

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Risk Management



MEMORANDUM

TO: Lolita Alston, Acting Director
Office of Legislative Support, EOM

FROM: Jed Ross *Jed Ross*
Chief Risk Officer
Office of Risk Management

for Mohamed Mohamed *M. Mohamed*
Associate Chief Financial Officer
Government Operations Cluster

DATE: February 8, 2017

SUBJECT: Request for Reprogramming – Local PS to NPS Fund within the Office of Risk Management fund (RK0): \$248,000

The purpose of this request is to reprogram local personnel services funding from CSG 11, CSG 12 and CSG 14 to local non- personal services CSG 40, CSG30 and CSG 70, to ensure that the Office of Risk Management's budgetary resources are available to cover the projected costs associated training/ professional services and equipment needs for the remainder of FY17.

Why are the funds needed?

These local funds are needed to ensure that the Office of Risk Management Fund's budgetary resources are available to cover the projected non-personnel service costs for equipment and training/professional services.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No, this reprogramming does not restore a budget cut authorized by the Mayor nor Council.

Why are the funds available?

Funds are available in local personnel services due to vacancy savings and salary hiring lapses for a number of vacancies for newly authorized positions in FY17.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

The postponement of this reprogramming will result in a lapse of funding in FY17, and the funding not being available in FY18.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

The agency will not be able to provide additional safety training to better protect District employees, pursue additional professional services needed to properly administer agency programs which will save taxpayers money, or correct equipment concerns within the office. No negative impact is anticipated as a result of this reprogramming.

Should you have any questions, please contact Michael Bolden at (202) 727-6534.

Attachment

cc: Gordon Mc Donald, Deputy CFO for Budget and Planning

Attachment A -- Local (0100)

Attachment A -- Local (0100)

APPROVAL REQUIRED FOR THE FOLLOWING:		Originating Agency Name and Code: Office Of Risk Management (RKO)				Fund and Code: Local funds (0100)		Budget Fiscal Year: 2017	
APPROVAL LEVEL: RKO Agency Ofc of Budget DC Council US Congress		Agency Director: <i>[Signature]</i> Agency CFO: <i>[Signature]</i> Associate CFO: <i>[Signature]</i>		Budget Reprogramming Amount Requested: \$248,000.00 Prepared By: Delmar Parks		Amount of Increase (+) Amount of Decrease (-)		Revised Budget Amount	
CC/ Program Code	RCI Activity Code	Control Center / Responsibility Center/Program Name	PCA	Index	Object Class	Original Budget Amount	Current Budget Amount	Amount of Increase (+)	Revised Budget Amount
1090	1090	Performance Management	10900	10900	0111	\$547,880.15	\$547,880.15		\$364,880.15
3100	3110	Insurance Analysis	31100	31100	0121	\$122,977.88	\$122,977.88		\$99,477.88
1090	1090	Performance Management	10900	10900	0147	\$128,204.10	\$128,204.10		\$86,704.10
1000	1055	Agency Management Program	10550	10550	0408	\$117,020.28	\$117,020.28	\$160,500.00	\$277,520.28
1000	1055	Agency Management Program	10550	10550	0702			\$58,000.00	\$58,000.00
1000	1055	Agency Management Program	10550	10550	0301			\$29,500.00	\$29,500.00
TOTAL							\$916,082.41	\$248,000.00	\$916,082.41

Justification of Reprogramming Proposal:

See attached memorandum

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/09/17 04:52 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1090 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0011 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 PERFORMANCE MANAGEMENT

FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 05 ADJUSTED BUDG: 547,880.15
BUDGET AVAIL: 417,719.20 BUDG % AVAIL: 76.24
EXPEND/BUDG %: 23.76 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 130,160.95- UNEXPND ALLOT: 130,160.95-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 547,880.15
15 CASH EXPEND 145,537.86
17 ACCRUED EXP 15,376.91-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/09/17 04:53 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 3110 PGM CODE: 3110 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 03 INSURANCE ANALYSIS
PGM LEVEL: 02 INSURANCE ANALYSIS
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 05 ADJUSTED BUDG: 122,977.88
BUDGET AVAIL: 122,977.88 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 122,977.88

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/09/17 04:53 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1090 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 PERFORMANCE MANAGEMENT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 05 ADJUSTED BUDG: 128,204.10
BUDGET AVAIL: 106,622.95 BUDG % AVAIL: 83.17
EXPEND/BUDG %: 16.83 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 21,581.15- UNEXPND ALLOT: 21,581.15-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 128,204.10
15 CASH EXPEND 25,069.61
17 ACCRUED EXP 3,488.46-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/09/17 04:53 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1055 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 RISK MANAGEMENT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 05 ADJUSTED BUDG: 117,020.28
BUDGET AVAIL: 22,536.28 BUDG % AVAIL: 19.26
EXPEND/BUDG %: 33.90 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 94,484.00- UNEXPND ALLOT: 69,185.32-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 117,020.28
15 CASH EXPEND 39,316.82
16 INTRA-DIST 29,516.18
17 ACCRUED EXP 352.32
18 ENCUMB OUTS 25,298.68
19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/09/17 04:55 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1055 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0031 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 RISK MANAGEMENT
FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 05 ADJUSTED BUDG: .00
BUDGET AVAIL: .00 BUDG % AVAIL: .00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 02/09/17 04:55 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: _____ PGM CODE: 1055 FUNC CODE: _____
 AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
 COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
 ORG LEVEL: ** UNKNOWN ORG LEVEL **
 PGM LEVEL: 02 RISK MANAGEMENT
 FUNC LEVEL: ** UNKNOWN FUNCTION CODE **
 INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
 INQ YEAR: 17 INQ MONTH: 05 ADJUSTED BUDG: .00
 BUDGET AVAIL: .00 BUDG % AVAIL: .00
 EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
 ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
 BT TITLE AMOUNT BT TITLE AMOUNT

NO RECORD FOUND

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Risk Management



MEMORANDUM

TO: Deborah Johnson, Acting Director
Office of Legislative Support, EOM

FROM: Jed Ross *Jed Ross*
Chief Risk Officer
Office of Risk Management

for Mohamed Mohamed *C. Mohamed*
Associate Chief Financial Officer
Government Operations Cluster

DATE: September 25, 2017

SUBJECT: Request for Reprogramming – Local NPS Fund within the Office of Risk
Management fund (RK0): \$36,074.00

The purpose of this request is to reprogram local personnel services funding from CSG 70 and to local non-personnel services CSG 40, to ensure that the Office of Risk Management's budgetary resources are available to cover the projected costs associated with essential professional services for FY18.

Why are the funds needed?

These local funds are needed to ensure that the Office of Risk Management Fund's budgetary resources are available to cover the projected non-personnel service costs associated with essential professional services.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No, this reprogramming does not restore a budget cut authorized by the Mayor nor Council.

Why are the funds available?

Funds are available in local non-personnel services CSG 70 due to the NPS restoration of RK0's FY18 NPS budget; The CSG 70 funding should be allocated to CSG 40 to better align with FY18 programmatic needs.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

The postponement of this reprogramming will result in RK0 not being able to procure essential professional services that critical to the program's function.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No negative impact is anticipated as a result of this reprogramming.

Should you have any questions, please contact Alemayehu Awas at (202) 727-6535.

Attachment

cc: Gordon Mc Donald, Deputy CFO for Budget and Planning

OPERATING BUDGET REPROGRAMMING REQUEST		Originating Agency Name and Code: Office Of Risk Management (RK0)		Fund and Code: Local funds (0100)	Budget Fiscal Year: 2018					
<p>Government of the District of Columbia</p> <p>APPROVAL REQUIRED FOR THE FOLLOWING:</p> <p>Shift Between Agencies</p> <p>Shift Between Control Centers / Activities</p> <p>Shift Between Responsibility Centers / Programs</p> <p>Shift Within Responsibility Centers/ Programs</p>		<p>APPROVAL LEVEL:</p> <p>Agency Director: <i>[Signature]</i></p> <p>Agency CFO: <i>[Signature]</i></p> <p>Associate CFO: <i>[Signature]</i></p>		<p>Budget Reprogramming Amount Requested: 36,074</p> <p>Prepared By: Delmar Parks</p> <p>DATE: 09/21/17</p> <p>Total # of Pages</p>						
CC/Program Code	RC/Activity Code	Control Center / Responsibility Center/Program Name	PCA	Index	Object Class	Original Budget Amount	Current Budget Amount	Amount of Decrease (-)	Amount of Increase (+)	Revised Budget Amount
1000	1055	Agency Management Program	10550	10550	0702	\$36,074.00	\$36,074.00	\$36,074.00		\$0.00
1000	1055	Agency Management Program	10550	10550	0408	36,075.00	36,075.00		\$36,074.00	\$72,149.00
TOTAL						\$72,149.00	\$72,149.00	\$36,074.00	\$36,074.00	\$72,149.00

Justification of Reprogramming Proposal:

See attached memorandum

9:32:27 Wednesday, September 27, 2017

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/27/17 09:33 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 18 ORG CODE: _____ PGM CODE: _____
AP FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____

ORG LEVEL: _____
PGM LEVEL: _____
FUNC LEVEL: _____
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: S
INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: 36,074.00
BUDGET AVAIL: 36,074.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT
09 ORIG EXP BU 36,074.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

12:13:51 Wednesday, September 27, 2017

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/27/17 12:15 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 18 ORG CODE: 1050 PGM CODE: _____ FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 03 FINANCIAL MANAGEMENT
PGM LEVEL:
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: 36,074.00
BUDGET AVAIL: 36,074.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 36,074.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/27/17 12:15 PM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNE

AGENCY: RK0 AY: 18 ORG CODE: 1000 PGM CODE: 1055 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 RISK MANAGEMENT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 18 INQ MONTH: 01 ADJUSTED BUDG: 36,075.00
BUDGET AVAIL: 999.32 BUDG % AVAIL: 2.77
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 36,075.00
19 PRE-ENCUM O 35,075.68

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Risk Management



MEMORANDUM

TO: Lolita Alston, Acting Director
Office of Legislative Support, EOM

FROM: Jed Ross *Jed Ross*
Chief Risk Officer
Office of Risk Management

for Mohamed Mohamed *MJ Bolden*
Associate Chief Financial Officer
Government Operations Cluster

DATE: August 31, 2017

SUBJECT: Request for Reprogramming – Local NPS Fund within the Office of Risk Management fund (RK0): \$65,000

The purpose of this request is to reprogram local personnel services and non-personnel funding from CSG 40, CSG 14, and CSG12 to local non- personal services CSG 20 and CSG 70, to ensure that the Office of Risk Management’s budgetary resources are available to cover the projected costs associated with essential computers, equipment, and office supplies for the remainder of FY17.

Why are the funds needed?

These local funds are needed to ensure that the Office of Risk Management Fund’s budgetary resources are available to cover the projected non-personnel service costs associated with essential office supplies.

Is this a reprogramming to restore a budget cut authorized by the Mayor and/or Council?

No, this reprogramming does not restore a budget cut authorized by the Mayor nor Council.

Why are the funds available?

Funds are available in local non-personnel services CSG40 due to savings on several purchases orders, in which the unexpended funds were de-obligated.

What hardship will the District face if the action is postponed until the subsequent fiscal year?

The postponement of this reprogramming will result in a lapse of funding in FY17, and the funding not being available in FY18.

What programs, services or other purchases will be delayed as a result of the action, and the impact on the program or agency?

No negative impact is anticipated as a result of this reprogramming.

Should you have any questions, please contact Alemayehu Awas at (202) 727-6535.

