

Chapter 1

OCP
A Snapshot

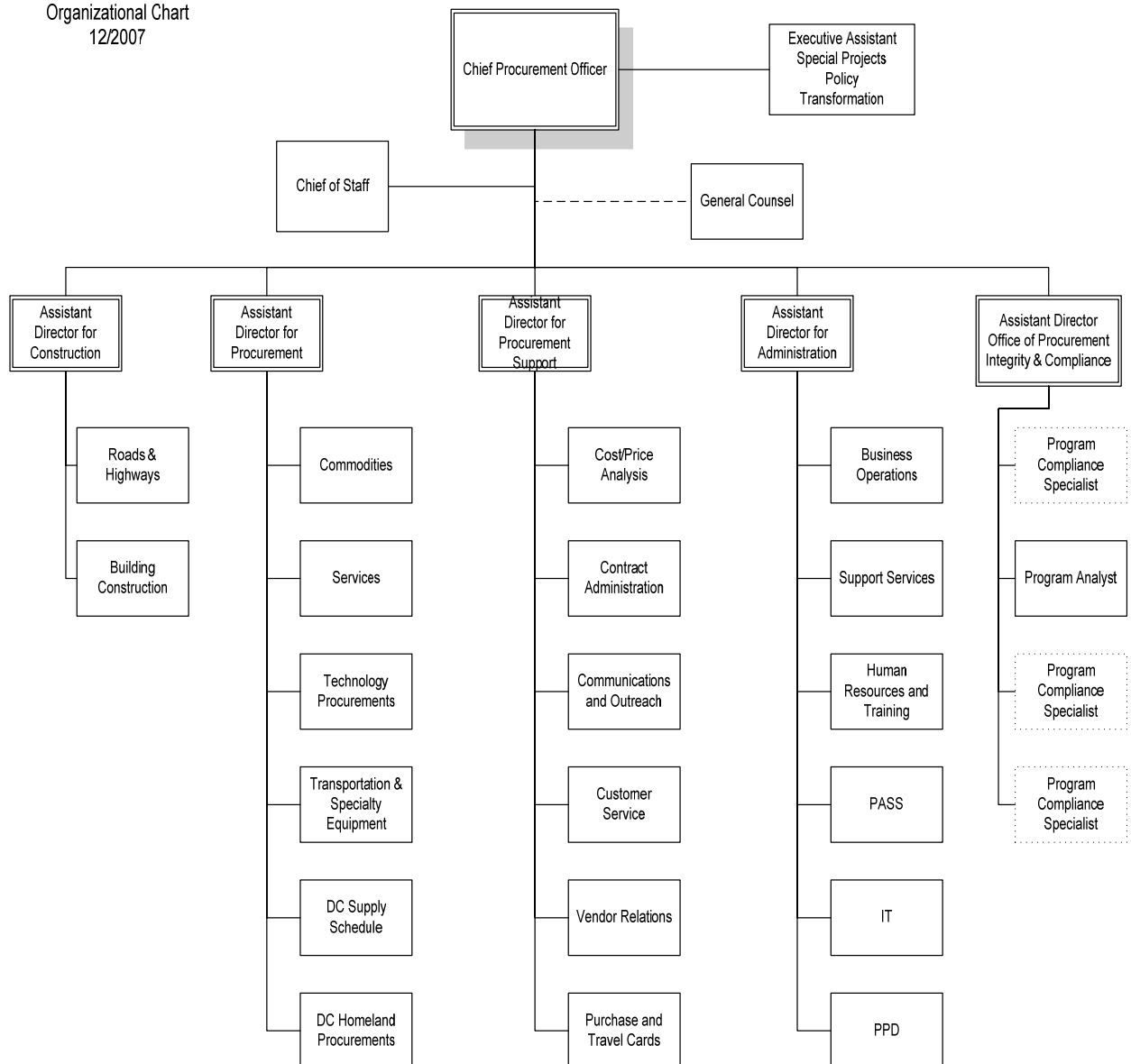
1.1 Mission Statement

To provide quality goods and services for District agencies through a coherent and streamlined procurement process that is responsive to the needs of its customers and suppliers.

1.2 OCP Organization and Structure

OCP supports 64 District agencies. It processes more than 20,000 transactions annually.

Office of Contracting and Procurement
Organizational Chart
12/2007



1.3 The 4 Elements of the OCP Process - Overview

The contracting and procurement process for the District is organized into four primary components:

- *Minimum Need and Funding (agency responsibility)*
- *Procure Goods and Services (OCP responsibility)*
- *Administer Contract (Joint agency/OCP responsibility)*
- *Closeout Contract (OCP responsibility)*

1.4 The 4 Elements of the OCP Process – Flow Chart

The following flowchart illustrates the “4 Elements” of the OCP

Procurement Process, from the agency identifying a “need” to the “closeout of a contract”:

