

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
ADMINISTRATIVE SUPPORT OFFICES  
CONSOLIDATED OFFICE OF THE CHIEF PROCUREMENT OFFICER**

The Office of the Chief Procurement Officer (OCPO) request includes a consolidation of OCPO's delegation of authority and the Office of Small and Disadvantaged Business Utilization delegation of authority. Each area's mission is discussed.

The Office of the Chief Procurement Officer (OCPO) is responsible for all matters related to the Department's acquisition needs and activities delegating procurement authority to HUD personnel who meet federal statutory qualification standards. OCPO serves every HUD program and administrative office and builds strong team relationships with its customers when procuring services in support of HUD's mission, goals and objectives. OCPO provides the necessary procurement support to achieve the Department's goals through the award and administration of contracts, purchase orders, and interagency agreements; implementing Departmental policies, standards, and procedures for an effective contracting program; and ensuring that HUD receives the best value for the funds expended.

OCPO's objective is to be a catalyst that transforms the business of providing acquisition support to the Agency's programs, improve opportunities to meet and exceed small business goals, target acquisition workforce training and limit risks in the contracts process. OCPO accomplishes its goals and objectives in ways that are responsive to program requirements, while still maintaining a high level of customer service and instilling an attitude of integrity in the acquisition process among our clients and the general public.

OCPO's critical responsibilities will be to continue implementation of the enterprise-wide HUD Integrated Acquisition Management System (HIAMS). This solution is critical to transforming the business of providing acquisition support services to the Department, realizing reporting and process management capabilities to reduce risks in contracting, and improving the timeliness and quality of acquisitions. OCPO continues to streamline the process of providing acquisition support and not just automating bad processes and policies. It is also reviewing all delegations of procurement and administrative authority and delegating decision-making authority to lower levels to increase efficiencies.

In terms of human capital, it strives to attract and retain a trained, professional contracting workforce that provides acquisition excellence. OCPO managers assess employees to determine their skill gaps and focus on relevant training to address those gaps and other identified priorities for training and ensure employees are provided the time necessary to take at least 40 hours of acquisition and professional training on an annual basis, in accordance with 41 U.S.C. 433 (*Clinger-Cohen Act*) and the Office of Management and Budget's (OMB's) Office of Federal Procurement Policy (OFPP) Policy Letter 05-01, *Developing and Managing the Acquisition Workforce*.

## Administrative Support Offices—Office of the Chief Procurement Officer

The 2014 Budget proposes to realign the Office of Small and Disadvantaged Business Utilization (OSDBU) into the Office of the Chief Procurement Officer. OSDBU will continue to function independently, but leverage its partnerships within OCPO to provide small business program design and outreach to the business community in its efforts to assist small and disadvantaged businesses in providing services to the federal government and the American people. The OSDBU is responsible for ensuring that small businesses are treated fairly and that they have an opportunity to compete and be selected for a fair amount of the Agency's prime and sub-contracting opportunities.

The OSDBU also serves as the Department's central referral point for small business regulatory compliance information as required by the Small Business Regulatory Enforcement Fairness Act of 1996. HUD is committed to providing universal access to both small and large businesses. The Department recognizes that small businesses are of vital importance to job growth and the economic strength of the country. A successful and strong business community is an integral component of the Department's overall mission of job creation, community empowerment and economic revitalization.

The table presents details on the total salaries, expenses, and full-time equivalents (FTE) for the consolidated offices of the Office of the Chief Procurement Officer and the Office of Small and Disadvantaged Business Utilization.

Administrative Support Offices—Office of the Chief Procurement Officer

<b>TOTAL - SALARIES AND EXPENSES*</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Services</b>	<b>\$15,575</b>	<b>\$14,192</b>	<b>\$16,516</b>	<b>\$941</b>
<b>Non-Personnel Services</b>				
Travel	212	150	184	(28)
Transportation of Things	9	-	-	(9)
Rent, Communications, Utilities	-	-	12	12
Printing and Reproduction	10	5	10	-
Other Services	919	53	195	(724)
Training	314	330	390	76
Supplies	70	60	57	(13)
<b>Non-Personnel Subtotal</b>	<b>1,534</b>	<b>598</b>	<b>848</b>	<b>(686)</b>
<b>GRAND TOTAL</b>	<b>17,109</b>	<b>14,790</b>	<b>17,364</b>	<b>255</b>
<b>Associated FTE</b>	<b>123</b>	<b>110</b>	<b>125</b>	<b>2</b>

\*Consolidation of OSDBU into OCPO requires Congressional notification

**DESCRIPTION OF CHANGE FROM FY 2012 TO FY 2014**

OCPO is requesting \$17,364K and 125 FTE in fiscal year 2014, which is a total increase of \$255K over the fiscal year 2012 and 2 FTE.