Attachment

cc: Gordon Mc Donald, Deputy CFO for Budget and Planning

9:34:44 Friday, September 01, 2017

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/01/17 09:36 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1055 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0012 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 RISK MANAGEMENT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 12 ADJUSTED BUDG: 176,837.61
BUDGET AVAIL: 176,837.61 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 176,837.61

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

9:35:21 Friday, September 01, 2017

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/01/17 09:36 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1055 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0014 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 RISK MANAGEMENT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 12 ADJUSTED BUDG: 41,380.00
BUDGET AVAIL: 41,380.00 BUDG % AVAIL: 100.00
EXPEND/BUDG %: 0.00 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: .00 UNEXPND ALLOT: .00
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 41,380.00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

9:35:39 Friday, September 01, 2017

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/01/17 09:37 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1055 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0040 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 RISK MANAGEMENT
FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 12 ADJUSTED BUDG: 277,520.28
BUDGET AVAIL: 135,942.25 BUDG % AVAIL: 48.98
EXPEND/BUDG %: 37.25 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 138,578.03- UNEXPND ALLOT: 111,910.02-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 117,020.28 19 PRE-ENCUM O 3,000.00
10 EXP BUD REV 160,500.00
15 CASH EXPEND 103,383.52
16 INTRA-DIST 8,526.50
17 ACCRUED EXP .00
18 ENCUMB OUTS 26,668.01

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

9:35:28 Friday, September 01, 2017

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/01/17 09:36 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1055 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0020 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 RISK MANAGEMENT
FUNC LEVEL:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 12 ADJUSTED BUDG: 8,000.00
BUDGET AVAIL: 3,461.44 BUDG % AVAIL: 43.27
EXPEND/BUDG %: 207.30 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 4,538.56- UNEXPND ALLOT: 4,538.56-
BT TITLE AMOUNT BT TITLE AMOUNT
09 ORIG EXP BU 8,000.00
15 CASH EXPEND 16,584.33
16 INTRA-DIST 12,045.77-

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

9:35:47 Friday, September 01, 2017

S061 V2.1 PRD DISTRICT OF COLUMBIA R*STARS 2.1 09/01/17 09:37 AM
LINK TO: _____ AGENCY BUDGET FINANCIAL INQUIRY DSNF

AGENCY: RK0 AY: 17 ORG CODE: 1000 PGM CODE: 1055 FUNC CODE: _____
AP FUND: _____ FUND: 0100 GRANT/PH: _____ PROJECT/PH: _____
COMP SRC/GRP: 0070 OBJ/COBJ/AGY OBJ: _____ AGY OBJ GROUP: _____
ORG LEVEL: 02 AGENCY MANAGEMENT PROGRAM
PGM LEVEL: 02 RISK MANAGEMENT
FUNC LEVEL: _____

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 17 INQ MONTH: 12 ADJUSTED BUDG: 58,000.00
BUDGET AVAIL: 7,308.24 BUDG % AVAIL: 12.60
EXPEND/BUDG %: 87.40 ALLOT/BUDG %: 0.00
ALLOTMENT BAL: 50,691.76- UNEXPND ALLOT: 50,691.76-
BT TITLE AMOUNT BT TITLE AMOUNT
10 EXP BUD REV 58,000.00
15 CASH EXPEND 50,691.76
17 ACCRUED EXP .00
18 ENCUMB OUTS .00
19 PRE-ENCUM O .00

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
OFFICE OF RISK MANAGEMENT
AND
CAPTIVE INSURANCE AGENCY**

This Memorandum of Understanding (“MOU”) is entered into as of the 14TH day of June, 2017 (the Effective Date) by and between the Office of Risk Management (“ORM”) and the Captive Insurance Agency (“Captive”), each referred to herein as a “Party” and collectively referred to herein as the “Parties”.

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, ORM will provide funds to the Captive to reimburse the Captive for the cost it incurs for the procurement of a contractor to provide insurance consulting services for ORM, for a term from the Effective Date through September 30, 2017.

II. SCOPE OF WORK

A. Responsibilities of ORM

Reimburse the Captive twenty-five thousand dollars (\$25,000) for the cost of insurance consulting services.

B. Responsibilities of the Captive

Procure the services of an insurance consultant for ORM.

III. FUNDING

A. Cost of services

Total cost for services is twenty-five thousand dollars (\$25,000).

B. Payment

1. Payment for services shall be made through an Intra-District advance by ORM from the Employee’s Compensation Fund (BG0) to the Captive in the amount of twenty-five thousand dollars (\$25,000).

2. Advances to the Captive for the services to be provided shall not exceed the actual cost of this MOU, twenty-five thousand dollars (\$25,000).

3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

This MOU shall commence on the Effective Date and remain in effect through September 30, 2017, unless sooner terminated pursuant to Article VII of this MOU.

VI. COMPLIANCE AND MONITORING

A. Monitoring

As this MOU is funded by District of Columbia funds, ORM will be subject to scheduled and unscheduled monitoring reviews by

the District government to ensure compliance with all applicable requirements.

B. Records and reports

1. The Captive shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon ORM's request, the Captive will make these documents available for inspection by duly authorized representatives of ORM and other District officials as may be specified by ORM at its sole discretion.

VII. TERMINATION

A. Communication

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

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;
5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;
6. The convenience of either Party.

VIII. NOTICE

A. For the Captive:

The following individual is the Captive contact point under this MOU:

Jane Waters

Insurance Program Officer
Jane.waters@dc.gov

B. For ORM:

The following individual is the ORM contact point under this MOU:

Sam Yeung
Deputy Director
Sam.yeung@dc.gov

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

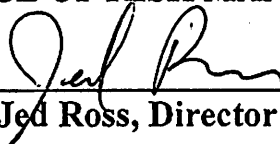
D.C. Official Code §§ 1-301.01(k); 50-921.20 (c).

XI. MISCELLANEOUS

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

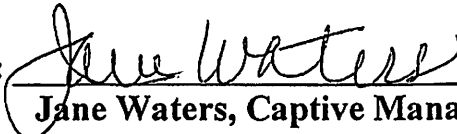
The Parties have executed this MOU as of the day and year written below.

OFFICE OF RISK MANAGEMENT

By: 
Jed Ross, Director

Date: 6/23/17

CAPTIVE INSURANCE AGENCY

By: 
Jane Waters, Captive Manager

Date: 6.23.17

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____ DATE OF MOU: 6/28/2017

SELLER INFORMATION

AGENCY: Captive Insurance Agency AGENCY CODE: RJ0

NAME OF CONTACT: Alex Alemayehu

ADDRESS : 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE # : 202-727-6535

FAX # : 202-727-2202

AUTHORIZING OFFICER  DATE: 6 / 29 / 2017

BUYER INFORMATION

AGENCY: Employees' Compensation Fund AGENCY CODE: BG0

NAME OF CONTACT: Alemayehu Awas

ADDRESS : 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE # : 202-727-6535

FAX # : 202-727-2202

AUTHORIZING OFFICER  DATE: 6 / 29 / 2017

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: INSURANCE PROCUREMENT COST REIMBURSEMENT

TOTAL: \$25,000.00

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RJ0	17		200ID	200ID	4600	4600		RJ0BG0/01
Buyer	BG0	17		11000	10000	408	408		

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

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

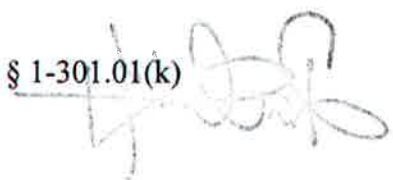
The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal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

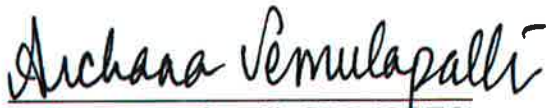
Buyer/OCA (on behalf of the Participating Agencies):



Rashad Young, City Administrator

Date: 10/16/17

Seller/OCTO:



Archana Vemulapalli, CTO (OCTO)

Date: 11/15/17

ATTACHMENT A

**MICROSOFT OFFICE 365 ENTERPRISE E1 AND E3 SUBSCRIPTION SERVICES DETAILED
BREAKDOWN BY LICENSE TYPE, LICENSE COUNT, UNIT COST, AND TOTAL COST BY
AGENCY**

[Excel file printout follows on next page.]

**ATTACHMENT A
MICROSOFT OFFICE 365 ENTERPRISE E1 AND E3 SUBSCRIPTION SERVICES DETAILED BREAKDOWN BY LICENSE TYPE, LICENSE COUNT, UNIT COST, AND TOTAL COST BY AGENCY**

Code	Acronym	Agency Name	License type	FY18 Count	Unit Price	Total
		Chief of Staff (COS)	E1	6	68.52 \$	411.12
		Chief of Staff (COS) Total	E3 Step Up	1	208.2 \$	208.20
		Mayor's Correspondence Unit (MCU)	E1	4	68.52 \$	274.08
		Mayor's Correspondence Unit (MCU) Total	E1	4	68.52 \$	274.08
		Mayor's Office of Community Affairs (MOCA)	E1	40	68.52 \$	2,740.80
		Mayor's Office of Community Affairs (MOCA) Total	E3 Step Up	7	208.2 \$	1,457.40
		Mayor's Office of Talent and Appointments (MOTA)	E1	9	68.52 \$	616.68
		Mayor's Office of Talent and Appointments (MOTA) Total	E3 Step Up	1	208.2 \$	208.20
		Mayor's Office of Talent and Appointments (MOTA) Total	E3 Step Up	10	208.2 \$	824.88
		Office of African Affairs (OAA)	E1	1	208.2 \$	208.20
		Office of African Affairs (OAA) Total	E1	6	68.52 \$	411.12
		Office of African Affairs(OAA)	E1	6	68.52 \$	411.12
		Office of African Affairs(OAA) Total	E1	10	68.52 \$	685.20
		Office of Communications (EOM)	E3 Step Up	5	208.2 \$	1,041.00
		Office of Communications (EOM) Total	E3 Step Up	15	1,726.20	1,726.20
		Office of General Counsel (OGC)	E1	4	68.52 \$	274.08
		Office of General Counsel (OGC) Total	E3 Step Up	2	208.2 \$	416.40
		Office of LGBT Affairs (LGBT)	E1	3	68.52 \$	205.56
		Office of LGBT Affairs (LGBT) Total	E3 Step Up	1	208.2 \$	208.20
		Office of Mayor(EXEC)	E1	1	68.52 \$	68.52
		Office of Mayor(EXEC) Total	E3 Step Up	7	208.2 \$	1,457.40
		Office of Partnerships and Grants (OPGD)	E1	8	68.52 \$	1,525.92
		Office of Partnerships and Grants (OPGD) Total	E1	6	68.52 \$	411.12
		Office of Returning Citizens Affairs (ORCA)	E1	10	68.52 \$	685.20
		Office of Returning Citizens Affairs (ORCA) Total	E3 Step Up	1	208.2 \$	208.20
		Office of Support Services (SS)	E1	11	68.52 \$	893.40
		Office of Support Services (SS) Total	E1	8	68.52 \$	548.16
		Office of the Mayor	E1	8	68.52 \$	548.16
		Office of the Mayor Total	E3 Step Up	76	68.52 \$	5,207.52
		ServeDC	E3 Step Up	17	208.2 \$	3,539.40
		ServeDC Total	E1	93	68.52 \$	8,746.92
		ServeDC	E1	20	68.52 \$	1,370.40
		ServeDC Total	E1	20	68.52 \$	1,370.40
AA0	EOM			492	\$	22,862.16

ATTACHMENT A

MICROSOFT OFFICE 365 ENTERPRISE E1 AND E3 SUBSCRIPTION SERVICES DETAILED BREAKDOWN BY LICENSE TYPE, LICENSE COUNT, UNIT COST, AND TOTAL COST BY AGENCY

Code	Acronym	Agency Name	License type	FY18 Count	Unit Price	Total
AEO	OCA	Office of the City Administrator	E1	56	68.52 \$	3,837.12
			E3 Step Up	9	208.2 \$	1,873.80
AEO Total				65	\$	5,710.92
AHO	MOLC	Mayor's Office of Legal Council	E1	6	68.52 \$	411.12
			E3 Step Up	2	208.2 \$	416.40
AHO Total				6	\$	827.52
AIO	OSA	Office of the Senior Advisor	E1	28	68.52 \$	1,918.56
			E3 Step Up	3	208.2 \$	624.60
AIO Total				31	\$	2,543.16
AMO	DGS	Department of General Services	E1	93	91.2 \$	8,481.60
			E3 Step Up	942	68.52 \$	64,545.84
			E3 Step Up	942	208.2 \$	196,124.40
AMO Total				1,977	\$	269,151.84
APO	MOPIA	Mayor's Office of Asian and Pacific Islander Affairs	E1	26	68.52 \$	1,781.52
			E3 Step Up	1	208.2 \$	208.20
AP0 Total				27	\$	1,989.72
BAO	OS	Office of the Secretary	E1	31	68.52 \$	2,124.12
			E3 Step Up	2	208.2 \$	416.40
BAO Total				33	\$	2,540.52
BDO	OP	Office of Planning	E1	75	68.52 \$	5,139.00
			E3 Step Up	1	223.29 \$	223.29
			E3 Step Up	80	208.2 \$	16,656.00
BDO Total				156	\$	22,018.29
BEO	DCHR	D.C. Department of Human Resources	E1	315	68.52 \$	21,583.80
			E3 Step Up	200	159.72 \$	31,944.00
BEO Total				515	\$	53,527.80
BNO	HSEMA	Homeland Security and Emergency Management Agency	E1	301	68.52 \$	20,624.52
BNO Total				301	\$	20,624.52
BN2	HSEMA	Homeland Security and Emergency Management Agency	E3 Step Up	13	223.29 \$	2,902.77
BN2 Total				13	\$	2,902.77
BX0	CAH	Commission on the Arts and Humanities	E1	33	68.52 \$	2,261.16
BX0 Total				33	\$	2,261.16
BY0	DCOA	D.C. Office on Aging	E1	90	68.52 \$	6,166.80
			E3 Step Up	90	208.2 \$	18,738.00
BY0 Total				180	\$	24,904.80
BZ0	MOLA	Mayor's Office of Latino Affairs	E1	18	68.52 \$	1,233.36
			E3 Step Up	1	208.2 \$	208.20
BZ0 Total				19	\$	1,441.56
CF0	DOES	Department of Employment Services	E1	985	68.52 \$	67,492.20
CF0 Total				985	\$	67,492.20
CF1	DOES	Department of Employment Services	E3 Step Up	1069	223.29 \$	238,697.01
CF1 Total				1069	\$	238,697.01
CIO	OCTFME	Office of Cable Television, Film, Music & Entertainment	E1	18	91.2 \$	1,641.60
			E3 Step Up	51	68.52 \$	3,494.52
			E3 Step Up	1	223.29 \$	223.29
CIO Total				70	\$	5,359.41
CIO	OCF	Office of Campaign Finance	E1	33	68.52 \$	2,261.16
CIO Total				33	\$	2,261.16

