances or environment that the agency operates in. These measures are typically outside of the agency's direct control.                                         | "Recidivism rate for 18-24 year-olds"                              |
| District-wide Indicators | District-wide indicators describe demographic, economic, and environmental trends in the District of Columbia that are relevant to the agency's work, but are not in the control of a single agency. | "Area median income"                                               |

**Targets:** Agencies set targets for most performance measures before the start of the fiscal year. Targets may represent goals, requirements, or national standards for a performance measure. Agencies strive to achieve targets each year, and agencies provide explanations for targets that are not met at the end of the fiscal year in the subsequent Performance Accountability Report.

Not all measures are associated with a target. Newly added measures do not require targets for the first year, as agencies determine a data-informed benchmark. Changes in some measures may not indicate better or worse performance. They may be "neutral" measures of demand or input or outside of the agency's direct control. In some cases, the relative improvement of a measure over a prior period is a more meaningful indicator than meeting or exceeding a particular numerical goal, so a target is not set.

## 2 OFFICE OF CONTRACTING AND PROCUREMENT OVERVIEW

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**Mission:** OCP's mission is to procure quality goods, services, and construction 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 \$5.6 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 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, and the surplus property disposition and re-utilization program. And, OCP's learning and certification programs support on-going development of staff proficiency and procurement service quality.

**Objectives:**

1. Promote excellence in OCP contracting and Strategic Logistics Center (SLC) services.
2. Promote continuous innovation to achieve operational excellence and transparency.
3. Promote a culture of learning to sustain a more efficient workforce.
4. Enhance outreach and increase collaboration with both industry and client agencies.
5. Efficient, Transparent, and Responsive Government

### 3 OBJECTIVES

#### 3.1 PROMOTE EXCELLENCE IN OCP CONTRACTING AND STRATEGIC LOGISTICS CENTER (SLC) SERVICES.

No Related Measures

#### 3.2 PROMOTE CONTINUOUS INNOVATION TO ACHIEVE OPERATIONAL EXCELLENCE AND TRANSPARENCY.

| Measure Type | Measure                                                     | Directionality | FY2024 | FY2025 Target | FY2025 | FY2026 Target |
|--------------|-------------------------------------------------------------|----------------|--------|---------------|--------|---------------|
| Outcome      | Percent of awarded contracts over \$100,000 publicly posted | Up is Better   | 90.01% | 100%          | 88.74% | 100%          |

#### 3.3 PROMOTE A CULTURE OF LEARNING TO SUSTAIN A MORE EFFICIENT WORKFORCE.

No Related Measures

#### 3.4 ENHANCE OUTREACH AND INCREASE COLLABORATION WITH BOTH INDUSTRY AND CLIENT AGENCIES.

| Measure Type | Measure                                                           | Directionality | FY2024 | FY2025 Target | FY2025 | FY2026 Target |
|--------------|-------------------------------------------------------------------|----------------|--------|---------------|--------|---------------|
| Outcome      | Percent of client agencies that are satisfied with OCP services   | Up is Better   | 65.67% | 75%           | 66.67% | 75%           |
| Outcome      | Percent of industry partners that are satisfied with OCP services | Up is Better   | 80.85% | 75%           | 77.36% | 75%           |

#### 3.5 EFFICIENT, TRANSPARENT, AND RESPONSIVE GOVERNMENT

Create and maintain a highly efficient, transparent, and responsive District government.

| Measure Type | Measure                                                                                                                                                                                                                                 | Directionality | FY2024 | FY2025 Target       | FY2025 | FY2026 Target       |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------|---------------------|--------|---------------------|
| Outcome      | Percent of agency staff who were employed as Management Supervisory Service (MSS) employees prior to 4/1 of the fiscal year that had completed an Advancing Racial Equity (AE204) training facilitated by ORE within the past two years | Up is Better   | 57.35% | Target not required | 75%    | Target not required |
| Outcome      | Percent of employees that are District residents                                                                                                                                                                                        | Up is Better   | 36.55% | Target not required | 35.96% | Target not required |
| Outcome      | Percent of new hires that are District residents (Peoplesoft)                                                                                                                                                                           | Up is Better   | 21.43% | Target not required | 36%    | Target not required |
| Outcome      | Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia (eRecruit)              | Up is Better   | 13.64% | Target not required | 17.65% | Target not required |
| Outcome      | Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time                                                                                                                               | Up is Better   | 44.44% | Target not required | 100%   | Target not required |

## 4 ACTIVITIES

### 4.1 SURPLUS PROPERTY

The District gains cost savings through the repurposing and redistribution of surplus property. OCP will auction surplus property no longer needed, generating additional revenue for the District

| Measure Type | Measure                                                         | Directionality | FY2024 | FY2025 Target       | FY2025 | FY2026 Target       |
|--------------|-----------------------------------------------------------------|----------------|--------|---------------------|--------|---------------------|
| Outcome      | Amount of revenue generated from surplus property (in millions) | Neutral        | \$5.70 | Target not required | \$8.20 | Target not required |

### 4.2 P-CARD UTILIZATION

The District of Columbia uses the P-Card Program as a fast and effective way for agencies to procure goods and services under \$5,000 for single purchases. The P-Card Program serves as an alternative method of procurement that reduces the processing cost and delivery time for small purchases. Over 75 agencies within the District use the P-Card Program as a vehicle for small purchases.

| Measure Type | Measure                                          | Directionality | FY2024      | FY2025 Target | FY2025      | FY2026 Target |
|--------------|--------------------------------------------------|----------------|-------------|---------------|-------------|---------------|
| Quantity     | Number of Purchase Card Transactions             | Neutral        | New in 2026 | New in 2026   | New in 2026 | New in 2026   |
| Quantity     | Total dollar value of Purchase Card Transactions | Neutral        | New in 2026 | New in 2026   | New in 2026 | New in 2026   |

### 4.3 CUSTOMER SERVICE AND COMMUNICATIONS

OCP will continue its series, “OCP in the Wards,” which represents business outreach and engagement designed to demystify District procurement practices. DC Buys, a reverse vendor trade fair, monthly vendor workshops and other outreach events will occur.

**No Related Measures**

### 4.4 PROCUREMENT TRAINING INSTITUTE (PTI)

Core training on District procurement rules, regulations, policies, and procedures is required for all procurement staff operating under authority of the Chief Procurement Officer (CPO).

**No Related Measures**

### 4.5 WAREHOUSE

Warehouse stores supplies for citywide distribution.

**No Related Measures**

#### 4.6 ACQUISITION AND PROCUREMENT PLANNING

All agencies under the authority of the Chief Procurement Officer (CPO) annually submit planned procurements to help OCP anticipate types of purchases, cycle times and resource allocation requirements. Contract Officers use milestone planning to define key tasks and processing requirements, inter-agency coordination, deliverables, and timelines for performing functions through project completion. The acquisition process is monitored throughout the procurement life cycle to identify constraints and implement appropriate technical assistance to keep activities on track.

**No Related Measures**

#### 4.7 CONTRACT TRANSPARENCY & CONTRACTOR PERFORMANCE

OCP publishes/posts newly awarded and active contracts \$100,000 and above on the OCP web site for public access. OCP also maintains a contractor performance evaluation system.

**No Related Measures**

#### 4.8 SYSTEMS, DATA & PERFORMANCE DIVISION (SDPD)

The SPDP Team develops and maintains server applications and SQL databases, updates both Internet and Intranet sites and improves IT functionality, creates and maintains dashboards, conducts data analyses, and oversees records management

**No Related Measures**

#### 4.9 HUMAN RESOURCES

The Office of Human Resources (OHR) provides human resource management services that position the Office of Contracting and Procurement to attract, develop and retain a well-qualified and diverse workforce. Establishing and maintaining HR policies and procedures helps maintain the integrity of OCP operations.

**No Related Measures**

#### 4.10 OFFICE OF INTEGRITY AND COMPLIANCE (OPIC)

In order to align management decisions with audit functions, a specific audit committee has been formed.

