

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Secretary of the District of Columbia



Responses to Fiscal Year 2017-2018 Performance Oversight Questions

Lauren C. Vaughan
Secretary of the District of Columbia

Submission to
Committee on Government Operations

Chairman Brandon T. Todd
Councilmember, Ward 4

March 2, 2018

Committee on Government Operations
John A. Wilson Building
1350 Pennsylvania Ave., NW
Washington, DC 20004



I. Agency Organization

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision.
 - a. Include the names and titles of all senior personnel,
 - b. Please provide an explanation of the roles and responsibilities of each division and subdivision.
 - c. Please provide a narrative explanation of any changes to the organizational chart made during FY17 or FY18, to date.
 - d. Note on the chart the date that the information was collected.

Response:

The Office of the Secretary of the District of Columbia consists of three offices and two units:

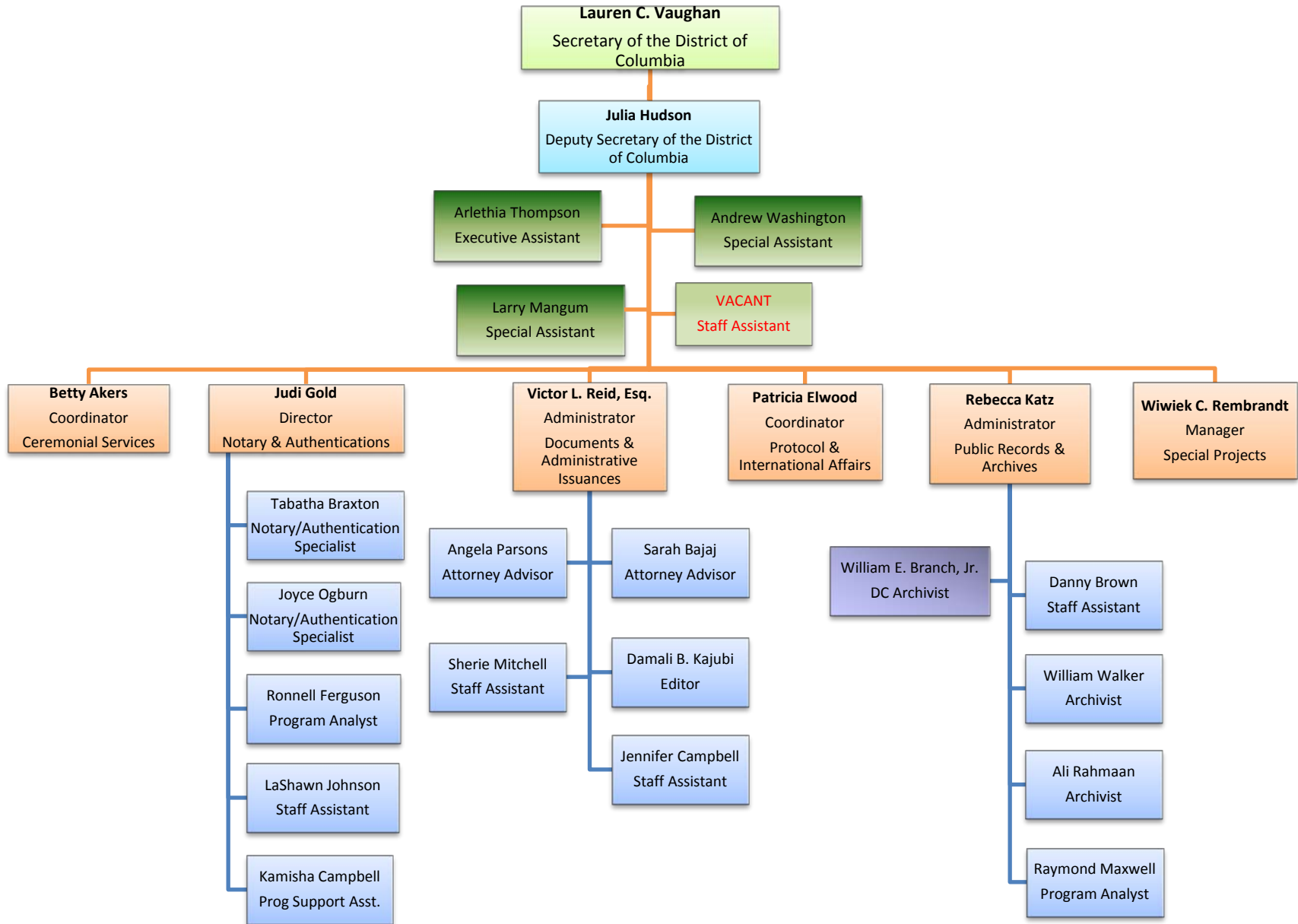
- The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use.
- The Office of Documents and Administrative Issuances (ODAI) publishes the DC Register and the DC Municipal Regulations.
- The Office of Public Records and Archives manages the District of Columbia Archives, Records Center and the Library of Government Information.
- The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents.
- The Protocol and International Affairs Unit manages the Sister City program and serves as the liaison between the Executive Office of the Mayor and the diplomatic community in Washington.

Changes in the Office of the Secretary:

- In FY17, ONCA hired Kamisha Campbell as a Program Support Assistant.
- In FY17, Jennifer Campbell joined ODAI as a Staff Assistant.
- In FY17, OS received one additional FTE for the Office of Public Records and Archives. The position was filled by Program Analyst, Raymond Maxwell.
- In FY17, former Staff Assistant, Brandon Pless, separated from the Office. OS is currently in the process to fill this vacancy.
- In FY17, former Deputy Secretary Joy Holland retired. She was replaced by Julia Hudson who joined the Office in FY17.
- In FY18, Larry Mangum joined OS as a Special Assistant.



Office of the Secretary of the District of Columbia



2. Please attach in Excel a current Schedule A for the agency, as of February 1, 2018, with the following information for each position:
 - a. Employee's name, if the position is filled;
 - b. Program and activity name and code as appears in the budget;
 - c. Office name, if different from activity code;
 - d. Title/position name;
 - e. Position number;
 - f. Grade, series, and step;
 - g. Salary and fringe benefits (please separate salary and fringe and include the FY17 fringe benefit rate);
 - h. Job status (e.g. continuing/term/temporary);
 - i. Type of appointment (e.g. career, MSS);
 - j. Full-time part-time, or WAE;
 - k. Seasonal or year-round;
 - l. Start date in the position (i.e. effective date);
 - m. Start date with the agency;
 - n. Previous office (program) and position (job title) with the agency, if relevant
 - o. Position status (A-active, R-frozen, P-proposed, etc);
 - p. Date of vacancy or freeze, if relevant; and
 - q. Whether the position must be filled to comply with federal or local law (and if so, please specify what federal or local law applies).

Response:

See Attachment 1.



Attachment 1

Office Of the Secretary (BA0) Schedule A as of February 6, 2018

Posn Nbr	Title	Name	Vac Stat	Grade	Step	Salary	Fringe	FTE	Pay Code	Fund Code	Prgm Code	Activity	Posn Effdt	F/P Time	Reg/Temp/ Term	Sal Plan	Secrty Descr	Budget
Program : Internal Realtions and Protocol																		
00042784	Protocol Officer	Elwood,Patricia Sue	F	8	0	\$ 113,563.83	\$ 21,122.87	1	XS	0100	1200	1200	5/22/2017	F	Reg	XS0001		10/1/2017
Activity : International Relations and Protocol																		
1																		
Program : Ceremonial Services																		
00020526	Special Asst. Ceremonial Svc	Akers,Betty J	F	13	8	\$ 99,229.00	\$ 18,456.59	1	DS	0100	1300	1300	5/21/2017	F	Reg	DS0087		10/1/2017
Activity : Ceremonial Services																		
1																		
Program: Office of Documents and Admin. Issuance																		
00047454	Editor	Kajubi,Damali B	F	13	6	\$ 94,035.00	\$ 17,490.51	1	DS	0100	1401	1401	10/1/2016	F	Reg	DS0087		10/1/2017
Activity : D.C. Register																		
1																		
00011355	Administrator, Ofc of Document	Reid,Victor L	F	8	0	\$ 124,570.88	\$ 23,170.18	1	XS	0100	1402	1402	5/22/2017	F	Reg	XS0001		10/1/2017
00046610	Attorney Advisor	Parsons,Angela C.	F	13	8	\$ 119,163.00	\$ 22,164.32	1	LA	0100	1402	1402	10/1/2016	F	Reg	LA0002		1/26/2018
00018793	Staff Assistant	Mitchell,Sherie C	F	11	6	\$ 65,987.00	\$ 12,273.58	1	DS	0100	1402	1402	10/1/2016	F	Reg	DS0087		10/1/2017
00020497	Staff Assistant	Campbell,Jennifer N	F	9	5	\$ 53,217.00	\$ 9,898.36	1	DS	0100	1402	1402	5/26/2017	F	Term	DS0087		10/1/2017
00046721	Administrative Issuance Spec.	Bajaj,Sarah	F	12	2	\$ 82,472.00	\$ 15,339.79	1	LA	0100	1402	1402	10/13/2017	F	Reg	LA0001		10/1/2017
Activity : Administrative Issuances																		
5																		
Program: Notary Commission and Authentications																		
00042770	Notary & Authentications Office	Gold,Judi A	F	14	0	\$ 111,394.50	\$ 20,719.38	1	DS	1243	1501	1501	11/1/2017	F	Reg	DS0086		10/1/2017
00044630	Program Analyst	Ferguson,Ronnell	F	12	4	\$ 76,894.00	\$ 14,302.28	1	DS	1243	1501	1501	10/1/2016	F	Reg	DS0087		10/1/2017
00045445	Notary and Authentication Spec	Braxton,Tabatha R	F	12	4	\$ 76,894.00	\$ 14,302.28	1	DS	1243	1501	1501	10/1/2016	F	Reg	DS0087		10/1/2017
00045861	Staff Assistant	Johnson,LaShawn	F	9	3	\$ 50,201.00	\$ 9,337.39	1	DS	1243	1501	1501	12/10/2017	F	Term	DS0087		10/1/2017
00046400	Notary and Authentication Spec	Ogburn,Joyce M	F	13	5	\$ 91,438.00	\$ 17,007.47	1	DS	1243	1501	1501	4/19/2017	F	Reg	DS0087		10/1/2017
00082660	Program Support Assistant	Campbell,Kamisha	F	7	2	\$ 40,420.00	\$ 7,518.12	1	DS	1243	1501	1501	10/1/2016	F	Reg	DS0087		10/1/2017
Activity : Notary Authentications																		
6																		
Program: Office of Public Records																		
00041667	ARCHIVIST	Walker,William A	F	12	8	\$ 85,626.00	\$ 15,926.44	1	DS	0100	1600	1600	10/1/2016	F	Reg	DS0087		11/2/2017
00087577	Public Records Administrator	Katz,Rebecca A	F	7	0	\$ 100,785.50	\$ 18,746.10	1	XS	0100	1600	1600	5/22/2017	F	Reg	XS0001		10/1/2017
Activity : Record Management																		
2																		
00033159	Archivist	Branch Jr.,William E	F	13	6	\$ 94,035.00	\$ 17,490.51	1	DS	0100	1601	1601	10/1/2016	F	Reg	DS0087		11/2/2017
00041666	ARCHIVIST	Rahmaan,Ali	F	11	8	\$ 69,641.00	\$ 12,953.23	1	DS	0100	1601	1601	10/1/2016	F	Reg	DS0087		11/2/2017
00047946	Staff Assistant	Brown,Danny O	F	9	6	\$ 54,725.00	\$ 10,178.85	1	DS	0100	1601	1601	10/1/2016	F	Reg	DS0087		11/2/2017
00091983	Program Analyst	Maxwell,Raymond	F	12	4	\$ 76,894.00	\$ 14,302.28	1	DS	0100	1601	1601	12/3/2016	F	Reg	DS0087		11/2/2017
Activity : Archival Administration																		
4																		
Program: Agency Management																		
00041021	Executive Assistant	Thompson,Arlethia D	F	12	5	\$ 79,077.00	\$ 14,708.32	1	DS	0100	1080	1080	5/22/2017	F	Reg	DS0087		10/1/2017
00077340	Special Projects Coordinator	Rembrandt,Wiwiek	F	13	5	\$ 91,438.00	\$ 17,007.47	1	DS	0100	1080	1080	5/22/2017	F	Reg	DS0087		2/6/2018
Activity : Communication																		
3																		
00021182	Special Assistant	Mangum,Larry C	F	7	0	\$ 102,169.97	\$ 19,003.61	1	XS	0100	1090	1090	10/1/2017	F	Reg	XS0001		1/24/2018
00042711	Secretary of the District	Vaughan,Lauren Courtne F	E3			\$ 143,221.50	\$ 26,639.20	1	DX	0100	1090	1090	10/1/2016	F	Reg	DX0000		10/1/2017
00042727	Deputy Secretary of the Distri	Hudson,Julia Emile	F	8	0	\$ 124,570.88	\$ 23,170.18	1	XS	0100	1090	1090	8/14/2017	F	Reg	XS0001		10/1/2017
00077339	Special Assistant	Washington,Andrew J. C	F	12	5	\$ 79,077.00	\$ 14,708.32	1	DS	0100	1090	1090	5/22/2017	F	Reg	DS0087		10/1/2017
Activity : Performance Management																		
4																		
Total																		
26																		

3. For any term or temp position included in the schedule A and filled in FY2017 or FY2018, please provide a brief narrative for why the hire was done on a term or temporary basis and not on a continuing basis.

Response:

OS follows the hiring guidelines set by DCHR. New employees are usually brought on board under Term appointment while they serve their probationary period.



4. Please provide the following information on any contract workers in your agency:
- a. Position name
 - b. Organizational unit assigned to
 - c. Hourly rate
 - d. Type of work duties

Response:

OS does not employ any contract workers.



5. Please complete the following chart about the residency of new hires in FY17 or FY18, to date:

Response:

Number of Employees Hired in FY 2017 and FY 2018 to date

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>
Continuing	3	3
Term	2	2
Temporary	0	n/a
WAE	0	n/a



6. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Response:

One employee, Barbara Tyler, was detailed from the Mayor's Office of Community Relations and Services on December 14, 2017 to work on a photo archiving project in the Office of the Secretary. The person will be detailed to OS until the project is complete.



7. Please provide the Committee with a list of travel expenses, arranged by employee for FY17 and FY18, to date, including the dates of travel, amount of expenses, and reason for travel. Please specify whether employees may be reimbursed for out-of-pocket travel expenses; and, if so, please describe agency protocol and requirements for employees to apply for and receive reimbursements for such travel expenses, such as necessary documentation, timeframes, and other requirements.

Response:

OS did not have any travel expenses for FY17 and does not have any travel expenses for FY18, to date.



8. Please provide the Committee with a list of the total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response:

There has not been any workers' compensation payments paid in FY17 and FY18, to date.



9. For fiscal years 2017 and 2018, to date, please list each employee separated from the agency, other than due to retirement. Also include:
- Amount of separation pay, if relevant;
 - Number of weeks of pay, if relevant; and
 - The reason for the separation.

Response:

Position	Amount of separation pay	Number of leave paid	Reason for the separation
Staff Assistant	N/A	12 hours	Resignation



10. Please provide the Committee with a list of employees who received bonuses or special award pay granted in FY 2017 and FY 2018, to date, and identify:
- The employee receiving the bonus or special pay,
 - The amount received, and
 - The reason for the bonus or special pay.

Response:

Fiscal Year	Employee Name	Amount received	Reason for the bonus or special pay
2017	Angela Parsons	\$2,049.78	FY 2015 Performance allowance for Specified Collective Bargaining Unit Attorney
2017	Angela Parsons	\$2,171.60	FY 2016 Performance allowance for Specified Collective Bargaining Unit Attorney



11. Please provide the name of each employee who was or is on administrative leave in FY 2017 and 2018, to date. In addition, for each employee identified, please provide:
- a. Their position;
 - b. A brief description of the reason they were placed on leave;
 - c. The dates they were/are on administrative leave;
 - d. Expected date of return;
 - e. Whether the leave was/is paid or unpaid; and
 - f. Their current status (as of February 1, 2018).

Response:

OS did not have any employee on administrative leave in FY 17 and does not currently have any employee on administrative leave in FY 18.



12. Please provide a list of each collective bargaining agreement that is currently in effect for agency employees.
- a. Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.
 - b. Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.
 - c. Please note if the agency is currently in bargaining and its anticipated completion date.

Response:

Compensation Agreement between the District of Columbia, the Office of the Attorney General and the American Federation of Government Employees, Local 1403. Effective date: October 1, 2018 - September 30, 2018. One employee is covered.

Contact for Local 1403:

Sabrina Brown, Support Enforcement Specialist

E-mail: Sabrina.brown@dc.gov

Phone: 202-724-2274



13. Please list in chronological order, any grievances filed by labor unions against the agency or agency management in FY16, FY17, or FY18, to date, broken down by source.
 - a. For each grievance, give a brief description of the matter as well as the current status.
 - b. Include on the chronological list any earlier grievance that is still pending in any forum.
 - c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - d. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution or outcome.

Response:

There are no grievances filed by labor unions against OS in FY16, FY17, or FY18, to date.



14. Please list in chronological order, any additional employee grievances or complaints that the agency received in FY17 and FY18, to date, broken down by source.
- For each, give a brief description of the matter as well as the current status.
 - Include on the chronological list any earlier grievance that is still pending in any forum.
 - Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution or outcome.

Response:

There are no employee grievances or complaints that OS received in FY17 and FY18, to date.



15. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, and whether or not those allegations were resolved. Please describe the nature of such resolution.

Response:

The agency's current sexual harassment policy follows Mayor's Order 2017-313 dated December 18, 2017. Within 30 days after the effective date, the agency designated a Sexual Harassment Officer (SHO). Managers and supervisors are now required to report and document any complaints of harassment to the agency's SHO. The SHO will ensure an investigation is conducted and take appropriate action with sufficient documentation of such efforts.

At the onset of this year, each employee of the Office of the Secretary completed online sexual harassment training developed by DCHR and subsequent new employees will be required to take the course as part of the on-boarding process.

In addition, OS participated in the DCHR "Train the Trainer," Sexual Harassment Management Training and will conduct on-going sexual harassment training for managers and employees.



16. For any boards or commissions associated with your agency, please provide a chart listing the following for each:

- a. For each member:
 1. The member's name,
 2. Confirmation date,
 3. Term expiration date,
 4. Whether the member is a District resident or not, and
 5. Attendance at each meeting in FY17 and FY18, to date.
- b. List any vacancies.
- c. Describe the board's or commission's responsibilities and activities in FY17.
- d. Attach agendas and minutes of each board or commission meeting in FY17 or FY18, to date, if minutes were prepared.

Response:

Board/Commission	Member's Name	Description
National Cherry Blossom Festival, Inc., Board of Directors	Lauren Vaughan	<ul style="list-style-type: none"> • Serves as a board member to NCBF.
The Martin Luther King Jr., Holiday Commission	Lauren Vaughan	<ul style="list-style-type: none"> • Serves as the Chair of the Commission. • Make recommendations to the Mayor on activities to be sponsored by the District of Columbia government for the holiday.
District of Columbia Emancipation Commemoration Commission	Lauren Vaughan	<ul style="list-style-type: none"> • Serves as ex-officio member and Chairperson of the Commission. • Advise the Mayor on programs, projects, activities, and forums to celebrate and commemorate April 16th as a public legal holiday in District of Columbia.



17. Please list the task forces and organizations of which the agency is a member and any associated membership dues paid.

Response:

Name of Organization	Membership Dues
National Association of Secretaries of State	\$3,369
Sister Cities International	\$1,800
National Notary Association	\$119
Council of State Archivists	\$2,500



II. Budget and Expenditures

18. Budget

- a. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for fiscal years 2016, 2017, and the first quarter of 2018. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
- b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017 for each program and activity code.
- c. Attach the cost allocation plans for FY17 and FY18.
- d. In FY16 or FY17, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Response:



Response:

FY 2016

Program Title	Activity Title	Apprt. Fund	Comp Source Group	Program	Activity	FY 2016 Expenditures	FY 2016 Approved Budget	FY 2016 Revised Budget	Variance	Explanation
AGENCY MANAGEMENT		100	12	1000	1020	\$ 47,631.98	\$ 46,014.69	\$ 46,014.69	\$ (1,617.29)	In the budget submission, we have some positions and expenses allocated to the wrong programs. During the Council's mark up session, this was corrected.
			14		1020	\$ 11,348.37	\$ 8,190.61	\$ 8,190.61	\$ (3,157.76)	
Total:	CONTRACTING AND PROCUREMENT					\$ 58,980.35	\$ 54,205.30	\$ 54,205.30		
		100	11	1000	1080	\$ 262,363.34	\$ 157,664.66	\$ 157,664.66	\$ (104,698.68)	
			14			\$ 21,137.46	\$ 28,064.31	\$ 28,064.31	\$ 6,926.85	
Total:	COMMUNICATION					\$ 283,500.80	\$ 185,728.97	\$ 185,728.97		
		100	11	1000	1090	\$ 281,796.78	\$ 263,500.00	\$ 263,500.00	\$ (18,296.78)	
			14			\$ 45,277.48	\$ 46,903.00	\$ 46,903.00	\$ 1,625.52	
			20			\$ 26,461.19	\$ -	\$ 30,000.00	\$ 3,538.81	
			40			\$ 614.99	\$ -	\$ -	\$ (614.99)	
Total:	PERFORMANCE MANAGEMENT					\$ 354,150.44	\$ 310,403.00	\$ 340,403.00		
		600	14	1000	1090	\$ -	\$ 58,166.78	\$ 58,166.78	\$ 58,166.78	
			20			\$ 8,341.43	\$ 15,143.00	\$ 8,775.47	\$ 434.04	
			31			\$ 4,008.53	\$ -	\$ -	\$ (4,008.53)	
			40			\$ 75,878.83	\$ 281,000.00	\$ 79,887.16	\$ 4,008.33	
			41			\$ 468,818.58	\$ 600,000.00	\$ 468,818.58	\$ -	
			50			\$ -	\$ 200,000.00	\$ -	\$ -	
			70			\$ 877.00	\$ 50,000.00	\$ 877.00	\$ -	
Total:	PERFORMANCE MANAGEMENT					\$ 557,924.37	\$ 1,825,115.78	\$ 1,297,330.99		
Total: Agency Management						\$ 912,074.61	\$ 1,514,712.78	\$ 956,927.99		
INTERNATIONAL RELATIONS AND PROTOCOL		100	11	1002	1200	\$ 110,532.83	\$ 107,045.00	\$ 107,045.00	\$ (3,487.83)	
			14			\$ 14,245.63	\$ 19,054.01	\$ 19,054.01	\$ 4,808.38	
Total:	INTERNATIONAL RELATIONS AND PROTOCOL					\$ 124,778.46	\$ 126,099.01	\$ 126,099.01		
Total: International Relations and Protocol						\$ 124,778.46	\$ 126,099.01	\$ 126,099.01		
CEREMONIAL SERVICES		100	11	1003	1300	\$ 107,853.20	\$ 147,946.11	\$ 147,946.11	\$ 40,092.91	
			12			\$ 9,635.97	\$ 78,736.24	\$ 78,736.24	\$ 69,100.27	
			13			\$ 6,675.65	\$ -	\$ -	\$ (6,675.65)	
			14			\$ 20,095.77	\$ 40,349.46	\$ 40,349.46	\$ 20,253.69	
Total:	CEREMONIAL SERVICES					\$ 144,260.59	\$ 267,031.81	\$ 267,031.81		
Total : Cermonial Services						\$ 144,260.59	\$ 267,031.81	\$ 267,031.81		
OFFICE OF DOCUMENTS AND ADMIN. ISSUANCES		100	11	1004	1401	\$ 179,295.88	\$ 201,482.31	\$ 201,482.31	\$ 22,186.43	
			14			\$ 33,747.08	\$ 39,920.43	\$ 39,920.43	\$ 6,173.35	
Total:	D.C. REGISTER					\$ 213,042.96	\$ 241,402.74	\$ 241,402.74		
		100	11	1004	1402	\$ 367,499.48	\$ 163,420.00	\$ 163,420.00	\$ (204,079.48)	
			12			\$ 41,309.20	\$ 36,850.57	\$ 36,850.57	\$ (4,458.63)	
			14			\$ 65,519.75	\$ 39,588.09	\$ 39,588.09	\$ (25,931.66)	
Total:	ADMINISTRATIVE ISSUANCES					\$ 474,328.43	\$ 239,858.66	\$ 239,858.66		
Total: Office Of Documents and Admin Issuance						\$ 673,280.16	\$ 481,261.40	\$ 481,261.40		
NOTARY COMMISSIONS AND AUTHENTICATIONS		100	11	1005	1501	\$ 100,000.00	\$ 172,508.42	\$ 172,508.42	\$ 72,508.42	
			14			\$ -	\$ 30,706.50	\$ 30,706.50	\$ 30,706.50	
Total:	NOTARY AUTHENTICATIONS					\$ 100,000.00	\$ 203,214.92	\$ 203,214.92		
		600	11	1005	1501	\$ 243,398.14	\$ 251,010.38	\$ 251,010.38	\$ 7,612.24	
			13			\$ 2,500.77	\$ -	\$ -	\$ (2,500.77)	
			14			\$ 108,392.13	\$ 44,679.84	\$ 44,679.84	\$ (63,712.29)	
Total:	NOTARY AUTHENTICATIONS					\$ 354,291.04	\$ 295,690.22	\$ 295,690.22	\$ (58,600.82)	
Total: Notary Commissions and Authentications						\$ 454,291.04	\$ 498,905.14	\$ 498,905.14		