ATTACHMENT A

MICROSOFT OFFICE 365 ENTERPRISE E1 AND E3 SUBSCRIPTION SERVICES DETAILED BREAKDOWN BY LICENSE TYPE, LICENSE COUNT, UNIT COST, AND TOTAL COST BY AGENCY

Code	Acronym	Agency Name	License type	FY18 Count	Unit Price	Total
CR0	DCRA	Department of Consumer and Regulatory Affairs	E1	274	91.2 \$	24,988.80
			E3 Step Up	460	68.52 \$	31,519.20
CR0 Total				748	\$	59,634.06
DB0	DHCD	Department of Housing and Community Development	E1	58	91.2 \$	5,289.60
			E3 Step Up	171	68.52 \$	11,716.92
DB0 Total				233	\$	17,899.68
EBO	DMPED	Deputy Mayor For Planning and Economic Development	E1	113	68.52 \$	7,742.76
			E3 Step Up	81	208.2 \$	16,864.20
EBO Total				194	\$	24,606.96
EM0	DMGEO	Deputy Mayor for Greater Economic Opportunity	E1	18	68.52 \$	1,233.36
			E3 Step Up	5	208.2 \$	1,041.00
EM0 Total				23	\$	2,274.36
EN0	DSLBD	Department of Small and Local Business Development	E1	7	91.2 \$	638.40
				52	68.52 \$	3,563.04
EN0 Total				59	\$	4,201.44
FA0	MPD	Metropolitan Police Department	E1	2122	91.2 \$	193,526.40
				2835	68.52 \$	194,254.20
			E3 Step Up	2	223.29 \$	446.58
FA0 Total				4959	\$	388,227.18
FBO	FEMS	Fire and Emergency Medical Services Department	E1	329	91.2 \$	30,004.80
				1800	68.52 \$	123,336.00
			E3 Step Up	4	223.29 \$	893.16
FBO Total				2133	\$	154,233.96
FLO	DOC	Department of Corrections	E1	1400	68.52 \$	95,928.00
			E3 Step Up	3	223.29 \$	669.87
				50	208.2 \$	10,410.00
FLO Total				1453	\$	107,007.87
FO0	OVSJG	Office of Victim Services and Justice Grants	E1	36	68.52 \$	2,466.72
			E3 Step Up	23	208.2 \$	4,788.60
FO0 Total				59	\$	7,255.32
FQ0	DMPSJ	Deputy Mayor for Public Safety and Justice	E1	4	68.52 \$	274.08
			E3 Step Up	7	208.2 \$	1,457.40
FQ0 Total				11	\$	1,731.48
FR0	DFS	Department of Forensic Sciences	E1	47	91.2 \$	4,286.40
				222	68.52 \$	15,211.44
			E3 Step Up	40	208.2 \$	8,328.00
FR0 Total				309	\$	27,825.84
FX0	OCME	Office of the Chief Medical Examiner	E1	9	91.2 \$	820.80
				93	68.52 \$	6,372.36
FX0 Total				102	\$	7,193.16
GD0	OSSE	Office of the State Superintendent of Education	E1	62	91.2 \$	5,654.40
			E3 Step Up	17	223.29 \$	3,795.93
GD0 Total				79	\$	9,450.33
GW0	DME	Deputy Mayor for education	E1	22	68.52 \$	1,507.44
			E3 Step Up	6	208.2 \$	1,249.20
GW0 Total				28	\$	2,756.64

ATTACHMENT A

MICROSOFT OFFICE 365 ENTERPRISE E1 AND E3 SUBSCRIPTION SERVICES DETAILED BREAKDOWN BY LICENSE TYPE, LICENSE COUNT, UNIT COST, AND TOTAL COST BY AGENCY

Code	Acronym	Agency Name	License type	FY18 Count	Unit Price	Total
HA0	DPR	Department of Parks and Recreation	E1	167	91.2	\$ 15,230.40
HA0 Total				719	\$	53,053.44
HCO	DOH	Department of Health	E1	960	91.2	\$ 87,552.00
HCO Total			E3 Step Up	90	208.2	\$ 18,738.00
HCO Total				1050	\$	106,290.00
HGO	DMHHS	Deputy Mayor of Health and Human Services	E1	33	68.52	\$ 2,261.16
HGO Total			E3 Step Up	1	208.2	\$ 208.20
HGO Total				34	\$	2,469.36
HMO	OHR	Office of Human Rights	E1	38	68.52	\$ 2,603.76
HMO Total			E3 Step Up	39	208.2	\$ 8,119.80
HMO Total				77	\$	10,723.56
HTO	DHCF	Department of Health Care Finance	E1	250	68.52	\$ 17,130.00
HTO Total			E3 Step Up	75	223.29	\$ 16,746.75
HTO Total				250	208.2	\$ 52,050.00
HTO Total				575	\$	85,926.75
JAO	DHS	Department of Human Services	E1	1600	68.52	\$ 109,632.00
JAO Total			E3 Step Up	29	223.29	\$ 6,475.41
JAO Total				1629	\$	116,107.41
JMO	DDS	Department on Disability Services	E1	101	91.2	\$ 9,211.20
JMO Total			E3 Step Up	365	68.52	\$ 25,009.80
JMO Total				2	223.29	\$ 446.58
JMO Total				468	\$	34,667.58
JRO	ODR	Office of Disability Rights	E1	11	68.52	\$ 753.72
JRO Total			E3 Step Up	1	208.2	\$ 208.20
JRO Total				12	\$	961.92
JZO	DYRS	Department of Youth Rehabilitation Services	E1	530	68.52	\$ 36,315.60
JZO Total			E3 Step Up	15	223.29	\$ 3,349.35
JZO Total				530	208.2	\$ 110,346.00
JZO Total				1075	\$	150,010.95
KA0	DDOT	District Department of Transportation	E1	1700	68.52	\$ 116,484.00
KA0 Total			E3 Step Up	24	223.29	\$ 5,358.96
KA0 Total				1724	\$	121,842.96
KGO	DOEE	Department of Energy and Environment	E1	214	91.2	\$ 19,516.80
KGO Total			E3 Step Up	335	68.52	\$ 22,954.20
KGO Total				19	223.29	\$ 4,242.51
KGO Total				568	\$	46,713.51
KTO	DPW	Department of Public Works	E1	2184	68.52	\$ 149,647.68
KTO Total			E3 Step Up	1	223.29	\$ 223.29
KTO Total				2185	\$	149,870.97
KVO	DMV	Department of Motor Vehicles	E1	350	68.52	\$ 23,982.00
KVO Total			E3 Step Up	100	208.2	\$ 20,820.00
KVO Total				450	\$	44,802.00

ATTACHMENT A

MICROSOFT OFFICE 365 ENTERPRISE E1 AND E3 SUBSCRIPTION SERVICES DETAILED BREAKDOWN BY LICENSE TYPE, LICENSE COUNT, UNIT COST, AND TOTAL COST BY AGENCY

Code	Acronym	Agency Name	License type	FY18 Count	Unit Price	Total
PO0	OCP	Office of Contracting and Procurement	E1	57	91.2 \$	5,198.40
				250	68.52 \$	17,130.00
			E3 Step Up	5	223.29 \$	1,116.45
PO0 Total				312	\$	23,444.85
RK0	ORM	Office of Risk Management	E1	16	68.52 \$	1,096.32
			E3 Step Up	45	208.2 \$	9,369.00
RK0 Total				61	\$	10,465.32
RLO	CfSA	Child and Family Services Agency	E1	1219	68.52 \$	83,525.88
			E3 Step Up	2	223.29 \$	446.58
RLO Total				1221	\$	83,972.46
RM0	DBH	Department of Behavioral Health	E1	360	91.2 \$	32,832.00
				1250	68.52 \$	85,650.00
			E3 Step Up	2	223.29 \$	446.58
RM0 Total				1612	\$	118,928.58
SR0	DISB	Department of Insurance, Securities, and Banking	E1	160	68.52 \$	10,963.20
			E3 Step Up	160	208.2 \$	33,312.00
SR0 Total				320	\$	44,275.20
TC0	DFHV	Department of For-Hire Vehicles	E1	52	91.2 \$	4,742.40
			E3 Step Up	52	208.2 \$	10,826.40
TC0 Total				104	\$	15,568.80
UC0	OUC	Office of Unified Communications	E1	29	91.2 \$	2,644.80
				387	68.52 \$	26,517.24
			E3 Step Up	10	223.29 \$	2,232.90
				47	208.2 \$	9,785.40
UC0 Total				473	\$	41,180.34
Grand Total				30,820	\$	2,822,690.76

Discount price applies to the initial bulk of 21,000 license that the District procured in December 2016.

E3 Step up - E1 licenses that were upgraded to E3 enhanced functionality. The price includes the E1 base cost and the additional conversion fees.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF ATTORNEY GENERAL
AND
OFFICE OF RISK MANAGEMENT
FOR
FISCAL YEAR 2017**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the Office of Risk Management, the buyer agency, (hereinafter "ORM"), and the Office of the Attorney General, the seller agency (hereinafter "OAG"), collectively referred to herein as the "Parties", and individually as a "Party", to pay the deposition and transcription costs and expert witness fees and related costs for workers' compensation matters litigated by the Personnel and Labor Relations Section of OAG. Such costs are collectively referred to herein as "Litigation Costs".

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to establish a mechanism for ORM to pay the actual costs charged to OAG for Litigation Costs.

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 ORM

1. ORM shall transfer FIFTY THOUSAND dollars and no cents (\$50,000.00) to OAG to pay Litigation Costs.

B. RESPONSIBILITIES OF OAG

1. OAG will use the funds to pay for the Litigation Costs.
2. OAG shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen with the appropriate accumulators. The revenues will not exceed FIFTY THOUSAND dollars and no cents (\$50,000.00).
3. OAG must establish an agency internal service fund with a corresponding index that ties to the fund and agency organizational structure.

4. OAG must provide the projected cost of providing the services under this MOU. This detail shall be provided on the Intra-District Standard Request Form (IDSRF).
5. OAG shall pay all invoices and submit copies of all invoices to ORM up to the amount of this MOU for its records.
6. OAG shall promptly upon receipt transmit to ORM copies of all deposition transcripts and expert reports obtained through expenditure of funds transferred to OAG pursuant to this MOU.
7. OAG shall not incur any travel expense to be paid under this MOU in connection with the performance of the services described herein without prior approval of ORM.

IV. DURATION OF MOU

- A. The period of this MOU shall be from the last date signed by Parties, through September 30, 2017, unless terminated in writing by the Parties prior to the expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum two-year (2) option period. Exercise of all or any portion of an option period extending the term of the MOU shall be subject to the availability of appropriations. ORM shall provide written notice of its intent to renew an option period prior to the expiration of the MOU.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed FIFTY THOUSAND dollars and no cents (\$50,000.00) for Fiscal Year 2017. Funding for the litigation costs shall not exceed the actual cost of the deposition and transcription fees.
2. In the event of termination of the MOU, payment to OAG 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 all of the goods and services shall be made through an Intra-District transfer of funds by ORM to OAG based on the total amount of this MOU.
2. OAG services to be provided shall not exceed the amount of this MOU.
3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
4. In the event that funds remain unobligated and unexpended at the termination of the MOU, those funds shall be returned to ORM within thirty (30) days of the then current fiscal year.

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 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), 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, OAG will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

OAG 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 ORM 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, and policies. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of OAG.