**No Related Measures**

#### 4.11 CONTRACTING & PROCUREMENT

OCP conducts all contracting and procurement functions for agencies under the authority of the Chief Procurement Officer (CPO)

| Measure Type | Measure                                                           | Directionality | FY2024    | FY2025 Target       | FY2025    | FY2026 Target       |
|--------------|-------------------------------------------------------------------|----------------|-----------|---------------------|-----------|---------------------|
| Outcome      | Total value of contracts awarded to CBE contractors (in millions) | Up is Better   | \$1230.70 | Target not required | \$1571.10 | Target not required |
| Quantity     | Total dollar value of contracts awarded (in millions)             | Neutral        | \$3202.60 | Target not required | \$3897.90 | Target not required |

(continued)

| Measure Type | Measure                                                               | Directionality | FY2024      | FY2025 Target       | FY2025      | FY2026 Target       |
|--------------|-----------------------------------------------------------------------|----------------|-------------|---------------------|-------------|---------------------|
| Quantity     | Total number of contracts awarded                                     | Neutral        | 782         | Target not required | 737         | Target not required |
| Quantity     | Number of Requisitions received by OCP                                | Neutral        | New in 2026 | New in 2026         | New in 2026 | New in 2026         |
| Quantity     | Number of Purchase Orders issued by OCP                               | Neutral        | New in 2026 | New in 2026         | New in 2026 | New in 2026         |
| Quantity     | Environmentally Preferable Products and Services (EPPS) Dollar Amount | Up is Better   | New in 2026 | New in 2026         | New in 2026 | New in 2026         |

#### 4.12 OFFICE OF THE OMBUDSMAN

The OCP Office of the Ombudsman supports contractors and subcontractors, operating under a valid District contract, to communicate their complaints, concerns and suggestions related to OCP's contracting and procurement matters.

##### No Related Measures

## 5 PROJECTS

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### 5.1 STABILIZE AND MAKE CRITICAL FUNCTIONAL IMPROVEMENTS TO PASS ON-PREMISES

**Proposed Completion Date:** September 30, 2026

With the migration to a new state-of-the-art procurement management system on strategic pause, the District must continue to maintain a 20+ year old unsupported procurement management system. Since the PASS Cloud project started in 2019, the District has only completed mandatory maintenance to PASS on-premises. The District must now make up for lost time and re-focus on the usability and functionality of the existing system. This includes but is not limited to: security upgrades; Transparency Portal upgrades; improved reporting; improved integrations with the District's financial system (DIFS); and required system improvements that were postponed due to the planned transition to PASS Cloud.

### 5.2 IMPLEMENT NEW TRAINING POLICY AND DEVELOP AND LAUNCH NEW STAFF TRAINING TO BUILD STAFF CAPACITY

**Proposed Completion Date:** November 30, 2026

In FY26, OCP's Procurement Training Institute (PTI) will implement a new OCP training policy and develop new training courses to increase staff knowledge and capacity. As part of this project, OCP plans to 1) launch a new Learning Management System (LMS), 2) update and launch the Procurement certification training (CMOC), and 3) begin offering Level 1 training courses.

### 5.3 LAUNCH NEW SYSTEM FOR PALT TRACKING

**Proposed Completion Date:** September 30, 2026

To increase efficiency and transparency, in partnership with OCTO, OCP will launch new tool to track and report PALT on new procurements for agencies under the CPO authority. This system will utilize data in PASS and allow procurement staff to provide updates on progress and track procurement milestones. Client agencies will have access and have a clear line of sight on the progress of their procurements.

### 5.4 PASS MODERNIZATION

**Proposed Completion Date:** September 30, 2026

OCP is transitioning the District's 20+ year old contract management system (PASS) to a modern cloud-based system. Moving to the Cloud will not only improve efficiency for contract professionals, but it will also improve the user experience for industry partners and agency clients. OCP will select and award contracts to design new system with configurations beginning in FY26.

### 5.5 EXPAND OCP BUYS PROGRAM

**Proposed Completion Date:** September 30, 2026

OCP has revamped its engagement with potential vendors by organizing events called OCP Buys. At these events OCP brings together contracting staff, client agencies, and vendors of a particular industry to highlight opportunities for doing business with the District, with a special focus on CBEs. In FY26, OCP plans to bring back these events for three different industries.

### 5.6 UPDATED PURCHASE CARD POLICY: THRESHOLD INCREASE

**Proposed Completion Date:** September 30, 2026

In FY26, OCP will implement updates to the Purchase Card Policy by raising the single-purchase threshold from \$5,000 to \$10,000 and doubling the monthly cycle limit from \$20,000 to \$40,000. These changes will streamline procurement, reduce administrative delays, and provide agencies with greater flexibility to make timely acquisitions while maintaining accountability and fiscal responsibility.