

**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) 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 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.

<b>TOTAL - SALARIES AND EXPENSES</b>				
(Dollars in Thousands)				
	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014 to FY 2015</b>
<b>Personnel Services</b>	<b>\$15,856</b>	<b>\$15,718</b>	<b>\$16,679</b>	<b>\$961</b>
<b>Non-Personnel Services</b>				
Travel	27	159	66	(93)
Printing and Reproduction	1	10	5	(5)
Other Services	380	172	82	(90)
Training	135	385	229	(156)
Supplies	60	56	56	-
Furniture	38	-	-	-
Claims and Indemnities	-	-	-	-
<b>Non-Personnel Subtotal</b>	<b>641</b>	<b>782</b>	<b>438</b>	<b>(344)</b>
<b>GRAND TOTAL</b>	<b>\$16,497</b>	<b>\$16,500</b>	<b>\$17,117</b>	<b>\$617</b>
<b>Associated FTE</b>	<b>120.5</b>	<b>118.2</b>	<b>124.2</b>	<b>6.0</b>

**DESCRIPTION OF CHANGE FROM FY 2014 TO FY 2015**

- OCPO’s fiscal year 2015 request includes \$17,117K and 124.2 FTE, which is an increase of \$617K over the fiscal year 2014 funding level.
- There is an increase of \$961K to provide an additional 6.0 FTEs as a result of realigning resources to fund workload requirements in order to support the Department’s core mission to increase access to affordable housing, support homeownership, and strengthen communities through the contract award process.
- Travel is decreased by \$93K due to increasing onsite training opportunities and reduced mission critical travel. Travel associated with training offered through the Federal Acquisition Institute will be used to supplement mandatory contracting training requirements.
- Printing and Reproduction is decreased by \$5K to realign resources in Personnel Services to fund workload requirements.
- Other Services is decreased by \$90K by means of reducing contractor support and streamlining high priority contract initiatives.
- Training is decreased by \$156K. Reductions in Mandatory Acquisition and Departmentwide Acquisition Training to comply with certification requirements will be supplemented with training from the Federal Acquisition Institute.

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

OCPO has spent the past 2 years implementing a multi-faceted transformation of acquisitions in HUD. The initial phase was the implementation of an enterprisewide cradle-to-grave acquisition system – the HUD Integrated Acquisition Management System (HIAMS). HIAMS has been in full production mode since January 2012 and has been a major success for the agency, providing transparency and facilitating improved accountability throughout the acquisition process. In conjunction with implementation of HIAMS, OCPO has embarked upon a business process reengineering (BPR) effort. Without this effort, we would just be automating bad practices. The BPR has helped to streamline processing of acquisition requirements. Utilizing HIAMS, OCPO has implemented a robust collaborative annual strategic acquisition planning process, providing more insight into customer requirements and planning and execution processes. OCPO is currently in the process of standardizing numerous acquisition documents to reduce the potential for protests, minimize risk, and optimize the agency’s ability to contract with firms that will meet and exceed the requirements of HUD contracts, with the goal of reducing overall acquisition lead-time. OCPO plans to roll out a standardized automated model for preparation of performance work statements for use by the Department to follow for all new fiscal year 2014 requirements. OCPO has also implemented other BPR initiatives including staffing an acquisition liaison unit whose responsibility is to work with program offices early in the acquisition process to help define and write their requirements. Additionally, OCPO also established a risk management and compliance unit that works to assess areas of potential risk to OCPO and the Department. The last major BPR initiative to roll out is to professionalize the Contract Oversight Representative function in the Agency to ensure only highly trained

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and qualified persons oversee the processes of contractor performance. This will begin in fiscal year 2014 and roll out in phases into fiscal year 2015.

**BUDGET REQUEST BY FUNCTION**

Function Title: Contracting Operations

Function Description: 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 subordinate 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 authorizations 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 2015, this unit will continue to operate and perform early collaboration activities.