X. TERMINATION

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

XI. NOTICE/CONTACT PERSONS:

Office of Attorney General:

Tarifah Coaxum
Chief Administrative Officer
Office of Attorney General
441 - 4th Street, N.W., 11th Floor South
Washington, D.C. 20001
Tele: (202) 724-5508
Fax: (202) 741-8819
Tarifah.coaxum@dc.gov

Office of Risk Management

Michael Krainak
General Counsel
441 - 4th Street, N.W., 8th Floor
Washington, D.C. 20001
Office: 202-727-7805
Michael.kraniak@dc.gov

XII. MODIFICATIONS

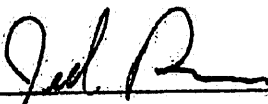
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIII. 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:


OFFICE OF RISK MANAGEMENT



Jed Ross
Chief Risk Officer

Date: 12/12/16

DISTRICT OFFICE OF ATTORNEY GENERAL



Karl A. Racine
Attorney General for the District of Columbia

Date: 11/17/16



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: 12/15/2016

SELLER INFORMATION

AGENCY: Office of the Attorney General AGENCY CODE: CB0
 NAME OF CONTACT: Shilonda Wiggins
 ADDRESS: 441 4th St, N.W., Suite 1130N
Washington, D.C. 20001
 TELEPHONE #: () 202 724-5570
 FAX #: () 202 741-5203

AUTHORIZING OFFICER *Shilonda Wiggins* DATE: 12, 15, 16

BUYER INFORMATION

AGENCY: Office of Risk Management AGENCY CODE: RK0
 NAME OF CONTACT: Michael Bolden
 ADDRESS: 441 4th St. N.W. 890N
Washington D.C. 20001
M. Z. Bolden (MB)
 TELEPHONE #: () 202 727-6534

AUTHORIZING OFFICER *M. Z. Bolden* DATE: 12, 15, 16

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTON AND FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
OFFICE OF RISK MANAGEMENT
AND
CAPTIVE INSURANCE AGENCY**

This Memorandum of Understanding (“MOU”) is entered into as of the 14TH day of June, 2017 (the Effective Date) by and between the Office of Risk Management (“ORM”) and the Captive Insurance Agency (“Captive”), each referred to herein as a “Party” and collectively referred to herein as the “Parties”.

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, ORM will provide funds to the Captive to reimburse the Captive for the cost it incurs for the procurement of a contractor to provide insurance consulting services for ORM, for a term from the Effective Date through September 30, 2017.

II. SCOPE OF WORK

A. Responsibilities of ORM

Reimburse the Captive twenty-five thousand dollars (\$25,000) for the cost of insurance consulting services.

B. Responsibilities of the Captive

Procure the services of an insurance consultant for ORM.

III. FUNDING

A. Cost of services

Total cost for services is twenty-five thousand dollars (\$25,000).

B. Payment

1. Payment for services shall be made through an Intra-District advance by ORM from the Employee’s Compensation Fund (BG0) to the Captive in the amount of twenty-five thousand dollars (\$25,000).

2. Advances to the Captive for the services to be provided shall not exceed the actual cost of this MOU, twenty-five thousand dollars (\$25,000).

3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

This MOU shall commence on the Effective Date and remain in effect through September 30, 2017, unless sooner terminated pursuant to Article VII of this MOU.

VI. COMPLIANCE AND MONITORING

A. Monitoring

As this MOU is funded by District of Columbia funds, ORM will be subject to scheduled and unscheduled monitoring reviews by

the District government to ensure compliance with all applicable requirements.

B. Records and reports

1. The Captive shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon ORM's request, the Captive will make these documents available for inspection by duly authorized representatives of ORM and other District officials as may be specified by ORM at its sole discretion.

VII. TERMINATION

A. Communication

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

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;
5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;
6. The convenience of either Party.

VIII. NOTICE

A. For the Captive:

The following individual is the Captive contact point under this MOU:

Jane Waters

Insurance Program Officer
Jane.waters@dc.gov

B. For ORM:

The following individual is the ORM contact point under this MOU:

Sam Yeung
Deputy Director
Sam.yeung@dc.gov

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

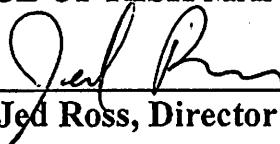
D.C. Official Code §§ 1-301.01(k); 50-921.20 (c).

XI. MISCELLANEOUS

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

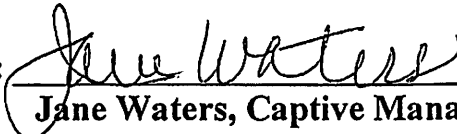
The Parties have executed this MOU as of the day and year written below.

OFFICE OF RISK MANAGEMENT

By: 
Jed Ross, Director

Date: 6/23/17

CAPTIVE INSURANCE AGENCY

By: 
Jane Waters, Captive Manager

Date: 6.23.17

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____ DATE OF MOU: 6/28/2017

SELLER INFORMATION

AGENCY: Captive Insurance Agency AGENCY CODE: RJ0

NAME OF CONTACT: Alex Alemayehu

ADDRESS : 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE # : 202-727-6535

FAX # : 202-727-2202

AUTHORIZING OFFICER  DATE: 6 / 29 / 2017

BUYER INFORMATION

AGENCY: Employees' Compensation Fund AGENCY CODE: BG0

NAME OF CONTACT: Alemayehu Awas

ADDRESS : 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE # : 202-727-6535

FAX # : 202-727-2202

AUTHORIZING OFFICER  DATE: 6 / 29 / 2017

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: INSURANCE PROCUREMENT COST REIMBURSEMENT

TOTAL: \$25,000.00

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RJ0	17		200ID	200ID	4600	4600		RJ0BG0/01
Buyer	BG0	17		11000	10000	408	408		

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF ATTORNEY GENERAL
AND
OFFICE OF RISK MANAGEMENT
FOR
FISCAL YEAR 2017**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the Office of Risk Management, the buyer agency, (hereinafter "ORM"), and the Office of the Attorney General, the seller agency (hereinafter "OAG"), collectively referred to herein as the "Parties", and individually as a "Party", to pay the deposition and transcription costs and expert witness fees and related costs for workers' compensation matters litigated by the Personnel and Labor Relations Section of OAG. Such costs are collectively referred to herein as "Litigation Costs".

II. PROGRAM GOALS AND OBJECTIVES

The purpose of this MOU is to establish a mechanism for ORM to pay the actual costs charged to OAG for Litigation Costs.

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 ORM

1. ORM shall transfer FIFTY THOUSAND dollars and no cents (\$50,000.00) to OAG to pay Litigation Costs.

B. RESPONSIBILITIES OF OAG

1. OAG will use the funds to pay for the Litigation Costs.
2. OAG shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen with the appropriate accumulators. The revenues will not exceed FIFTY THOUSAND dollars and no cents (\$50,000.00).
3. OAG must establish an agency internal service fund with a corresponding index that ties to the fund and agency organizational structure.

4. OAG must provide the projected cost of providing the services under this MOU. This detail shall be provided on the Intra-District Standard Request Form (IDSRF).
5. OAG shall pay all invoices and submit copies of all invoices to ORM up to the amount of this MOU for its records.
6. OAG shall promptly upon receipt transmit to ORM copies of all deposition transcripts and expert reports obtained through expenditure of funds transferred to OAG pursuant to this MOU.
7. OAG shall not incur any travel expense to be paid under this MOU in connection with the performance of the services described herein without prior approval of ORM.

IV. DURATION OF MOU

- A. The period of this MOU shall be from the last date signed by Parties, through September 30, 2017, unless terminated in writing by the Parties prior to the expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum two-year (2) option period. Exercise of all or any portion of an option period extending the term of the MOU shall be subject to the availability of appropriations. ORM shall provide written notice of its intent to renew an option period prior to the expiration of the MOU.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed FIFTY THOUSAND dollars and no cents (\$50,000.00) for Fiscal Year 2017. Funding for the litigation costs shall not exceed the actual cost of the deposition and transcription fees.
2. In the event of termination of the MOU, payment to OAG 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 all of the goods and services shall be made through an Intra-District transfer of funds by ORM to OAG based on the total amount of this MOU.
2. OAG services to be provided shall not exceed the amount of this MOU.
3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. 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.
4. In the event that funds remain unobligated and unexpended at the termination of the MOU, those funds shall be returned to ORM within thirty (30) days of the then current fiscal year.

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 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), 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, OAG will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

VIII. RECORDS AND REPORTS

OAG 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 ORM and other officials as may be specified by the District of Columbia at its sole discretion.

IX. CONFIDENTIAL INFORMATION

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X. TERMINATION

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

XI. NOTICE/CONTACT PERSONS:

Office of Attorney General:

Tarifah Coaxum
Chief Administrative Officer
Office of Attorney General
441 - 4th Street, N.W., 11th Floor South
Washington, D.C. 20001
Tele: (202) 724-5508
Fax: (202) 741-8819
Tarifah.coaxum@dc.gov

Office of Risk Management

Michael Krainak
General Counsel
441 - 4th Street, N.W., 8th Floor
Washington, D.C. 20001
Office: 202-727-7805
Michael.kraniak@dc.gov

XII. MODIFICATIONS

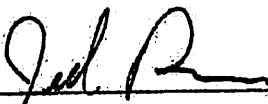
The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

XIII. 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:


OFFICE OF RISK MANAGEMENT



Jed Ross
Chief Risk Officer

Date: 12/12/16

DISTRICT OFFICE OF ATTORNEY GENERAL



Karl A. Racine
Attorney General for the District of Columbia

Date: 11/17/16



INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia



PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: 12/15/2016

SELLER INFORMATION

AGENCY: Office of the Attorney General AGENCY CODE: CB0
 NAME OF CONTACT: Shilonda Wiggins
 ADDRESS: 441 4th St, N.W., Suite 1130N
Washington, D.C. 20001
 TELEPHONE #: () 202 724-5570
 FAX #: () 202 741-5203

AUTHORIZING OFFICER *Shilonda Wiggins* DATE: 12, 15, 16

BUYER INFORMATION

AGENCY: Office of Risk Management AGENCY CODE: RK0
 NAME OF CONTACT: Michael Bolden
 ADDRESS: 441 4th St. N.W. 890N
Washington D.C. 20001
M. Z. Bolden (mb)
 TELEPHONE #: () 202 727-6534

AUTHORIZING OFFICER *M. Z. Bolden* DATE: 12, 15, 16

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTON AND FUNDING INFORMATION

Simms, Paul (OAG)

From: Mills, Stacie (OCFO)
Sent: Thursday, December 15, 2016 4:42 PM
To: Simms, Paul (OAG)
Cc: Lee, Laverne (OCFO)
Subject: FY17 MOU OAG/ORM \$50,000
Attachments: 2778_001.pdf

Hi Paul-

Legally sufficient.

Stacie

From: Simms, Paul (OAG)
Sent: Thursday, December 15, 2016 10:09 AM
To: Mills, Stacie (OCFO)
Subject: FW: Attached Image

Good Morning Stacie,

Could you please review for legal sufficiency.

From: 1130NorthScanner@dc.gov [<mailto:1130NorthScanner@dc.gov>]
Sent: Thursday, December 15, 2016 10:03 AM
To: Simms, Paul (OAG)
Subject: Attached Image

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER
OFFICE OF FINANCE AND RESOURCE MANAGEMENT**



MEMORANDUM

TO: Chanelle Hendrix *CH*
Accounts Payables Manager

THROUGH: Huda Sheikh *HS* Ali
Controller

FROM: *For* Alemayehu Awas *MZ Bolden*
Agency Fiscal Officer

OCT 12 '17 PM 12:09

DATE: October 12, 2017

SUBJECT: REQUEST FOR MISCELLANEOUS DIRECT VOUCHER

The Captive Insurance Agency is requesting a direct payment for the FY17 DH Loyd September invoice payments, pursuant of the existing DH Loyd contract, in the amount of \$121,765.00. The authority for this request is provided by the Chief Financial Officer's Financial Administrative Issuance-Financial Management and Control Order No. 07-004, effective September 5, 2007.

The Captive Insurance Agency has an active contract (#CBS-02-2017/PO565471) with DH Loyd, and received a last minute request to quote insurance coverage for the Department of Motor Vehicles (DMV) and the Department of General Services (DGS). Moreover, the requisition stalled in the PASS approval flow due to a PASS system glitch, resulting in the purchase order not being established prior to the PASS cutoff. The Captive Insurance Agency will need to issue a direct payment to satisfy the terms of DH Loyd FY17 contract, as services were rendered in Fiscal year 2017.

This payment is to be made to:
DH Loyd & Associates Inc.
1625 K Street NW
STE 330
Washington, DC 20012



Attached is the documentation necessary to process the direct voucher. Also, below are the attributes required to process this action. Please contact me if you have any questions. Your assistance in this matter is appreciated.