FY 2016

Program Title	Activity Title	Apprt. Fund	Comp Source Group	Program	Activity	FY 2016 Expenditures	FY 2016 Approved Budget	FY 2016 Revised Budget	Variance	Explanation
OFFICE OF PUBLIC RECORDS		100	11	1006	1600	\$ 141,094.90	\$ 137,920.09	\$ 237,920.09	\$ 96,825.19	
			13			\$ (21,538.31)	\$ -	\$ -	\$ 21,538.31	
			14			\$ 28,962.46	\$ 24,549.77	\$ 24,549.77	\$ (4,412.69)	
			40			\$ 49,420.19	\$ -	\$ 50,000.00	\$ 579.81	
			41			\$ 145,229.00	\$ -	\$ 145,229.00	\$ -	
Total:	RECORDS MANAGEMENT					\$ 343,168.24	\$ 162,469.86	\$ 457,698.86		
		100	11	1006	1601	\$ 81,096.62	\$ 80,619.31	\$ 80,619.31	\$ (477.31)	
			14			\$ 10,552.32	\$ 14,350.24	\$ 14,350.24	\$ 3,797.92	
			41			\$ -	\$ -	\$ -	\$ -	
Total:	ARCHIVAL ADMINISTRATION					\$ 91,648.94	\$ 94,969.55	\$ 94,969.55		
		100	11	1006	1602	\$ 65,966.16	\$ 65,576.55	\$ 65,576.55	\$ (389.61)	
			14			\$ 25,006.38	\$ 11,672.63	\$ 11,672.63	\$ (13,333.75)	
Total:	LIBRARY OF GOVERNMENT INFORMATION					\$ 90,972.54	\$ 77,249.18	\$ 77,249.18		
Total: Office Of Public Records						\$ 525,789.72	\$ 334,688.59	\$ 629,917.59		
EXECUTIVE MGMT.		100	40	1007	1701	\$ 27,564.31	0	\$ 27,564.31	\$ -	
Total:	EMANCIPATION DAY ACTIVITIES					\$ 27,564.31	\$ -	\$ 27,564.31		
		100	41	1007	1700	\$ 49,000.00	0	\$ 49,000.00	\$ -	
			50			\$ 200,000.00	0	\$ 200,000.00	\$ -	
Total:	EXEC. MGMT					\$ 249,000.00	\$ -	\$ 249,000.00		
Total : Executive MGMT						\$ 276,564.31	\$ -	\$ 276,564.31		
Total Budget						\$ 3,467,611.27	\$ 3,462,633.00	\$ 3,476,641.52		

FY 2017

Program Title	Activity Title	Apprt. Fund	Comp Source Group	Program	Activity	FY 2017 Expenditures	FY 2017 Approved Budget	FY 2017 Revised Budget	Variance	Explanation
AGENCY MANAGEMENT		100	12	1000	1020	\$ 7,857.05	\$ 50,313.46	\$ 50,313.46	\$ 42,456.41	In the budget submission, we have some positions and expenses allocated to the wrong programs. During the Council's mark up session, this was corrected.
			14		1020	\$ 1,845.44	\$ 9,509.24	\$ 9,509.24	\$ 7,663.80	
			40		1020	\$ 15,788.85	\$ 23,000.00	\$ 23,000.00	\$ 7,211.15	
Total:	CONTRACTING AND PROCUREMENT					\$ 25,491.34	\$ 82,822.70	\$ 82,822.70	\$ 57,331.36	
		100	40	1000	1030	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	
Total:	PROPERTY MANAGEMENT					\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
		100	40	1000	1070	\$ 4,773.62	\$ 7,517.42	\$ 7,517.42	\$ 2,743.80	
Total:	FLEET MANAGEMENT					\$ 4,773.62	\$ 7,517.42	\$ 7,517.42		
		100	11	1000	1080	\$ 170,862.61	\$ 170,336.16	\$ 170,336.16	\$ (526.45)	
			12			\$ 39,002.16	\$ -	\$ -	\$ (39,002.16)	
			13			\$ 289.62			\$ (289.62)	
			14			\$ 35,660.03	\$ 32,193.53	\$ 32,193.53	\$ (3,466.50)	
Total:	COMMUNICATION					\$ 245,814.42	\$ 202,529.69	\$ 202,529.69	\$ (43,284.73)	
		100	11	1000	1090	\$ 331,736.37	\$ 271,405.00	\$ 271,405.00	\$ (60,331.37)	
			13			\$ 47,189.65	\$ -	\$ -	\$ (47,189.65)	
			14			\$ 61,513.90	\$ 51,295.55	\$ 51,295.55	\$ (10,218.35)	
			20			\$ 34,348.75	\$ 50,000.00	\$ 50,000.00	\$ 15,651.25	
			40			\$ 53,601.61	\$ 55,000.00	\$ 55,000.00	\$ 1,398.39	
Total:	PERFORMANCE MANAGEMENT					\$ 528,390.28	\$ 427,700.55	\$ 427,700.55	\$ (100,689.73)	
		600	20	1000	1090	\$ 5,363.51	\$ 15,143.00	\$ 11,456.53	\$ 6,093.02	
			31			\$ 3,297.93	\$ -	\$ -	\$ (3,297.93)	
			70			\$ 19,822.89	\$ 40,000.00	\$ 19,822.89	\$ -	
Total:	PERFORMANCE MANAGEMENT					\$ 28,484.33	\$ 55,143.00	\$ 31,279.42	\$ 2,795.09	
Total : Performance Management						\$ 837,953.99	\$ 780,713.36	\$ 756,849.78		
INTERNATIONAL RELATIONS AND PROTOCOL		100	11	1002	1200	\$ 114,169.38	\$ 110,256.15	\$ 110,256.15	\$ (3,913.23)	
			14			\$ 14,628.70	\$ 20,838.41	\$ 20,838.41	\$ 6,209.71	
Total:	INTERNATIONAL RELATIONS AND PROTOCOL					\$ 128,798.08	\$ 131,094.56	\$ 131,094.56		
Total : International Relations and Protocol						\$ 128,798.08	\$ 131,094.56	\$ 131,094.56		
CEREMONIAL SERVICES		100	11	1003	1300	\$ 96,989.55	\$ 96,827.01	\$ 96,827.01	\$ (162.54)	
			12			\$ -	\$ 27,661.00	\$ 27,661.00	\$ 27,661.00	
			14			\$ 12,642.30	\$ 23,528.23	\$ 23,528.23	\$ 10,885.93	
Total:	CEREMONIAL SERVICES					\$ 109,631.85	\$ 148,016.24	\$ 148,016.24		
Total: Ceremonial Services						\$ 109,631.85	\$ 148,016.24	\$ 148,016.24		
OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE		100	11	1004	1401	\$ 181,771.66	\$ 93,856.60	\$ 93,856.60	\$ (87,915.06)	
			14			\$ 31,921.79	\$ 17,738.90	\$ 17,738.90	\$ (14,182.89)	
Total:	D.C. REGISTER					\$ 213,693.45	\$ 111,595.50	\$ 111,595.50		
		100	11	1004	1402	\$ 391,519.34	\$ 359,870.97	\$ 359,870.97	\$ (31,648.37)	
			12			\$ 21,491.41	\$ 60,756.61	\$ 60,756.61	\$ 39,265.20	
			13			\$ 4,854.86	\$ -	\$ -	\$ (4,854.86)	
			14			\$ 71,956.87	\$ 79,498.61	\$ 79,498.61	\$ 7,541.74	
TOTAL:	ADMINISTRATIVE ISSUANCES					\$ 489,822.48	\$ 500,126.19	\$ 500,126.19		
Total: Office Of Documents and Admin Issuance						\$ 703,515.93	\$ 611,721.69	\$ 611,721.69		

FY 2017

Program Title	Activity Title	Apprt. Fund	Comp Source Group	Program	Activity	FY 2017 Expenditures	FY 2017 Approved Budget	FY 2017 Revised Budget	Variance	Explanation
NOTARY COMMISSIONS AND AUTHENTICATIONS		600	11	1005	1501	\$ 349,339.44	\$ 462,078.32	\$ 409,842.55	\$ 60,503.11	
			12			\$ 37,560.50	\$ -	\$ -	\$ (37,560.50)	
			13			\$ 192.28	\$ -	\$ -	\$ (192.28)	
			14			\$ 110,083.14	\$ 87,332.81	\$ 87,332.81	\$ (22,750.33)	
Total:	NOTARY AUTHENTICATIONS					\$ 497,175.36	\$ 549,411.13	\$ 497,175.36		
Total: NOTARY AUTHENTICATIONS						\$ 497,175.36	\$ 549,411.13	\$ 497,175.36		
OFFICE OF PUBLIC RECORDS		600	41	1006	1090	\$ 78,902.22	\$ 78,902.22	\$ 78,902.22	\$ -	
Total:	PERFORMANCE MANAGEMENT					\$ 78,902.22	\$ 78,902.22	\$ 78,902.22		
		100	11	1006	1600	\$ 183,009.59	\$ 243,612.85	\$ 243,612.85	\$ 60,603.26	
			14			\$ 38,675.97	\$ 46,042.83	\$ 46,042.83	\$ 7,366.86	
			40			\$ 4,762.88	\$ 17,000.00	\$ 17,000.00	\$ 12,237.12	
Total:	RECORDS MANAGEMENT					\$ 226,448.44	\$ 306,655.68	\$ 306,655.68		
		600	41	1006	1600	\$ 419,339.09	\$ 416,544.00	\$ 416,544.00	\$ (2,795.09)	
Total:	RECORDS MANAGEMENT					\$ 419,339.09	\$ 416,544.00	\$ 416,544.00		
		700	40	1006	1600	\$ 164,114.51	\$ -	\$ 164,114.51	\$ -	
Total:	RECORDS MANAGEMENT					\$ 164,114.51		\$ 164,114.51		
		100	11	1006	1601	\$ 125,401.05	\$ 179,234.42	\$ 179,234.42	\$ 53,833.37	
			14			\$ 17,226.35	\$ 38,377.00	\$ 38,377.00	\$ 21,150.65	
			41			\$ 227,116.54	\$ 228,125.00	\$ 228,125.00	\$ 1,008.46	
Total:	ARCHIVAL ADMINISTRATION					\$ 369,743.94	\$ 445,736.42	\$ 445,736.42		
		100	11	1006	1602	\$ 67,994.77	\$ 67,814.17	\$ 67,814.17	\$ (180.60)	
			14			\$ 26,364.28	\$ 12,816.88	\$ 12,816.88	\$ (13,547.40)	
Total:	LIBRARY OF GOVERNMENT INFORMATION					\$ 94,359.05	\$ 80,631.05	\$ 80,631.05		
Total: Office Of Public Records						\$ 1,352,907.25	\$ 1,328,469.37	\$ 1,492,583.88		
EXECUTIVE MGMT.		100	50	1007	1702	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ -	
Total:	DC DEMOCRACY INITIATIVES					\$ 200,000.00	\$ 200,000.00	\$ 200,000.00		
EXECUTIVE MGMT.		100	40	1007	1701	\$ 24,983.02	\$ -	\$ 24,983.02	\$ -	
Total:	EMANCIPATION DAY ACTIVITIES					\$ 24,983.02		\$ 24,983.02		
Total : Executive MGMT						\$ 224,983.02	\$ 200,000.00	\$ 224,983.02		
Total Budget						\$ 3,854,965.48	\$ 3,749,426.35	\$ 3,862,424.53		

Audit	\$ (1,011.00)	\$ -	\$ -
Toatl	\$ 3,853,954.48	\$ 3,749,426.35	\$ 3,862,424.53

FY 2018

Program Title	Activity Title	Apprt. Fund	Comp Source Group	FY 2018 YTD Expenditures	FY 2018 Approved Budget	FY 2018 Revised Budget
AGENCY MANAGEMENT		100	40		\$ 23,000.00	\$ 23,000.00
Total	CONTRACTING AND PROCUREMENT				\$ 23,000.00	\$ 23,000.00
		100	40		\$ 5,000.00	\$ 5,000.00
Total:	PROPERTY MANAGEMENT				\$ 5,000.00	\$ 5,000.00
		100	40		\$ 4,422.14	\$ 4,422.14
Total:	FLEET MANAGEMENT				\$ 4,422.14	\$ 4,422.14
		100	11	\$ 52,466.03	\$ 171,274.47	\$ 171,274.47
			12		\$ 51,828.89	\$ 51,828.89
			13	\$ (289.62)	\$ -	\$ -
			14	\$ 8,494.26	\$ 41,497.22	\$ 41,497.22
Total:	COMMUNICATION			\$ 60,670.67	\$ 264,600.58	\$ 264,600.58
		100	11	\$ 118,517.87	\$ 358,624.15	\$ 358,624.15
			14	\$ 23,030.90	\$ 66,704.09	\$ 66,704.09
			20	\$ 20,013.73	\$ 35,000.00	\$ 35,000.00
			31	\$ (2,624.78)		
			40	\$ 41,006.75	\$ 53,924.14	\$ 53,924.14
Total:	PERFORMANCE MANAGEMENT			\$ 199,944.47	\$ 514,252.38	\$ 514,252.38
		600	20		\$ 15,143.00	\$ 15,143.00
			40		\$ 41,134.82	\$ 41,134.82
			41		\$ 78,902.22	\$ 78,902.22
			70		\$ 40,000.00	\$ 40,000.00
Total:	PERFORMANCE MANAGEMENT				\$ 175,180.04	\$ 175,180.04
Total: Agency Management				\$ 260,615.14	\$ 986,455.14	\$ 986,455.14
INTERNATIONAL RELATIONS AND PROTOCOL		100	11	\$ 34,942.72	\$ 113,563.83	\$ 113,563.83
			14	\$ 4,449.71	\$ 21,122.87	\$ 21,122.87
Total:	INTERNATIONAL RELATIONS AND PROTOCOL			\$ 39,392.43	\$ 134,686.70	\$ 134,686.70
Total: International Relations and Protocol				\$ 39,392.43	\$ 134,686.70	\$ 134,686.70
CEREMONIAL SERVICES		100	11	\$ 30,532.00	\$ 99,229.00	\$ 99,229.00
			14	\$ 3,953.94	\$ 18,456.59	\$ 18,456.59
Total:	CEREMONIAL SERVICES			\$ 34,485.94	\$ 117,685.59	\$ 117,685.59
Total: CEREMONIAL SERVICES				\$ 34,485.94	\$ 117,685.59	\$ 117,685.59
OFFICE OF DOCUMENTS AND ADMIN. ISSUANCE		100	11	\$ 30,644.96	\$ 96,632.00	\$ 96,632.00
			14	\$ 5,881.67	\$ 17,973.55	\$ 17,973.55
Total:	D.C. REGISTER			\$ 36,526.63	\$ 114,605.55	\$ 114,605.55
		100	11	\$ 115,101.84	\$ 435,419.83	\$ 435,419.83
			12	\$ 16,374.40		
			14	\$ 26,083.72	\$ 80,988.08	\$ 80,988.08
			15		\$ 19,000.00	\$ 19,000.00
Total:	ADMINISTRATIVE ISSUANCES			\$ 157,559.96	\$ 535,407.91	\$ 535,407.91
Total: Office Of Documents and Admin Issuance				\$ 194,086.59	\$ 650,013.46	\$ 650,013.46
Total:	NOTARY AUTHENTICATIONS					

FY 2018

Program Title	Activity Title	Apprt. Fund	Comp Source Group	FY 2018 YTD Expenditures	FY 2018 Approved Budget	FY 2018 Revised Budget
NOTARY COMMISSIONS AND AUTHENTICATIONS		600	11	\$ 131,149.54	\$ 428,563.20	\$ 428,563.20
			12	\$ 5,364.02		
			14	\$ 37,942.74	\$ 79,712.76	\$ 79,712.76
Total:	NOTARY AUTHENTICATIONS			\$ 174,456.30	\$ 508,275.96	\$ 508,275.96
Total: Notary Commissions and Authentications				\$ 174,456.30	\$ 508,275.96	\$ 508,275.96
OFFICE OF PUBLIC RECORDS		100	11	\$ 62,763.65	\$ 249,545.50	\$ 249,545.50
			14	\$ 10,935.18	\$ 36,292.07	\$ 36,292.07
			40	\$ 13,075.20	\$ 35,000.00	\$ 35,000.00
Total:	RECORDS MANAGEMENT			\$ 86,774.03	\$ 320,837.57	\$ 320,837.57
		600	41	0.00	\$ 416,544.00	\$ 416,544.00
Total:	RECORDS MANAGEMENT			0.00	\$ 416,544.00	\$ 416,544.00
		100	11	\$ 72,878.11	\$ 155,636.13	\$ 155,636.13
			14	\$ 15,062.90	\$ 15,864.15	\$ 15,864.15
			41	\$ 226,445.00	\$ 469,842.48	\$ 469,842.48
Total:	ARCHIVAL ADMINISTRATION			\$ 314,386.01	\$ 641,342.76	\$ 641,342.76
OFFICE OF PUBLIC RECORDS		100	11	\$ 5,961.66	\$ 69,430.71	\$ 69,430.71
			14	\$ 2,341.55	\$ 12,914.11	\$ 12,914.11
Total:	LIBRARY OF GOVERNMENT INFORMATION			\$ 8,303.21	\$ 82,344.82	\$ 82,344.82
Total: OFFICE OF PUBLIC RECORDS				\$ 409,463.25	\$ 1,461,069.15	\$ 1,461,069.15
EXECUTIVE MGMT.		100	50		\$ 200,000.00	\$ 200,000.00
Total:	DC DEMOCRACY INITIATIVES				\$ 200,000.00	\$ 200,000.00
Total: EXECUTIVE MGMT.					\$ 200,000.00	\$ 200,000.00
Record Management		700	41	\$ (250,546.33)		\$ 677,637.21
Total:	RECORDS MANAGEMENT			\$ (250,546.33)	\$ -	\$ 677,637.21
						\$ 677,637.21
Total Budget				\$ 861,953.32	\$ 4,058,186.00	\$ 4,735,823.21

19. Please provide a table listing all intra-District transfers for FY17 and FY18 (YTD), as well as anticipated transfers for the remainder of FY18.
- a. For each transfer, include the following details:
 - i. Buyer agency;
 - ii. Seller agency;
 - iii. The program and activity codes and names in the sending and receiving agencies' budgets;
 - iv. Funding source (i.e. local, federal, SPR);
 - v. Description of MOU services;
 - vi. Total MOU amount, including any modifications;
 - vii. Whether a letter of intent was executed for FY or FY18 and if so, on what date,
 - viii. The date of the submitted request from or to the other agency for the transfer;
 - ix. The dates of signatures on the relevant MOU; and
 - x. The date funds were transferred to the receiving agency
 - b. Attach copies of all intra-district transfer MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
 - c. Please list any additional intra-district transfers planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.



