

OCP Manager Assignment – BW

***We are OCP** – the Office of contracting & procurement – a division of a larger department intitled the OCFO – Office of the chief financial officer for the city of Detroit, MI.

*Our task is to release a RFP (request for proposal or HRD (**Housing and Revitalization Dept.**) application for various grant-funded programs – in this case it is for CDBG, that will lead to contractual public service agreements.


*Over the **last three years** we have procured or finalized _____ Public Service NOF/CDBG contracts (Bianca #);

*There are over **30 contracting & procurement** specialists and administrative support staff assigned to this division of the finance department – servicing such procurement commodities as Field Operations, Equipment/Vehicles, Information Technology Software/Hardware, Professional Services and Materials & Supplies for the city of Detroit;

*Buyer alignment (quick share of OCP buyer spreadsheet – B. Walker);

*The OCP Specialists present today are Richard Gold, Elizabeth Johnson, and Bianca Washington.

*I am the **Contracts Manager of the Commodity Team** which also includes supporting professional land development contract proposals for the P, D & D. (Planning & Development Dept.) Land Planning Initiatives, like Streetscapes.



***HRD** – The contract process is initialized by the City of Detroit/Mayor and HRD applying for and receiving federal funds/grants for its various programs – usually based upon the demographics and needs of the residents in this area. Hence Public Service.

-A request is submitted by and through our Office of Development & Grants.

-An approved request comes to OCP with an application template of the program requirements, this is in turn is created into a RFP that is released for participation. This is what your various non-profit entities responded to and have been awarded.

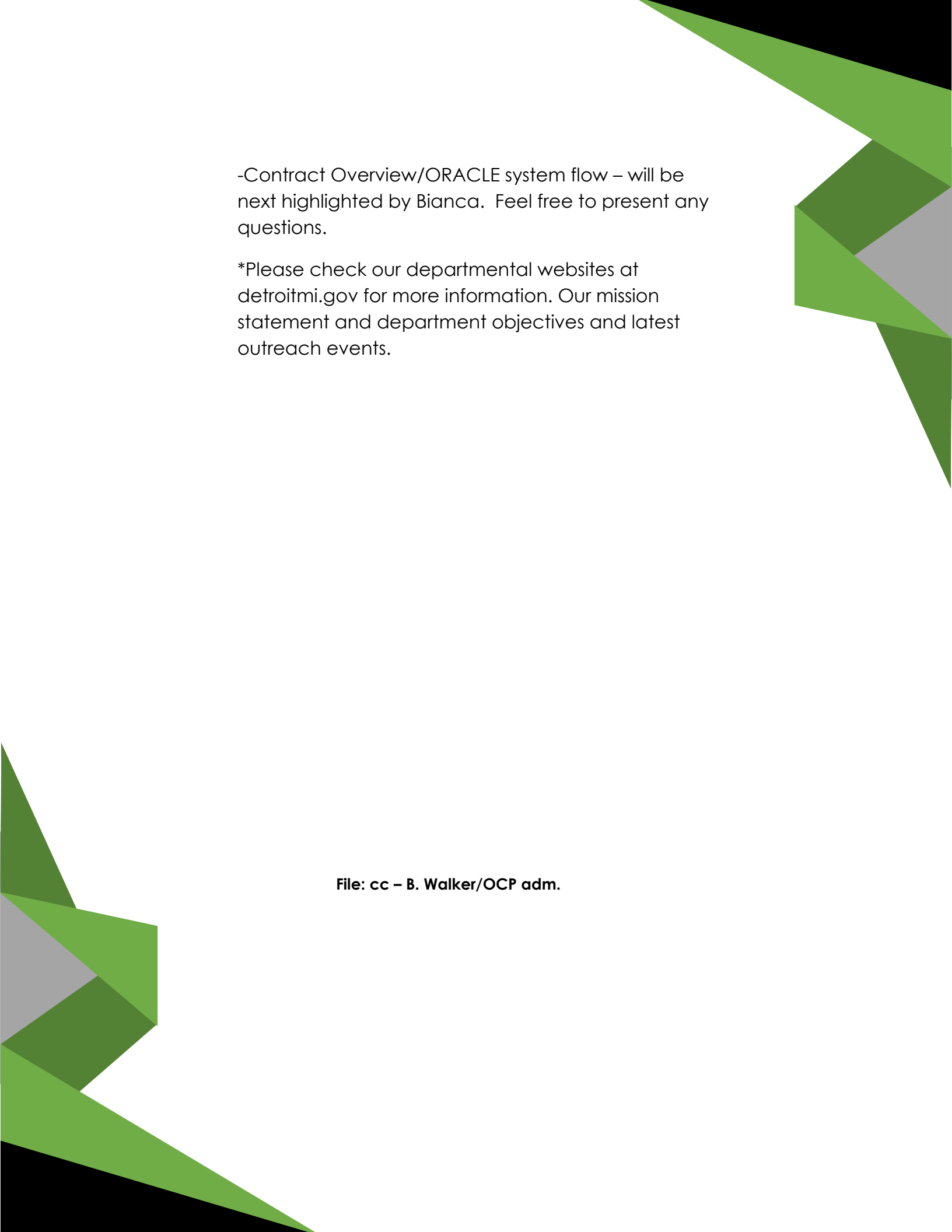
-Per Federal guidelines and local City Ordinances processes/policies, this RFP is advertised within the Detroit Free Press/News and posted on our website for approximately a thirty-day period.

-Each RFP has a Lead OCP contact. The one you responded to today is managed by Bianca Washington. (Bianca can screen share this RFP document/contract/ad, etc.).

-For this RFP we released this request for proposal/application to: ___ and had over **40** responses, that will lead to **30** contracts. (Any frequently asked questions/concerns).

-After City council approves the award of the sub-recipient contract agreement to you, the required forms are obtained, the contract is signed by all parties, once executed, the notice to processed from the HRD is issued.

-Thank you for participating in today's event and we are looking forward to working with you in the future.



-Contract Overview/ORACLE system flow – will be next highlighted by Bianca. Feel free to present any questions.

*Please check our departmental websites at detroitmi.gov for more information. Our mission statement and department objectives and latest outreach events.

File: cc – B. Walker/OCP adm.