AGY	AY	TCODE	FUND	INDEX	PCA	PROJECT/ PHASE	COMP OBJ	AGY OBJ	AMOUNT
RJ0	17		0700	RJORK	RJORK	RJORK0/01	0408	0408	\$99,077.00
RJ0	17		0700	RJ0ID	RJ0ID	RJ0AM0/01	0408	0408	\$20,258.00
RJ0	17		0100	20010	20100		0408	0408	\$2,430.00
									\$121,765.00

Dubman
Financial Manager Signature

10-12-17
Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER
OFFICE OF FINANCE AND RESOURCE MANAGEMENT**



MEMORANDUM

TO: Bill Slack
Deputy Chief Financial Officer
Office of Financial Operations and Systems

THRU: Mohamed Mohamed,
Associate Chief Financial Officer
Government Operations Cluster

FROM: Aleymayehu Awas
Agency Fiscal Officer
Government Operations Cluster

DATE: October 5, 2017

SUBJECT: REQUEST FOR MISCELLANEOUS DIRECT VOUCHER

The Captive Insurance Agency is requesting a direct payment for the FY17 DH Loyd September invoice payments, pursuant of the existing DH Loyd contract, in the amount of **\$121,765.00**. The authority for this request is provided by the Chief Financial Officer's Financial Administrative Issuance-Financial Management and Control Order No. 07-004, effective September 5, 2007.

The Captive Insurance Agency has an active contract (#CBS-02-2017/PO565471) with DH Loyd, and received a last minute request to quote insurance coverage for the Department of Motor Vehicles (DMV) and the Department of General Services (DGS). Moreover, the requisition stalled in the PASS approval flow due to a PASS system glitch, resulting in the purchase order not being established prior to the PASS cutoff. The Captive Insurance Agency will need to issue a direct payment to satisfy the terms of DH Loyd FY17 contract, as services were rendered in Fiscal year 2017.

This payment is to be made to:
DH Loyd & Associates Inc.
1625 K Street NW
STE 330
Washington, DC 20012

Attached is the documentation necessary to process the direct voucher. Also, below are the attributes required to process this action. Please contact me if you have any questions. Your assistance in this matter is appreciated.

AGY	AY	TCODE	FUND	INDEX	PCA	PROJECT/ PHASE	COMP OBJ	AGY OBJ	AMOUNT
RJ0	17		0700	RJ0RK	RJ0RK	RJ0RK0/01	0408	0408	\$99,077.00
RJ0	17		0700	RJ0ID	RJ0ID	RJ0AM0/01	0408	0408	\$20,258.00
RJ0	17		0100	20010	20100		0408	0408	\$2,430.00
									\$121,765.00

Debra Palko
Financial Manager Signature

Date 10/5/17




GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF RISK MANAGEMENT



Jed Ross
Chief Risk Officer

MEMORANDUM

TO: Alemayehu K. Awas
Agency Fiscal Officer

FROM: Jed I. Ross 
Chief Risk Officer

DATE: October 4, 2017

SUBJECT: Direct Voucher Payment Request for Insurance to DH Lloyd

As you were previously notified, the Captive Insurance Agency received last minute requests to quote – and on two occasions bind – insurance coverage for the Department of Motor Vehicles (DMV) and the Department of General Services (DGS), respectively. Under ORM’s contract (Contract #CBS-02-2017 / PO565471) with DH Lloyd, DH Lloyd marketed for insurance coverage of DMV’s emergency location in Hyattsville, Maryland, and for DGS’s two construction projects: Orr Elementary School and Duke Ellington School of Arts.

Each of these tasks resulted in DH Lloyd incurring expenses that must be paid in by terms of contract and to secure the appropriate insurance:

- \$2,430.00 on behalf of DMV’s request for a quote on its location outside of the District’s jurisdiction;
- \$99,077 on behalf of DGS (MOU in place with ORM) for a quote and binding of builder’s risk insurance policy for Orr Elementary School construction; and
- \$20,258.00 on behalf of DGS (MOU in place with DGS) for a quote and binding of extension of builder’s risk insurance policy for Duke Ellington School of Arts construction.

These payments must be made as part of services rendered in Fiscal Year 2017.

I am requesting a direct voucher payment for the invoices of the three respective expenses delineated above. The payment will need to be expedited to ensure that the funds are secured and expenses are reflected for Fiscal Year 2017

Please see the attached invoices and supporting documents for further information.

If you have any questions or concerns, feel free to contact me at jed.ross@dc.gov or (202) 724-6056.

Thank you for your support and assistance regarding this matter.

AWARD/CONTRACT				1. Reserved for later use		Page of Pages	
						1	
2. Contract Number CBS 02-2017			3. Effective Date		4. Requisition/Purchase Request/Project No.		
5. Issued By: Captive Insurance Agency 441 4 th Street, NW, Suite 800 South Washington, DC 20001			Code		6. Administered by (If other than line 5) Chief Risk Officer 441 4th Street, NW, Suite 800 South Washington, DC 20001		
7. Name and Address of Contractor (No. street, city, county, state and Zip Code) D.H. Lloyd & Associates, Inc.. 1625 K Street, NW, Suite 330 Washington, DC 20006				8. Delivery <input type="checkbox"/> FOB Destination <input checked="" type="checkbox"/> Other			
9. Discount for prompt payment:				10. Submit invoices to the Address shown in Section G.1 (2 copies unless otherwise specified)			
Duns No. 06-938-5813		TIN 52-0555835					
11. Ship to/Mark For			Code		12. Payment will be made by		
				Office of Finance and Resource Management 441 4 th Street, NW, Suite 890N Washington, DC 20001 202-727-0333			
13. Remit Address: Same as 7				14. Accounting and Appropriation Data ENCUMBRANCE CODE:			
15A. Item	15B. Supplies/Services			15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount
0001	Captive Management Services			1	Job	SEE SECTION B PRICE SCHEDULES	\$1,000
Total Estimated Price							6
16. Table of Contents							
(X)	Section	Description	Page	(X)	Section	Description	Page
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	Award/Contract Form	1		I	Contract Clauses	15
X	B	Price Schedule	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Services-Specifications/Work Statement: Builders risk, Special events, Fine arts, and consulting services.	3		J	List of Attachments Section J	
X	D	Packing and Marking	5				
X	E	Inspection and Acceptance	5	Representations, Certifications and Other Statements of Offerors			
X	F	Contract Term	6				
X	G	Contract Administration data	7	Instructions, conditions & notices to Offerors			
X	H	Special Contract Requirements	12	Evaluation factors for award			
Contracting Officer will complete Item 17 or 18 as applicable							
17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return (1) copy to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this Agreement shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, as amended, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed in B.3 and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) this award/contract, and (b) your offer. No further contractual document is necessary.			
19A. Name and Title of Signer (Type or print) Denise H. Lloyd-Withrow, President/CEO <i>Denise H Lloyd-Withrow</i>				20A. Name of Contracting Officer Jed Ross			
19B. <i>Denise H Lloyd-Withrow</i> (Signature of person authorized to sign)		19C. Date Signed 6/6/17		20B. District of Columbia <i>Jed Ross</i> (Signature of Contracting Officer)		20C. Date Signed 6/2/17	



Changed Requisition No. RQ960422-V2

Issued on Wed, 27 Sep, 2017

Created on Wed, 27 Sep, 2017 by Robert Preston

Supplier:

D.H. LLOYD & ASSOC. INC.
1625 K ST NW, STE 330
WASHINGTON, DC 20006-
Phone: 202.223.1506
Fax: 202.223.9438
Contact: DENISE H. LLOYD

Ship To:

Office of Risk Management
441 4th Street, NW, #800S
Washington, DC 20001
United States
Phone: 1(202) 727-8600

Bill To:

Medical Liability Captive Insurance Company
441 4th Street, NW
Washington, DC 20001
United States
Phone: 1(202) 727-8600

Deliver To:

Robert Preston

Order No.:

Item	Action	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Modified	Insurance consulting and brokerage services, ...		each	2,430	Mon, 03 Jul, 2017	\$1.00 USD	\$2,430.00 USD
<p>Insurance consulting and brokerage services, including procurement, placement, and servicing of insurance on behalf of DMV's temporary location in MD</p> <ul style="list-style-type: none"> Description changed for specific services rendered for this CLIN: marketing for insurance coverage on behalf of DMV and its temporary location in MD. (Robert Preston, Wed, 27 Sep, 2017) 								
2	Added	Insurance consulting and brokerage services, ...		each	99,077	Mon, 03 Jul, 2017	\$1.00 USD	\$99,077.00 USD
<p>Insurance consulting and brokerage services, including procurement, placement, and servicing of builder's risk on behalf of DGS for Orr Elementary School</p> <ul style="list-style-type: none"> Monies for this CLIN transferred from ORM budget via attached MOU. (Robert Preston, Wed, 27 Sep, 2017) 								
3	Added	Insurance consulting and brokerage services, ...		each	20,258	Mon, 03 Jul, 2017	\$1.00 USD	\$20,258.00 USD
<p>Insurance consulting and brokerage services, including procurement, placement, and servicing of builder's risk extension on behalf of DGS for Duke Ellington School of Arts</p> <ul style="list-style-type: none"> Monies via MOU from DGS - please see attached document (Robert Preston, Wed, 27 Sep, 2017) 								
Total								\$121,765.00 USD

Changes

Robert Preston, Wed, 27 Sep, 2017

- Requisition Total Cost changed from \$1,000.00 USD to \$121,765.00 USD
- Requisition Attachments 3 changed from (no value) to ORM MOU and Builders Risk for Orr elementary - DH Lloyd 091417.pdf
- Requisition Attachments 4 changed from (no value) to DGS MOU and Builders Risk for Duke Ellington - DH Lloyd 072314.pdf
- Requisition Professional Buyer changed from JED ROSS to (no value)
- Line Item 1, Description, Full Description changed from Insurance consulting and brokerage services, including procurement, placement, and servicing of: (a) builder's risk; (b) special events; and (c) fine arts to Insurance consulting and brokerage services, including procurement, placement, and servicing of

- insurance on behalf of DMV's temporary location in MD
- Line Item 1, Requisition Status String changed from Ordered to Composing
- Line Item 2 was added
- Line Item 3 was added
- Requisition TimeCreated changed from Mon, 3 Jul, 2017 to Wed, 27 Sep, 2017
- Requisition TimeUpdated changed from Wed, 27 Sep, 2017 to Wed, 27 Sep, 2017
- Line Item 1, Quantity changed from 1,000 to 2,430

Jane Waters, Mon, 10 Jul, 2017

- Line Item 1, Description, Supplier changed from null to D.H. Lloyd & Associates, Inc.
- Line Item 1, Supplier changed from null to D.H. LLOYD & ASSOC. INC.
- Line Item 1, Mail Code changed from null to 000 (D.H. LLOYD & ASSOC. INC.)

Robert Preston, Wed, 27 Sep, 2017

- Requisition Total Cost changed from \$1,000.00 USD to \$2,430.00 USD
- Line Item 1, Requisition Status String changed from Ordered to Composing
- Requisition TimeCreated changed from Mon, 3 Jul, 2017 to Wed, 27 Sep, 2017
- Requisition TimeUpdated changed from Wed, 27 Sep, 2017 to Wed, 27 Sep, 2017
- Line Item 1, Quantity changed from 1,000 to 2,430

Status: Submitted

Approvals					
Required	Status	Reason	Approver	Approved By	Date
Required	Approved	Supervisor	JED ROSS	JED ROSS	Tue, 03 Oct, 2017
Required	Approved	Budget responsible manager to approve purchases against their budget	RJ0 Budget Responsible Manager	Delmar Parks	Wed, 27 Sep, 2017
Not Required	Ready	Agency Manager to watch requisitions greater than \$25,000	RJ0 Agency Manager		
Required	Approved	The designated OCFO Budget Reviewer to approve	RJ0 Budget Reviewer 2	Alemayehu Awas	Wed, 04 Oct, 2017
Required	Ready	The Contracting Officer to approve requisitions before sending purchase order to suppliers	RJ0 Contracting Officer		

Requisition Comments

- COMMENT by **Funds Commit** on 07/03/2017
Funds Commit Successful The funds commitment creation was successful. Batch Agency-RK0, Batch Number-002, Current Document Number-RQ960422 (Funds Commit, Mon, 03 Jul, 2017)
- COMMENT by **Integration** on 07/10/2017
Funds Encumbrance Failed The funds encumbrance creation failed, due to the following error: Batch Agency-RK0, Batch Number-001, Current Document Number-PO565464 Line 1, Accounting line 1 EX2-AGENCY NOT SEC RANGE (Integration, Mon, 10 Jul, 2017)
- COMMENT by **Integration** on 07/10/2017
Funds Encumbrance Successful The funds encumbrance creation was successful. Batch Agency-RK0, Batch Number-003, Current Document Number-PO565471 (Integration, Mon, 10 Jul, 2017)
- Robert Preston, 09/27/2017:
Marketing (requesting insurance quotes) for GL, HNOA, and UMB for DMV's temporary lot rental in Maryland (Robert Preston, Wed, 27 Sep, 2017)
- COMMENT (ITEM 1) by **Robert Preston** on 09/27/2017
Description changed for specific services rendered for this CLIN: marketing for insurance coverage on behalf of DMV and its temporary location in MD. (Robert Preston, Wed, 27 Sep, 2017)
- COMMENT (ITEM 2) by **Robert Preston** on 09/27/2017
Monies for this CLIN transferred from ORM budget via attached MOU. (Robert Preston, Wed, 27 Sep, 2017)
- COMMENT (ITEM 3) by **Robert Preston** on 09/27/2017
Monies via MOU from DGS - please see attached document (Robert Preston, Wed, 27 Sep, 2017)