Response:FY17

Buyer Agency	Seller Agency	Service	Signature Date	Tansfer Date	Program	Activity	LOI	Amount
FQ0	BA0	Record Retention Services	7/12/2017	7/24/2017	1600	Records Management	N	\$ 4,318.80
HG0	BA0	Record Retention Services	7/12/2017	7/24/2017	1600	Records Management	N	\$ 4,318.80
AE0	BA0	Record Retention Services	7/12/2017	7/24/2017	1600	Records Management	N	\$107,970.07
EB0	BA0	Record Retention Services	7/12/2017	7/24/2017	1600	Records Management	N	\$ 12,956.41
EM0	BA0	Record Retention Services	7/12/2017	7/24/2017	1600	Records Management	N	\$ 12,956.41
AI0	BA0	Record Retention Services	7/12/2017	7/24/2017	1600	Records Management	N	\$ 12,956.41
GW0	BA0	Record Retention Services	7/12/2017	7/24/2017	1600	Records Management	N	\$ 8,637.61
TOTAL					1600	Records Management	N	\$164,114.51
BA0	AA0	EOM Support	10/1/2016	8/31/2017	1000	Contracting and Procurement	N	\$ 5,000
BA0	KTO	FLEET	10/1/2017	9/30/2017	1000	Performance Management	N	\$ 7,517
TOTAL								\$ 12,517.42

FY18

Buyer Agency	Seller Agency	Service	Signature Date	Tansfer Date	Program	Activity	LOI	Amount
AM0	BA0	Record Retention Services	10/17/2017	11/20/2017	1600	Records Management	N	\$ 48,618.60
FA0	BA0	Record Retention Services	10/17/2017	1/4/2018	1600	Records Management	N	\$ 48,618.60
FB0	BA0	Record Retention Services	10/17/2017	11/20/2017	1600	Records Management	N	\$ 48,618.60
HA0	BA0	Record Retention Services	10/17/2017	1/3/2018	1600	Records Management	N	\$ 48,618.60
HC0	BA0	Record Retention Services	10/17/2017	11/20/2017	1600	Records Management	N	\$ 48,618.60
GD0	BA0	Record Retention Services	10/17/2017	12/7/2017	1600	Records Management	N	\$ 27,557.40
JZ0	BA0	Record Retention Services	10/17/2017	12/18/2017	1600	Records Management	N	\$ 48,618.60
KA0	BA0	Record Retention Services	10/17/2017	11/20/2017	1600	Records Management	N	\$ 48,618.60
KT0	BA0	Record Retention Services	10/17/2017	12/21/2017	1600	Records Management	N	\$ 48,618.60
RM0	BA0	Record Retention Services	10/17/2017	12/7/2017	1600	Records Management	N	\$ 48,618.60
GA0	BA0	Record Retention Services	10/17/2017	Pending	1600	Records Management	N	\$ 48,618.60
HA0	BA0	Record Retention Services	10/17/2017	Pending	1600	Records Management	N	\$ 48,618.60
JA0	BA0	Record Retention Services	10/17/2017	11/27/2017	1600	Records Management	N	\$ 27,557.40



BE0	BA0	Record Retention Services	10/17/2017	11/20/2017	1600	Records Management	N	\$ 22,743.00
CRO	BA0	Record Retention Services	10/17/2017	12/18/2017	1600	Records Management	N	\$ 27,557.40
DB0	BA0	Record Retention Services	10/17/2017	11/20/2017	1600	Records Management	N	\$ 22,743.00
JM0	BA0	Record Retention Services	10/17/2017	12/21/2017	1600	Records Management	N	\$ 27,557.40
KG0	BA0	Record Retention Services	10/17/2017	11/20/2017	1600	Records Management	N	\$ 27,557.40
FR0	BA0	Record Retention Services	10/17/2017	Pending	1600	Records Management	N	\$ 22,743.00
KV0	BA0	Record Retention Services	10/17/2017	12/1/2017	1600	Records Management	N	\$ 27,557.40
PO0	BA0	Record Retention Services	10/17/2017	Pending	1600	Records Management	N	\$ 22,743.00
SR0	BA0	Record Retention Services	10/17/2017	11/20/2017	1600	Records Management	N	\$ 22,743.20
TO0	BA0	Record Retention Services	10/17/2017	12/18/2017	1600	Records Management	N	\$ 27,557.40
UC0	BA0	Record Retention Services	10/17/2017	1/17/2018	1600	Records Management	N	\$ 27,557.40
TOTAL								\$868,979.00
BA0	AA0	EOM Support	Pending	Pending	1000	Performance Management	N	\$ 5,000.00
BA0	TO0	Microsoft 365	11/15/2017	11/27/2018	1000	Performance Management	N	\$ 2,540.42
BA0	KT0	FLEET	10/1/2017	1/1/2018	1000	Performance Management	N	\$ 5,350.79
TOTAL								\$ 12,891.21



20. Please provide a table listing every reprogramming of funds (i.e. local, federal and SPR) into and out of the agency for FY17 and FY18, to date, as well as anticipated inter-agency reprogrammings for the remainder of FY18. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart. For each reprogramming, include:
- a. The reprogramming number;
 - b. The sending or receiving agency name;
 - c. The date;
 - d. The dollar amount;
 - e. The funding source (i.e. local, federal, SPR);
 - f. The program, activity, and CSG codes for the originating funds;
 - g. The program, activity, and CSG codes for the received funds; and
 - h. A detailed rationale for the reprogramming.

Response:

OS did not have any reprogrammings for FY17 and does not have any reprogrammings for FY18, to date.



21. Please list, in chronological order, every reprogramming *within* your agency during fiscal year 2017 and 2018, to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:
- a. The date;
 - b. The dollar amount;
 - c. The funding source (i.e. local, federal, SPR);
 - d. The program, activity, and CSG codes for the originating funds;
 - e. The program, activity, and CSG codes for the received funds; and
 - f. A detailed rationale for the reprogramming.

Response:

OS did not have any reprogrammings for FY17 and does not have any reprogrammings for FY18, to date.



22. For FY17 and FY18, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
- The revenue source name and fund code;
 - A description of the program that generates the funds;
 - The revenue funds generated annually by each source or program;
 - Expenditures of funds, including the purpose of each expenditure; and
 - The current fund balance (i.e. budget versus revenue)

Response:

Appropriated Fund 0600

Agency Fund	Description	DC Code/ Other Authorization	How is Amount Collected Determined	Type of Revenue Transaction	Who Makes Payment	Revenue in FY 17	Expenditure FY 17	Revenue in FY 18	Expenditure FY 18	Fund Balance
600	The Office of the Secretary receives revenue from Notary Services	Sale of Gov't Publications Amendment Act of 1990	Predetermined amount by the DC code.	Fee	Citizens	\$1,023,901.00	\$1,023,901.00	\$315,530.00	\$191,698.60	\$123,831.40

The appropriated funds generated by the Office of Notary Commissions and Authentications are used to fund the daily operations of the Office of the Secretary.



23. Please list all memoranda of understanding (“MOU”) and memoranda of agreement (“MOA”) entered into by your agency during FY17 and FY18, to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers.)
- a. For each MOU, indicate:
 - i. The parties to the MOU or MOA
 - ii. Whether a letter of intent was signed in the previous fiscal year and if so, on what date,
 - iii. The date on which the MOU or MOA was entered,
 - iv. The actual or anticipated termination date,
 - v. The purpose, and
 - vi. The dollar amount.
 - b. Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
 - c. Please list any additional MOUs and MOAs planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.

Response (a):

See Attachment 2.



Attachment 2

FY 2017			
Parties to the MOU	Amount of MOU	Duration	Purpose of MOU
Office of the Secretary AND National Archives and Records Administration	\$700,000	10/1/2016 - 9/30/2017	Records Storage Services
Office of the Secretary AND Executive Office of the Mayor	\$5,000	10/1/2016 - 9/30/2017	EOM will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation
Office of the Secretary AND Office of Administrative Hearings	\$1,282.89	10/1/2016 - 9/30/2017	Conduct requests for review of denials and revocations of notary commissions.
Office of the Secretary AND Office of the City Administrator	\$164,114.51	Through 9/30/2017	Records Retention Services for <ul style="list-style-type: none"> • Office of the City Administrator • Executive Office of the Mayor • Office of the Senior Advisor • Office of the Deputy Mayor for Planning and Economic Development • Office of the Deputy Mayor for Health and Human Services • Office of the Deputy Mayor for Public Safety and Justice • Office of the Deputy Mayor for Greater Economic Opportunity • Office of the Deputy Mayor for Education

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

28. Order Line/Funding Information										Line Number _____											
Requesting Agency Funding Information										Servicing Agency Funding Information											
ALC																					
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB					
OR Current TAS format																					
BETC																					
Object Class Code (Optional)																					
BPN																					
BPN + 4 (Optional)																					
Additional Accounting Classification/Information (Optional)																					
Requesting Agency Funding Expiration Date _____ MM-DD-YYYY										Requesting Agency Funding Cancellation Date _____ MM-DD-YYYY											
Project Number & Title																					
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																					
North American Industry Classification System (NAICS) Number (Optional) _____																					
Breakdown of Reimbursable Line Costs										OR Breakdown of Assisted Acquisition Line Cost:											
Unit of Measure										Contract Cost		\$									
Quantity		Unit Price		Total				Servicing Fees		\$											
				\$				Total Obligated Cost		\$											
Overhead Fees & Charges		\$						Advance for Line (-)		\$											
Total Line Amount Obligated		\$						Net Total Cost		\$											
										Assisted Acquisition Servicing Fees Explanation											
Advance Line Amount (-)		\$																			
Net Line Amount Due		\$																			
Type of Service Requirements																					
Severable Service						Non-severable Service						Not Applicable									

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number		
Fax Number		
Email Address		
SIGNATURE		
Date Signed		

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency **Funding Official** signs to **start the work, and to bill, collect, and properly account for funds from the Requesting Agency,** in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number		
Fax Number		
Email Address		
SIGNATURE		
Date Signed		

IAA Order

IAA Number _____ - _____ - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs)		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)		
This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

**FISCAL YEAR 2017 MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF THE SECRETARY
AND
THE EXECUTIVE OFFICE OF THE MAYOR'S SUPPORT SERVICES**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia, the buyer agency, The Office of the Secretary (OS) and the seller agency, The Office of Support Services (EOM), individually referred to as the "Party" or collectively referred to herein as the "Parties."

The Office of the Secretary has requested the services of The Executive Office of the Mayor's Support Services to provide telecommunications, transportation, courier, and associated, general administrative services under the agreed upon terms and conditions outlined within the following Statement of work.

II. PROGRAM GOALS AND OBJECTIVES

The primary purpose for this interagency collaboration is for Support Services to facilitate the efforts of The Office of the Secretary's overall agency goals and objectives by providing telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.

The Office of Support Services' specific performance obligations in providing services to The Office of the Secretary shall be governed by the Statement of work which may be revised by the parties by mutual agreement from time to time without otherwise changing the terms of this MOU.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF EOM Support Services

"Support Services" entails services deemed appropriate and necessary in order to maintain and support viable aspects of transportation, courier, and telecom services.

- A. Provide transportation to OS staff to and from desired destination upon request pursuant to driver availability.

- B. Provide interagency courier services upon request and pursuant to driver availability.
- C. Maintain the fixed cost management system to ensure that staff information pertinent to agency communication through such channels as landline, mobile devices, fax, and air cards are accurate and current at all times.
- D. Assign, program, and troubleshoot government issued equipment while implementing standard agency policies and adhering to District wide protocols concerning their issuance and compensation for lost or stolen equipment.
- E. Create and submit requests for credentialing that will allow staff access to the appropriate buildings and work sites.
- F. Create and process “new hire” requests as well as “exiting” employees leaving or transferring within district agencies.
- G. Create and process automated procurement requests while monitoring and documenting status.
- H. Assist in initiation and processing grant requests while monitoring and documenting status.
- I. Maintain vendor and PASS User information within the automated procurement database to ensure all information is current and in compliance with District procurement standards.
- J. Coordinate and assist in the reconciliation of purchase orders.
- K. Provide general administrative services pertinent to the execution of the functions outlined within the Scope of Services.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2016, through September 30, 2017, unless terminated in writing by the Parties prior to the expiration.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01[(j)] or [(k)] [and any other authority under the Parties’ programs.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed \$5000.00 for Fiscal Year 2017. Funding for the goods and services shall not exceed the actual cost of the goods and services,
2. In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for the goods and services shall be made through an Intra-District advance by the Buyer (OCA) to the Seller (Support Services) based on the total amount of this MOU.
2. Advances to Seller for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
3. Seller will relieve the advance and bill Buyer through the MOU process only for those goods or services actually provided pursuant to the terms of this MOU. Seller will notify Buyer within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller shall return any excess advance to Buyer by September 30 of the current fiscal year.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. [The Parties may insert a third party District employee to resolve program issues in the event that the Directors cannot resolve a program issue] In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

As this MOU is funded by District of Columbia funds, Seller will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

The Seller shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of the buyer agency and other officials as may be specified by the District of Columbia at its sole discretion.

IX. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of Buyer.

X. TERMINATION

Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party.

XI. NOTICE

The following individuals are the contact points for each Party under this MOU:

Buyer Agency:
Lauren C. Vaughan, Secretary of the District of Columbia
The Office of the Secretary of the District of Columbia
1350 Pennsylvania Avenue NW, Suite 419, Washington, DC 20004
Phone: (202) 727-6306
Fax: (202) 727-3582

Seller Agency:
John J. Falcicchio, Chief of Staff
The Executive Office of the Mayor
1350 Pennsylvania Avenue, NW Suite 310
Washington, DC 20004
Phone: 202-741-0922

XII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of


Columbia Procurement Practices Act of 1985 (D.C. Official Code § 2-301.01 *et seq.*) to procure the goods or services of the agent or third party.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

The Office of the Secretary



Lauren C. Vaughan
Secretary of the District of Columbia, OS

Date: 10/1/16

The Executive Office of the Mayor



John J. Falcicchio
Chief of Staff, EOM

Date: 10/1/16

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF ADMINISTRATIVE HEARINGS
AND
THE OFFICE OF THE SECRETARY
FOR FISCAL YEAR 2017**

The Office of the Secretary (“OS”) and the Office of Administrative Hearings (“OAH”) (collectively, the “Parties”) entered into a Memorandum of Understanding (“MOU”), effective September 14, 2016. The Parties now desire to modify and extend the MOU as follows:

- I. Section IV. DURATION OF MOU:** The first sentence of Section IV is hereby deleted and replaced with the following:

“The period of this Modification Number One shall commence on October 1, 2016 and extend until September 30, 2017, unless terminated in writing prior to the expiration.”

- II. Section VI. FUNDING PROVISIONS:** Sub-section A.1. is hereby deleted and replaced with the following:

“1. Total cost of services for Fiscal Year 2017 under this MOU shall not exceed \$1,282.89. OS shall transfer the total cost of this MOU to OAH within fourteen (14) days of execution of this Modification Number One.”

All other terms and conditions outlined in the original MOU shall remain in effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Modification Number One to the MOU as follows:


OFFICE OF ADMINISTRATIVE HEARINGS



Eugene A. Adams
Chief Administrative Law Judge

3/27/17
Date

OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA



Lauren C. Vaughan
Secretary, District of Columbia

3/21/2017
Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MEMORANDUM OF UNDERSTANDING BETWEEN
THE OFFICE OF THE SECRETARY AND
THE OFFICE OF THE CITY ADMINISTRATOR FOR
RECORDS RETENTION SERVICES FOR
PARTICIPATING AGENCIES

(INTRA-DISTRICT FUNDING, FISCAL YEAR 2017)

This Memorandum of Understanding ("MOU") is made by and between the Office of the Secretary ("OS"), the seller agency, and the Office of the City Administrator ("OCA"), the buyer agency, on behalf of the District agencies listed in Attachment A (the "Participating Agencies"). OS and OCA are referred to collectively in this MOU as the "Parties" and each is referred to individually in this MOU as a "Party".

For and in consideration of the mutual promises contained herein, OS and OCA agree as follows:

I. BACKGROUND

- A. The Office of Public Records ("OPR"), within OS, is responsible for coordination and administration of all records management and archives functions for the District of Columbia government. As a component of this responsibility, OPR assists agencies within the District in meeting the agencies' responsibility pursuant to section 7(b)(2) of the Public Records Management Act of 1985 (D.C. Official Code § 2-1706(b)(2)) and its implementing regulations to develop and administer a records retention schedule approved by OPR.
- B. OPR, through OS, is engaging a contractor to provide retention schedule development services to a subset of agencies of the District of Columbia government.
- C. In order to implement the project, each agency receiving records retention services from OS will be responsible for the costs of those services.
- D. This MOU assesses the Participating Agencies for the costs of the services provided by OS pursuant to this MOU.
- E. The City Administrator is signing the MOU on behalf of the Participating Agencies.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. OS shall develop, for each of the Participating Agencies, with the input and participation of the Participating Agency, an agency-specific records retention schedule that applies to all records of the Participating Agency and that includes disposition standards and disposition instructions for each type and series of record of the Participating Agency.

- B. OS shall enter into a contract with an outside vendor (the "Contractor") to provide records retention schedule development services for each of the Participating Agencies.
- C. Each Participating Agency shall be responsible for the costs billed to OS by the Contractor for the services provided by the Contractor for the Participating Agency; provided, that each Participating Agency's responsibility for such costs shall be limited to the dollar amounts set forth in Attachment A.
- C. The City Administrator, on behalf of the Participating Agencies, agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

- 1. Payment for the services provided by OS to the Participating Agencies shall be made through intra-District advances by the Participating Agencies to OS in the amounts set forth in Attachment A.
- 2. The amounts set forth in Attachment A are based on the cost proposal of the Contractor.
- 3. The Participating Agencies shall make the FY17 intra-District advances required by paragraph III.A.1 within ten (10) business days after the effective date of this MOU.
- 4. Advances to OS for the services to be performed shall not exceed the amounts set forth in Attachment A.
- 5. OS shall relieve the advances and bill the Participating Agencies through the intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
- 6. OS shall provide to each Participating Agency an itemized invoice that explains the amounts within fifteen days after OS draws down funding from the advance.
- 7. OS shall return any excess FY17 advances to the Participating Agencies by September 30, 2017.

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act,

31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IV. DURATION OF MOU; TERMINATION

- A. This Agreement shall take effect when fully executed by OCA and OS, and shall continue in effect through September 30, 2017, unless terminated in writing by the Parties prior to the expiration. The Parties may extend the period of this Agreement by exercising a maximum of four (4) one-year option periods. OS shall provide OCA with written notice of its request to exercise an option period at least thirty (30) days prior to the expiration of the initial or extension year of this Agreement. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.
- B. Either Party may terminate this MOU by giving written notice to the other Party; provided such termination shall not become effective until fifteen (15) days after the notice is given (or such later date as may be set forth in the notice of termination), unless an earlier termination date is agreed to by the other Party. OCA may also terminate this MOU with respect to a particular Participating Agency. In the event of a termination of this MOU, in whole or in part, OS shall promptly perform all required fiscal reconciliation and return any excess advance to each relevant Participating Agency.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k).

VI. RECORDS AND REPORTS

OS shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these documents available for inspection by duly authorized representatives of the participating agencies and other officials as may be specified by the City Administrator.

VII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For OS
Lauren C. Vaughan
Secretary of the District of Columbia
1350 Pennsylvania Avenue, NW, Suite 419
Washington, DC 2004
Phone: 202-727-6306

Email: lauren.vaughan@dc.gov

For OCA

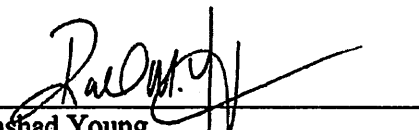
Barry Kreiswirth, General Counsel
Office of the City Administrator
1350 Pennsylvania Avenue NW, Suite 513
Washington, DC 20004
Phone: 202-724-3692
Email: barry.kreiswirth@dc.gov

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only by a written agreement between the Parties.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the day and year indicated below:


Office of the City Administrator (Buyer), on behalf of the Participating Agencies:



Rashad Young
City Administrator

Date: 7/12/2017

Office of the Secretary (Seller):



Lauren C. Vaughan
Secretary of the District of Columbia

Date: 6/7/2017

ATTACHMENT A

PARTICIPATING AGENCIES — FY17 INTRA-DISTRICT FUNDING AMOUNTS			
Agency Code	Agency Acronym	Participating Agency Name	Amount
AE0	OCA	Office of the City Administrator [3] (includes EOM)	\$107,970.07 ✓
AA0	EOM	Executive Office of the Mayor [1]	n/a
AI0	OSA	Office of the Senior Advisor [2]	\$12,956.41 ✓
EB0	DMPED	Office of the Deputy Mayor for Planning and Economic Development [4]	\$12,956.41
HG0	DMHHS	Office of the Deputy Mayor for Health and Human Services	\$4,318.80
FQ0	DMPSJ	Office of the Deputy Mayor for Public Safety and Justice	\$4,318.80
EM0	DMGEO	Office of the Deputy Mayor for Greater Economic Opportunity [5]	\$12,956.41 ✓
GW0	DME	Office of the Deputy Mayor for Education [6]	\$8,637.61
Intra-District Total			\$164,114.51

Notes

1. Retention schedule includes records of Office of the Chief of Staff (including the Mayor's Office of Talent and Appointments, Office of Partnerships and Grant Services, and Mayor's Correspondence Unit), Office of Community Affairs (including District of Columbia Youth Advisory Council, Mayor's Office of Lesbian, Gay, Bisexual, Transgender and Questioning Affairs, Mayor's Office on African Affairs, Mayor's Office on Women's Policy and Initiatives, Mayor's Office of Religious Affairs, Mayor's Office on Returning Citizens Affairs, Mayor's Office of Community Relations and Services, Office of the Clean City, Office on Latino Affairs, Office of Veterans Affairs, and Office on Asian and Pacific Islander Affairs), and Serve DC.
2. Retention schedule includes records of the Office of Policy and Legislative Affairs and the Office of Federal and Regional Affairs.:
3. Retention schedule includes records of Administration and Communications, Agency operations (including the Office of Labor Relations and Collective Bargaining and Chief Performance Officer), Office of Budget and Finance, and Office of Public-Private Partnerships.
4. Retention schedule includes records of Industrial Revenue Bonds and Real Estate Development.
5. Retention schedule includes records of Office of African-American Affairs and Workforce Investment Council.
6. Retention schedule includes records of My School DC.

FY 2018			
Parties to the MOU	Amount of MOU	Duration	Purpose of MOU
Office of the Secretary AND National Archives and Records Administration	\$700,000	10/1/2017 - 9/30/2018	Records Storage Services
Office of the Secretary AND Executive Office of the Mayor	\$5,000	10/1/2017 - 9/30/2018	EOM will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation
Office of the Secretary AND Office of the City Administrator	\$873,688.30	10/1/2017 - 9/30/2018	Records Retention Services for <ul style="list-style-type: none"> • DC Public Schools • Metropolitan Police Department • Fire and Emergency Medical Services Department • Department of Public Works • Department of Behavioral Health • Department of Human Services • District Department of Transportation • Department of Parks and Recreation • Department of Corrections • Department of General Services • Department of Health • Department of Youth Rehabilitation Services • Department of Consumer and Regulatory Affairs • Department of Forensic Sciences • Office of Unified Communications • Department of Housing and Community Development • Department on Disability Services • Office of the State Superintendent of Education • Office of Contracting and Procurement • Office of the Chief Technology Officer • Department of Human Resources • Department of Insurance, Securities, and Banking • Department of Motor Vehicles • Department of Energy and the Environment
Office of the Chief Technology Officer and Office of the City Administrator on Behalf of Participating Agencies	\$2,540.52	10/1/2017 - 9/30/2018	Office of the Secretary as Participating Agency for Microsoft Office 365 Enterprise E1 and E3 Subscription Services
Office of the Secretary AND Office of Administrative Hearings	\$1,282.89	10/1/2017 - 9/30/2018	Conduct requests for review of denials and revocations of notary commissions. (Pending signature)

UNITED STATES GOVERNMENT INTERAGENCY
 AGREEMENT (IAA)
 Agreement Between Federal Agencies
 Order Requirements and Funding Information (Order) Section



BUREAU OF THE
Fiscal Service
 LEAD. TRANSFORM. DELIVER.

IAA Number _____ GT&C # _____ Order # _____ Amendment # / Mod # _____ Servicing Agency's Agreement Tracking Number (Optional) _____

PRIMARY ORGANIZATION /OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization / Office Name		
Responsible Organization / Office Address		

ORDER REQUIREMENTS INFORMATION

25. Order Action (Check One)

New

Modification (Mod) - List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state the new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line** (Block 26) if the mod involves adding, deleting, or changing **Funding for an Order Line**.

Cancellation - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line #	Line #	Line #	Total of All Other Lines (attach funding details)	Total
Original Line Funding					
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]					
Funding Change for This Mod					
TOTAL Modified Obligation					
Total Advance Amount (-)					
Net Modified Amount Due					

27. Performance Period

Start Date _____
 MM-DD-YYYY

End Date _____
 MM-DD-YYYY

For a performance period mod, insert the start and end dates that reflect the new performance period.

UNITED STATES GOVERNMENT INTERAGENCY
 AGREEMENT (IAA)
 Agreement Between Federal Agencies
 Order Requirements and Funding Information (Order) Section



BUREAU OF THE
Fiscal Service
 LEAD. TRANSFORM. DELIVER.

