



BEYOND BUYER

Sourcing & Contract Compliance

Faster Tools. Smarter Decisions. Better Results.

A joint publication from the Office of Contracting and Procurement and the Office of the Chief Technology Officer

Contracts Compliance Training

One key step in ensuring District readiness for implementation of the Contracts Compliance module is providing Contracting Officers and Contract Specialists with training to effectively and efficiently perform their job using the new tool. Training on the Contracts Compliance module will provide users with knowledge enabling them to:

- Create and approve contracts;
 - Manage and produce reports;
 - Purchase from existing contracts;
 - Ensure key supporting documentation is uploaded and available in PASS for audits;
 - Exercise option years;
 - Capture subcontractor plan details;
 - Modify existing contracts; and
 - Close contracts
- Training classes are designed to deliver an interactive learning experience empowering the participants to immediately apply the new knowledge and technology to realistic scenarios. This technique helps to reinforce the new skills leading to a higher retention rate of

the content. At the end of training, participants will receive a Reference Guide and Job Aids. After the initial roll out of the Contracts Module, Computer Based Training (CBT) will be available to support ongoing training and re-training needs. Contracts Compliance training begins the week of May 24. Look for upcoming registration announcements to reserve your seat.

Stakeholder Spotlight

John Holmes II, Contract Specialist, IT Commodity Group



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Who do you call when you want to purchase a router or other network equipment for your agency? You call John Holmes II in the Office of Contracting and Procurement. John is a Contract Specialist in the IT Commodity Group.

Nearly all IT purchases, excluding purchases from independent agencies, are initiated within the IT Commodity Group. With his computer science education, John knowledgeably con-

verses with vendors about product configuration and life cycle, as well as IT installation services. He keeps current on the rapidly changing IT field by reading journals, blogs, and attending online conferences. John uses his strong negotiation skills to ensure the District receives the best price for every dollar spent on IT goods and services.

As a stakeholder and champion of PASS enhancements, John sees a

great future for District procurement. He predicts, "The Sourcing module will streamline and accelerate the District's procurement process." In addition, the number of "contract award status telephone inquiries from vendors should decrease once posting of contract awards to the web site is automated. The web posting will allow vendors to learn of contract award status in a timely manner." John's skills are put to good use as a Subject Matter Expert (SME) for the implementation of the Sourcing module.

Outside of work, John enjoys trips to Atlantic City and Las Vegas.

From One of Our Change Champions:

"As a contract specialist I am looking forward to the changes that have been promised with the PASS Enhancement modules. There are a lot of features that will make the contracting experience more efficient and save OCP much time and energy. Change in organizations is often met with resistance, but the upcoming changes are meant to improve the contract specialist's work experience and allow them to concentrate on the more professional aspects of procurement. We should remain patient and persistent and the outcome is expected to be well worth it."

Crystal McKay
Contract Specialist, IT Commodity Group

Vendor's Advisory Council Meeting Hosted by CPO

The Office of Contracting and Procurement (OCP) hosted the first Vendors' Advisory Council meeting on Wednesday, April 14. OCP looks to this group of vendors to provide feedback on procurement initiatives being implemented in the District. Sharon Kershbaum, Assistant Director, introduced advances OCP is making towards transparency and cooperation with vendors during the solicitation and contract process. Her introduction to the presentation on the Sourcing module emphasized that the implementation will make receiving and submitting solicitations easier for both the District and vendors. During the presentation, vendors asked excellent questions such as when the District plans to rollout the module; whether the vendor will receive an email when the solicitation is submitted; how buyers will search for vendors who may be interested in a solicitation; and, how long the solicitation will be available online once the award is completed, to name a few. A Vendor Advisory Council Meeting is planned for May 12 to provide answers to the questions raised by the vendors during the initial session and get feedback on how to best rollout this tool to the vendor community.



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A Word from the Chief Procurement Officer

It's a new day in the Office of Contracting and Procurement!

With the implementation of the Contracts Module the week of May 17, the Office of Contracting and Procurement (OCP) will reach a major milestone toward streamlining procurement processes and providing transparency. For the first time there will be one centralized place for all District contracts and supporting documentation. The District will be able to easily track spend against contracts and will benefit from enhanced reporting capabilities. Users will be able to buy from catalogs that have been negotiated and re-

quire no additional approvals by OCP. The purchasing process will be significantly expedited.

Activities critical to the success of the Contract Module implementation require participation from Contracting Officers, Contract Specialists and other key personnel. This includes User Acceptance Testing (UAT), Pilot Training Session, Structured Readiness Labs, and Contracts Training Sessions. Please look for communication on these activities and support them. Our success depends on your commitment to these activities!

As always, thank you for your continued support.



David P. Gragan, CPPO
Chief Procurement Officer

What's New with Sourcing and Contract Compliance?

Beginning the month of May, big changes are coming to the District procurement system with the implementation of the Sourcing and Contracts Compliance modules. Some of the key features being implemented to help streamline the procurement process include:

- A single repository for all contracts and contract related details and reports;
- Automated checks with the Clean Hands and Certified Business Enterprise (CBE) databases. These checks will be performed within the Sourcing and Contracts Compliance modules;
- Automation of key approvals directly within

the tools reducing cycle time to award contracts as well as improving the ability to audit Contracts;

- Incorporation of certain Determination and Findings (D&F) approvals directly in the Sourcing module;
- Ability to track spend and report on District green product purchases -- a field is being added to track spend on "green" line items as well as when the entire procurement is green;
- Tracking the anticipated spend allocated to the subcontractor(s) on a contract;
- Notifications to automatically alert the Contracting Officer and Contract Specialists prior to the expiration of the vendor's insurance as

well as to the expiration of the contract;

- Ability to post solicitations to a large vendor population and improve the visibility for all vendors to new solicitations;
- Ability to enter contract option year information into the system as part of the contract; and,
- Insight to the current status of the solicitation for all interested parties.

These are just a few of the benefits that will be realized by the District through the implementation of the Sourcing and Contracts Compliance Modules.

"As a District supplier of business analytics, performance management, and information technology solutions, the implementation of tools such as the Sourcing Module is promising. We are strong proponents of improving transparency, data access, and efficiency. The Sourcing Module should help the District achieve these goals, and I am looking forward to assessing its release in July."

Mariano Lopez, President of Analytica

Sourcing and Contract Compliance Leadership Team:

David P. Gragan, Chief Procurement Officer
Bryan Sivak, Chief Technology Officer
Sharon Kershbaum, Assistant Director, OCP
Dan Palmer, Program Manager, OCTO
Briant Coleman, PIO, OCP
Ayanna L. Smith, PIO, OCTO
Mark Hamlin, Consultant
Ellie Guttilla, Consultant
Divyanshu Arya, Consultant
Anup K. Hiranandani, Consultant
Elizabeth Johnson, Consultant
Kendall Hallman, Consultant

Order from a Catalog

Back to Approve

Print

Summary Approval Flow Orders Receipts History

Legend: Pending Active Approved Denied Watcher

RQ434925

Agency Contracting Officer's Approval

...no OCP Approval Needed

Add Approver Delete Approver

Back to Approve