Requisition Attachments

- ATTACHMENT(ITEM 2) by **Robert Preston** on Wednesday, September 27, 2017 at 12:11 PM
ORM MOU and Builders Risk for Orr elementary - DH Lloyd 091417.pdf (10557427 bytes)
- ATTACHMENT(ITEM 3) by **Robert Preston** on Wednesday, September 27, 2017 at 12:18 PM
DGS MOU and Builders Risk for Duke Ellington - DH Lloyd 072314.pdf (16110419 bytes)
- ATTACHMENT by **Robert Preston** on Monday, July 3, 2017 at 12:15 PM
Captive RFP Insurance Policy Procurement.doc (428032 bytes)
- ATTACHMENT by **Robert Preston** on Monday, July 3, 2017 at 12:15 PM
DH Lloyd Signed Contract for Brokerage Services Captive Procurement Solicition 01-2017.pdf (122052 bytes)

D.H. Lloyd & Associates Inc.
 1625 K Street NW Suite 330
 Washington, DC 20006
 Phone: 202-223-1506

DC Government-ORM
 441 4th Street, NW #800S
 Washington, DC 20001

INVOICE NO.		8650	Page	1
ACCOUNT NO.	OP	DATE		
DCGOV-1	DS	08/31/2017		
CONSULTING SERVICES				
PO #	LOAN #			
PO565471				
COMPANY				
D.H. Lloyd & Associates, Inc.				
PRODUCER				
EFFECTIVE	EXPIRATION	BALANCE DUE ON		
08/31/2017	09/25/2017			

Itn #	Due Date	Trn	Description	Amount
504588	08/31/17	NEW	PO565471 Contract Fee	\$2,430.00

Marketing for GL, HNOA. & UMB - Temp. Lot Rental from MD or
 CDL Licensing Testing.

Denise Lloyd - 5 Hours @ \$135.00 per hour

Margaret Goodson - 3 Hours @ \$135.00 per hour

Donna Snyder - 10 Hours @ \$135.00 per hour

*Jed R.
Approved*

Invoice Balance: \$2,430.00

Payment Due Upon Receipt. Thank you for our Business!

D.H. Lloyd & Associates Inc.
 1625 K Street NW Suite 330
 Washington, DC 20006
 Phone: 202-223-1506

DC Government-ORM
 441 4th Street, NW #800S
 Washington, DC 20001

INVOICE NO.		8646	Page	1
ACCOUNT NO.	OP	DATE		
DCGOV-1	DS	09/15/2017		
Installation/Builders Risk				
POLICY #		LOAN #		
TBD				
COMPANY				
Nationwide Insurance Company				
PRODUCER				
EFFECTIVE	EXPIRATION	BALANCE DUE ON		
02/08/2017	07/01/2019			

Itm #	Due Date	Trn	Description	Amount
504516	09/15/17	NEW	Builder's Risk Pol.- Orr E.S.	\$99,077.00

Builder's Risk Coverage - Orr Elementary School
 Minnesota Ave. SE Washington DC 20020

Limit - \$44,000,000.00
 Term - 02/08/2017 to 07/01/2019

PREMIUM INCLUDES A 15% COMMISSION. (\$14,861.55)

*Jal R.
Approved*

Invoice Balance: \$99,077.00

Payment Due Upon Receipt. Thank you for our Business!

D.H. Lloyd & Associates Inc.
 1625 K Street NW Suite 330
 Washington, DC 20006
 Phone: 202-223-1506

Gov. - District of Columbia
 Office of Risk Management
 441 4th Street NW, 800S
 Washington, DC 20001

INVOICE NO.		8647	Page	1
ACCOUNT NO.	OP	DATE		
GOVER-1	MG	09/20/2017		
Installation/Builders Risk				
POLICY #	LOAN #			
CIM14977U				
COMPANY				
Nationwide Insurance Company				
PRODUCER				
EFFECTIVE	EXPIRATION	BALANCE DUE ON		
08/19/2014	10/15/2017			

Itm #	Due Date	Trn	Description	Amount
504585	09/20/17	+EN	Extend Policy Expire 10-15	\$20,258.00
			Extend Duke Ellington Builders Risk Policy to expire 10-15-17 instead of 9-15-17	
			Invoice Balance:	\$20,258.00

*Jed R
Approved*

Payment Due Upon Receipt. Thank you for our Business!

Parks, Delmar (OFRM)

From: Woldesemayat, Abebe (OCFO) on behalf of Requests, DV (OCFO)
Sent: Wednesday, October 11, 2017 4:46 PM
To: Parks, Delmar (OFRM); Requests, DV (OCFO)
Cc: Awas, Alemayehu (OFRM); Bolden, Michael (OFRM); Preston, Robert (EOM)
Subject: RE: DV Request - RJ0 FY17 payment

The Office of Financial Operations and Systems has completed the review of the DV request and determined that the Department of Captive Insurance Agency (RJ0) is authorized to issue a direct voucher in the total amount of \$121,765.00 to DH Loyd and Associates, Inc.

The payment could be made from accrued funds if accruals have been made for the invoices.

The review was performed according to the guidelines in Financial Management and Control Order No. 07-004A* - Direct Vouchers, effective September 5, 2007, and revised on January 6, 2017 that is summarized below and on the basis of RJ0's assertions and supporting evidence that RJ0 purchased insurance policies for coverage of DMV and DGS for fy-17. The agency failed to establish a purchase order prior to the year-end cut-off so it was not able to process the payment via PASS.

Summary of the Financial Management and Control Order No. 07-004A* - Direct Vouchers:

The Deputy CFO (DCFO) for the Office of Financial Operations and Systems (OFOS) may authorize the use of miscellaneous direct vouchers for other purposes upon making a determination that the transaction is: (1) not subject to the District's procurement rules and regulations; (2) an alternative means of processing the transaction is not available; and that (3) such voucher processing is not in violation of applicable law. Transactions that are no longer subject to the District's procurement rules and regulations are transactions resulting from a prior procurement action, such as: (1) contract in place; (2) a closed out purchase order, or; (3) an accrued liability that was not processed for payment during the fiscal period in which the transaction originally occurred.

If you have any additional questions concerning this issue, please contact Abe at the number below. Thanks.

Abe
442-8260

From: Parks, Delmar (OFRM)
Sent: Thursday, October 05, 2017 5:21 PM
To: Requests, DV (OCFO) <DV.Requests@dc.gov>
Cc: Awas, Alemayehu (OFRM) <Alemayehu.Awas@dc.gov>; Bolden, Michael (OFRM) <Michael.Bolden@dc.gov>; Preston, Robert (EOM) <robert.preston@dc.gov>
Subject: DV Request - RJ0 FY17 payment

Good Afternoon,






Please find attached a miscellaneous direct voucher request for services rendered to the Captive Insurance Agency (RJ0).

Regards,

GOVERNMENT OF THE DISTRICT OF COLUMBIA/OFFICE OF THE CHIEF FINANCIAL OFFICER
GOVERNMENT OPERATIONS CLUSTER
ACCOUNTS PAYABLE DIVISION

DIRECT VOUCHER COMPLIANCE CHECKLIST

THIS FORM MUST BE COMPLETED BEFORE ANY REQUEST IS PROCESSED

	YES	NO
<p>✓ Is the direct voucher request time and date stamped? If no,  DO NOT PROCEED, stamp immediately.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>✓ Is the correct memo template used for the direct voucher request? If no,  DO NOT PROCEED, Alert the AFO immediately to correct.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>✓ Is there valid approvals from the agency (i.e. Controller, Director of Financial Operations, Agency Fiscal Officer (AFO), Financial Manager) If no,  DO NOT PROCEED, obtain all signatures before proceeding.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>✓ Does the direct voucher payment type fall under the current OCFO Direct Voucher Control Order 07-004A* (effective June 22, 2011)? Item # No. 07-004</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>▪ If yes, does the payment control item # identified on the memo match the description?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>▪ If no, check to see if the request is an approved OFOS exception. If yes, is the approval notice from OFOS attached? Exception type: Contractual Payment FY17</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>If no approval is attached,  DO NOT PROCEED, Alert the AFO immediately to correct.</u></p>		
<p>✓ Does the direct voucher request/attachment clearly identify the payee and the remittance information?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>✓ Is the payee already established in SOAR?</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>• Is this an Employee Reimbursement/Travel Advance? You are allowed to manually enter the miscellaneous tax ID "999999999" in PASS in order to make payment.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>• If no, is there a completed W9 form attached to the request that match the payment name identified on the DV memo? Note: The W9 must be entered in PASS and approved by OFOS <i>before</i> payment is processed.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>If no,  DO NOT PROCEED, Alert the AFO/Financial Manager immediately to provide before processing can continue.</u></p>		

A/P Tech Comments and Signature:

Katrina L Corley
Digitally signed by Katrina L Corley
Date: 2016.12.01 07:42:58 -05'00'

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE DISTRICT OF COLUMBIA CAPTIVE INSURANCE AGENCY
AND
DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL
SERVICES**

This Memorandum of Understanding (“MOU”) is entered into as of the 14TH day of December, 2017 (the Effective Date) by and between the District of Columbia Captive Insurance Agency (“Captive”) and the District of Columbia Department of General Services (“DGS”), each referred to herein as a “Party” and collectively to herein as the “Parties”.

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, DGS will provide funds to the Captive to reimburse the Captive for the cost it incurs for adding 400 E Street Fire Station to the District’s property and terrorism insurance. Coverage will be effective from 12/14/17 to 11/30/18. Upon expiration, 400 E Street Fire Station will formally renew with the District’s other locations.

II. SCOPE OF WORK

A. Responsibilities of Captive

Procure the Policy Endorsement to add 400 E Street Fire Station to the property schedule.

B. Responsibilities of DGS

Reimburse Captive \$1,447.00 for the actual cost of the Policy Endorsement.

III. FUNDING

A. Cost of services

Total cost for services is One thousand four hundred and forty seven dollars (\$1,447.00).

B. Payment

1. Payment for services shall be made through an Intra-District advance by DGS to Captive in the amount of One thousand four hundred and forty seven dollars (\$1,447.00).
2. Advances to Captive for the services to be provided shall not exceed the actual cost of this MOU, One thousand four hundred and forty seven dollars (\$1,447.00).
3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

This MOU shall commence on the Effective Date and remain in effect through September 30, 2018 unless sooner terminated pursuant to Article VII of this MOU.

VI. COMPLIANCE AND MONITORING

A. Monitoring

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

B. Records and reports

1. Captive shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon DGS' request, Captive will make these documents available for inspection by duly authorized representatives of DGS and other District officials as may be specified by DGS at its sole discretion.

VII. TERMINATION

A. Communication

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

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;

5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;
6. The convenience of either party.

VIII. NOTICE

A. For Department of General Services:

The following individual is the DGS contact point under this MOU:

Greer Gillis
Director
Greer.gillis@dc.gov

B. For Captive:

The following individual is the Captive contact point under this MOU:

Jane Waters
Manager
Jane.waters@dc.gov

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

D.C. Official Code §§ 1-301.01(k); 50-921.20 (c).

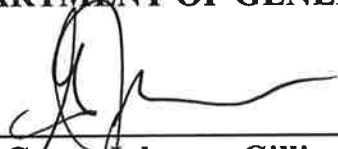
XI. MISCELLANEOUS

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

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

The Parties have executed this MOU as of the day and year written below.

DEPARTMENT OF GENERAL SERVICES

By: 

Greer Johnson Gillis, Director

Date: 01/09/2018

CAPTIVE INSURANCE AGENCY

By: 

Jane Waters, Manager

Date: 12.14.17

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ EFF DATE OF MOU: _____

SELLER INFORMATION

AGENCY: DC Captive Insurance Agency AGENCY CODE: RJO

NAME OF CONTACT: Alemayehu Awas

ADDRESS : 441 4th Street NW, Suite 890N
Washington, DC 20012

TELEPHONE # : 202-727-8535

FAX # : 202-727-2202

AUTHORIZING OFFICER  DATE: 12/19/17

BUYER INFORMATION

AGENCY: Department of General Services AGENCY CODE: AM0

NAME OF CONTACT: Massimo Marchiori, Agency Fiscal Officer

ADDRESS : 2000 14th Street NW 8th Floor
Washington, DC 20009

TELEPHONE # : _____

FAX # : _____

AUTHORIZING OFFICER  DATE: 12/19/17

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF 2

GOOD/ SERVICE: To reimburse Captive Insurance Agency for cost of Policy Endorsement insurance

\$1,447.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RJ0	18		0700	RJ0ID	RJ0ID	4600	4600		RJ0AMD/01
Buyer	AM0	18		0100	A2004	S6000	0400	0400		

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER										
BUYER										

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CAPTIVE INSURANCE AGENCY
AND
OFFICE OF RISK MANAGEMENT**

This Memorandum of Understanding (“MOU”) is entered into as of the 14th day of September, 2017 (the Effective Date) by and between the Captive Insurance Agency (“Captive”) and the Office of Risk Management (“ORM”), each referred to herein as a “Party” and collectively to herein as the “Parties”.