IAA Number _____ GT&C # _____ Order # _____ Amendment # / Mod # _____ Servicing Agency's Agreement Tracking Number (Optional) _____

28. Order Line / Funding Information										Line Number							
Requesting Agency Funding Information										Servicing Agency Funding Information							
ALC																	
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
TAS (required by 10/1/2014)																	
and/or current TAS format																	
BETC																	
Object Class Code (Optional)																	
BPN																	
BPN + 4 (Optional)																	
Additional Accounting Classification / Information (Optional)																	
Requesting Agency Funding Expiration Date										Requesting Agency Funding Cancellation Date							
MM-DD-YYYY										MM-DD-YYYY							
Project Number & Title																	
Description of Products and/or Service, including the Bona Fide Need for this Order (State or attach a description of products/services, including the Bona Fide need for this Order.)																	
North American Industry Classification System (NCAIS) Number (Optional)																	
Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:																	
Unit of Measure								Contract Cost									
Quantity	Unit Price	Total						Servicing Fees									
								Total Obligated Cost									
Overhead Fees and Charges								Advance for Line (-)									
Total Line Amount Obligated								Net Total Cost									
Advance Line Amount (-)								Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due																	
Type of Service Requirements																	
Severable Service						Non-Severable Service						Not Applicable					

UNITED STATES GOVERNMENT INTERAGENCY
 AGREEMENT (IAA)
 Agreement Between Federal Agencies
 Order Requirements and Funding Information (Order) Section



BUREAU OF THE
Fiscal Service
 LEAD. TRANSFORM. DELIVER.

IAA Number _____ GT&C # _____ Order # _____ Amendment # / Mod # _____ Servicing Agency's Agreement Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C)

Total Advance Amount for the Order _____ [All Order Line Advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue.)

Straight-Line — Provide amount to be accrued _____ and Number of Months _____

Accrual Per Work Completed — Identify the accounting post period:

Monthly per work completed & invoiced

Other — Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

30. Total Net Order Amount: _____
 [All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total]

31. Attachments (State or list attachments)
 Key Project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)
 Other Attachments (Optional)

BILLING AND PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

Requesting Agency Initiated IPAC

Servicing Agency Initiated IPAC

Credit Card

Other — Explain other payment method and reasoning: _____

33. Billing Frequency (Check One)
[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

Monthly

Quarterly

Other Billing Frequency (include explanation): _____

34. Payment Terms (Check One)
 7 Days Other Payment Terms (include explanation): _____

UNITED STATES GOVERNMENT INTERAGENCY
 AGREEMENT (IAA)
 Agreement Between Federal Agencies
 Order Requirements and Funding Information (Order) Section



BUREAU OF THE
Fiscal Service
 LEAD. TRANSFORM. DELIVER.

IAA Number _____ GT&C # _____ Order # _____ Amendment # / Mod # _____ Servicing Agency's Agreement Tracking Number (Optional) _____

35. Funding Clauses / Instructions (Optional) (State and/or list funding clauses/instructions)
 Subject to the Availability of Funds

36. Delivery / Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address / Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. Program Officials
 The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number		
Fax Number		
Email Address		
SIGNATURE		
Date Signed		

38. Funding Officials — The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name		
Title		
Telephone Number		
Fax Number		
Email Address		
SIGNATURE		
Date Signed		

UNITED STATES GOVERNMENT INTERAGENCY
 AGREEMENT (IAA)
 Agreement Between Federal Agencies
 Order Requirements and Funding Information (Order) Section



BUREAU OF THE
Fiscal Service
 LEAD. TRANSFORM. DELIVER.

IAA Number _____ GT&C # _____ Order # _____ Amendment # / Mod # _____ Servicing Agency's Agreement Tracking Number (Optional) _____

CONTACT INFORMATION

39. FINANCE OFFICE Points of Contact (POCs)

	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency)
 This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

**FISCAL YEAR 2018 MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF THE SECRETARY
AND
THE EXECUTIVE OFFICE OF THE MAYOR'S SUPPORT SERVICES**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia, the buyer agency, The Office of the Secretary (OS) and the seller agency, The Office of Support Services (EOM), individually referred to as the “Party” or collectively referred to herein as the “Parties.”

The Office of the Secretary has requested the services of The Executive Office of the Mayor’s Support Services to provide telecommunications, transportation, courier, and associated, general administrative services under the agreed upon terms and conditions outlined within the following Statement of work.

II. PROGRAM GOALS AND OBJECTIVES

The primary purpose for this interagency collaboration is for Support Services to facilitate the efforts of The Office of the Secretary’s overall agency goals and objectives by providing telecom, transportation, courier, procurement, and associated, administrative services that shall benefit the District in various facets of operation.

The Office of Support Services’ specific performance obligations in providing services to The Office of the Secretary shall be governed by the Statement of work which may be revised by the parties by mutual agreement from time to time without otherwise changing the terms of this MOU.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU expeditiously and economically, the Parties do hereby agree:

A. RESPONSIBILITIES OF EOM Support Services

“Support Services” entails services deemed appropriate and necessary in order to maintain and support viable aspects of transportation, courier, and telecom services.

- A. Provide transportation to OS staff to and from desired destination upon request pursuant to driver availability.

- B. Provide interagency courier services upon request and pursuant to driver availability.
- C. Maintain the fixed cost management system to ensure that staff information pertinent to agency communication through such channels as landline, mobile devices, fax, and air cards are accurate and current at all times.
- D. Assign, program, and troubleshoot government issued equipment while implementing standard agency policies and adhering to District wide protocols concerning their issuance and compensation for lost or stolen equipment.
- E. Create and submit requests for credentialing that will allow staff access to the appropriate buildings and work sites.
- F. Create and process “new hire” requests as well as “exiting” employees leaving or transferring within district agencies.
- G. Assist in creation and processing of automated procurement requests while monitoring and documenting status.
- H. Assist in initiation and processing of grant requests while monitoring and documenting status.
- I. Maintain vendor and PASS User information within the automated procurement database to ensure all information is current and in compliance with District procurement standards.
- J. Coordinate and assist in the reconciliation of purchase orders.
- K. Provide general administrative services pertinent to the execution of the functions outlined within the Scope of Services.

IV. DURATION OF MOU

- A. The period of this MOU shall be from October 1, 2017 through September 30, 2018 unless terminated in writing by the Parties prior to the expiration.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01[(j)] or [(k)] [and any other authority under the Parties’ programs.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed \$5000.00 for Fiscal Year 2018. Funding for the goods and services shall not exceed the actual cost of the goods and services,
2. In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for the goods and services shall be made through an Intra-District advance by the Buyer (OS) to the Seller (Support Services) based on the total amount of this MOU.
2. Advances to Seller for the services to be performed/goods to be provided shall not exceed the amount of this MOU.
3. Seller will relieve the advance and bill Buyer through the MOU process only for those goods or services actually provided pursuant to the terms of this MOU. Seller will notify Buyer within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller shall return any excess advance to Buyer by September 30 of the current fiscal year.
4. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. [The Parties may insert a third party District employee to resolve program issues in the event that the Directors cannot resolve a program issue] In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

As this MOU is funded by District of Columbia funds, Seller will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

The Seller shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three years from the date of expiration or termination of the MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of the buyer agency and other officials as may be specified by the District of Columbia at its sole discretion.

IX. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU, in accordance with all relevant federal and local statutes, regulations, policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of Buyer.

X. TERMINATION

Either Party may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party.

XI. NOTICE

The following individuals are the contact points for each Party under this MOU:

Buyer Agency:

Lauren C. Vaughan, Secretary of the District of Columbia
The Office of the Secretary of the District of Columbia
1350 Pennsylvania Avenue NW, Suite 419, Washington, DC 20004
Phone: (202) 727-6306
Fax: (202) 727-3582

Seller Agency:

Nick Nayak, Special Assistant
Executive Office of the Mayor
1350 Pennsylvania Ave NW – 3rd Floor
Washington, DC 20004
Phone: 202-727-2204

XII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of

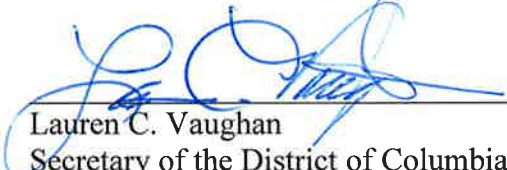
Columbia Procurement Practices Act of 1985 (D.C. Official Code § 2-301.01 *et seq.*) to procure the goods or services of the agent or third party.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

The Office of the Secretary



Lauren C. Vaughan
Secretary of the District of Columbia, OS

Date: 12/6/2017

The Executive Office of the Mayor

John J. Falcicchio
Chief of Staff, EOM

Date: _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MEMORANDUM OF UNDERSTANDING BETWEEN
THE OFFICE OF THE SECRETARY AND
THE OFFICE OF THE CITY ADMINISTRATOR FOR
RECORDS RETENTION SERVICES FOR
PARTICIPATING AGENCIES

(INTRA-DISTRICT FUNDING, FISCAL YEAR 2018)

This Memorandum of Understanding (“MOU”) is made by and between the Office of the Secretary (“OS”), the seller agency, and the Office of the City Administrator (“OCA”), the buyer agency, on behalf of the District agencies listed in Attachment A (the “Participating Agencies”). OS and OCA are referred to collectively in this MOU as the “Parties” and each is referred to individually in this MOU as a “Party”.

For and in consideration of the mutual promises contained herein, OS and OCA agree as follows:

I. BACKGROUND

- A. The Office of Public Records (“OPR”), within OS, is responsible for coordination and administration of all records management and archives functions for the District of Columbia government. As a component of this responsibility, OPR assists agencies within the District in meeting the agencies’ responsibility pursuant to section 7(b)(2) of the Public Records Management Act of 1985 (D.C. Official Code § 2-1706(b)(2)) and its implementing regulations to develop and administer a records retention schedule approved by OPR.
- B. OPR, through OS, is engaging a contractor to provide retention schedule development services to a subset of agencies of the District of Columbia government.
- C. In order to implement the project, each agency receiving records retention services from OS will be responsible for the costs of those services.
- D. This MOU assesses the Participating Agencies for the costs of the services provided by OS pursuant to this MOU.
- E. The City Administrator is signing the MOU on behalf of the Participating Agencies.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. OS shall develop, for each of the Participating Agencies, with the input and participation of the Participating Agency, an agency-specific records retention schedule that applies to all records of the Participating Agency and that includes disposition standards and disposition instructions for each type and series of record of the Participating Agency.

- B. OS shall enter into a contract with an outside vendor (the “Contractor”) to provide records retention schedule development services for each of the Participating Agencies.
- C. Each Participating Agency shall be responsible for the costs billed to OS by the Contractor for the services provided by the Contractor for the Participating Agency; provided, that each Participating Agency’s responsibility for such costs shall be limited to the dollar amounts set forth in Attachment A.
- C. The City Administrator, on behalf of the Participating Agencies, agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

- 1. Payment for the services provided by OS to the Participating Agencies shall be made through intra-District advances by the Participating Agencies to OS in the amounts set forth in Attachment A.
- 2. The amounts set forth in Attachment A are based on the cost proposal of the Contractor.
- 3. The Participating Agencies shall make the FY18 intra-District advances required by paragraph III.A.1 within ten (10) business days after the effective date of this MOU.
- 4. Advances to OS for the services to be performed shall not exceed the amounts set forth in Attachment A.
- 5. OS shall relieve the advances and bill the Participating Agencies through the intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
- 6. OS shall provide to each Participating Agency an itemized invoice that explains the amounts relieved within fifteen (15) days after OS draws down funding from the advance.
- 7. OS shall return any excess FY18 advances to the Participating Agencies by September 30, 2018.

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act,

31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IV. DURATION OF MOU; TERMINATION

- A. This Agreement shall take effect when fully executed by OCA and OS, and shall continue in effect through September 30, 2018, unless terminated in writing by the Parties prior to the expiration. The Parties may extend the period of this Agreement by exercising a maximum of four (4) one-year option periods. OS shall provide OCA with written notice of its request to exercise an option period at least thirty (30) days prior to the expiration of the initial or extension year of this Agreement. The written notice shall include an attachment to supersede Attachment A. The attachment shall include the list of agencies for which retention schedules will be developed and the funding amount to be transferred. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

- B. Either Party may terminate this MOU by giving written notice to the other Party; provided such termination shall not become effective until fifteen (15) days after the notice is given (or such later date as may be set forth in the notice of termination), unless an earlier termination date is agreed to by the other Party. OCA may also terminate this MOU with respect to a particular Participating Agency. In the event of a termination of this MOU, in whole or in part, OS shall promptly perform all required fiscal reconciliation and return any excess advance to each relevant Participating Agency.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k).

VI. RECORDS AND REPORTS

OS shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these documents available for inspection by duly authorized representatives of the participating agencies and other officials as may be specified by the City Administrator.

VII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For OS
Lauren C. Vaughan
Secretary of the District of Columbia

1350 Pennsylvania Avenue, NW, Suite 419
Washington, DC 2004
Phone: 202-727-6306
Email: lauren.vaughan@dc.gov

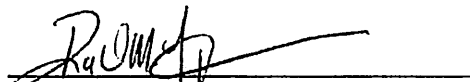
For OCA
Barry Kreiswirth, General Counsel
Office of the City Administrator
1350 Pennsylvania Avenue NW, Suite 513
Washington, DC 20004
Phone: 202-724-3692
Email: barry.kreiswirth@dc.gov

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only by a written agreement between the Parties.

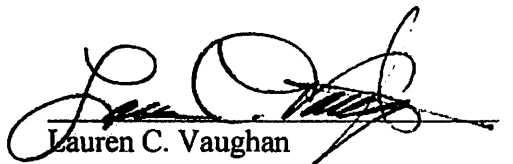
IN WITNESS WHEREOF, the Parties have executed this MOU as of the day and year indicated below:

Office of the City Administrator (Buyer), on behalf of the Participating Agencies:


Rashad Young
City Administrator

Date: 10/17/17

Office of the Secretary (Seller):


Lauren C. Vaughan
Secretary of the District of Columbia

Date: 10/17/17

ATTACHMENT A

Agency Acronym	Participating Agency Name	Size	FTE's	Amount
DCPS	District of Columbia Public Schools	Large	9143	\$ 48,618.60
MPD	Metropolitan Police Department	Large	4239	\$ 48,618.60
FEMS	Fire and Emergency Medical Services Department	Large	1941	\$ 48,618.60
DPW	Department of Public Works	Large	1333	\$ 48,618.60
DBH	Department of Behavioral Health	Large	1306	\$ 48,618.60
DHS	Department of Human Services	Medium	1021	\$ 27,557.40
DDOT	District Department of Transportation	Large	955	\$ 48,618.60
DPR	Department of Parks and Recreation	Large	900	\$ 48,618.60
DOC	Department of Corrections	Large	880	\$ 48,618.60
DGS	Department of General Services	Large	639	\$ 48,618.60
DOH	Department of Health	Large	526	\$ 48,618.60
DYRS	Department of Youth Rehabilitation Services	Large	507	\$ 48,618.60
DCRA	Department of Consumer and Regulatory Affairs	Medium	321	\$ 27,557.40
DFS	Department of Forensic Sciences	Small	148	\$ 22,743.00
OUC	Office of Unified Communications	Medium	315	\$ 27,557.40
DHCD	Department of Housing and Community Development	Small	149	\$ 22,743.00
DDS	Department on Disability Services	Medium	387	\$ 27,557.40
OSSE	Office of the State Superintendent of Education	Medium	319	\$ 27,557.40
OCP	Office of Contracting and Procurement	Small	197	\$ 22,743.00
OCTO	Office of the Chief Technology Officer	Medium	291	\$ 27,557.40
DCHR	Department of Human Resources	Small	134	\$ 22,743.00
DISB	Department of Insurance, Securities, and Banking	Small	113	\$ 22,743.20
DMV	Department of Motor Vehicles	Medium	232	\$ 27,557.40
DOEE	Department of Energy and the Environment	Medium	380	\$ 32,266.73
Option Year One Not To Exceed Grand Total				\$ 873,688.30

Summary of agency Sizes		
Large	>500	11
Medium	201 to 500	8
Small	<200	5

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
OFFICE OF THE CHIEF TECHNOLOGY OFFICER AND THE
OFFICE OF THE CITY ADMINISTRATOR,
ON BEHALF OF PARTICIPATING AGENCIES,**

**FOR
MICROSOFT OFFICE 365 ENTERPRISE E1 AND E3 SUBSCRIPTION SERVICES
FOR PARTICIPATING AGENCIES**

(FY 2018 INTRA-DISTRICT FUNDING)

This Memorandum of Understanding (“MOU”) is made by and between the Office of the Chief Technology Officer (OCTO) (“Seller”) and the Office of the City Administrator (OCA) (“Buyer”) on behalf of the participating District agencies (“Participating Agencies”) listed in Attachment A of this MOU.

For and in consideration of the mutual promises contained herein, the Seller and Buyer (hereinafter referred to as the “Parties”) agree as follows:

I. BACKGROUND

- A. In Fiscal Year 2017, OCTO migrated the enterprise email services for all Participating Agencies, except for the Office of the State Superintendent of Education (OSSE), from an on-premises information technology infrastructure (Core Client Access License) and device-based Microsoft Office licensing model to a Microsoft Government cloud O365 Enterprise E1 and/or E3 plan (with Bridge Client Access License) (referred to in this MOU as the “O365 environment”).
- B. In Fiscal Year 2018, OCTO will migrate the remainder of the Participating Agencies to the O365 environment.
- C. OCTO, on behalf of the District, has entered into an Enterprise License Agreement with Microsoft to provide these services to each Participating Agency, and each Participating Agency will be assessed the costs of the services based on the agency’s number of users.
- D. This MOU assesses the Participating Agencies for the costs of the Microsoft Office 365 Enterprise E1 and/or E3 subscription services and Bridge Client Access License provided through the District’s Enterprise License Agreement.
- E. The City Administrator is signing this MOU on behalf of all the Participating Agencies.

- F. Funds will be transferred through intra-District advances from the Participating Agencies to OCTO, as set forth in this MOU, to allow OCTO to obligate funds for a purchase order for the continued provision of the Microsoft Office 365 Enterprise E1 and E3 subscription services.

II. OBLIGATIONS OF THE PARTIES

A. RESPONSIBILITIES OF OCTO

OCTO shall enter into (if it has not yet entered into) and maintain a contract with Microsoft or a certified Microsoft reseller under which Microsoft Office 365 Enterprise E1 and/or E3 cloud-based subscription services will be provided to each employee, contractor, or other Participating-Agency-designated person (hereinafter referred to as a “user”) of each Participating Agency, up to the number of users listed in Attachment A for each Participating Agency. (Attachment A lists the detailed license count and cost per license by Participating Agency.)

2. Under the contract with Microsoft, OCTO shall ensure that the following minimum services will be provided to each user with an Enterprise E1 subscription:
 - a. Exchange online enterprise 100 GB mailbox;
 - b. Skype for Business Office mobile apps;
 - c. OneDrive for Business (1TB per user) Enterprise SharePoint Online Storage; and
 - d. SharePoint Online with ability to create team sites, communication sites and intranet sites.

3. Under the contract with Microsoft, OCTO shall ensure that the following minimum services will be provided to each user with an Enterprise E3 subscription:
 - a. All the services provided with the Enterprise E1 subscription plan;
 - b. Full downloadable versions of the latest Office 365 ProPlus version for up to fifteen (15) devices (5 PCs or Macs, 5 tablets, and 5 smartphones) per user. Each version of Office 365 ProPlus will include, at a minimum, Outlook, Word, Excel, PowerPoint, OneNote, and Access (PC Only);
 - c. Unlimited online archiving and legal hold; and
 - d. Unlimited OneDrive for Business (1TB per user) Enterprise SharePoint Online Storage.

4. OCTO shall provide a quarterly report to each Participating Agency. The quarterly report shall be provided within fifteen (15) days after the end of each fiscal quarter and shall include the following information:
 - a. The number of active Microsoft Office 365 Office Enterprise E1 and E3 user licenses provisioned to users within the Participating Agency;
 - b. The total number of Microsoft Office 365 Office Enterprise E1 and E3 user licenses allocated to the Participating Agency (including both provisioned and unprovisioned licenses);
 - c. The number of unprovisioned Microsoft Office 365 Office Enterprise E1 and E3 licenses allocated to the Participating Agency; and
 - d. The total amount charged to the Participating Agency under this MOU for the prior fiscal quarter.
5. OCTO shall provide a quarterly report to OCA. The quarterly report shall be provided within fifteen (15) days after the end of each fiscal quarter and shall include the information required by paragraph 3 of this subsection for all Participating Agencies.
6. OCTO will also provide to each Participating Agency and OCA access to the Microsoft Identity Manager (MIM) Portal to enable each Participating Agency and OCA to view real-time license assignment and utilization information.

B. RESPONSIBILITIES OF THE PARTICIPATING AGENCIES

1. Each Participating Agency shall make an intra-District transfer to OCTO as required by Section III.B of this MOU, in the amount set forth in Attachment A.

III. FUNDING PROVISIONS

A. COST OF SERVICES

1. The amount of this MOU shall not exceed two million eight hundred and twenty-two thousand six hundred and ninety dollars and seventy-six cents (\$2,822,690.76) in total and shall not exceed for any Participating Agency the amount set forth for that Participating Agency in Attachment A (as such amount may be modified from time to time pursuant to section III.B.2 of this MOU).

2. The cost of this MOU is based on the estimated cost to OCTO to provide the services described in Section II.A. of this MOU for the number of users identified in Attachment A.

B. PAYMENT

1. Each Participating Agency shall make an intra-District advance to OCTO in the amount set forth for that Participating Agency in Attachment A within ten (10) business days after the effective date of this MOU.
2. OCTO and a Participating Agency may increase the amount listed in Attachment A for that Participating Agency by the mutual written agreement of OCTO and the Participating Agency.
3. OCTO shall relieve the advance of each Participating Agency through the intra-District process only for those services actually provided to the Participating Agency pursuant to the terms of this MOU.
4. OCTO shall return any excess advance of a Participating Agency to the Participating Agency by the date on which the financial closeout of fiscal year 2018 is completed, or such earlier date within the fiscal year 2018 closeout period as may be designated by the Chief Financial Officer.

C. ADDITIONAL CHARGES

1. OCTO shall provide quarterly reports to each Participating Agency, as described in Section II.A.3 of this MOU. OCTO shall notify each Participating Agency of any changes in costs or other factors that affect the price associated with each user license.
2. Each Participating Agency shall review the quarterly reports and inform OCTO of any current or expected future changes in license quantities that may affect projected expenditures.
3. Each Participating Agency shall be responsible for any costs in excess of the costs set forth in Attachment A for that Participating Agency that are incurred by OCTO to provide the services described in Section II.A of this MOU. Excess costs may occur because of increased demand for licenses by a Participating Agency due to an increase in personnel or for other reasons not under the control of OCTO.
4. OCTO shall not incur excess costs on behalf of a Participating Agency without the prior written approval of the Participating Agency. Prior written approval shall be obtained pursuant to the terms of Section III.B.2 of this MOU.

D. ANTI-DEFICIENCY CONSIDERATIONS

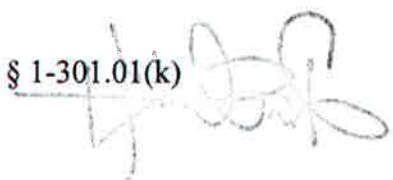
The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2017, through September 30, 2018, unless the MOU is terminated in writing by the Parties before the expiration.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k)



VI. RECORDS AND REPORTS

OCTO shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these records and receipts available for inspection by duly authorized representatives of the Participating Agencies and other officials as may be specified by the City Administrator.