- The realignment of the OSDBU into CPO (\$704K and 5 FTE).
- An increase of 1 FTE for Compliance/Risk Management to manage HUD’s acquisition risk through procurement management reviews funded through a decrease of 4 FTE in Contracting Operations.
- Decreases for savings in travel and contracts for administrative support in support of the Campaign to Cut Waste that streamlines Government operations, saves taxpayers dollars, makes government work better and reinforces the performance and management reform gains.
- Decreases in other services and supplies are required to fund the FTE requirements.

### **SUMMARY OF SYSTEMS/TOOLS REQUIRED TO MANAGE PROGRAM**

These Salaries and Expenses dollars fund FTE that manage, maintain and utilize the HUD Integrated Acquisition Management System (HIAMS). This procurement system processes acquisitions with streamlined automated processes that utilize the most widely adopted federal acquisition management software system, which is currently used by more than 80 organizations across the civilian, intelligence and defense sectors. HIAMS provides a single enterprisewide integrated acquisition management system that encompasses all phases of acquisition. The solution will be accessible to each regional procurement center, branch office and other acquisition management stakeholder locations. HIAMS will be fully integrated to complete the procurement process from pre-award activities to contract close-out of the procurement. This includes strategic planning and forecasting, purchase request generation, receipt of funding, solicitation, award, modification, delivery, invoice tracking, credit card reconciliation, reserving funds, enhanced contract writing, and management report generation. HIAMS generates the most common federal forms and other optional acquisition forms (i.e., forms specified in the FAR and HUD regulations and policies) without requiring manual forms editing or formatting. The fiscal year 2014 Budget will begin the second full year of HIAMS as the enterprise acquisition system.

### **BUDGET REQUEST BY FUNCTION**

#### **Contracting Operations**

Operational contracting services includes the entire life cycle of every acquisition, including strategic planning, individual acquisition planning, solicitation and evaluation of offers, source selection and award of contracts and orders, and post award contract administration through closeout of expired contracts. This function is accomplished by staff assigned in Washington, DC; Atlanta, GA; Ft Worth, TX; Denver, CO; Chicago, IL; and Philadelphia, PA. The Deputy CPO oversees all operational contracting through managers. As part of the Transformation Initiative for improving the processing of acquisitions in the Department, a small cadre of staff was created from existing staff in fiscal year 2012 to form an Acquisition Liaison Unit (ALU) whose primary purpose is to engage with customers early in the planning processes for new acquisitions to help develop their requirements documents and facilitate timely and quality submissions, thereby enabling timely and quality contract awards to be made. In fiscal year 2014, this unit will continue to operate and perform their early collaboration activities.

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<b>Contracting Operations</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Services</b>	<b>\$11,882</b>	<b>\$10,450</b>	<b>\$11,886</b>	<b>\$4</b>
<b>Non-Personnel Services</b>				
Travel:	150	88	98	(52)
Transportation of Things	9	-	-	(9)
Printing and Reproduction	7	2	7	-
Other Services	907	41	160	(747)
Training	285	301	356	71
Supplies	56	46	41	(15)
<b>Non-Personnel Subtotal</b>	<b>1,414</b>	<b>478</b>	<b>662</b>	<b>(752)</b>
<b>GRAND TOTAL</b>	<b>13,296</b>	<b>10,928</b>	<b>12,548</b>	<b>(748)</b>
<b>Associated FTE</b>	<b>94</b>	<b>80</b>	<b>90</b>	<b>(4)</b>

**FTE/Workload Summary & Summary of Changes**

- 9 FTE will be used to perform procurement management support in the acquisition liaison unit. This is the same FTE level as fiscal year 2012; however, this unit was created by reducing Program Support, Administrative Support and Field Contracting Operations.
- 25 FTE will be used to perform contract placement activities, contract administration activities and procurement management support for Program Support for 175 contracts/orders. This is the same FTE level as fiscal year 2012.
- 11 FTE will be used to perform contract placement activities, contract administration activities and procurement management support for Administrative Support for 750 contracts/orders and IT Contract Support for 120 contracts/TOs. This is the same FTE level as fiscal year 2012.
- 45 FTE will be used to perform contract placement activities, contract administration activities and procurement management support for Field Contracting Operations for 1,270 RCS packages.

Administrative Support Offices—Office of the Chief Procurement Officer

- Decreases to travel \$52K and other services \$748K in support of the Campaign to Cut Waste that streamlines Government operations, saves taxpayers dollars, makes government work better and reinforces the performance and management reform gains.
- Increases in training of \$71K are needed for the Departmentwide acquisition workforce training and mandatory workforce training.
- Decrease of 4 FTEs for Contracting Operations for Headquarters Operations.

**Policy, Systems and Compliance/Risk Management**

The Policy/Risk department is responsible for the development, maintenance, and improvement of HUD’s acquisition policies and procedures, providing technical assistance to OCPO and departmental personnel on matters concerning HUD and federal government acquisition. The systems/compliance group also provides system administration and support for HUD’s program customers, including system development and maintenance of the newly fielded enterprise end-to-end HUD Integrated Acquisition Management System (HIAMS). The policy division will continue managing the Departmentwide Acquisition Career Management program (over 1,200 employees), providing technical support to HUD’s/OCPO’s acquisition training program for FAC-C, FAC-P/PM, and FAC-COTR, including sponsoring and arranging for formal instruction, issuance of training certifications, and tracking Departmental employee compliance with certification and continuous learning requirements.

