



MURIEL BOWSER
MAYOR

February 9, 2024

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and pursuant to section 203 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371, D.C. Official Code § 2-352.03), I am pleased to nominate the following individual:

Ms. Nancy Hapeman
Alton Place, NW
Washington, DC 20008
(Ward 3)

for appointment as Chief Procurement Officer of the Office of Contracting and Procurement, for a term to end 5 years from the date of confirmation.

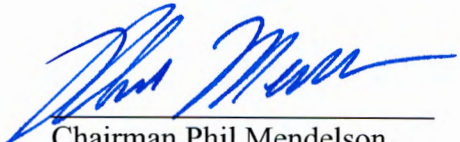
Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink that reads "Muriel Bowser".

Muriel Bowser
Mayor


Chairman Phil Mendelson
at the request of the Mayor

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6 A PROPOSED RESOLUTION
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10 IN THE COUNCIL OF THE DISTRICT OF COLUMBIA
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15 To confirm the appointment of Nancy Hapeman as Chief Procurement Officer of the Office of
16 Contracting and Procurement.
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18 RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this
19 resolution may be cited as the “Chief Procurement Officer Nancy Hapeman Confirmation
20 Resolution of 2024”.

21 Sec. 2. The Council of the District of Columbia confirms the appointment of:

22
23 Ms. Nancy Hapeman
24 Alton Place, NW
25 Washington, DC 20008
26 (Ward 3)
27

28 as Chief Procurement Officer of the Office of Contracting and Procurement, established by
29 section 203 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law
30 18-371; D.C. Official Code § 2-352.03), for a term to end 5 years from the date of confirmation.

31 Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution,
32 upon its adoption, to the nominee and to the Office of the Mayor.

33 Sec. 4. This resolution shall take effect immediately.

NANCY KAY HAPEMAN



EXPERIENCE

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT**

Interim Chief Procurement Officer 4/2023-Present
1/2015-5/2015
12/2010-3/2011

Served as Director of the Office of Contracting and Procurement and chief procurement official for the District of Columbia.

Deputy Chief Procurement Officer 10/2017-4/2023

Supported mission of the Office of Contracting and Procurement's principal staff with responsibility for procurements of technology, construction, goods, and services. Provided policy and operating guidance pertaining to all procurements. Also provided contractual and advisory services to the Chief Procurement Officer, the Chief Operating Officer, Chief Contracting Officers, and subordinate contracting officers, contract specialists, and other procurement professionals. Coordinated with the Chief Procurement Officer, agency executive level staff, agency heads, designated program personnel, and others about policies and procedures affecting procurement and contracting functions. Responsible for the procurement and contracting team of approximately 160 persons.

General Counsel 5/2015-10/2017
9/2014-1/2015
11/1997-8/2008

Served as legal advisor to the Chief Procurement Officer. Developed and set policy and guidelines, procedures, and rules for contracting agencies; directed quality assurance reviews for District of Columbia agencies to ensure compliance with appropriate policies, procedures, rules, and laws. Provided guidance and assistance to contracting officers throughout the District government, as well as legal advice to the Chief Procurement Officer and other government officials with respect to procurement matters. Prepared testimony for Chief Procurement Officer for appearances before the Council of the District of Columbia; testified to Council; and drafted and reviewed proposed regulations and legislation.

*General Counsel, Office of Contracting and Procurement and
Chief, Procurement Section, Office of the Attorney General* 3/2011-9/2014
8/2008-12/2010

Provided legal advice to Chief Procurement Officer and procurement staff of the Office of Contracting and Procurement. Served as the FOIA Officer and the Ethics Officer. Formulated policies and procedures; drafted legislative initiatives for the Office of the Contracting and Procurement, including a comprehensive revision of the procurement law; participated in Council hearings on specific procurements, reform initiatives, and oversight matters; and provided procurement and ethics training. Served as chief of the Procurement Section of the Office of the Attorney General and provided legal advice to District agencies on procurement matters; reviewed and approved for legal sufficiency million dollar and multiyear contracts requiring Council review; and defended the District before the Contract Appeals Board in protests challenging solicitations or awards of contracts. Supervised up to ten attorneys and one FOIA specialist.

**OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF LEGAL AND INTERGOVERNMENTAL AFFAIRS**

Assistant General Counsel

12/1996-11/1997

Provided legal services and advice on issues pertaining to the Office of the Chief Financial Officer. Served as senior procurement attorney and prepared solicitations, reviewed procurement documents, provided legal advice on proposed procurements, and drafted contracts.

