

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

*(Dollars in Thousands)*

	<b>FY 2017 Actuals</b>	<b>FY 2018 Annualized CR</b>	<b>FY 2019 President's Budget</b>
<b>Personnel Services</b>	<b>\$16,309</b>	<b>\$16,379</b>	<b>\$16,839</b>
<b>Non-Personnel Services</b>			
Travel	99	66	66
Printing	2	1	1
Other services/Contracts	392	168	187
Training	194	179	200
Supplies	93	56	56
Furniture	1	-	-
<b>Non-Personnel Services Subtotal</b>	<b>\$781</b>	<b>\$470</b>	<b>\$510</b>
Working Capital Fund	\$1,356	\$1,095	\$1,329
<b>Grand Total</b>	<b>\$18,446</b>	<b>\$17,944</b>	<b>\$18,678</b>
<b>Associated FTE</b>	<b>112</b>	<b>110</b>	<b>112</b>

**1. Program Purpose and Fiscal Year 2019 Budget Overview**

The Office of the Chief Procurement Officer (OCPO) provides quality, timely, innovative, and compliant acquisition and business solutions to support the creation of strong, sustainable, inclusive communities and quality, affordable homes for all. OCPO is responsible for all matters related to the Department's acquisition-related needs and activities, including managing the acquisition workforce in addition to conducting procurement activities. Procurement activities are conducted in Washington DC, Atlanta, GA; Ft Worth, TX; Denver, CO; Chicago, IL; and Philadelphia, PA in support of all HUD program offices.

The fiscal year 2019 President's Budget of \$18,678K is \$734K more than the fiscal year 2018 Annualized CR level. The request funds staffing and support services in OCPO and acquisition workforce training for the Agency.

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**Personnel Services (PS):** OCPO is requesting \$16,839K to support 112 Full-Time Equivalent (FTE), a slight increase of 2 FTE over fiscal year 2018 Annualized CR level.

**Non-Personnel Services (NPS):** The NPS request of \$510K represents a slight increase over fiscal year 2018 Annualized CR with increases in training to support anticipated new staff.

**Working Capital Fund:** The request includes \$1,329K to pay working capital fund fees for shared services.

OCPO has been transforming the business of acquisition in the Department for several years and is engaged in continual process improvement. OCPO updated our strategic plan in 2018 to ensure a targeted focus on transformational improvements. The activities in the plan work to 1) improve the efficiency, timeliness and quality of services provided; 2) improve organizational decision making; reduce duplication of contracting actions supporting multiple offices; 3) align the organizational structure within OCPO to more effectively support the Agency rather than by program office silos; and 4) eliminate unnecessary management and administrative support while rightsizing the organization to meet the Agency demands. Continuing the trend from the previous two years, OCPO was the most improved organization in HUD in the Best Places to Work index of the 2017 Federal Employee Viewpoint Survey (FEVS), improving by 15 percentage points. Focusing on workplace improvements, employee engagement, collaboration, and strong performance accountability has helped reduce turnover and improved the overall work environment.

### **Key Operational Initiatives**

OCPO has been working for several years to increase accountability across the Department in the acquisition program. These efforts include the implementation of procurement dashboards which provide reporting on critical acquisition metrics throughout the lifecycle of a requirement.

- OCPO is in the midst of a multiyear effort to right size the organization to improve retention and reduce turnover in order to improve the quality of services provided overall. These efforts include:
  - Raising the full performance level of the mission critical occupation (MCO) of 1102 contract specialist workforce to GS-13 to attract strong talent.
  - Hiring more staff into career ladders to bring them in at lower grades (usually GS-09), train them, and retain them. This requires full funding of dedicated training resources to ensure employees receive timely quality training to move to their next level. OCPO hired a full-time acquisition trainer and converted another resource into a full time Acquisition Career Manager (ACM) for the entire acquisition workforce.
  - Flattening the organization by not hiring some supervisor positions and hiring newly created senior contract specialists who can serve as team leaders, thereby moving closer to a 10-1 supervisor to employee ratio.
  - Improving grade and position parity between field and headquarters for people performing the same work.

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- Hiring more staff in field offices to improve services being provided.
  - Requesting VERA/VSIP to assist in realigning the workforce, eliminating positions no longer needed as we move to a more technology-driven way of doing business, to permit filling new positions that are needed to get the job done, and to create a unit of full time CORs to provide better contract oversight for small program offices that don't need and can't afford a full time COR.
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- OCPO has a major new acquisition program to procure Multifamily Housing Assistance Program support services, formerly known as the Performance Based Contract Administrators (PBCA). This is the newest and largest procurement program in HUD and has substantial interest and oversight from multiple venues due to legal implications and opportunities for substantial financial savings.