<b>Policy, Systems and Compliance/Risk Management</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Services</b>	<b>\$2,291</b>	<b>\$2,323</b>	<b>\$2,547</b>	<b>\$256</b>
<b>Non-Personnel Services</b>				
Travel	29	29	29	-
Printing and Reproduction	1	1	1	-
Training	14	14	14	-
Supplies	7	7	7	-
<b>Non-Personnel Subtotal</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>2,343</b>	<b>2,374</b>	<b>2,598</b>	<b>256</b>
<b>Associated FTE</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>1</b>

## Administrative Support Offices—Office of the Chief Procurement Officer

### **FTE/Workload Summary & Summary of Changes**

- 9 FTE will be used to provide procurement policy and procedural support for Policy, Systems, and Compliance Management Operations. This is the same FTE level as fiscal year 2012.
- 3 FTE will be used to provide procurement management support for Policy, Systems, and Compliance Management Operations. This is the same FTE level as fiscal year 2012.
- 4 FTE will be used to perform compliance/risk management activities for Policy, Systems, and Compliance Management Operations. This is an increase of 1 FTE for compliance/risk management activity from fiscal year 2012.
- 3 FTE will be used to provide CPO systems management. This is the same FTE level as fiscal year 2012.
- A net increase of 1 FTE for Compliance/Risk Management to manage HUD's acquisition risk through procurement management reviews and internal audits to ensure compliance with HUD and federal acquisition statutes, regulations, and policies.

### **Budget and Administrative Services and Program Support**

The Budget and Administrative Services provides all financial management support services to the OCPO including budget planning and execution, management of the traveler program, management of the training programs and purchasing of all supplies. This unit also supports activities including liaison with the applicable offices in OCHCO as necessary to support OCPO's human capital workforce. The Program Support area provides expert advice and project management support for the HUD Integrated Acquisition Management System (HIAMS) to all Departmental offices and provides scheduled and ad hoc reporting and data analysis for all levels of management and staff to facilitate workload management within OCPO and Program offices.

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<b>Budget and Administrative Services and Program Support</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Services</b>	<b>\$1,400</b>	<b>\$1,420</b>	<b>\$1,444</b>	<b>\$44</b>
<b>Non-Personnel Services</b>				
Travel	33	33	\$33	-
Printing and Reproduction	2	2	2	-
Other Services	12	12	12	-
Training	15	15	15	-
Supplies	8	8	8	-
<b>Non-Personnel Subtotal</b>	<b>69</b>	<b>69</b>	<b>69</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>1,469</b>	<b>1,488</b>	<b>1,513</b>	<b>44</b>
<b>Associated FTE</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>-</b>

**FTE/Workload Summary & Summary of Changes**

- 7 FTE will be used to perform administrative and employee support activities. This is the same FTE level as fiscal year 2012.
- 4 FTE will be used to perform OCPO advisory activities. This is the same FTE level as fiscal year 2012.

**Small Business and Disadvantaged Business Utilization**

The Small Business and Disadvantaged business function involves activities associated with providing technical direction and coordination related to small and disadvantaged businesses to program areas within the Department in order to increase the percentage of HUD contracts targeted to small and disadvantaged businesses. Activities include, but are not limited to, research, review and development of program policy and procedures, and developing outreach activities specific to program procurement needs to attract appropriate small businesses. This includes the coordination of outreach activities to small and disadvantaged businesses, Women Owned, HUBZONE and Service Disabled Veteran small businesses, in order to attract businesses to respond to HUD procurement needs.



Administrative Support Offices—Office of the Chief Procurement Officer

<b>Small and Disadvantaged Business Utilization*</b>				
(dollars in thousands)				
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2012 to FY 2014</b>
<b>Personnel Services</b>	-	-	\$638	\$638
<b>Non-Personnel Services</b>				
Travel	-	-	24	24
Rent, Communications, Utilities	-	-	12	12
Other Services	-	-	24	24
Training	-	-	5	5
Supplies	-	-	2	2
<b>Non-Personnel Subtotal</b>	-	-	<b>66</b>	<b>66</b>
<b>GRAND TOTAL</b>	-	-	<b>704</b>	<b>704</b>
<b>Associated FTE</b>			<b>5</b>	<b>5</b>

\*Consolidation of OSDBU into OCPO requires Congressional notification. OSDBU was not part of OCPO in FY 2012.

**FTE/Workload Summary & Summary of Changes**

- 3 FTE will be used to perform small business program design activities. This is the same FTE level as fiscal year 2012.
- 2 FTE will be used to perform small business outreach activities. This is the same FTE level as fiscal year 2012.
- OSDBU reduced its request for non-personnel costs by \$31K to help mitigate the anticipated cost of the personnel services and to support the Department’s initiative to provide necessary training to close skills gap; Adequate training for staff is a key component to transform the way HUD does business.