DEPARTMENT OF FINANCE AND REVENUE

General Counsel

7/1995-11/1996

Served as project manager for the District's tax lien securitization transaction and general counsel to the agency. As project manager for the tax lien securitization, procured and coordinated services of necessary parties to the transaction, including the underwriters, transaction counsel, lien servicer, and due diligence provider; participated in the drafting of authorizing legislation; provided and coordinated agency resources and personnel to develop the lien portfolio; ensured that operational steps necessary to implement the enabling legislation were undertaken; and reviewed financial and legal documents for the transaction. As general counsel, advised agency director and other staff on all legal matters that arose, including issues concerning taxation, personnel, and procurement; responded to inquiries and complaints from the public; drafted proposed legislation and regulations; prepared testimony for District officials appearing before the Council; and assisted in the development of legislative initiatives to enhance revenue and tax collection for the District.

OFFICE OF THE CORPORATION COUNSEL

Assistant Corporation Counsel

1/1985-7/1995

Represented the District in protests and disputes before the Contract Appeals Board; interpreted the D.C. Procurement Practices Act of 1985 and implementing regulations; reviewed for legal sufficiency regulations written to implement the D.C. Procurement Practices Act; advised the Director of the Department of Administrative Services on contract matters; provided legal advice to the Procurement Review Committee; reviewed for legal sufficiency contracts, solicitations, and other contract documents; drafted legislation and proposed regulations; represented the Office of the Corporation Counsel on various procurement task forces; and reviewed for legal sufficiency real property leases and sales agreements.

EDUCATION

John F. Kennedy School of Government

HARVARD UNIVERSITY

Senior Executives in State and Local Government Program, July 2000

Center for Excellence in Municipal Management

THE GEORGE WASHINGTON UNIVERSITY

Certified Public Manager, March 1999

National Law Center

THE GEORGE WASHINGTON UNIVERSITY

Juris Doctor with Honors, May 1980

UNIVERSITY OF ROCHESTER

Bachelor of Arts in Political Science and Psychology, May 1975

Graduated with High Honors

Elected to Phi Beta Kappa

ADMITTED TO THE DISTRICT OF COLUMBIA BAR

PROFESSIONAL ACTIVITIES

Participant in the National Association of State Procurement Officials (NASPO)

- NASPO Eastern Region Meetings
 - Panelist, *Legal Support for the Procurement Specialist*, Rehoboth, Delaware, May 2013
 - Attendee, Portland, Maine, 2012
 - Panelist, *Disadvantaged Business Programs/Supplier Diversity*, Mystic, Connecticut, June 2011
 - Attendee, Philadelphia, Pennsylvania, June 2010
 - Panelist, *Current Issues with Terms and Conditions*, Albany, NY, June 2009
- Planning Committee, Panelist, Attendee, NASPO's Law Institute, 2014-2017

Course Faculty, Procurement Policy and Practice, Certified Public Manager Program for the District of Columbia, Center for Excellence in Public Leadership, The George Washington University, 2005-present

Office of Contracting and Procurement Training Institute, Instructor, *The Legal Basis for Contracting in the District of Columbia, Hatch Act, Ethics, Protests, Million Dollar Contract Review Process, and Warrant Training*



Executive Office of the Mayor – Mayor’s Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

Nancy Hapeman



Nancy Hapeman, a dedicated public servant with a distinguished career in the District of Columbia government, and serves as the Acting Chief Procurement Officer (CPO) for the Office of Contracting and Procurement (OCP). With over 38 years of experience in various roles within the District government, Ms. Hapeman is well-suited to lead OCP's operations and contribute to the growth and development of the District.

Ms. Hapeman began her career with the District government in 1985 as an assistant corporation counsel for the DC Office of the Corporation Counsel, where she worked for a decade. She then transitioned to the role of assistant general counsel for the Office of the Chief Financial Officer, serving in that capacity for approximately two years.

In November 1997, Ms. Hapeman was appointed General Counsel for OCP, a position she held for 20 years. During her tenure, she provided legal advice to the Chief Procurement Officer and procurement staff, served as both the FOIA Officer and the Ethics Officer, and helped formulate policies and procedures for the agency. In October 2017, she was promoted to Deputy Chief Procurement Officer, where she played a critical role in overseeing OCP's operations across various government sectors.

A Ward 3 resident, Ms. Hapeman earned her Bachelor of Arts from the University of Rochester and a Juris Doctor from The George Washington University. She is also a graduate of the Center for Excellence in Municipal Management at The George Washington University. In July 2000, she participated in the prestigious Senior Executives in State and Local Government Program at the John F. Kennedy School of Government, Harvard University.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Tomas Talamante, Steve Walker
From: Betsy Cavendish
Date: February 7, 2024
Subject: Legal sufficiency review of Resolution nominating Nancy Hapeman as the Chief Procurement Officer of the Office of Contracting and Procurement

This is to Certify that this office has reviewed the above-referenced resolution and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Erika Satterlee, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive, flowing style.

Elizabeth A. (Betsy) Cavendish