

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

SALARIES AND EXPENSES, HOUSING AND DEVELOPMENT

BUDGET ACTIVITY 12: OFFICE OF CHIEF PROCUREMENT OFFICER

SCOPE OF ACTIVITY

The Office of the Chief Procurement Officer (CPO) was established in March 1998. The Office is responsible for all procurement activities of the Department. This includes the award and administration of procurement contracts, purchase orders, and interagency agreements to support program and administrative needs in Headquarters and throughout the field. The Office develops and implements Departmental policies, standards, and procedures and systems for an effective contracting program. The CPO reports directly to the Office of the Secretary.

WORKLOAD

The Chief Procurement Officer is responsible for oversight and management of all Departmental procurement activities. The CPO serves as the principal adviser to the Secretary and senior Departmental staff on procurement matters. The CPO leads the Department's procurement reform initiatives and directs the Department's procurement planning and contract management activities.

The Office of Procurement and Contracts (OCPO) is responsible for procurement operations and policy. The Director reports to the Chief Procurement Officer. OCPO awards and administers all Departmental procurement contracts and related agreements through its Headquarters and Field Operations components. OCPO also develops and implements Department procurement policies, procedures, standards and automated procurement applications.

The Administrative Support Division is responsible for the award and administration of contracts, purchase orders, and interagency agreements for a number of Headquarters offices including Administration, Chief Information Office, Enforcement Center, General Counsel, Government National Mortgage Association, Public and Indian Housing, and the Real Estate Assessment Center.

The Program Support Division is responsible for the award and administration of contracts, purchase orders, and interagency agreements for several Headquarters program offices including Community Planning and Development, Fair Housing and Equal Opportunity, Housing, and Policy Development and Research.

The Policy and Field Operations Division is responsible for the development and implementation of procurement policies, standards, and procedures. This includes the management of procurement training programs and the automated procurement system and applications. Additionally, the Division oversees Field Contracting Operations in Philadelphia, Atlanta, and Denver, with outstationed personnel in other field locations. Field Contracting Operations staff award and administer contracts, purchase orders, and interagency agreements to support the Department's field-based programs and administrative functions. Field contracting staff also provide technical assistance to HUD grantees, such as public housing authorities, concerning procurement requirements under grants.

TRAVEL

The table below identifies travel requirements unique to this activity, such as contract administration and oversight, field and headquarters contracting staff conferences, meetings, and travel for training, performance reviews, field visits, special projects and technical assistance to HUD program clients.

	ACTUAL 2000	BUDGET ESTIMATE 2001	CURRENT ESTIMATE 2001	ESTIMATE 2002	INCREASE + DECREASE - 2002 vs 2001
(Dollars in Thousands)					
Travel (HQ)	\$38	\$73	\$80	\$80
Travel (Field)	\$83	\$95	\$67	\$67
Total.....	\$121	\$168	\$147	\$147

CONTRACTS

The table below identifies contract requirements unique to this activity. A total of \$272 thousand in fiscal year 2001 is earmarked for an Inter-Agency Agreement with the Defense Contract Audit Agency for audit support.

	ACTUAL 2000	BUDGET ESTIMATE 2001	CURRENT ESTIMATE 2001	ESTIMATE 2002	INCREASE + DECREASE - 2002 vs 2001
(Dollars in Thousands)					
General Support	\$171	\$273	\$272	\$272
Total.....	\$171	\$273	\$272	\$272