

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

**Program Area Overview:**

The Office of the Chief Procurement Officer (OCPO) is responsible for all matters related to the Department's acquisition needs and activities through delegated procurement authority to HUD personnel who meet federal statutory qualification standards. OCPO serves every HUD program area and has been working to build strong relationships with the program offices when procuring services in support of HUD's mission, goals and objectives.

OCPO's objective is to transform the business of providing acquisition support to the Agency's programs, improving opportunities to meet and exceed small business goals, guide the acquisition workforce to become more professional and accountable, and to facilitate and conduct the business of acquisitions in ways that are smarter and cost effective. Initiatives include reducing acquisitions that are considered risky in favor of more fixed price contracts, implementing more performance-based contracting, and initiating strategic sourcing projects to reduce costs.

OCPO places significant effort on effective advance acquisition planning and then collaboration to implement the plans in a timely manner. This involves the continued use of the Acquisition Liaison Unit (ALU), whose job is primarily to collaborate early in the acquisition process with program team members to help them create high quality requirements documents, using performance based contracting methods in a timely manner to facilitate awards to which all team members are held accountable. The ALU is being expanded to implement a new cost-price analysis initiative to help Contracting staff better negotiate and reduce prices and to help program offices develop better government cost estimates to assist in determining fair and reasonable pricing. In order to save money through these initiatives, we have to invest in personnel to perform those tasks. Streamlining initiatives such as utilization of more standardized templates and tools continue to be part of the transformation. Continued implementation of Integrated Acquisition Teams (IAT) early in requirements defining processes also enables OCPO to impact the execution of programs and to ensure quality requirements packages are submitted to OCPO.

An ongoing critical initiative is improving overall management of the OCPO workforce. OCPO plans to reorganize to provide grade parity between field and HQ staff who perform the same jobs as well as to move some of the HQ jobs to the field to help with high turnover rates. OCPO managers continue to focus on annual assessments of employees to determine their skill gaps and focus on relevant training to address those gaps and other identified priorities for training, including development of future leaders and program management skills. Performance accountability continues to be a major area of focus to ensure employees are under SMART Performance Standard elements that require stretch accomplishments to achieve higher ratings. OCPO is also focusing on other parts of the acquisition workforce through the professionalization of the Contracting Officer Representative (COR) workforce, which includes multi-level certifications, skills assessments, training requirements, and standardized position

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descriptions and performance elements. Additional emphasis is also on a robust Program/Project Manager (P/PM) program to help ensure HUD's programs and projects are managed well to ensure optimal return on financial investments.

HUD is leveraging strategically sourced acquisition vehicles put in place by the General Services Administration (GSA) and other agencies to reduce duplication across government. Within Operations there are several ongoing strategic sourcing and consolidation efforts in the active procurement phase at headquarters, and more under consideration. These initiatives are an effort to consolidate contracts with like services under one of multiple vehicles that will allow the Department to leverage its buying power, resulting in lower cost and improved performance for requirements.

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<b>TOTAL - SALARIES AND EXPENSES</b>				
(Dollars in Thousands)				
	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2015 to FY 2016</b>
<b>Personnel Services</b>	<b>\$15,308</b>	<b>\$16,062</b>	<b>\$16,598</b>	<b>\$536</b>
<b>Non-Personnel Services</b>				
Travel	71	66	66	-
Printing	-	5	5	-
Other Services/Contracts	330	82	82	-
Training	204	229	229	-
Supplies	59	56	56	-
Furniture/Equipment	152	-	-	-
<b>Non-Personnel Subtotal</b>	<b>816</b>	<b>438</b>	<b>438</b>	<b>-</b>
<b>GRAND TOTAL</b>	<b>\$16,124</b>	<b>\$16,500</b>	<b>\$17,036</b>	<b>\$536</b>
<b>Associated FTE</b>	<b>115.1</b>	<b>118.7</b>	<b>121.0</b>	<b>2.3</b>

**DESCRIPTION OF CHANGE FROM FY 2015 TO FY 2016**

Office of Chief Procurement Officer (OCPO) requests \$17,036K and 121.0 Full Time Equivalents (FTE) in fiscal year 2016, with an increase from fiscal year 2015 enacted of \$536K.

- Personnel Services: OCPO is requesting \$16,598K and 121 FTE. This request represents an increase from fiscal year 2015 enacted of \$536K and 2.3 FTE. A nominal amount of funding is included to fund the pay raise, promotions, and within grade increases.
- Non-Personnel Services: No change from fiscal year 2015.

	<b>Personnel Services Functional Summary</b>					
	(Dollars in Thousands)					
	<b>FY 2014</b>		<b>FY 2015</b>		<b>FY 2016</b>	
<b>Function</b>	<b>FTE</b>	<b>Cost</b>	<b>FTE</b>	<b>Cost</b>	<b>FTE</b>	<b>Cost</b>
Contracting Operations	89.9	\$11,962	93.5	\$12,653	95.8	\$13,143
Policy, Systems and Compliance/Risk Management	14.2	\$1,888	14.2	\$1,921	14.2	\$1,947
Budget and Administrative Services and Program Support	11.0	\$1,458	11.0	\$1,488	11.0	\$1,508
<b>Total</b>	<b>115.1</b>	<b>\$15,308</b>	<b>118.7</b>	<b>\$16,062</b>	<b>121.0</b>	<b>\$16,598</b>

<b>KEY WORKLOAD INDICATOR</b>				
<b>Workload Indicator</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2015 to FY 2016</b>
# of Requests for Contracting Services Packages	4,517	4,690	4,820	130
# of Contracts Administered	4,947	5,140	5,240	100

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

As a major part of the transformation of acquisitions in HUD, in January 2012, OCPO implemented an enterprise-wide cradle-to-grave acquisition system – the HUD Integrated Acquisition Management System (HIAMS). As part of the New Core financial initiative, OCPO is working to move in fiscal year 2016 from HIAMS to the Acquisitions Shared Services Provider (SSP) at Treasury. OCPO has worked very closely to ensure impacts on the acquisition workforce of this move are minimized and that as much as possible of the current functionality is retained.

OCPO will continue to utilize a robust data reporting tool (HUD Enterprise Acquisition Reporting Tool - HEART) that was developed to fully utilize the data being captured in HIAMS. It will still enable use of the data from the SSP as well.

OCPO is rolling out a tool for preparation of improved performance work statements (PWS) for the entire Department to follow for all new acquisition requirements – the Acquisition Requirements Roadmap Tool (ARRT). The ALU is already using it to help our teammates, and we are training both program offices and contracting staff on how to utilize it to write better PWS and Quality Assurance Surveillance Plans (QASP).