VII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For the Seller/OCTO

Haider Ali, Deputy Chief Technology Officer
Office of the Chief Technology Officer
200 I Street, SE
Washington, DC 20003
Phone: 202-727-7255
Email: Archana.Vemulapalli@dc.gov

For the Buyer/OCA
Barry Kreiswirth, General Counsel
Office of the City Administrator
1350 Pennsylvania Avenue, NW, Suite 513
Washington, DC 20004
Phone: 202-615-2091
Email: barry.kreiswirth@dc.gov

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified by the written agreement of the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year first written above:

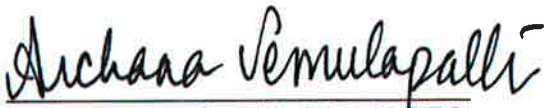
Buyer/OCA (on behalf of the Participating Agencies):



Rashad Young, City Administrator

Date: 10/16/17

Seller/OCTO:



Archana Vemulapalli, CTO (OCTO)

Date: 11/15/17

**MODIFICATION NUMBER ONE
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF ADMINISTRATIVE HEARINGS
AND
THE OFFICE OF THE SECRETARY
FOR FISCAL YEAR 2018**

The Office of the Secretary (“OS”) and the Office of Administrative Hearings (“OAH”) (collectively, the “Parties”) entered into a Memorandum of Understanding (“MOU”), effective September 14, 2016. The Parties now desire to modify and extend the MOU as follows:

- I. Section IV. DURATION OF MOU:** The first sentence of Section IV is hereby deleted and replaced with the following:

“The period of this Modification Number One shall commence on October 1, 2017 and extend until September 30, 2018, unless terminated in writing prior to the expiration.”

- II. Section VI. FUNDING PROVISIONS:** Sub-section A.1. is hereby deleted and replaced with the following:

“1. Total cost of services for Fiscal Year 2018 under this MOU shall not exceed \$1,282.89. OS shall transfer the total cost of this MOU to OAH within fourteen (14) days of execution of this Modification Number One.”

All other terms and conditions outlined in the original MOU shall remain in effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Modification Number One to the MOU as follows:

OFFICE OF ADMINISTRATIVE HEARINGS

Eugene A. Adams
Chief Administrative Law Judge

Date

OFFICE OF THE SECRETARY OF THE DISTRICT OF COLUMBIA

Lauren C. Vaughan
Secretary, District of Columbia

Date

24. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency's purview in FY17 and FY18, to date, including projects that are managed or overseen by another agency or entity. Please provide:
- A brief description of each project begun, in progress, or concluded in FY16, FY17, and FY18, to date;
 - A status report on all capital projects including:
 - The amount budgeted, actual dollars spent, and any remaining balances;
 - Start and completion dates; and
 - Current status of the project.
 - A list of which projects are experiencing delays and which require additional funding;
 - A status report on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23; and
 - A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency; if so, please provide an accounting of such impact.

Response:

Project #	Project Description	Available Balance	FY18	FY19	FY20	FY21	FY22	FY23	FY24	6 Yr Total	Total Project Funding
AB102C	OPR/New Archives - planning and design funds for the DC Archives project	\$11,007,578		\$12,900*	\$35,275*	\$19,325*				\$67,500*	\$78,507,578
PL105C	Archives - stabilization effort for the 1300 Naylor Court building	\$1,718,066	-	-	-	-	-	-	-	-	\$1,718,066

Note: * in thousands



Updates on capital projects:

- Project# AB102C - OPR/New Archives
Hartman-Cox Architects LLP was the firm that was selected for this project. It is anticipated that the new Archives will require 135,000 cubic feet of record storage space as well as research, user and museum space. The report on the Programming Phase of the A/E Design Services was completed in the first quarter of FY 18. It is anticipated that 65% of the design phase to be completed in FY18.
- Project# PL105C - Archives - stabilization effort for the 1300 Naylor Court building
Capital funds in the amount of \$3.06 million were reprogrammed from AB102C for stabilization of existing Office of Public Records at 1300 Naylor Court. The stabilization project is divided into two phases. Phase I includes the HVAC upgrade of the staff and research areas, which was completed in FY 17. Phase II includes the HVAC upgrade of the entire building, which is anticipated to be completed in the second quarter of FY 18.



25. Part I. The committee would like to better understand the agency's programmatic needs and the associated budgetary costs. Please submit copies of your FY19 budget submission to the Mayor's Office of Budget and Finance (OBF). In FY19, this includes:
- a. The Operating Budget Submission Memo;
 - a. Attachment A, Vacancy List;
 - b. Form 1 (Impact of Agency's Marc);
 - c. Form 2 (Enhancement Requests); and
 - d. Attachment B, List of intra-districts.

Part II: In addition, please identify:

- a. Which of your agency's MARC reductions and hypothetical 2% cuts (Form 1) were accepted or rejected (i.e. if the cut was rejected, the funds were not swept and if the cuts were accepted, the funds were swept) ; and
- b. Which of your agency's enhancement requests (Form 2) were accepted (i.e. which enhancements were added to your agency's FY19 budget).

For FY16 and FY17, please include each fiscal year's information for #24 Part I and Part II. Please indicate if your agency is willingly omitting any information requests in Part I and Part II.

Response:

OS is working with the Mayor's Office of Budget and Performance Management on developing FY 19 budget. The Mayor's Fiscal Year 2019 budget will be submitted to the Council on March 21, 2018.



26. Please list each grant or sub-grant, including multi-year grants, received by your agency in FY17 and FY18, to date. List the following:
- a. Source,
 - b. Purpose,
 - c. Timeframe,
 - d. Dollar amount received,
 - e. Amount expended,
 - f. How the grant is allocated if it is a multi-year grant, and
 - g. How many FTEs are dependent on each grant's funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.

Response:

OS did not receive any grants in FY 17 and has not received any grants in FY 18, to date.



27. Please describe every grant your agency is, or is considering, applying for in FY18.

Response:

OS is not currently considering applying for any grants in FY18.



28. Please list each contract, procurement, and lease leveraged in FY17 and FY18 (year-to-date) with a value amount of \$10,000.00 or more. “Leveraged” includes any contract, procurement, or lease used by DOES as a new procurement establishment (i.e. HCA, BPA, etc.), contract extension, and contract option year execution. This also include direct payments (if applicable). For each contract, procurement, or lease leveraged, please attach a table with the following information, where applicable:

Part I

- a. Contractor/Vendor Name;
- b. Contract Number;
- c. Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.);
- d. Description of contractual goods and/or services;
- e. Contract’s outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Contract Administrator name and title assigned to each contract and/or procurement;
- i. Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- j. Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- k. Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor);
- l. Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency’s contract);
- m. CBE status;
- n. Division and activity within DOES utilizing the goods and/or services;
- o. Requisitions and purchase order numbers established under each contract;
- p. Corresponding, obligated amounts for each purchase order;
- q. Corresponding, expended amounts (actuals) for each purchase order;
- r. Funding source for each requisition and purchase order;
- s. Index and PCA codes used each requisition and purchase order;
- t. Activity code and name for each index and PCA used under requisitions and purchase orders;
- u. Total contract or procurement value in FY17;
- v. Total contract or procurement value in FY18 (YTD);
- w. Period of performance (e.g. May 31 to April 30);
- x. Current year of contract (e.g. Base Year, Option Year 1, etc.);

Part II

Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.



Response:

Type	Vendor	Description
MOU (Direct Voucher)	National Archives and Records Administration	<ul style="list-style-type: none"> • Purpose: Storage, retrieval, and disposal of temporary and permanent inactive records of the District of Columbia government. • Contract Administrator: Rebecca Katz, Public Records Administrator • Total value in FY17: \$606,073.29 • Total value in FY18 (YTD): \$104,283 (through November 30, 2017)
Firm-Fixed-Price (Contract #: CW51975)	Digi Doc, Inc. DBA Document Managers	<ul style="list-style-type: none"> • Purpose: FY17 Document Retention Schedules • Solicitation method: DCSS • Contract Administrator: Rebecca Katz, Public Records Administrator • Contract Amount: \$179,909.30 • Contract Period: 5/18/17 - 9/30/17
Purchase Order	Digi Doc, Inc. DBA Document Managers	<ul style="list-style-type: none"> • Purpose: Provide one temporary staff for Office of Documents and Administrative Issuances • Total amount: \$10,000. • Period of service: February - September 2017
Purchase Order	Dell Marketing L.P.	<ul style="list-style-type: none"> • Purpose: Purchase computers for OS • Purchase date: August 24, 2017
Contract #: CW51975 Modification Number: M003	Digi Doc, Inc. DBA Document Managers	<ul style="list-style-type: none"> • Modification to Contract CW51975 - Document Retention Schedules to include fully exercise Option Year One in the amount of \$873,688.30 through September 30, 2018. • Contract Administrator: Rebecca Katz, Public Records Administrator
Purchase Order	Spacesaver Systems Inc.	<ul style="list-style-type: none"> • Purpose: Upgrade a portion of existing Spacesaver high density shelving systems. • Total amount: \$46,000.



29. Please list each grant awarded by your agency during FY17 and FY18 (year-to-date) for good and/or services provided by your agency. Please attach any documentation of monitoring, including any reports developed. At a minimum, please include the following grants in your response: [LIST KNOWN GRANTS]. For each grant, please include the following information, where applicable:

Part I

- a. Grant/Program Title;
- b. Grant/Program Number;
- c. Grantee Name;
- d. Description of goods and/or services;
- e. Grant's outputs and deliverables;
- f. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- g. Copies of deliverables (e.g. reports, presentations);
- h. Program Manager name and title assigned to each grant;
- i. Grant Administrator name and title assigned to each grant;
- j. Oversight/monitoring plan for each grant and associated reports, performance evaluations, cure notices, and/or corrective action plans;
- k. Target population for each grant (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- l. Sub-granting status (i.e. Did the Grantee sub any provision of goods and/or services with another vendor);
- m. Solicitation method (e.g. competitive RFA or sole source);
- n. CBE status;
- o. Division and activity within DOES utilizing the goods and/or services;
- p. Requisitions and purchase order numbers established under each grant;
- q. Corresponding, obligated amounts for each purchase order;
- r. Corresponding, expended amounts (actuals) for each purchase order;
- s. Funding source for each requisition and purchase order;
- t. Index and PCA codes used each requisition and purchase order;
- u. Activity code and name for each index and PCA used under requisitions and purchase orders;
- v. Total grant award value in FY17;
- w. Total grant award value in FY18 (YTD);
- x. Period of performance (e.g. May 31 to April 30);
- y. Current year of grant award (e.g. Base Year, Option Year 1, etc.);

Part II

Please attach monitoring documentation, including any monitoring reports or performance evaluations developed for use. If any contract is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.

Response:

Pursuant to Section 1022 of DC Act 19-93, the "Office of the Secretary Limited Grant-Making Authority Emergency Act of 2011," the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood. The objective of the grant is to strengthen support for democracy for the citizens of the District through activities that promote District voting representation in Congress, Statehood, legislative and budget autonomy, or full democracy. For FY17 and FY18, OS has been authorized to issue competitive grants to promote voting rights and statehood for Washington, DC for the total amount of \$200,000.



The Office of the Secretary issued a Request for Applications (RFA) from nonprofit and community-based organizations for the grant program to promote DC self-determination and Statehood.

The grant will be available on a competitive basis as follows:

- 30% of the funds will be awarded on a competitive basis to an organization or organizations dedicated specifically to engaging youth (high school, college students and/or graduate students or other young adults) in civics, government, and/or voting rights in innovative ways by raising awareness through campaigns that include a branding and messaging strategy that include social media, print media, and other forms of communications. Such dedication can be evidenced by the organization's purpose, or through dedicated programming within the organization aimed at youth engagement.
- 70% of the funds will be awarded to a non-profit organization or organizations that engage in general or targeted public education, organizing, or legal strategy to educate and raise awareness for the lack of voting rights and statehood for the District of Columbia.

Additional Info on the DC Democracy Grant

Fiscal Year	RFA Issued	Recipients	Amount	Paid Date
FY17	Monday, May 01, 2017	DC Latino Leadership Council	\$10,000.00	9/5/2017
		DC Vote	\$75,000.00	9/1/2017
		The Creative Coalition	\$10,000.00	9/1/2017
		Hill Center	\$10,000.00	8/30/2017
		Statehood No Other Way FD	\$10,000.00	8/28/2017
		Stand Up! for Democracy	\$10,000.00	8/28/2017
		League of Women Voters Education Fund	\$50,000.00	8/28/2017
		Vision House	\$10,000.00	8/28/2017
		Students for DC Statehood	\$15,000.00	8/28/2017
FY18	Monday, January 22, 2018	Application Due Date: Friday, February 23, 2018		



III. Agency performance, evaluation, and disputes

30. Please list all pending lawsuits that name the agency as a party.
- a. Provide the case name, court, where claim was filed, case docket number, and a brief description of the case.
 - b. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation.
 - c. Please provide the extent of each claim, regardless of its likelihood of success.
 - d. For those identified, please include an explanation about the issues involved in each case.

Response:

There are no pending lawsuits against OS.



31. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, including any covered by D.C. Code § 2-402(a)(3), which requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years. For each, provide
- a. The parties' names,
 - b. The amount of the settlement, and
 - c. If related to litigation, the case name, court where claim was filed, case docket number, and a brief description of the case, or
 - d. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. Administrative complaint, etc.).

Response:

There have been no settlements entered into by OS in FY17 or FY18, to date.



32. Please list in chronological order, all administrative grievances or complaints filed by parties outside the agency against the agency in FY17 or FY18, to date, broken down by source. Include on the chronological list any earlier grievance that is still pending in any judicial forum.
- a. For each grievance or complaint, give a brief description of the matter as well as the current status.
 - b. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - c. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.

Response:

There have been no administrative grievances or complaints filed by parties outside OS in FY17 or FY18, to date.



33. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any that were completed during FY17 and FY18, to date. Please attach copies of any such document.

Response:

There have been no investigations, audits, or reports on OS or any OS employee during FY17 and FY18, to date.



34. Please provide a copy of the agency's FY17 performance accountability report.

- a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY17 and which were not.
- b. For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.
- c. For any objective not met or completed, please provide an explanation.

Response (a):

See Attachment 3.

Division	KPIs completed in FY17	KPIs unmet in FY17
Office of Notary Commissions and Authentications	<ul style="list-style-type: none"> • Number of notary application processed (excludes government employees) • Number of documents authenticated • Number of customers served 	
Protocol and International Affairs Unit	<ul style="list-style-type: none"> • The number of problems Embassies presented regarding or in conjunction with their properties solved 	<ul style="list-style-type: none"> • Percent of ambassador welcome letters sent within three months of start of new term
Office of Public Records and Archives	<ul style="list-style-type: none"> • Percentage of agencies with a retention schedule updated or reviewed within the fiscal year 	<ul style="list-style-type: none"> • Number of archival finding aids available online • Percentage of agencies in regular communication with OPR

Response (b):

KPIs completed in FY17 were completed by the completion date and within the budget.

Response (c):

Division	KPIs unmet in FY17	Explanation
Protocol and International Affairs Unit	Percent of ambassador welcome letters sent within three months of start of new term	The new federal administration did not issue the names of the new ambassadors in time for OS to complete the mailing within three months of their arrival. All new ambassadors arriving in 2017 have now received letters of welcome and we are totally up-to-date.
Office of Public Records and Archives	Number of archival finding aids available online	This KPI was not met due to delays in the implementation of the archives information system, AXAEM, which will be used to publish finding aids online.
	Percentage of agencies in regular communication with OPR	OPR has been working to increase regular contact with all agencies.



Attachment 3

Office of the Secretary FY2017

FY2017 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

Mission

The Office of the Secretary of the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community.

Summary of Services

The Office of the Secretary of the District of Columbia consists of three offices and two units. The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use. The Office of Documents and Administrative Issuances (ODAI) publishes the DC Register and the DC Municipal Regulations. The Office of Public Records and Archives manages the District of Columbia Archives, Records Center and the Library of Government Information. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents. The Protocol and International Affairs Unit manages the Sister City program and serves as the liaison between the Executive Office of the Mayor and the diplomatic community in Washington.

FY17 Top Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
The Office of Public Records completed its inventory of both Mayor Barry's records and Councilmember Graham's records.	Residents and other researchers continue to delve into the fascinating life and work of Mayor Barry, in particular, and Councilmember Graham in the wake of his death. OPR completing the inventory of each of these officials' records means that researchers are able to request and review specific records meaningful to their interests. Without the inventory, researchers could not have any access to these collections.	DC Archives has better physical and intellectual control of these two major collections, which has benefits for our use of space and diminishes risk of loss or damage, but significantly improves our ability to provide access to these records to researchers.
Launch of the new DCRegs application on October 25, 2017, a major overhaul since the introduction of DCRegs in 2010.	When launched, the new system will provide and significantly improve search capability for residents to search the District of Columbia Register, DCMR and Mayor's Orders and Mayor's Memorandum.	When launched, the new DCRegs application will provide additional security, improved workflow management and enhanced capabilities for managing larger documents and public searches. Moreover, ODAI will have control over the application and with OCTO's assistance, we will be able to improve our processes for the publication of the District of Columbia Register.
Facilitate almost 200 delegation visits from a record number of countries such as Saudi Arabia, the Philippines, Amsterdam, Bahrain, Denmark, Tajikistan, Thailand, Argentina, Algeria, El Salvador, Japan, Oman, Mexico, Bhutan, Mongolia, People's Republic of China, Colombia, Bolivia,	The more international visitors we host from other countries means more visitors who come to DC and more revenue for our residents when they purchase goods, dine and stay here. This also adds to the image of the District of Columbia as a truly	This means DC government's reputation for excellence and expertise is growing as is our outreach.

Costa Rica, Chili, Dominican Republic, Malaysia, Mozambique, South Africa, Indonesia, Kenya, Serbia, Singapore, Ecuador, Egypt, Ukraine, Germany, India, and the Republic of Korea.

international city that is known for its hospitality, expertise in subject matters, and increases tourism and reputation by word of mouth.

2017 Strategic Objectives

Objective Number	Strategic Objective
1	Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy.
2	Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.
3	Provide support and outreach services to the diplomatic and international communities.
4	Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents.
5	Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates.
6	Create and maintain a highly efficient, transparent and responsive District government.**

2017 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY 2017	KPI Status	Explanation
2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (3 Measures)									
Number of notary application processed (excludes government employees)	Annually	1500	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1945	Met	
Number of documents authenticated	Annually	55000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	58535	Met	
Number of customers served	Annually	35000	Annual Measure	Annual Measure	Annual Measure	Annual Measure	42667	Met	
3 - Provide support and outreach services to the diplomatic and international communities. (2 Measures)									
The number of problems Embassies presented regarding or in conjunction with their properties solved	Annually	12	Annual Measure	Annual Measure	Annual Measure	Annual Measure	12	Met	
Percent of ambassador welcome letters sent within three months of start of new term	Annually	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	62.9%	Unmet	
4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of									

historic documents. (4 Measures)									
Percentage of records requests fulfilled within five business days	Annually	80%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90.6%	Met	
Number of archival finding aids available online	Annually	10	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4	Unmet	Not met due to delays in the implementation of the archives information system, AXAEM, which will be used to publish finding aids online.
Percentage of agencies with a retention schedule updated or reviewed within the fiscal year	Annually	35%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	70%	Met	
Percentage of agencies in regular communication with OPR	Annually	95%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	91.7%	Nearly Met	OPR lacks the resources to initiate regular contact with every agency.

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2017 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2017
3 - Serve as liaison with diplomatic community in DC (1 Measure)						
Percentage of National Day letters written versus number of National Days	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%
4 - Manage District government records (5 Measures)						
Number of on-site researchers served	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	151
Number of publications added to the Library of Government Information	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15
Volume of records accessioned to the DC Archives	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	93
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	243
Number of records requests received	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	874
5 - Publish the DC Register and the DC Municipal Regulations (2 Measures)						
Number of rulemakings processed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	353

Number of administrative issuances processed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	281
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2017 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
ADMIN. ISSUANCES (2 Strategic initiatives)				
In conjunction with OCTO, continue to review ODAI's e-rulemaking website, DCRegs, to determine required fixes, updates and enhancements	ODAI expects to continue to work with OCTO to determine the requirements to enhance DCRegs	Complete	The new DCRegs will launch on October 25, 2017.	
Provide public access to Executive Office of the Mayor's historical administrative issuances	During FY 2017, ODAI will publish on DCRegs digitized historical Mayor's Orders for years 1965 through 1972.	0-24%	This initiative will move forward when the new DCRegs application is launched.	It was assumed that the new DCRegs application would be completed during FY17 and therefore, historical Orders from 1965 through 1972 would be uploaded to the new application. Now that the new application will be launched on October 25, 2017, ODAI will move forward with this initiative.
ARCHIVAL ADMIN. (2 Strategic initiatives)				
New Archives Facility	Undertake needed activities to prepare the archives and records center collections for a move to a new archives facility by FY2022	0-24%	Barriers outside the control of the Office of the Secretary limited the ability to identify a location for the new building. The Program Analyst was hired in May, and six months of data contribute to a	Consistent progress was made towards the five-year goal of moving to a new archives facility. Critical items to achieve in FY17 included hiring of

			comprehensive picture of the staff that will be needed both in the new building and in the current building as we progress towards moving. OPR staff and volunteers have completed approximately ten percent of the inventory confirmation, with regular progress made weekly.	a Program Analyst to support planning for the move, identifying a location for the new building, collecting data on staff-hour needs to meet the requirements of a full program in the new facility, and doing a complete confirmation of our holdings.
Archives Technology	Implement a full-featured, comprehensive archives and records center information management system to support and facilitate OPR's operations.	0-24%	During FY17, the patron management module was fully implemented on an updated server, giving OPR the ability to track and manage patron requests made to the DC Archives. Work continues under the contract to customize the "entity" (agency) and contacts (records management officers) modules, as we work in-house on preparing data about our holdings for import into the system.	OPR, with OCTO, entered into a contract with APPX Systems, Inc. (ASI), for the customization and implementation of the AXAEM archives and records center information management system. This is a multi-year effort and appropriate progress was made during FY17.

INTERNATIONAL RELATIONS & PROTOCOL (1 Strategic Initiative)

Create a taskforce of major players	Create a taskforce of major players involved in peripheral embassy matters that would meet regularly	25-49%	The furthering of this initiative was placed on hold, however, due to some concern about the resident participation. (Since this idea was germinated, the DCPS, initiated by members who attended our meeting, instituted a taskforce of major players involved in the international focus of their educational programming.)	The initiative was completed and one meeting was held in March of 2017 regarding the topic of sister city projects. The meeting generated enthusiasm, the opportunity to communicate with each other about the topic and what had transpired, and generated new
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and creative ideas for projects. Major players included residents as well who were interested in the particular subject.