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, ORM will provide funds to the Captive to reimburse the Captive for the cost it incurs for the procurement of a builders risk policy of insurance (the “Policy”) relating to construction work at Orr Elementary School, 2200 Minnesota Avenue, S.E., Washington D.C., 20020 to cover a term effective February 8, 2017 through July 1, 2019.

II. SCOPE OF WORK

A. Responsibilities of the Captive

Procure the Policy.

B. Responsibilities of ORM

Reimburse the Captive \$99,077.00 for the actual cost of the Policy.

III. FUNDING

A. Cost of services

Total cost for services is Ninety-nine thousand and seventy-seven Dollars (\$99,077).

B. Payment

1. Payment for services shall be made through an Intra-District advance by ORM to the Captive in the amount of Ninety-nine thousand and seventy-seven Dollars (\$99,077).

2. Advances to the Captive for the services to be provided shall not exceed the actual cost of this MOU, Ninety-nine thousand and seventy-seven Dollars (\$99,077).

3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

This MOU shall commence on the Effective Date and remain in effect through September 30, 2017 unless sooner terminated pursuant to Article VII of this MOU.

VI. COMPLIANCE AND MONITORING

A. Monitoring

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

B. Records and reports

1. The Captive shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon ORM's request, the Captive will make these documents available for inspection by duly authorized representatives of ORM and other District officials as may be specified by ORM at its sole discretion.

VII. TERMINATION

A. Communication

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

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;
5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;
6. The convenience of either party.

VIII. NOTICE

A. For Office of Risk Management

The following individual is the ORM contact point under this MOU:

Sam Yeung
Deputy Director
Sam.yeung@dc.gov

B. For the Captive:

The following individual is the Captive contact point under this MOU:

Jane Waters
Insurance Program Officer
Jane.waters@dc.gov

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

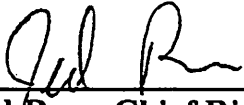
D.C. Official Code §§ 1-301.01(k); 50-921.20 (c).

XI. MISCELLANEOUS

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

The Parties have executed this MOU as of the day and year written below.

OFFICE OF RISK MANAGEMENT

By: 
Jed Ross, Chief Risk Officer

Date: 9/13/17

CAPTIVE INSURANCE AGENCY

By: Jane Waters
Jane Waters, Manager

Date: 9.14.17

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____ DATE OF MOU: 9/29/2017

SELLER INFORMATION


AGENCY: Captive Insurance Agency AGENCY CODE: RJ0

NAME OF CONTACT: Alex Alemayehu Alemayehu Awas

ADDRESS : 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE # : 202-727-6535

FAX # : 202-727-2202

AUTHORIZING OFFICER  DATE: 10/04/17

BUYER INFORMATION

AGENCY: Office of Risk Management AGENCY CODE: RK0

NAME OF CONTACT: Alex Alemayehu Alemayehu Awas

ADDRESS : 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE # : 202-727-6535

FAX # : 202-727-2202

AUTHORIZING OFFICER  DATE: 10/04/17

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: INSURANCE PROCUREMENT COST REIMBURSEMENT

TOTAL: \$99,077.00

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RJ0	17		RJ0RK	RJ0RK	4600	4600		RJ0RK0/01
Buyer	RK0	17		10550	10550	408	408		

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
Buyer									

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

DLRS# 1383

EXPEDITE



ROUTING SLIP

Office of the Director

Date: Sept 21, 2017

DUE: Sept 22, 2017

SUBJECT: Duke Ellington School of the Arts Builders Risk Insurance Extension MOU		REQUIRED ACTION(S)		Received: <u>9/22/17</u>	
TITLE	NAME	N/A	INITIAL	DATE	
Director	GREER JOHNSON GILLIS	Signature/Approval	<u>EWG</u>	<u>9/22/2017</u>	
General Counsel	CAMILLE SABBAKHAN		Please see below		
Supervisory Attorney (if applicable)		Approval			
Applicable Division's Chief	SPENCER DAVIS	Approval	<u>SP</u>	<u>9/22/17</u>	
	JOCOLE BURTON	Approval	<u>JCB</u>	<u>9/22/17</u>	
	JEROME FLETCHER	Approval	<u>JF</u>	<u>9/22/17</u>	

Name of Originator/Division: Endrea Frazier/OCOS/Risk **Phone Number:** (202) 576-8599

Summary: The attached Memorandum of Understanding (MOU) is for the reimbursement to the Captive Insurance Agency for the policy cost of \$20,258.00 to cover the 30-day Builders Risk extension for the Duke Ellington School of the Arts.

For all documents:
Project Name: Duke Ellington School of the Arts **Contracting Party (if applicable):**

Type of Document: Memo **Attorney Assigned (if applicable):**

For Portfolio Division documents only:

Realty Specialist:

District as: ___ Landlord ___ Tenant ___ Licensee ___ Licensor ___ Declarant
___ Permitter ___ Permittee ___ Grantee ___ Grantor ___ Other

Date Document Executed: _____ **ELMO** _____

The DGS Office of the General Counsel has reviewed and approved the attached document for legal sufficiency.

Camille Sabbakhan
Camille Sabbakhan, General Counsel

9/21/17
Date

DLRS# 1403



ROUTING SLIP

Office of the Director

Date: Sept 29, 2017

DUE: Sept 29, 2017

SUBJECT: Duke Ellington School of the Arts Builders Risk Insurance Extension MOU Funding		REQUIRED ACTION(S)	Received: <u>9/29/17</u>	
TITLE	NAME		N/A	INITIAL DATE
Director	GREER JOHNSON GILLIS	Signature/Approval		GJG 9/29/2017
General Counsel	CAMILLE SABBAKHAN		Please see below	
Supervisory Attorney (if applicable)		Approval		
Applicable Division's Chief	SPENCER DAVIS	Approval		SD 9/28
	JOCOLE BURTON	Approval		JB 9.29.17
	JEROME FLETCHER	APPROVAL		JF 9.29.17
- Chief Administrative Officer	Angela Gray	Approval		AG 9.29.17
- Resource Allocation	Robert Seabrooks	Approval		

Name of Originator/Division: Endrea Frazier/OCOS/Risk *af* **Phone Number:** (202) 576-8599

Summary: The attached Memorandum of Understanding Funding Attributes is in relation to the 30-day Builders Risk extension for the Duke Ellington School of the Arts.

For all documents:

Project Name: Duke Ellington School of the Arts

Contracting Party (if applicable):

Type of Document: Memo

Attorney Assigned (if applicable):

For Portfolio Division documents only:

Realty Specialist:

District as: ___ Landlord ___ Tenant ___ Licensee ___ Licensor ___ Declarant
 ___ Permitter ___ Permittee ___ Grantee ___ Grantor ___ Other

Date Document Executed: _____ ELMO _____

The DGS Office of the General Counsel has reviewed and approved the attached document for legal sufficiency.

Camille Sabbakhan
 Camille Sabbakhan, General Counsel

9/29/17
 Date

By: Jane Waters
Jane Waters, Captive Manager

Date: 9.21.17

CAPTIVE INSURANCE AGENCY

VIII. NOTICE

A. For Department of General Services

The following individual is the Department of General Services (“DGS”), contact point under this MOU:

Endrea Frazier
Deputy Chief of Staff
Endrea.Frazier@dc.gov

B. For the Captive:

The following individual is the Captive contact point under this MOU:

Jane Waters
Insurance Program Officer / Captive Manager
Jane.waters@dc.gov

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

D.C. Official Code §§ 1-301.01(k); 50-921.20 (c).

XI. MISCELLANEOUS

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

The Parties have executed this MOU as of the day and year written below.

DEPARTMENT OF GENERAL SERVICES

By: _____

Greer Johnson Gillis, Director

Date: _____

9/22/2017

VI. COMPLIANCE AND MONITORING

A. Monitoring

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

B. Records and reports

1. The Captive shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon DGS's request, the Captive will make these documents available for inspection by duly authorized representatives of DGS and other District officials as may be specified by DGS at its sole discretion.

VII. TERMINATION

A. Communication

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

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;
5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;
6. The convenience of either party.

2. Advances to ORM for the services to be provided shall not exceed the actual cost of this MOU, Twenty Thousand, Two Hundred and Fifty Eight Dollars (\$20,258.00).

3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

This MOU shall commence on the Effective Date and remains in effect through September 30, 2017 unless sooner terminated pursuant to Article VII of this MOU.

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CAPTIVE INSURANCE AGENCY
AND
OFFICE OF RISK MANAGEMENT**

This Memorandum of Understanding ("MOU") is entered into as of the 20th day of September, 2017 (the Effective Date) by and between the Captive Insurance Agency ("Captive") and the Department of General Services ("DGS"), each referred to herein as a "Party" and collectively to herein as the "Parties".

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, DGS will provide funds to the Captive to reimburse the Captive for the cost it incurs for the procurement of a builders risk policy of insurance (the "Policy") relating to renovation work at Duke Ellington School of the Arts, 3500 R Street, NW, Washington, DC 20007 to cover a term effective September 15, 2017 to October 15, 2017.

II. SCOPE OF WORK

A. Responsibilities of the Captive

Procure the Policy.

B. Responsibilities of DGS

Reimburse the Captive \$20,258.00 for the actual cost of the Policy.

III. FUNDING

A. Cost of services

Total cost for services is Twenty Thousand, Two Hundred and Fifty Eight Dollars (\$20,258.00).

B. Payment

1. Payment for services shall be made through an Intra-District advance by DGS to ORM in the amount of Twenty Thousand, Two Hundred and Fifty Eight Dollars (\$20,258.00).

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: INSURANCE PROCUREMENT COST REIMBURSEMENT

TOTAL: \$20,258.00

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RJ0	17		RJ0ID	RJ0ID	4600	4600		RJ0AM0/01
Buyer	AM0	17		YY59E	95101	409	409		YY159C/4

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
Buyer									

GOOD/ SERVICE: _____

DATE: ___/___/___

TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____ DATE OF MOU: 9/29/2017

SELLER INFORMATION


AGENCY: Captive Insurance Agency AGENCY CODE: RJ0

NAME OF CONTACT: Alex Alemayehu Alemayehu Awad

ADDRESS: 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE #: 202-727-6535

FAX #: 202-727-2202

AUTHORIZING OFFICER  DATE: 10/03/17

BUYER INFORMATION

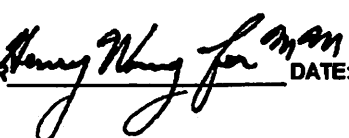
AGENCY: Department of General Services AGENCY CODE: AM0

NAME OF CONTACT: Massimo Marchiori

ADDRESS: 2000 14th Street NW
5th Floor
Washington, DC 20009

TELEPHONE #: 202-698-7476

FAX #: _____

AUTHORIZING OFFICER  DATE: 9/29/17

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE DISTRICT OF COLUMBIA CAPTIVE INSURANCE AGENCY
AND
DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL
SERVICES**

This Memorandum of Understanding ("MOU") is entered into as of the 15th day of November, 2017 (the Effective Date) by and between the District of Columbia Captive Insurance Agency ("Captive") and the District of Columbia Department of General Services ("DGS"), each referred to herein as a "Party" and collectively to herein as the "Parties".

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, DGS will provide funds to Captive to reimburse Captive for the cost it incurs for the procurement of a builder's risk policy of insurance (the "Policy") to cover a term effective June 20, 2017 through October 16, 2018 for the Coolidge High School Capital Modernization project.

II. SCOPE OF WORK

A. Responsibilities of Captive

Procure the Policy.

B. Responsibilities of DGS

Reimburse Captive \$191,003 for the actual cost of the Policy.

III. FUNDING

A. Cost of services

Total cost for services is One Hundred Ninety-One Thousand and Three dollars (\$191,003).

B. Payment

1. Payment for services shall be made through an Intra-District advance by DGS to Captive in the amount of One Hundred Ninety-One Thousand and Three dollars (\$191,003).
2. Advances to Captive for the services to be provided shall not exceed the actual cost of this MOU, One Hundred Ninety-One Thousand and Three dollars (\$191,003).
3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

This MOU shall commence on the Effective Date and remain in effect through September 30, 2018 unless sooner terminated pursuant to Article VII of this MOU.