<b>Contracting Operations</b>				
(Dollars in Thousands)				
	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014 to FY 2015</b>
<b>Personnel Services</b>	<b>\$12,557</b>	<b>\$11,997</b>	<b>\$13,295</b>	<b>\$1,298</b>
<b>Non-Personnel Services</b>				
Travel	16	98	45	(53)
Printing and Reproduction	1	7	2	(5)
Other Services	363	160	70	(90)
Training	125	356	206	(150)
Supplies	45	41	41	-
Furniture	31	-	-	-
Claims and Indemnities	-	-	-	-
<b>Non-Personnel Services Subtotal</b>	<b>581</b>	<b>662</b>	<b>364</b>	<b>(298)</b>
<b>GRAND TOTAL</b>	<b>\$13,138</b>	<b>\$12,659</b>	<b>\$13,659</b>	<b>\$1,000</b>
<b>Associated FTE</b>	<b>95.4</b>	<b>90.2</b>	<b>99.0</b>	<b>8.8</b>

**FTE/Workload Summary & Summary of Change**

- An increase of \$1,298K to provide an additional 8.8 FTE, which will support a 12 percent increase in requests for contract service packages and a 11 percent increase in contracts and task orders managed. It will also facilitate improved focus on post award contract administration requirements, including timely closeouts of expired contracts and de-obligations of excess funds. Workload requirements and resources are realigned from Policy, Systems, and Compliance/Risk Management to support the FTE increase.
- Travel is decreased by \$53K due to increasing onsite training opportunities and reduced mission critical travel. Travel associated with training offered through the Federal Acquisition Institute will be used to supplement mandatory contracting training requirements.
- Printing and Reproduction is decreased by \$5K to realign resources in Personnel Services to fund workload requirements.
- Other Services is decreased by \$90K as a result of reducing contractor support and streamlining high priority contract initiatives.
- Training is decreased by \$150K. Reductions in Mandatory Acquisition and Departmentwide Acquisition Training to comply with certification requirements will be supplemented with training from the Federal Acquisition Institute.

Function Title: Policy, Systems and Compliance/Risk Management

Function Description: 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 Department-wide 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.

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<b>Policy, Systems and Compliance/Risk Management</b>				
(Dollars in Thousands)				
	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014 to FY 2015</b>
<b>Personnel Services</b>	<b>\$1,858</b>	<b>\$2,263</b>	<b>\$1,907</b>	<b>(\$356)</b>
<b>Non-Personnel Services</b>				
Travel	5	29	10	(19)
Printing and Reproduction	-	1	1	-
Other Services	5	-	-	-
Training	5	14	11	(3)
Supplies	7	7	7	-
Furniture	4	-	-	-
Claims and Indemnities	-	-	-	-
<b>Non-Personnel Services Subtotal</b>	<b>26</b>	<b>51</b>	<b>29</b>	<b>(22)</b>
<b>GRAND TOTAL</b>	<b>\$1,884</b>	<b>\$2,314</b>	<b>\$1,936</b>	<b>(\$378)</b>
<b>Associated FTE</b>	<b>14.1</b>	<b>17.0</b>	<b>14.2</b>	<b>(2.8)</b>

**FTE/Workload Summary & Summary of Change**

- A decrease of \$356K and 2.8 FTE from fiscal year 2014 level to the fiscal year 2015 level is a result of realigning workload requirements and resources to Contracting Operations.
- Travel is decreased by \$19K due to increasing onsite training opportunities and reduced mission critical travel. Travel associated with training offered through the Federal Acquisition Institute will be used to supplement mandatory contracting training requirements.
- Training is decreased by \$3K. Reductions in Mandatory Acquisition and Departmentwide Acquisition Training to comply with certification requirements will be supplemented with training from the Federal Acquisition Institute.

Function Title: Budget and Administrative Services and Executive Program Support

Function Description: 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

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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.

<b>Budget and Administrative Services and Program Support</b>				
(Dollars in Thousands)				
	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014 to FY 2015</b>
<b>Personnel Services</b>	<b>\$1,441</b>	<b>\$1,458</b>	<b>\$1,477</b>	<b>\$19</b>
<b>Non-Personnel Services</b>				
Travel	6	32	11	(21)
Printing and Reproduction	-	2	2	-
Other Services	12	12	12	-
Training	5	15	12	(3)
Supplies	8	8	8	-
Furniture	3	-	-	-
Claims and Indemnities	-	-	-	-
<b>Non-Personnel Services Subtotal</b>	<b>34</b>	<b>69</b>	<b>45</b>	<b>(24)</b>
<b>GRAND TOTAL</b>	<b>\$1,475</b>	<b>\$1,527</b>	<b>\$1,522</b>	<b>(\$5)</b>
<b>Associated FTE</b>	<b>11.0</b>	<b>11.0</b>	<b>11.0</b>	<b>0.0</b>

**FTE/Workload Summary & Summary of Change:**

- Personnel Services increased by \$19K to provide for a nominal increase in funding for promotions, grade increases, and a one percent federal pay raise approved for fiscal year 2014.
- Travel is decreased by \$21K through increased use of teleconferences and reduced field office visits.
- Training is decreased by \$3K by using more onsite and non-cost training opportunities for staff.