NOTARY AUTHENTICATIONS (2 Strategic initiatives)

<p>Automate the commissioning functions of the Office of Notary Commissions and Authentications (ONCA)</p>	<p>This initiative will allow ONCA to automate its workflow process for both notary and authentications. The notary services currently rely only on hard copies of notary files to search for applicants and must use Excel sheets to track information and provide OCTO with information for the "Search for a Notary Public" link. This initiative would also allow the possibility of providing for online notary applications and the use of credit cards online. The authentications division would be enhanced by allowing a rapid validation of the notary and more efficient process for the authentication certificates. This initiative has been requested in at least 2009 and in 2015 and was not achieved.</p>	<p>75-99%</p>	<p>ONCA has completed a Statement of Work (SOW) with OCTO that will fully computerize and automate the office. As of this date, OCTO and OCP are still working on some technical issues regarding the RFP before it goes on the street. When completed and the vendor is chosen, the new software and training will allow for scanning previous and current notary documents, tracking, notifications, searching for notaries by name and address, integration with the authentication process and much more.</p>	<p>OCTO and OCP have not finished their technical work. The Office of the Secretary is waiting to have the Statement of Work and requirements from OCTO to be completed before OCP can start its process.</p>
<p>Complete amendments and updates to the DC Code (Chapter 12) and DCMR (17-2400)</p>	<p>This initiative would a comprehensive update of necessary changes to the code and DCMR for ONCA. Much of the current language is outdated and we also are out of compliance with some language that in practice and reality does not work. While we worked on some major issues, there are still many outstanding topics to be resolved. Some of these may require consideration by the Council as they will be changes in the code. The changes in the DCMR should be finalized by mid-January and then will need to be published in the DC Register. Among the measurements will be establishing a hearings and review procedure for denials and revocations of notary commissions, compliance with the regulations and increase in the notarial fees; this will make the notaries extremely happy. The amendments to the code may include changing the language of "sole" place of business eliminating the requirement for notaries who resign their commissions turn their records over to the office and possibly including additional requirements to become a notary.</p>	<p>50-74%</p>	<p>Legislation was transmitted to the Council by Mayor Bowser on June 5, 2017. A hearing on the bill B22-0234 is scheduled before the Government Operations Committee on October 24, 2017. If there are no substantial changes or controversy the amendments could pass the Council by mid-December.</p>	<p>We have been working on these amendments with OPLA and within our office and the Office of the Secretary. Once the bill was transmitted by the Mayor it was then up to the Council to schedule it for a hearing.</p>

35. Please provide a copy of your agency's FY18 performance plan as submitted to the Office of the City Administrator. Please discuss any changes to outcomes measurements in FY17 or FY18, including the outcomes to be measured, or changes to the targets or goals of outcomes; list each specifically and explain why it was dropped, added, or changed.

Response:

See Attachment 4.



Attachment 4

Office of the Secretary FY2018

Agency Office of the Secretary

Agency Code BA0

Fiscal Year 2018

Mission The Office of the Secretary of the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community.

2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy.	0	3
2	Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use.	3	2
3	Provide support and outreach services to the diplomatic and international communities.	1	1
4	Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents.	4	2
5	Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates.	0	1
6	Create and maintain a highly efficient, transparent and responsive District government.**	9	0
TOT		17	9

2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (3 Measures)									
Number of notary application processed (excludes government employees)	<input type="checkbox"/>	1785	1500	1833	1500	2084	1500	1945	2000
Number of documents authenticated	<input type="checkbox"/>	75,283	54,780	63,789	55,000	50,571	55,000	58,535	60,000
Number of customer served	<input type="checkbox"/>	Not available	30,000	30,000	35,000	31,013	35,000	42,667	40,000

3 - Provide support and outreach services to the diplomatic and international communities. (1 Measure)									
Percent of ambassador welcome letters sent within three months of start of new term	<input type="checkbox"/>	100%	100%	100%	100%	100%	100%	62.9%	100%
4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (4 Measures)									
Number of archival finding aids available online.	✓	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	15
Percent of records requests fulfilled within five business days.	✓	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	80%
Percent of agencies with a retention schedule updated or reviewed within the fiscal year	✓	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	80%
Percent of agencies in regular communication with OPR, where "regular communication" is defined by attendance at OPR-hosted meetings or trainings, active use of the Naylor Court or Federal Records Center, and email or phone communication with OPR staff members	✓	Not available	Not available	Not Available	Not Available	New Measure	New Measure	New Measure	95%

**We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2018 Operations

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
1 - Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy. (3 Activities)					
DC DEMOCRACY INITIATIVES	DC Democratic Grant	The Office of the Secretary has limited authority to issue competitive grants to non-profit organizations to promote District of Columbia self-determination, voting rights and/or Statehood.	Key Project	0	0
CEREMONIAL SERVICES	Ceremonial documents for constituents	The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents from the Mayor.	Daily Service	0	0
EMANCIPATION DAY	Emancipation Day celebration	The District of Columbia Compensated Emancipation Commission develops plans, programs, projects and activities to celebrate the holiday and commemorate the District of Columbia Compensated Emancipation Act.	Key Project	0	0

TOT				0	0
2 - Provides customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use. (2 Activities)					
NOTARY AUTHENTICATIONS	Authenticate documents for international and domestic use	The Office of Notary Commissions and Authentications (ONCA) in the Office of the Secretary authenticates documents for domestic and foreign use.	Daily Service	0	1
NOTARY AUTHENTICATIONS	Commission the notaries	The Office of Notary Commissions and Authentications (ONCA) approves and commissions individuals as DC notaries public.	Daily Service	0	2
TOT				0	3
3 - Provide support and outreach services to the diplomatic and international communities. (1 Activity)					
INTERNATIONAL RELATIONS & PROTOCOL	Serve as liaison with diplomatic community in DC	The Protocol and International Affairs Unit is the District government's primary liaison with the diplomatic and international community for both substantive and ceremonial matters.	Daily Service	1	3
TOT				1	3
4 - Provides meaningful access to records of the District government to members of the public and District employees through prompt customer service, accurate arrangement and description of collections, and appropriate retention and preservation of historic documents. (2 Activities)					
ARCHIVAL ADMIN.	Manage District government records	The District of Columbia Records Center collects and stores both permanent and temporary records of the District government.	Daily Service	5	3
LIBRARY OF GOVT. INFO. ACTIVITY	Library of Government Information	The Library of Government Information collects, stores and maintains studies, reports, monographs, periodicals, circulars printed materials, books and other publications printed on or about the District government.	Daily Service	0	0
TOT				5	3
5 - Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates. (1 Activity)					
ADMIN. ISSUANCES	Publish the DC Register and the DC Municipal Regulations	The Office of Documents and Administrative Issuances provides prompt preparation, editing, printing and publication of the District of Columbia Register and the District of Columbia Municipal Regulations.	Daily Service	2	2
TOT				2	2
TOT				8	11

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
3 - Serve as liaison with diplomatic community in DC (1 Measure)					
Percentage of National Day letters written versus number of National Days	<input type="checkbox"/>	Not available	Not Available	Not Available	Data Forthcoming
4 - Manage District government records (5 Measures)					
Number of transfers ("SF-135s") made by District agencies to the Federal Records Center	<input type="checkbox"/>	Not available	Not Available	Not Available	Data Forthcoming
Number of records requests received	<input type="checkbox"/>	Not available	Not Available	Not Available	Data Forthcoming
Volume of records accessioned to the DC Archives	<input type="checkbox"/>	Not available	Not Available	Not Available	Data Forthcoming
Number of on-site researchers served	<input type="checkbox"/>	Not available	Not Available	Not Available	Data Forthcoming
Number of publications added to the Library of Government Information	<input type="checkbox"/>	Not available	Not Available	Not Available	Data Forthcoming
5 - Publish the DC Register and the DC Municipal Regulations (2 Measures)					
Number of rulemakings processed	<input type="checkbox"/>	Not available	Not Available	495	353
Number of administrative issuances processed	<input type="checkbox"/>	Not available	Not Available	195	281

Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Increase number of DC notaries and provide refresher courses for existing notaries	These initiatives can be implemented only after ONCA has been fully automated. With automation, ONCA can determine the number and location of notaries. ONCA will use the resultant database to increase the number of notaries in under-served areas. This can be done through sorting by zip code and Council Ward. ONCA will work with existing businesses such as banks to promote notaries in these businesses. ONCA will also work with members of the DC Council to provide more notarial services in their Wards. ONCA will also offer refresher courses for existing notaries through the OS/ONCA website.	09-30-2018

Expand DC Sister City program	The Office will organize a resident-volunteers program to serve on steering committees for each Sister City. The group will join a nuclear committee of representatives from departments that are most involved in collaborative efforts with DC's Sister City projects, for example Office of the Deputy Mayor for Planning and Economic Development, Commission on the Arts and Humanities, Department of Energy & Environment, Office of Cable Television, Film, Music and Entertainment, and Department of Small and Local Business Development. The nuclear committee representatives would be involved in all meetings and deliberations; the residents would be involved in only those pertaining to their particular Sister City. This initiative should bring cultural enrichment to our diverse community while paving the way for significant economic development.	09-30-2018
Organize an "Embassy Appreciation" reception hosted by the Mayor	The Office will partner with the Federal City Council to host an Embassy appreciation event in FY 2018. The purpose of this event is for the Mayor to show her appreciation to the Ambassadors for their embassy involvement in the cultural, economic, and educational life of the residents of the District of Columbia.	09-30-2018
Plan for a new archives and records center facility	OPR will undertake needed activities to prepare the archives and records center collections for a move to a new archives facility by FY2022. During FY2018 the Office will develop a comprehensive project plan for the operational components of the move, including identification of tasks, timelines for completion, and needed resources, for three separate phases of the move: 1) positioning the Office for a successful move; 2) the move itself; and 3) ensuring smooth operations from day one in the new facility.	09-30-2018

36. Please provide the number of FOIA requests for FY17 and FY18, to date, that were submitted to your agency.
- a. Include the number granted, partially granted, denied, and pending.
 - b. Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
 - c. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please provide a copy of that report as an attachment.

Response:

There were no FOIA requests for FY17 and FY18, to date, that were submitted to OS.



37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, to date. Please attach a copy if the study, research paper, report, or analysis is complete. For each study, paper, report, or analysis, please include:
- a. The name,
 - b. Status, including actual or expected completion date,
 - c. Purpose,
 - d. Author, whether the agency or an outside party,
 - e. Reference to the relevant grant or contract (name or number) in your responses above, and
 - f. Source of funding (program and activity codes) if not included in responses above.

Response:

There were no studies, research papers, reports, and analyses that OS prepared or contracted for during FY17 and FY18, to date.



38. Please list all reports or reporting currently required of the agency in federal law, the District of Columbia Code, or Municipal Regulations. For each, include
- a. The statutory code or regulatory citation;
 - b. Brief description of the requirement;
 - c. Any report deadlines;
 - d. Most recent submission date; and
 - e. A description of whether the agency is in compliance with these requirements, and if not, why not.

Response:

There are no reports or reporting currently required of OS in federal law, the District of Columbia Code, or Municipal Regulations.



39. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained. What training deficiencies, if any, did the agency identify during FY17 and FY18, to date?

Response:

OS encourages all employees to take at least two courses each year offered by DCHR's Center for Learning and Development.



40. Please discuss performance evaluations.

- a. Does the agency conduct annual performance evaluations of all its employees?
- b. Who conducts such evaluations?
- c. What steps are taken to ensure that all agency employees are meeting individual job requirements?

Response:

All OS staff is evaluated. Supervisors are responsible for reviews of each employee's work. Reviews are conducted routinely.



41. Please list all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY16, FY17, or FY18, to date. Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.

Response:

There were no recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY16, FY17, or FY18, to date.



IV. Agency Operations

42. How did the agency address its top five priorities in FY17? What are the agency's top five priorities in FY18? Please explain how the agency expects to address these priorities in FY18.

Response:

FY 2017:

- OS continued efforts to build a new Office of Public Records and worked with DGS to select an appropriate location for the new state-of-the-art Archives building.
- OS continued efforts to update and/or create agency record retention schedules. In FY17, the Office of Public Records sought a contractor to develop retention schedules for District agencies.

FY 2018:

- OS will continue efforts to build a new Office of Public Records and work with DGS to select an appropriate location for the new state-of-the-art Archives building.
- OS will continue efforts to update and/or create agency record retention schedules.
- OS will automate the Office of Notary Commissions and Authentications. A capital budget of \$300,000 has been allocated to OCTO, the implementing agency for this project. The RFP was issued on December 1, 2017 and closed December 22, 2017. OCP is currently reviewing incoming bids.

43. Please describe any initiatives that the agency implemented in FY17 or FY18, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

Response:

- Office of Documents and Administrative Issuances (ODAI):
In partnership with OCTO, on October 30, 2017, ODAI launched a new DCRegs Web Portal. DCRegs is the web application that the public and District Government agencies use to search and display the District of Columbia Register and the District of Columbia Municipal Regulations. District agencies and public charter schools also use DCRegs to submit notices for publication in the District of Columbia Register. The new DCRegs application offers enhanced search capabilities and will allow ODAI to make available additional historical documents to the public and District government agencies.
- Office of Notary Commissions and Authentications (ONCA):
 - Increasing notaries in underserved areas: ONCA has begun an initiative to increase notaries public in underserved areas. Beginning in FY17, we have been working with the Office of the Deputy Mayor for Greater Economic Opportunity and Department of Small and Local Business Development to find small businesses that would be willing to have a notary in their business. In those areas eligible for Main Streets funding, these funds could be used to pay for the application fee and supplies required. This initiative will greatly improve services to the public throughout the city and particularly in areas such as Wards 7 and 8 where notaries are not currently available.
 - Amendments to the code for Notaries Public and Updates to the Notary Code regulations: OS has been working on amendments to the regulations and amendments to the code for notaries public for three years. The regulations were amended on 7-1-2016. The Mayor submitted legislation to the Council in May 2017. The Council Committee on Government Operations held a hearing on December 20, 2017 on B22-324, the Notary Public Electronic Establishment and Enhancement Act of 2017. OS continues to work with the Committee to move the bill forward. When the Code is amended, notaries, applicants and the general public will be able to easily understand the law. The amendments will also bring DC more in line with other jurisdictions.
 - The capital funds of \$300,000 were allocated to computerize the ONCA office in May 2017. ONCA and the Office of the Chief Technology Officer met and finalized the Statement of Work. The RFP was released and the solicitation closed on December 22, 2017. Once the vendor is selected, ONCA will work with the vendor to refine the needs, the vendor will begin installation and training. The automation will allow a customer friendly application process, have current and reliable profiles for notary commissions, allow the public to search for a notary to determine the validity of the commission and therefore provide better service to our customers.



44. Please list each new program implemented by the agency during FY17 and FY18, to date. For each program, please provide:
- a. A description of the program;
 - b. The funding required to implement to the program;
 - c. The program and activity codes in the budget; and
 - d. Any documented results of the program.

Response:

There were no new programs implemented by OS during FY17 and FY18, to date.



45. Please explain the impact on your agency of any legislation passed or regulations adopted at the federal level during FY17 and FY18, to date, which significantly affect agency operations.

Response:

There has been no impact to OS due to any legislation passed or regulations adopted at the federal level during FY17 and FY18, to date.



46. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Please explain.

Response:

OS does not lack any resources required to implement any legislative requirements.



47. Please discuss any legislation your agency plans to submit to the Council in FY18 or FY19.

Response:

OS currently has no plans to submit legislation in FY18 or FY19.



48. Please identify any statutory or regulatory impediments to your agency's operations.

Response:

There were no statutory or regulatory impediments to OS operations.



49. Please list all regulations for which the agency is responsible for oversight or implementation.
- For each regulation, please list the chapter and subject heading, and the date of the most recent revision.
 - Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

Response:

DCMR	Chapter Heading	Last Revised
Title 1- Chapter 2	Official Publications	1990
Title 1-Chapter 3	Rules of the Office of Documents and Administrative Issuances	2014
Title 1- Chapter 15	Public Records of the District of Columbia	1989
Title 17- Chapter 24	Business Occupations, and Professionals	2016



50. Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for FY16 and FY17.
- a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Has your agency submitted the required information for fiscal year 2017? Please provide a copy as an attachment.

Response:

See Attachment 5.



Attachment 5

FY 16 SBE Report

PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Appr.F und	CompSource Title	CompObject Title	Invoice Number	PO Number
N	DIGI DOCS INC DOCUMENT MGRS	WASHINGTON	DC		522226023	LSDR69359112018	Y	Y	\$8,480	10/5/2015	600	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZED14112	ZED14112
Y	DUTCH MILL CATERING	2028325111	DC	Caterers	203196138	LSDZ47717052019	Y	Y	\$570	12/9/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	DUTCH MILL CATERING	2028325111	DC	Caterers	203196138	LSDZ47717052019	Y	Y	\$764.60	3/25/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$100	10/20/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$699.60	2/29/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$564	5/6/2016		40 OTHER SERVICES AND CHARGES	405 MAINTENANCE AND REPAIRS - MACH		
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$5,000	7/19/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$60.72	8/27/2016			0	0	
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$750	8/30/2016			0	0	
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSDZ82007112019	Y	Y	\$7,920	8/29/2016	600	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZEE05450	ZEE05450
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSDZ82007112019	Y	Y	\$5,200	8/29/2016		40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZEE06080	ZEE06080
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSDZ82007112019	Y	Y	\$6,610.91	8/29/2016	600	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZEE06084	ZEE06084
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSDZ82007112019	Y	Y	\$6,240	8/29/2016	600	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZEE06089	ZEE06089
Y	PEMBROKE WEST	2023648298	DC	Professional Services Not Elsewhere Classified	521747442	LSDX36347062019	Y	Y	\$919.17	12/29/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PEMBROKE WEST	800-8888888	DC	Clothing,Apparel and Accessory Shops-Miscellaneous	521747442	LSDX36347062019	Y	Y	\$2,295	5/18/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS17288092016	Y	Y	\$90	11/24/2015		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS17288092016	Y	Y	\$375	12/14/2015		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS17288092016	Y	Y	\$90	12/14/2015		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS17288092016	Y	Y	\$285	5/3/2016		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS17288092016	Y	Y	\$520	6/2/2016		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS17288092016	Y	Y	\$3,780	6/3/2016		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS17288092016	Y	Y	(\$3,780)	6/6/2016		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$1,455	8/25/2016			0	0	
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$4,105	9/13/2016			0	0	
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$95	9/13/2016			0	0	
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$4,105	9/14/2016			0	0	
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$2,160	9/14/2016			0	0	
Y	SPECTRUM MANAGEMENT LL	2025462080	DC	Real Estate Agents and Managers Rentals	522264539	LSDZR51573092019	Y	Y	\$559.83	9/8/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$1,021.04	12/15/2015		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$661.40	12/30/2015		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$101.43	12/30/2015		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$167.88	12/30/2015		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$160.23	12/30/2015		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$107.58	12/31/2015		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$494.90	1/13/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$2,059.14	1/13/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$74.18	1/21/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$1,101.36	2/9/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$674.04	2/17/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$46.91	2/25/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$140.52	2/26/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$3,167.61	4/6/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$464.33	5/11/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$654.15	5/25/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$76.26	7/15/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$2,815.66	7/15/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		

PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Apprt.F und	CompSource Title	CompObject Title	Invoice Number	PO Number
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$354.84	7/18/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX87779102016	Y	Y	\$1,404.69	7/22/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$1,441.63	9/1/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$17.37	9/2/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$1,170.94	9/15/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$3,060.31	9/15/2016			0	0	
Y	TPW CONSULTANTS	202-5957380	DC	Business Services Not Elsewhere Classified	542016973	LSD21017012017	Y	Y	\$758.60	2/1/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	TPW CONSULTANTS	202-5957380	DC	Business Services Not Elsewhere Classified	542016973	LSD21017012017	Y	Y	\$260	5/3/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	ACT*NATL ASSOC SECRET	877-551-5560	TX	Business Services Not Elsewhere Classified	330884962		N	N	\$1,350	12/29/2015		40 OTHER SERVICES AND CHARGES	424 CONFERENCE FEES LOC OUT OF CITY		
Y	ALAMO FLAG OF DC INC	WASHINGTON	DC	Gift, Card, Novelty, & Souvenir Shops	273620976		N	N	\$7	4/13/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	ALAMO FLAG OF DC INC	WASHINGTON	DC	Gift, Card, Novelty, & Souvenir Shops	273620976	#N/A	N	N	\$97.80	9/13/2016			0	0	
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$157.33	2/17/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$30.89	2/18/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$174.63	2/20/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$40.23	2/26/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$196.81	7/5/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$42.75	7/5/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$19.99	7/6/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$34.97	7/16/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$27.99	7/16/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$25.36	7/18/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	APPX SOFTWARE INC	904-8805560	FL	Computer Software Stores	541464324		N	N	\$2,500	6/8/2016		40 OTHER SERVICES AND CHARGES	407 MAINTENANCE AND REPAIRS - OTHER		
Y	BALDWIN GRAPHICS INC	WASHINGTON	DC	Miscellaneous Publishing And Printing	521198584		N	N	\$1,505.20	4/28/2016		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	BED BATH & BEYOND #108	WASHINGTON	DC	Miscellaneous House Furnishing Specialty Shops	112250488		N	N	\$7.96	4/12/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	BOOK ARTS	WASHINGTON	DC	Professional Services Not Elsewhere Classified	421604969		N	N	\$950	11/24/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CHAMPION AWARDS	2026386777	DC	Specialty Retail Stores-Miscellaneous	20734963		N	N	\$71.05	3/23/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CHAMPION AWARDS	2026386777	DC	Specialty Retail Stores-Miscellaneous	20734963		N	N	\$150	4/4/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CHAMPION AWARDS	2026386777	DC	Specialty Retail Stores-Miscellaneous	20734963		N	N	\$82.85	5/20/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COLONIAL SUPPLY	LORTON	VA	Business Services Not Elsewhere Classified	540965915		N	N	\$36.34	1/15/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$133.28	10/16/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$22.94	11/13/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$252.84	1/5/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$138.05	1/29/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$131.19	3/5/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$131.19	5/5/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$269.26	6/24/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$276.14	7/23/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755	#N/A	N	N	\$269.26	9/16/2016			0	0	
Y	CORNER BAKERY	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$149.60	4/14/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CORNER BAKERY	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$50.60	5/25/2016			0	0	
Y	CORNER BAKERY	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$55.46	5/26/2016			0	0	
Y	CORNER BAKERY	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$105.60	6/3/2016			0	0	
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801	#N/A	N	N	\$51	9/9/2016			0	0	
N	DC VOTE	WASHINGTON	DC		522133517		N	N	\$100,000	9/2/2016	600	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	ZE513872	ZE513872
Y	DHL EXPRESS(USA), INC	800-722-0081	TX	Courier Services-Air Or Ground, Freight Forwarders	943380425		N	N	\$90.06	10/9/2015		40 OTHER SERVICES AND CHARGES	416 POSTAGE		
Y	DHL EXPRESS(USA), INC	800-722-0081	TX	Courier Services-Air Or Ground, Freight Forwarders	943380425		N	N	\$66.94	10/9/2015		40 OTHER SERVICES AND CHARGES	416 POSTAGE		
Y	DMI* DELL K-12/GOVT	800-981-3355	TX	Computers,Computer Peripheral Equipment, Software	742616805		N	N	\$877	2/27/2016		70 EQUIPMENT & EQUIPMENT RENTAL	704 PURCHASES - OTHER EQUIPMENT		
Y	FEDEX 804301975303	MEMPHIS	TN	Courier Services-Air Or Ground, Freight Forwarders	830454289		N	N	\$1,779.84	11/3/2015		40 OTHER SERVICES AND CHARGES	416 POSTAGE		
Y	FEDEX 859302013428	MEMPHIS	TN	Courier Services-Air Or Ground, Freight Forwarders	830454289		N	N	\$27.39	5/21/2016		40 OTHER SERVICES AND CHARGES	416 POSTAGE		
Y	FEDEX 860154307118	MEMPHIS	TN	Courier Services-Air Or Ground, Freight Forwarders	830454289		N	N	\$48.62	10/28/2015		40 OTHER SERVICES AND CHARGES	416 POSTAGE		
Y	GALDOS UPHOLSTERY INC	7033332801	VA	Office and Commercial Furniture	541887548		N	N	\$490	3/2/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$8.99	3/10/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$279.95	4/11/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		

PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Apprt.F und	CompSource Title	CompObject Title	Invoice Number	PO Number
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$101.21	4/11/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$479.91	4/22/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$76.95	6/8/2016			0	0	
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$89.95	6/21/2016			0	0	
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$85.95	7/6/2016			0	0	
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447	#N/A	N	N	\$123.95	9/15/2016			0	0	
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$38.03	10/6/2015	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE489277	ZE489277
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$19.95	12/14/2015	600	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZE493025	ZE493025
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$10	1/11/2016	600	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	ZE494768	ZE494768
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$33.57	1/11/2016	600	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	ZE494766	ZE494766
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$7.28	2/9/2016	600	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	ZE496322	ZE496322
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$29.90	5/9/2016	600	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	ZE503461	ZE503461
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$68.11	7/7/2016	100	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	ZE508663	ZE508663
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$27.95	7/11/2016	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZE508664	ZE508664
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$39.98	8/8/2016	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	ZE511542	ZE511542
Y	KENGLA FLAG COMPANY	202-363-1610	DC	General Merchandise	472801214		N	N	\$780	5/10/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	KENGLA FLAG COMPANY	202-363-1610	DC	General Merchandise	472801214		N	N	\$390	5/10/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
N	LEAGUE OF WOMEN VOTERS ED FUND	WASHINGTON	DC		530239013		N	N	\$50,000	9/20/2016	600	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	ZE514764	ZE514764
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836		N	N	\$46.95	7/12/2016			0	0	
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836		N	N	\$225.95	7/12/2016			0	0	
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836	#N/A	N	N	\$1,624.95	9/23/2016			0	0	
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836	#N/A	N	N	\$94.95	9/23/2016			0	0	
Y	LIBERTY OFFICE PRODUCT	HOUSTON	TX	Industrial Supplies, Not Elsewhere Classified	760190901		N	N	\$215.76	10/5/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	MACY'S EAST #0068	WASHINGTON	DC	Department Stores	430398035		N	N	\$143.03	3/10/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	MACY'S EAST #0068	WASHINGTON	DC	Department Stores	430398035		N	N	\$142.74	4/12/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	MACY'S EAST #0068	WASHINGTON	DC	Department Stores	430398035		N	N	\$67.96	4/13/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$46,607.13	10/2/2015	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE488390	ZE488390
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$64,451.96	10/26/2015	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE490456	ZE490456
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$44,463.03	11/30/2015	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE492224	ZE492224
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$47,751.58	1/15/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE494787	ZE494787
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$52,674.76	2/12/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE496303	ZE496303
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$43,970.54	2/29/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE497316	ZE497316
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$45,184.74	3/23/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE499197	ZE499197
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$77,368.51	4/25/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE501984	ZE501984
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$42,698.42	6/13/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE506019	ZE506019
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$60,893.13	7/5/2016	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE507906	ZE507906
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$12,125.28	7/25/2016	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE510286	ZE510286
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$49,000	7/25/2016	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE510286	ZE510286
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$52,339.70	8/29/2016	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE512810	ZE512810
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$18,070.89	9/26/2016	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE515433	ZE515433
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$46,428.28	9/26/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE515433	ZE515433
N	NATIONAL ASSOCIATION OF SECRE-	WASHINGTON	DC		611332655		N	N	\$50	9/2/2016	100	40 OTHER SERVICES AND CHARGES	425 PAYMENT OF MEMBERSHIP DUES	ZE513539	ZE513539
Y	NCBF	2026617567	DC	Computer Software Stores	521433877		N	N	\$1,000	12/29/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	NETIQUE LTD	703-6893700	VA	Gift, Card, Novelty, & Souvenir Shops	541774571		N	N	\$112.75	10/23/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
N	OLD NAVAL HOSPITAL FOUNDATION	WASHINGTON	DC		270038119		N	N	\$27,564.31	7/25/2016	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZE510289	ZE510289
Y	PAPER SOURCE GEORGE	WASHINGTON	DC	Stationery,Office Supplies,Printing/Writing Paper	363238035		N	N	\$298.40	10/26/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAPER SOURCE GEORGE	WASHINGTON	DC	Stationery,Office Supplies,Printing/Writing Paper	363238035		N	N	\$71.05	10/30/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAPER SOURCE GEORGE	WASHINGTON	DC	Stationery,Office Supplies,Printing/Writing Paper	363238035		N	N	\$139.65	12/16/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAPER SOURCE GEORGE	WASHINGTON	DC	Stationery,Office Supplies,Printing/Writing Paper	363238035		N	N	\$267.75	12/17/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *AFHARRI	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	4/22/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *BRGIBBS1	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$1,200	5/10/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *CRACKOFDAWN	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	5/2/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *DTERRY1969	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	4/20/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		

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Y	PAYPAL *INFO	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$1,800	7/7/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *INFO	4029357733	CA	Direct Marketing-Not Elsewhere Classified	770510487	#N/A	N	N	(\$1,800)	8/6/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *JULIA	4029357733	CA	Direct Marketing-Not Elsewhere Classified	770510487		N	N	(\$273)	10/16/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *KELLYMILLER	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	4/22/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *LINDACRICHL	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	4/20/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PRESIDENT LINCOLNS COT	WASHINGTON	DC	Tourist Attractions And Exhibits	471453864		N	N	\$900	4/6/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PRESTO DIRECT LLC PRES	7248251469	CA	Stationery, Office & School Supply Stores	770510487	#N/A	N	N	\$116.95	9/14/2016			0	0	
Y	RAJAN SEDALIA	WASHINGTON	DC	Other Services Not Elsewhere Classified	290765283		N	N	\$1,500	4/15/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$109.98	2/17/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$109.98	2/17/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$104	5/24/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$104	5/24/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$104	5/24/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$104	6/3/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$104	7/8/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842	#N/A	N	N	\$104	8/4/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	RRB/ITC PARKING	WASHINGTON	DC	Automobile Parking Lots	521924168		N	N	\$187	10/6/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	SAFEWAY STORE 00027375	WASHINGTON	DC	Grocery Stores, Supermarkets	943019135		N	N	\$105.97	3/10/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	SAFEWAY STORE 00027375	WASHINGTON	DC	Grocery Stores, Supermarkets	943019135		N	N	\$133.89	4/13/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	SAFEWAY STORE 00027375	WASHINGTON	DC	Grocery Stores, Supermarkets	943019135		N	N	\$98.32	6/3/2016			0	0	
Y	SAFEWAY STORE 00027375	WASHINGTON	DC	Grocery Stores, Supermarkets	943019135	#N/A	N	N	\$91.96	9/9/2016			0	0	
Y	SISTER CITIES INTERNAT	2023478630	DC	Membership Organizations, Not Elsewhere Classified	520859021		N	N	\$1,250	4/26/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
N	SPACESAVER STORAGE SYSTEMS	KENSINGTON	MD		231923893		N	N	\$4,333.33	12/23/2015	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZED38954	ZED38954
Y	SQ *CENTRAL SAFE AN	WASHINGTON	DC	Professional Services Not Elsewhere Classified	800429876		N	N	\$17.95	2/8/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
N	STAND UP FOR DEMOCRACY IN DC	WASHINGTON	DC		262618767		N	N	\$10,000	9/6/2016	600	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	ZE513864	ZE513864
Y	STAPLES 00102186	WASHINGTON	DC	Stationery, Office & School Supply Stores	42896127		N	N	\$25.03	12/17/2015		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STAPLES 00102186	WASHINGTON	DC	Stationery, Office & School Supply Stores	42896127		N	N	\$31.98	3/18/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STAPLES 00102186	WASHINGTON	DC	Stationery, Office & School Supply Stores	42896127		N	N	\$219.55	4/14/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STAPLES DIRECT	800-3333330	MA	Stationery,Office Supplies,Printing/Writing Paper	42896127		N	N	\$107.94	1/22/2016		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
N	STATEHOOD NO OTHER WAY FDN	WASHINGTON	DC		473457611		N	N	\$30,800	10/2/2015	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	ZE488525	ZE488525
N	STATEHOOD NO OTHER WAY FDN	WASHINGTON	DC		473457611		N	N	\$13,500	10/15/2015	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	ZE489793	ZE489793
N	STUDENTS FOR DC STATEHOOD	WASHINGTON	DC		474373098		N	N	\$30,000	9/6/2016	600	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	ZE514099	ZE514099
Y	TIFFANY & CO #022	CHEVY CHASE	MD	Jewelry Stores- Watches, Clocks, And Silverware	67229		N	N	\$1,081.20	10/8/2015		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	TLF EXTRA TOUCH FLOWER	561-8358000	FL	Florists	954604723		N	N	\$182.95	6/7/2016			0	0	
Y	TLF PALACE FLORISTS	202-8331093	DC	Florists	954604723		N	N	\$225	2/8/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	ULINE *SHIP SUPPLIES	800-295-5510	IL	Direct Marketing - Catalog Merchants	363684738		N	N	\$396.56	3/18/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	UNIV.PROD./LINECO INC.	HOLYOKE	MA	Direct Marketing - Catalog Merchants	42438004		N	N	\$69.15	3/16/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	VERIZON WRLS 0227401	WASHINGTON	DC	Telecommunications Equipment Incl. Telephone Sales	223372889		N	N	(\$0.01)	3/23/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
N	VISION HOUSE INC.	WASHINGTON	DC		521280459		N	N	\$10,000	9/7/2016	600	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	ZE514086	ZE514086
Y	WHITAKERBROTHERS.COM	3012302800	MD	Office,Photographic,Photocopy,and Microfilm Equip	521357073		N	N	\$699	4/20/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	WHITAKERBROTHERS.COM	3012302800	MD	Office,Photographic,Photocopy,and Microfilm Equip	521357073		N	N	\$1,007	7/14/2016		70 EQUIPMENT & EQUIPMENT RENTAL	704 PURCHASES - OTHER EQUIPMENT		

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PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Apprt Fund	Comp Source Title	CompObject Title	Invoice Number	Purchase Order Award Number
N	DIGI DOCS INC DOCUMENT MGRERS	WASHINGTON	DC		522226023	LSDR69359112018	Y	Y	\$4,633.88	2/7/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZEE50955	ZEE50955
N	DIGI DOCS INC DOCUMENT MGRERS	WASHINGTON	DC		522226023	LSDR69359112018	Y	Y	\$3,693.34	2/17/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZEE55752	ZEE55752
N	DIGI DOCS INC DOCUMENT MGRERS	WASHINGTON	DC		522226023	LSDR69359112018	Y	Y	\$1,991.43	8/30/2017	700	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	VOF09485	VOF09485
N	DIGI DOCS INC DOCUMENT MGRERS	WASHINGTON	DC		522226023	LSDR69359112018	Y	Y	\$154,148.40	9/29/2017	700	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	VOF22528	VOF22528
N	DIGI DOCS INC DOCUMENT MGRERS	WASHINGTON	DC		522226023	LSDR69359112018	Y	Y	\$7,974.68	9/29/2017	700	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	VOF26432	VOF26432
N	DIGI DOCS INC/DOCUMENT MGRERS	BETHESDA	MD		522226023	LSDR69359112018	Y	Y	\$1,582.86	5/5/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	ZEE75857	ZEE75857
N	DIGI DOCS INC/DOCUMENT MGRERS	BETHESDA	MD		522226023	LSDR69359112018	Y	Y	\$2,041.66	5/5/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZEE75859	ZEE75859
N	DIGI DOCS INC/DOCUMENT MGRERS	BETHESDA	MD		522226023	LSDR69359112018	Y	Y	\$2,867.50	5/26/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZEE81477	ZEE81477
N	DIGI DOCS INC/DOCUMENT MGRERS	BETHESDA	MD		522226023	LSDR69359112018	Y	Y	\$3,670.40	5/26/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZEE81480	ZEE81480
N	DIGI DOCS INC/DOCUMENT MGRERS	BETHESDA	MD		522226023	LSDR69359112018	Y	Y	\$1,376.40	5/26/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZEE81481	ZEE81481
Y	DUTCH MILL CATERING	2028325111	DC	Caterers	203196138	LSDZ47717052019	Y	Y	\$688.14	11/30/2016			0	0	
Y	DUTCH MILL CATERING	2028325111	DC	Caterers	203196138	LSDZ47717052019	Y	Y	\$694.60	3/1/2017					
Y	DUTCH MILL CATERING	2028325111	DC	Caterers	203196138	LSDZ47717052019	Y	Y	\$814.55	7/14/2017					
Y	DUTCH MILL CATERING	2028325111	DC	Caterers	203196138	LSDZ47717052019	Y	Y	\$814.55	7/14/2017					
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$257.99	10/19/2016			0	0	
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$23.55	11/15/2016			0	0	
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$358	11/29/2016			0	0	
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$271.67	12/24/2016			0	0	
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$850	1/5/2017					
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$2,898	3/3/2017	70	EQUIPMENT & EQUIPMENT RENTAL	704 PURCHASES - OTHER EQUIPMENT		
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$1,395	3/20/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$497	6/1/2017					
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$1,160	8/17/2017					
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$347.99	8/28/2017					
Y	METROPOLITAN OFFICE PR	2025622320	DC	Computers,Computer Peripheral Equipment, Software	562615965	LSDZR5567062018	Y	Y	\$620	8/30/2017					
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSD282007112019	Y	Y	\$6,240	8/8/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	VOF03183	VOF03183
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSD282007112019	Y	Y	\$7,920	8/8/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	VOF03186	VOF03186
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSD282007112019	Y	Y	\$7,526.40	8/8/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	VOF03190	VOF03190
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSD282007112019	Y	Y	\$6,182	8/8/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	VOF03193	VOF03193
N	PAULETTE WASHINGTON	WASHINGTON	DC		542016973	LSD282007112019	Y	Y	\$6,893.20	8/8/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	VOF03195	VOF03195
Y	PEMBROKE WEST	WASHINGTON	DC	Clothing,Apparel and Accessory Shops-Miscellaneous	521747442	LSDX36347062019	Y	Y	\$4,957	12/21/2016			0	0	
Y	PEMBROKE WEST	WASHINGTON	DC	Clothing,Apparel and Accessory Shops-Miscellaneous	521747442	LSDX36347062019	Y	Y	\$3,797	1/30/2017					
Y	PEMBROKE WEST	WASHINGTON	DC	Clothing,Apparel and Accessory Shops-Miscellaneous	521747442	LSDX36347062019	Y	Y	\$3,826.88	6/28/2017					
Y	PEMBROKE WEST	WASHINGTON	DC	Clothing,Apparel and Accessory Shops-Miscellaneous	521747442	LSDX36347062019	Y	Y	\$4,984.80	9/5/2017					
Y	PEMBROKE WEST	WASHINGTON	DC	Clothing,Apparel and Accessory Shops-Miscellaneous	521747442	LSDX36347062019	Y	Y	\$4,995	9/7/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$2,160	4/13/2017		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$4,105	4/13/2017		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$4,105	4/18/2017		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$235	5/10/2017		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$235	5/10/2017		40 OTHER SERVICES AND CHARGES	411 PRINTING, DUPLICATING, ETC		
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$145	6/2/2017					
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$145	6/2/2017					
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$145	8/22/2017					
Y	SENODA INC	202-2933035	DC	Miscellaneous Publishing And Printing	521617446	LS48404092019	Y	Y	\$520	9/19/2017					
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$241.49	11/30/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$647.99	12/8/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$89.52	12/12/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$1,471.70	12/16/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$1,319.67	12/19/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$194.60	12/20/2016			0	0	

PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Apprt Fund	Comp Source Title	CompObject Title	Invoice Number	Purchase Order Award Number
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$94.88	12/20/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	(\$32.84)	12/22/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$683.88	12/29/2016			0	0	
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$820.92	1/4/2017					
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$27.13	1/5/2017					
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$122.15	1/13/2017					
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$429.93	3/2/2017		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$1,036	3/23/2017					
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$3,106.12	3/28/2017					
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$113.39	4/14/2017		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$1,034.89	4/18/2017		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$4,065.52	5/4/2017		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$645.33	5/12/2017		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$98.23	5/15/2017		20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES		
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$141.92	6/6/2017					
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$224.68	6/8/2017					
Y	STANDARD OFFICE SUPPLY	202-8294820	DC	Stationery, Office & School Supply Stores	521360724	LSX47064082019	Y	Y	\$917.80	6/19/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$977.87	7/10/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$416.87	7/28/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$1,053.09	8/15/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$4,937.76	8/23/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$45.98	8/28/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$1,133.67	8/28/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$4,971.30	8/30/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$1,832.73	9/1/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$23.10	9/6/2017					
Y	STANDARD OFFICE SUPPLY	DROSE@MDMSTAN	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	\$2,099.99	9/13/2017					
Y	STANDARD OFFICE SUPPLY	2028294820	DC	Commercial Equipment, Not Elsewhere Classified	521360724	LSX47064082019	Y	Y	(\$30.60)	9/14/2017					
N							N	N	\$510.22	10/4/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP1012	JNSP1012
N							N	N	\$598.11	11/3/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNXP1112	JNXP1112
N							N	N	\$1,141.99	11/30/2016	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A001	IEB7A001
N							N	N	(\$1,141.99)	11/30/2016	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA1130	JABA1130
N							N	N	\$1,141.99	11/30/2016	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA1130	JABA1130
N							N	N	\$830.46	12/1/2016	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	IEJJSF80	IEJJSF80
N							N	N	\$615.92	12/5/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP1220	JNSP1220
N							N	N	\$3,200.76	12/16/2016	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A002	IEB7A002
N							N	N	\$8,992.26	12/31/2016	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A003	IEB7A003
N							N	N	\$617.32	1/4/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0130	JNSP0130
N							N	N	\$3,200.76	1/13/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	JABA0113	JABA0113
N							N	N	\$11,062.47	1/27/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A004	IEB7A004
N							N	N	\$1,351.30	2/1/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	IEJMSF80	IEJMSF80
N							N	N	\$564.81	2/3/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0223	JNSP0223
N							N	N	(\$3,200.76)	2/13/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0113	JABA0113
N							N	N	\$1,279.99	2/15/2017	600	31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	308 TELEPHONE, TELETYPE, TELEGRAM, ETC	IEBAR001	IEBAR001
N							N	N	\$402.15	2/28/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	IEBA0228	IEBA0228
N							N	N	\$8,295.74	2/28/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A005	IEB7A005
N							N	N	(\$8,295.74)	2/28/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEBA0228	IEBA0228
N							N	N	\$7,893.59	2/28/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	IEBA0228	IEBA0228
N							N	N	\$137.80	3/1/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	IEZMKT01	IEZMKT01
N							N	N	\$567.24	3/3/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0324	JNSP0324
N							N	N	\$419.99	3/13/2017	600	31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	308 TELEPHONE, TELETYPE, TELEGRAM, ETC	IEBAR002	IEBAR002
N							N	N	\$599.98	3/23/2017	600	31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	308 TELEPHONE, TELETYPE, TELEGRAM, ETC	IEBAR003	IEBAR003
N							N	N	\$11,645.89	3/29/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A006	IEB7A006
N							N	N	(\$11,645.89)	3/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0331	JABA0331

PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Apprt Fund	Comp Source Title	CompObject Title	Invoice Number	Purchase Order Award Number
N							N	N	\$799.55	4/4/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0412	JNSP0412
N							N	N	\$1,229.48	4/10/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0331	JABA0331
N							N	N	\$10,416.41	4/10/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	JABA0331	JABA0331
N							N	N	\$16,520.40	4/30/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0430	JABA0430
N							N	N	\$309	4/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IE7CS101	IE7CS101
N							N	N	\$20,974.28	4/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A007	IEB7A007
N							N	N	(\$20,974.28)	4/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0430	JABA0430
N							N	N	\$4,453.88	4/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0430	JABA0430
N							N	N	\$700.04	5/3/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0525	JNSP0525
N							N	N	\$799.55	5/15/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0512	JNSP0512
N							N	N	(\$799.55)	5/18/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSPX512	JNSPX512
N							N	N	\$5,102.82	5/31/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0531	JABA0531
N							N	N	\$5,941.06	5/31/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	JABA0531	JABA0531
N							N	N	\$11,043.88	5/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A008	IEB7A008
N							N	N	(\$11,043.88)	5/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0531	JABA0531
N							N	N	\$7,893.59	5/31/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	IEBA0531	IEBA0531
N							N	N	(\$7,893.59)	5/31/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	IEBA0531	IEBA0531
N							N	N	\$1,292.28	6/1/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	IEZMTT01	IEZMTT01
N							N	N	\$744.70	6/5/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0605	JNSP0605
N							N	N	\$8,241.24	6/29/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A009	IEB7A009
N							N	N	\$1,738.95	7/1/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	IEZMRPF1	IEZMRPF1
N							N	N	\$763.04	7/5/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0705	JNSP0705
N							N	N	\$45	7/24/2017	600	31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	308 TELEPHONE, TELETYPE, TELEGRAM, ETC	IER27001	IER27001
N							N	N	\$1,736.62	7/30/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0810	JABA0810
N							N	N	(\$12,687.60)	7/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0810	JABA0810
N							N	N	\$10,950.98	7/30/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0810	JABA0810
N							N	N	\$12,687.60	7/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A010	IEB7A010
N							N	N	\$916.82	8/3/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0803	JNSP0803
N							N	N	\$952.97	8/17/2017	600	31 TELEPHONE, TELEGRAPH, TELEGRAM, ETC	308 TELEPHONE, TELETYPE, TELEGRAM, ETC	IER27002	IER27002
N							N	N	(\$5,200)	8/28/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0828	JABA0828
N							N	N	\$5,200	8/28/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0828	JABA0828
N							N	N	\$2,629.96	8/31/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0901	JABA0901
N							N	N	\$1,910.72	8/31/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0903	JABA0903
N							N	N	\$3,528.88	8/31/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0904	JABA0904
N							N	N	\$1,059.72	8/31/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0905	JABA0905
N							N	N	(\$25)	8/31/2017	100	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	JABA0902	JABA0902
N							N	N	\$25	8/31/2017	100	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	JABA0902	JABA0902
N							N	N	\$5,000	8/31/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	IEBAQ001	IEBAQ001
N							N	N	\$3,352	8/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A011	IEB7A011
N							N	N	(\$3,352)	8/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0901	JABA0901
N							N	N	(\$11,062.47)	8/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0903	JABA0903
N							N	N	(\$8,992.26)	8/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0904	JABA0904
N							N	N	(\$8,241.24)	8/31/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0905	JABA0905
N							N	N	\$3,369	8/31/2017	100	40 OTHER SERVICES AND CHARGES	425 PAYMENT OF MEMBERSHIP DUES	JABA0902	JABA0902
N							N	N	(\$3,369)	8/31/2017	100	40 OTHER SERVICES AND CHARGES	425 PAYMENT OF MEMBERSHIP DUES	JABA0902	JABA0902
N							N	N	\$722.04	8/31/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0901	JABA0901
N							N	N	\$9,151.75	8/31/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0903	JABA0903
N							N	N	\$5,463.38	8/31/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0904	JABA0904
N							N	N	\$7,181.52	8/31/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0905	JABA0905
N							N	N	\$808.34	9/6/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JNSP0906	JNSP0906
N							N	N	\$347.99	9/30/2017	100	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	JABA0105	JABA0105
N							N	N	\$16,056.23	9/30/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	JABA0105	JABA0105
N							N	N	\$1,062.38	9/30/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	JABA0112	JABA0112
N							N	N	(\$11,111.32)	9/30/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	JABA0118	JABA0118

PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Apprt Fund	Comp Source Title	CompObject Title	Invoice Number	Purchase Order Award Number
N							N	N	\$4,773.62	9/30/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	JABA0118	JABA0118
N							N	N	(\$10,000)	9/30/2017	100	408 PROF SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	JNAI0199	JNAI0199
N							N	N	\$586	9/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IAP00552	IAP00552
N							N	N	\$52,341.46	9/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	IEB7A012	IEB7A012
N							N	N	(\$52,341.46)	9/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0105	JABA0105
N							N	N	(\$586)	9/30/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	JABA0116	JABA0116
N							N	N	(\$1,062.38)	9/30/2017	600	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0112	JABA0112
N							N	N	\$6,337.70	9/30/2017	600	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0118	JABA0118
N							N	N	(\$2,795.09)	9/30/2017	600	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	JABA0123	JABA0123
N							N	N	\$35,937.24	9/30/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0105	JABA0105
N							N	N	\$586	9/30/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0116	JABA0116
N							N	N	\$2,795.09	9/30/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	JABA0123	JABA0123
Y	ACT*NATL ASSOC SECRET	877-551-5560	TX	Business Services Not Elsewhere Classified	330884962		N	N	\$1,000	12/8/2016			0		
Y	ACT*NATL ASSOC SECRET	877-551-5560	TX	Business Services Not Elsewhere Classified	330884962		N	N	\$500	12/8/2016			0		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	202936165		N	N	\$19.99	12/2/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	202936165		N	N	\$178.06	12/4/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	202936165		N	N	\$55.75	12/14/2016			0		
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$66.84	9/12/2017					
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$27.96	9/12/2017					
Y	AMAZON MKTPLACE PMTS	AMZN.COM/BILL	WA	Book Stores	710938319		N	N	\$112.02	9/15/2017					
Y	APPX SOFTWARE INC	904-8805560	FL	Computer Software Stores	541464324		N	N	\$2,500	11/1/2016			0		
Y	AUTOMATED SIGNATURE TE	STERLING	VA	Professional Services Not Elsewhere Classified	541907208		N	N	\$499	5/22/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CHAMPION AWARDS	2026386777	DC	Specialty Retail Stores-Miscellaneous	20734963		N	N	\$676	10/14/2016			0		
Y	CHAMPION AWARDS	WASHINGTON	DC	Specialty Retail Stores-Miscellaneous	20734963		N	N	\$54.60	11/8/2016			0		
Y	CHAMPION AWARDS	2026386777	DC	Specialty Retail Stores-Miscellaneous	20734963		N	N	\$88	1/5/2017					
Y	CHAMPION AWARDS	WASHINGTON	DC	Specialty Retail Stores-Miscellaneous	20734963		N	N	\$124.95	5/12/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CHAMPION AWARDS	WASHINGTON	DC	Specialty Retail Stores-Miscellaneous	20734963		N	N	\$275	5/18/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	COMCAST	800-COMCAST	MD	Cable and Other Pay Television	232175755		N	N	\$294.88	7/21/2017					
Y	COMCAST	800-COMCAST	MD	Cable and Other Pay Television	232175755		N	N	\$308.16	8/17/2017					
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$269.26	11/17/2016			0		
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$138.07	1/5/2017					
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$286.86	2/24/2017					
Y	COMCAST OF WASHINGTON	800-COMCAST	DC	Cable and Other Pay Television	232175755		N	N	\$293.74	5/5/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$66	10/26/2016			0		
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$124.43	10/31/2016			0		
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$36	12/15/2016			0		
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$71	1/13/2017					
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$66	2/8/2017					
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$71	2/8/2017					
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$56.10	4/12/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$56.10	5/25/2017					
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$72.60	5/31/2017					
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$72.60	6/9/2017					
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$215	7/13/2017					
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$89.10	9/8/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	CORNER BAKERY 0096	WASHINGTON	DC	Eating Places, Restaurants	134310801		N	N	\$66	9/20/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
N	DC LATINO LEADERSHIP COUNCIL	WASHINGTON	DC		463263528		N	N	\$10,000	8/28/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544832	DE544832
N	DC VOTE	WASHINGTON	DC		522133517		N	N	\$75,000	8/28/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544830	DE544830
N	DELL COMPUTER CORP	PITTSBURGH	PA		742616805		N	N	\$12,088.89	9/29/2017	600	70 EQUIPMENT & EQUIPMENT RENTAL	702 PURCHASES - EQUIPMENT AND MACHINERY	VOF23317	VOF23317
N	DELL MARKETING L.P.	PITTSBURGH	PA		742616805		N	N	\$7,734	9/11/2017	600	70 EQUIPMENT & EQUIPMENT RENTAL	702 PURCHASES - EQUIPMENT AND MACHINERY	VOF12571	VOF12571
Y	DMI* DELL HLTHCR/REL	800-274-1550	TX	Computers,Computer Peripheral Equipment, Software	742616805		N	N	\$1,064.95	3/7/2017		70 EQUIPMENT & EQUIPMENT RENTAL	704 PURCHASES - OTHER EQUIPMENT		
Y	DMI* DELL HLTHCR/REL	800-274-1550	TX	Computers,Computer Peripheral Equipment, Software	742616805		N	N	\$4,385	3/9/2017		70 EQUIPMENT & EQUIPMENT RENTAL	704 PURCHASES - OTHER EQUIPMENT		
Y	DMI* DELL HLTHCR/REL	800-274-1550	TX	Computers,Computer Peripheral Equipment, Software	742616805		N	N	\$889	8/30/2017					
Y	DMI* DELL HLTHCR/REL	800-274-1550	TX	Computers,Computer Peripheral Equipment, Software	742616805		N	N	\$2,178	8/30/2017					

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Y	FEDERAL ACQUISITION CENT	866-4617692	MD	Stationery, Office & School Supply Stores	421636941		N	N	\$1,344.80	6/10/2017					
Y	GAYLORD BROS INC	800-7821397	NY	Direct Marketing - Catalog Merchants	571164294		N	N	\$50.98	1/12/2017					
Y	GAYLORD BROS INC	SYRACUSE	NY	Direct Marketing - Catalog Merchants	571164294		N	N	\$2,286	6/7/2017					
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$67.97	10/26/2016			0	0	
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$77.94	1/13/2017					
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$63.35	2/8/2017					
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$36.97	5/25/2017					
Y	GIANT 2376	WASHINGTON	DC	Grocery Stores, Supermarkets	43061447		N	N	\$42.97	9/8/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	GPO WASHINGTON/DISB	202-512-0987	DC	Government Services, Not Elsewhere Classified	536002509		N	N	\$6,500	9/14/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
N	HAUTE CATERING	BETHESDA	MD		999999999		N	N	\$6,860	8/21/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	DE544006	DE544006
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$5.39	11/15/2016	100	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	ZE520148	ZE520148
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$38.36	11/21/2016	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	ZE520152	ZE520152
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$24	12/12/2016	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	ZE522052	ZE522052
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$13.35	2/7/2017	100	40 OTHER SERVICES AND CHARGES	416 POSTAGE	ZE526466	ZE526466
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$84.68	2/28/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	ZE528092	ZE528092
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$17.99	2/28/2017	100	40 OTHER SERVICES AND CHARGES	416 POSTAGE	ZE528089	ZE528089
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$25.09	3/2/2017	600	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	ZE528309	ZE528309
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$25	3/3/2017	100	40 OTHER SERVICES AND CHARGES	401 TRAVEL - LOCAL	ZE528701	ZE528701
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$8.99	7/10/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	DE540451	DE540451
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$37.20	7/10/2017	600	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	DE540450	DE540450
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$25.90	7/31/2017	600	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	DE542912	DE542912
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$71.97	8/31/2017	100	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	DE545329	DE545329
N	IMPREST FUND: BA-IF-198	WASHINGTON	DC		536001131		N	N	\$23.75	8/31/2017	100	40 OTHER SERVICES AND CHARGES	416 POSTAGE	DE545332	DE545332
Y	INT*IN *THE SHOWROOM,	202-8446222	DC	Dance Halls, Studios & Schools	770034661		N	N	\$10,000	9/15/2017					
Y	KENGLA FLAG COMPANY	202-363-1610	DC	General Merchandise	472801214		N	N	\$103.50	1/17/2017					
N	LEAGUE OF WOMEN VOTERS ED FUND	WASHINGTON	DC		530239013		N	N	\$50,000	8/24/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544518	DE544518
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836		N	N	\$94.95	10/31/2016			0	0	
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836		N	N	\$104.95	3/13/2017					
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836		N	N	\$89.95	4/10/2017					
Y	LEE'S FLOWER AND CARD	WASHINGTON	DC	Florists	520811836		N	N	\$117.83	4/11/2017					
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836		N	N	\$85	4/11/2017					
Y	LEE'S FLOWER AND CARD	WASHINGTON	DC	Florists	520811836		N	N	\$50	4/24/2017					
Y	LEE'S FLOWER AND CARD	2022654965	DC	Florists	520811836		N	N	\$64.95	5/2/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	LEE'S FLOWER AND CARD	WASHINGTON	DC	Florists	520811836		N	N	\$66.64	5/31/2017					
Y	LEE'S FLOWER AND CARD	WASHINGTON	DC	Florists	520811836		N	N	\$49.12	6/8/2017					
Y	LEE'S FLOWER AND CARD	WASHINGTON	DC	Florists	520811836		N	N	\$158.75	6/20/2017					
Y	LEE'S FLOWER AND CARD	WASHINGTON	DC	Florists	520811836		N	N	\$624.95	8/28/2017					
Y	LEE'S FLOWER AND CARD	WASHINGTON	DC	Florists	520811836		N	N	\$39.90	8/28/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$972.80	12/5/2016		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$97.28	1/3/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$704	1/3/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$347.20	1/31/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$1,320	7/7/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$1,320	7/7/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$1,320	7/7/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$1,320	9/12/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$1,320	9/12/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$1,320	9/12/2017					
Y	LEX*LEXIS NEXIS	800-897-3183	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$1,320	9/12/2017					
N	LEXIS NEXIS	NEW YORK	NY		521471842		N	N	\$6,600	9/29/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	VOF26664	VOF26664
Y	MACYS METRO CENTER	WASHINGTON	DC	Department Stores	133354541		N	N	\$81.04	2/8/2017					
Y	MACYS METRO CENTER	WASHINGTON	DC	Department Stores	133354541		N	N	\$108.02	5/31/2017					
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$45,841.48	11/28/2016	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE520843	ZE520843

PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Apprt Fund	Comp Source Title	CompObject Title	Invoice Number	Purchase Order Award Number
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$42,430.02	12/27/2016	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE523563	ZE523563
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$46,258.03	1/30/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE525631	ZE525631
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$45,790.99	2/22/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE527766	ZE527766
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$50,137.93	3/27/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE530351	ZE530351
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$48,651.52	4/26/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE533332	ZE533332
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$50,036.15	6/5/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE536925	ZE536925
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$57,951.26	6/27/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	ZE539182	ZE539182
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$49,921.49	7/28/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	DE542135	DE542135
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$10,062.57	8/23/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	DE544483	DE544483
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$43,559.71	8/23/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	DE544483	DE544483
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$60,245.22	9/21/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	DE547114	DE547114
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$2,795.09	9/29/2017	600	20 SUPPLIES AND MATERIALS	201 OFFICE SUPPLIES	DE550201	DE550201
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$5,255.11	9/29/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	DE550198	DE550198
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$47,136.72	9/29/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	DE550198	DE550198
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$5,255.11	9/30/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	YCBA0113	YCBA0113
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	\$44,825.47	9/30/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	YCBA0113	YCBA0113
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	(\$5,255.11)	9/30/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	YCBA0120	YCBA0120
N	NATIONAL ARCHIVES & RECORDS AD	PARKERSBURG	WV		830426548		N	N	(\$44,825.47)	9/30/2017	600	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	YCBA0120	YCBA0120
N	NATIONAL ASSOCIATION OF SECRE-	WASHINGTON	DC		611332655		N	N	\$3,369	1/4/2017	100	40 OTHER SERVICES AND CHARGES	425 PAYMENT OF MEMBERSHIP DUES	ZE523899	ZE523899
N	NATIONAL ASSOCIATION OF SECRE-	WASHINGTON	DC		611332655		N	N	\$3,434	8/31/2017	100	41 CONTRACTUAL SERVICES - OTHER	409 CONTRACTUAL SERVICES - OTHER	VOF11103	VOF11103
Y	NCBF	2026617567	DC	Charitable And Social Service Organizations	521433877		N	N	\$1,000	3/13/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	NCBF	2026617567	DC	Charitable And Social Service Organizations	521433877		N	N	\$600	3/14/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	NNA SERVICES LLC	800-876-6827	CA	Business Services Not Elsewhere Classified	461586301		N	N	\$119	8/12/2017					
N	OLD NAVAL HOSPITAL FOUNDATION	WASHINGTON	DC		270038119		N	N	\$24,983.02	7/31/2017	100	40 OTHER SERVICES AND CHARGES	408 PROF SERVICE FEES AND CONTR	DE542283	DE542283
N	OLD NAVAL HOSPITAL FOUNDATION	WASHINGTON	DC		270038119		N	N	\$10,000	8/24/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544521	DE544521
Y	PAPER MART	7147874900	CA	Stationery,Office Supplies,Printing/Writing Paper	954566735		N	N	\$140.71	1/4/2017					
Y	PAPER MART	7147874900	CA	Stationery,Office Supplies,Printing/Writing Paper	954566735		N	N	\$785.60	1/11/2017					
Y	PAYPAL *ADISAVERABE	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$100	4/27/2017					
Y	PAYPAL *BRIGIBBS1	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	6/23/2017					
Y	PAYPAL *CHASHOWARD	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	5/31/2017					
Y	PAYPAL *CIC LLC	4029357733	CA	Management, Consulting & Public Relations Services	770510487		N	N	\$100	4/26/2017					
Y	PAYPAL *DANIELLEREN	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$100	5/3/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *DARNLEYHODG	4029357733	CA	Theatrical Producers (except Motion Pictures)	770510487		N	N	\$300	7/18/2017					
Y	PAYPAL *DOUBLEBACKP	4029357733	DC	Theatrical Producers (except Motion Pictures)	770510487		N	N	\$300	6/1/2017					
Y	PAYPAL *DTERRY1969	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	4/27/2017					
Y	PAYPAL *KARSONYAWIS	4029357733	CA	College, Universities, Professional Schools	770510487		N	N	\$300	5/18/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PAYPAL *KARSONYAWIS	4029357733	CA	College, Universities, Professional Schools	770510487		N	N	\$300	5/25/2017					
Y	PAYPAL *MUSACRYLIC	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$1,229	12/19/2016			0	0	
Y	PAYPAL *NATHANIAMIL	4029357733	CA	Professional Services Not Elsewhere Classified	770510487		N	N	\$300	5/25/2017					
Y	PAYPAL *PETER HANES	4029357733	CA	Educational Services, Not Elsewhere Classified	770510487		N	N	\$300	5/25/2017					
Y	PP*ARTIAR	WASHINGTON	DC	Management, Consulting & Public Relations Services	770510487		N	N	\$1,650	4/10/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PRESTO DIRECT LLC	7248251469	PA	Stationery, Office & School Supply Stores	770510487		N	N	\$24	3/3/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	PRESTO DIRECT LLC PRES	7248251469	PA	Stationery, Office & School Supply Stores	770510487		N	N	\$184.15	12/19/2016			0	0	
Y	PRESTO DIRECT LLC PRES	7248251469	PA	Stationery, Office & School Supply Stores	770510487		N	N	\$42.49	1/30/2017					
Y	PRESTO DIRECT LLC PRES	7248251469	PA	Stationery, Office & School Supply Stores	770510487		N	N	\$70.60	2/23/2017					
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$104	10/13/2016			0	0	
Y	REI*PAYMENT CENTER	800-227-9597	OH	Business Services Not Elsewhere Classified	521471842		N	N	\$104	10/13/2016			0	0	
Y	RRB/ITC PARKING	WASHINGTON	DC	Automobile Parking Lots	521924168		N	N	\$26	1/18/2017					
Y	SISTER CITIES INTERNAT	2023478630	NY	Membership Organizations, Not Elsewhere Classified	520859021		N	N	\$1,800	1/25/2017					
N	SPACESAVER STORAGE SYSTEMS	BUFFALO	NY		231923893		N	N	\$5,200	5/5/2017	100	40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT	ZEE75860	ZEE75860
Y	SPECIALTIES INC	2029669200	DC	Advertising Services	521367291		N	N	\$3,824.16	5/5/2017		40 OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	SQ *CENTRAL SAFE AN	WASHINGTON	DC	Professional Services Not Elsewhere Classified	800429876		N	N	\$87	2/21/2017					
Y	SQ *SQ *A DIGITAL SOLU	GOSQ.COM	DC	Other Services Not Elsewhere Classified	800429876		N	N	\$576	1/26/2017					
Y	SQ *SQ *A DIGITAL SOLU	GOSQ.COM	DC	Other Services Not Elsewhere Classified	800429876		N	N	\$576	1/26/2017					

PCARD	Vendor Name	Vendor City	Vendor State	Service Description	FEIN	CBE Number	CBE	SBE	Expenditure Amount	Payment Date	Apprt Fund	Comp Source Title	CompObject Title	Invoice Number	Purchase Order Award Number
N	STAND UP FOR DEMOCRACY IN DC	WASHINGTON	DC		262618767		N	N	\$10,000	8/24/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544513	DE544513
Y	STAPLES DIRECT	800-3333330	MA	Stationery,Office Supplies,Printing/Writing Paper	42896127		N	N	\$402.15	2/18/2017					
N	STATEHOOD NO OTHER WAY FD	WASHINGTON	DC		473457611		N	N	\$10,000	8/25/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544689	DE544689
N	STUDENTS FOR DC STATEHOOD	WASHINGTON	DC		474373098		N	N	\$15,000	8/24/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544522	DE544522
N	THE CREATIVE COALITION	NEW YORK	NY		133517803		N	N	\$10,000	8/28/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544831	DE544831
Y	TLF CAPITOL FLORIST AN	202-4887700	DC	Florists	954604723		N	N	\$77.99	6/13/2017					
Y	TLF PALACE FLORISTS	202-8331093	DC	Florists	954604723		N	N	\$225	2/8/2017					
Y	TPW CONSULTANT00 OF 00	(202)595-7380	DC	Business Services Not Elsewhere Classified	542016973		N	N	\$1,920	3/31/2017					
Y	TPW CONSULTANT00 OF 00	(202)595-7380	DC	Business Services Not Elsewhere Classified	542016973		N	N	\$384	8/30/2017					
Y	TPW CONSULTANTS	202-5957380	DC	Business Services Not Elsewhere Classified	542016973		N	N	\$52	1/30/2017					
Y	TPW CONSULTANTS	202-5957380	DC	Business Services Not Elsewhere Classified	542016973		N	N	\$196.51	1/30/2017					
N	VISION HOUSE INC.	WASHINGTON	DC		521280459		N	N	\$10,000	8/24/2017	100	50 SUBSIDIES AND TRANSFERS	506 GRANTS AND GRATUITIES	DE544516	DE544516
Y	WHITAKERBROTHERS.COM	3012302800	MD	Office,Photographic,Photocopy,and Microfilm Equip	521357073		N	N	\$232	5/16/2017	40	OTHER SERVICES AND CHARGES	410 OFFICE SUPPORT		
Y	WINDOWS CATERING COMPA	703-519-3500	VA	Caterers	541381061		N	N	\$790	1/13/2017					

51. Please identify all electronic databases maintained by your agency, including the following:
- A detailed description of the information tracked or maintained within each system;
 - The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
 - Whether the public can be granted access to all or part of each system.

Response:

Division	Type of Databases	Explanation	Public Accessibility
ONCA	Manual entry - Excel spreadsheet	ONCA does not currently have an electronic database although ONCA is in the last stages of procuring a contract to install and implement a complete computerization and automation of the office.	The current Excel spreadsheets are not available to the public, however, once the automation project for ONCA is completed, notary applicants will be able to fill out the application online and the application will immediately go into the database and it will be determined sufficient or non-sufficient, the public can access the "Search for a Notary Public" in the website and view the current notaries public with the expiration date of their commission.
OPR	AXAEM	OPR is in the process of implementing an archives and records information system called AXAEM. When fully implemented, AXAEM will track all holdings in both the archives and the records center, monitor and facilitate reference requests, automate the acceptance of records into the records center, implement workflows for the accessioning of archival collections, monitor visitors to the facility, and maintain data about agency records officers and the activities they are authorized to perform.	We are currently working on the following publicly accessible components: <ul style="list-style-type: none"> • Acceptance of records into the records center (role-specific access granted to agency records officers); • Visitor sign-in portal (access to the front end, not the underlying data); • Online request form (access to the front end, not the underlying data). <p>Following the input of complete holdings data, we will be developing a public-facing search interface.</p>
ODAI	DCRegs	DCRegs database tracks notices submitted for publication from four main user groups: the DC Council, agencies of the Executive Branch, independent government agencies, and DC Public Charter Schools. Within the database, DCRegs tracks each uploaded notice by	The public has access to information through DCRegs: District of Columbia Register (2008 to present), District of Columbia Municipal Regulations and Mayor's/Commissioners Orders. During the coming fiscal



	<p>assigning the notice an ID. DCRegs tracks the name of the user who created the notice and tracks users who make any changes to the uploaded notice, as well as the action type (submit, return, confirm for publication), and date and time for each action. Authorized users can view the tracking information using the Notice History for each notice.</p> <p>DCRegs was created in 2009. In October 2017, ODAI launched a new DCRegs based on FileNet Architecture, which among other things, allows for faster searches. FileNet will also allow ODAI to upload historical documents that were published as hardcopies.</p>	<p>years, the Office of Documents will digitize and publish online District of Columbia Registers for years 1954 to 2007.</p>
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52. Please provide a detailed description of any new technology acquired or any upgrades to existing technology in FY17 and FY18, to date, or anticipated for the remainder of FY18.
- Include the cost, what it does, and the budget program and activity codes that fund it.
 - Cross reference to any relevant contracts (name or number) in the responses above.
 - Please explain if there have there been any issues with implementation.

Response:

- Office of Office of Notary Commissions and Authentications:
The capital budget of \$300,000 has been allocated to the Office of the Chief Technology Officer as the implementation agency, to implement a Notary Automation Platform (NAP) that provides automated and efficient means to perform day-to-day operation within the District. The RFP for this project was issued on December 1, 2017 and closed on December 22, 2017. OCP is currently reviewing incoming bids.