VI. COMPLIANCE AND MONITORING

A. Monitoring

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

B. Records and reports

1. Captive shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon DGS' request, Captive will make these documents available for inspection by duly authorized representatives of DGS and other District officials as may be specified by DGS at its sole discretion.

VII. TERMINATION

A. Communication

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

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;
5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;
6. The convenience of either party.

VIII. NOTICE

A. For Department of General Services:

The following individual is the DGS contact point under this MOU:

Greer Gillis
Director
Greer.Gillis@dc.gov

B. For Captive:

The following individual is the Captive contact point under this MOU:

Jane Waters
Manager
Jane.waters@dc.gov

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

D.C. Official Code §§ 1-301.01(k); 50-921.20 (c).

XI. MISCELLANEOUS

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

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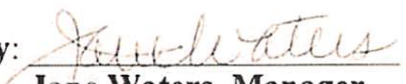
The Parties have executed this MOU as of the day and year written below.

DEPARTMENT OF GENERAL SERVICES

By: 
Greer Johnson Gillis, Director

Date: 12/15/17


CAPTIVE INSURANCE AGENCY

By: 
Jane Waters, Manager

Date: ://./17-17

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER:	_____
Services:	AMOUNT: \$191,003
SELLER INFORMATION	
AGENCY:	<u>Med. Liability Captive Insurance</u> AGENCY CODE: <u>RJφ</u>
NAME OF CONTACT:	<u>Alemayehu AWAs</u>
ADDRESS:	<u>441 4th Street</u> <u>Washington DC, NEA 20001</u>
TELEPHONE #:	<u>202-727-6535</u>
FAX #:	<u>202-727-0659</u>
AUTHORIZING OFFICER	<u></u> <u>11/9/18</u>
BUYER INFORMATION	
AGENCY:	<u>Department of General Services</u> AGENCY CODE: <u>AM0</u>
NAME OF CONTACT:	<u>Massimo Marchiori</u>
ADDRESS:	<u>2000 14th St. NW</u> <u>Washington, DC 20001</u>
TELEPHONE #:	<u>(202)696-7471</u>
FAX #:	
AUTHORIZING OFFICER	<u>Massimo Marchiori</u>

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: INSURANCE PROCUREMENT COST REIMBURSEMENT -

Coolidge High School

TOTAL: \$191,003.00

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RJ0	18	7750	RJCHS	RJCHS	4600	4600		RJ0CHS/01
Buyer	AM0	08	0300	NX83D	95101	409	409		NX837C/04

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
Buyer									

GOOD/ SERVICE: _____

DATE: ___ / ___ / ___

TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



December 5, 2017

By Electronic Mail

Ms. Denise Lloyd-Withrow
President & CEO
D.H. Lloyd & Associates
1625 K Street, NW, Suite 330
Washington, DC 20006
lloyd@dhllloyd.com

Reference: Coolidge Senior High School – 6315 5th St NW, Washington, DC 20011

Subject: No Known Losses

Dear Ms. Lloyd-Withrow:

As per the request for the provision of builder's risk insurance coverage for Coolidge Senior High School, this letter shall serve as confirmation on behalf of the District of Columbia Department of General Services that there have been no claims related to work related injury, property loss or liability claims at this property.

Should you have any questions, please feel free to contact me directly at (202) 671-2397.

Sincerely,

Greer J. Gillis, PE, Director
Department of General Services

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE DISTRICT OF COLUMBIA CAPTIVE INSURANCE AGENCY
AND
DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL
SERVICES**

This Memorandum of Understanding ("MOU") is entered into as of the 31st day of October, 2017 (the Effective Date) by and between the District of Columbia Captive Insurance Agency ("Captive") and the District of Columbia Department of General Services ("DGS"), each referred to herein as a "Party" and collectively to herein as the "Parties".

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, DGS will provide funds to Captive to reimburse Captive for the cost it incurs for the procurement of a builder's risk policy of insurance (the "Policy") to cover a term effective June 20, 2017 through October 16, 2018 for the Macfarland Middle School Capital Modernization project.

II. SCOPE OF WORK

A. Responsibilities of Captive

Procure the Policy.

B. Responsibilities of DGS

Reimburse Captive \$52,149.00 for the actual cost of the Policy.

III. FUNDING

A. Cost of services

Total cost for services is Fifty Two Thousand One Hundred Forty Nine dollars (\$52,149.00).

B. Payment

1. Payment for services shall be made through an Intra-District advance by DGS to Captive in the amount of Fifty Two Thousand One Hundred Forty Nine Thousand dollars (\$52,149.00).

2. Advances to Captive for the services to be provided shall not exceed the actual cost of this MOU, Fifty Two Thousand One Hundred Forty Nine dollars (\$52,149.00).

3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

This MOU shall commence on the Effective Date and remain in effect through September 30, 2018 unless sooner terminated pursuant to Article VII of this MOU.

VI. COMPLIANCE AND MONITORING

A. Monitoring

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

B. Records and reports

1. Captive shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon DGS' request, Captive will make these documents available for inspection by duly authorized representatives of DGS and other District officials as may be specified by DGS at its sole discretion.

VII. TERMINATION

A. Communication

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

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;
5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;

6. The convenience of either party.

VIII. NOTICE

A. For Department of General Services:

The following individual is the DGS contact point under this MOU:

Greer Gillis
Director
Greer.Gillis@dc.gov

B. For Captive:

The following individual is the Captive contact point under this MOU:

Jane Waters
Manager
Jane.waters@dc.gov

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

D.C. Official Code §§ 1-301.01(k); 50-921.20 (c).

XI. MISCELLANEOUS

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

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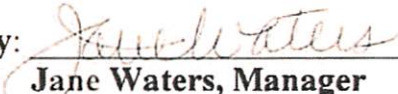
The Parties have executed this MOU as of the day and year written below.

DEPARTMENT OF GENERAL SERVICES

By: 
Greer Johnson Gillis, Director

Date: 12/15/17


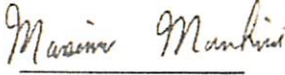
CAPTIVE INSURANCE AGENCY

By: 
Jane Waters, Manager

Date: 11/17-17

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

MOU NUMBER:	_____
Services:	AMOUNT: \$52,149
SELLER INFORMATION	
AGENCY:	<u>Med. Liability Captive Insurance</u> AGENCY CODE: <u>RJD</u>
NAME OF CONTACT:	<u>Alemayehu Awlas</u>
ADDRESS:	<u>441 4th Street</u> <u>Washington DC NW 20001</u>
TELEPHONE #:	<u>202-727-6535</u>
FAX #:	<u>202-727-0659</u>
AUTHORIZING OFFICER	<u></u> <u>1/9/18</u>
BUYER INFORMATION	
AGENCY:	<u>Department of General Services</u> AGENCY CODE: AM0
NAME OF CONTACT:	<u>Massimo Marchiori</u>
ADDRESS:	<u>2000 14th St. NW</u> <u>Washington, DC 20001</u>
TELEPHONE #:	<u>(202)698-7471</u>
FAX #:	
AUTHORIZING OFFICER	<u></u>

PLEASE SEE NEXT PAGE FOR GOODS/ SERVICES DESCRIPTION AND FUNDING INFORMATION

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: INSURANCE PROCUREMENT COST REIMBURSEMENT -
McFarland High School

TOTAL: \$52,149.00

	AGY	YR	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RJ0	18	7750	RJMMS	RJMMS	4600	4600		RJ0MMS/01
Buyer	AM0	08	0300	WRDFA	95101	409	409		YY1W4C/01

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
Buyer									

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



December 5, 2017

By Electronic Mail

Ms. Denise Lloyd-Withrow
President & CEO
D.H. Lloyd & Associates
1625 K Street, NW, Suite 330
Washington, DC 20006
lloyd@dhllloyd.com

Reference: Macfarland Middle School – 400 Iowa Ave NW, Washington, DC 20011

Subject: No Known Losses

Dear Ms. Lloyd-Withrow:

As per the request for the provision of builder's risk insurance coverage for Macfarland Middle School, this letter shall serve as confirmation on behalf of the District of Columbia Department of General Services that there have been no claims related to work related injury, property loss or liability claims at this property.

Should you have any questions, please feel free to contact me directly at (202) 671-2397.

Sincerely,

Greer J. Gillis, PE, Director
Department of General Services

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____ DATE OF MOU: 4/26/2017

SELLER INFORMATION

AGENCY: Office on Asian & Pacific Islanders Affairs AGENCY CODE: AP0

NAME OF CONTACT: Eden Teklebrhane

ADDRESS : 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE #: 202-727-1259

FAX #: (____) _____

AUTHORIZING OFFICER *Eden Teklebrhane* DATE: 05/01/17

BUYER INFORMATION

AGENCY: Office of Risk Management AGENCY CODE: RK0

NAME OF CONTACT: Alemayehu Awas

ADDRESS : 441 4th Street, NW
Suite 890N
Washington DC 20001

TELEPHONE #: 202-727-6535

FAX #: 202-727-2202

AUTHORIZING OFFICER *[Signature]* DATE: 05/04/17

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____

OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: _____

INSURANCE PROCUREMENT COST REIMBURSEMENT

BUYER	SELLER	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
			17	0100	0100	1000L	22000	0408						
			17	3110	0700	RK1AP	31100	4600	4600	RK0AP/01				

TOTAL: \$531.00

GOOD/ SERVICE: _____

BUYER	SELLER	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3

TOTAL: _____

DATE: ____/____/____

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE DISTRICT OF COLUMBIA OFFICE OF RISK MANAGEMENT
AND
THE MAYOR'S OFFICE ON ASIAN AND PACIFIC ISLANDERS AFFAIRS**

This Memorandum of Understanding (“MOU”) is entered into as of April 24, 2017 (the Effective Date) by and between the District of Columbia Office of Risk Management (“ORM”) and the Mayor’s Office on Asian and Pacific Islanders Affairs (“MOAPIA”), each referred to herein as a “Party” and collectively to herein as the “Parties”.

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, MOAPIA will provide funds to ORM to reimburse ORM for the cost it incurs for the procurement of a general liability insurance policy to protect the District of Columbia government (“District”) against the risk of loss that may arise out of a proposed filming by a District employee on the rooftop of a building at 675 H Street, NW, Washington, DC 20005. The insurance policy will cover the owners of the property, AFIAA Arch Square, LLC and Stream Realty Partners—DC, LP as additional insureds and will cover a term effective April 27, 2017 through April 30, 2017.

II. SCOPE OF WORK

A. Responsibilities of ORM

Procure the general liability policy described in Article I of this MOU.

B. Responsibilities of MOAPIA

Reimburse ORM \$531.00 for the cost of the general liability policy described in Article I.

III. FUNDING

A. Cost of services

Total cost for services is five hundred thirty one dollars (\$531.00),

B. Payment

1. Payment for services shall be made through an Intra-District advance by MOAPIA to ORM in the amount of five hundred thirty one dollars (\$531.00).
2. Advances to ORM for the services to be provided shall not exceed the actual cost of this MOU, five hundred thirty one dollars (\$531.00)
3. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

This MOU shall be in effect from the Effective Date through April 30, 2017 unless it is terminated pursuant to Article VII of this MOU.

VI. COMPLIANCE AND MONITORING

A. Monitoring

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

B. Records and reports

1. ORM shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon MOAPIA's request, ORM will make these documents available for inspection by duly authorized representatives of the MOAPIA and other officials as may be specified by MOAPIA at its sole discretion.

VII. TERMINATION

A. Communication

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

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;
5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;
6. The convenience of either party.

VIII. NOTICE

A. For MOAPIA:

The following individual is the MOAPIA contact point under this MOU:

Dory Peters
Deputy Director
Dory.peters@dc.gov

B. For ORM:

The following individual is the ORM contact point under this MOU:

Jane Waters
Insurance Program Officer
Jane.waters@dc.gov

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

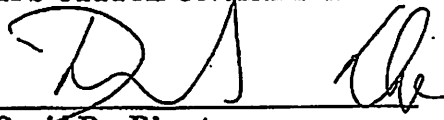
D.C. Official Code §§ 1-301.01(k); 50-921.20 (c)

XI. MISCELLANEOUS

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

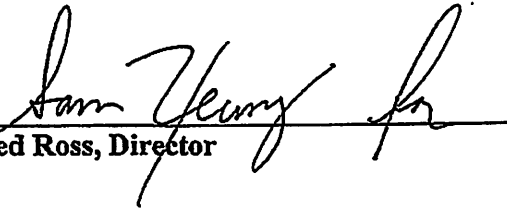
The Parties have executed this MOU as of the day and year written below.

MAYOR'S OFFICE ON ASIAN AND PACIFIC ISLANDERS AFFAIRS

By: 
David Do, Director

Date: 4/26/2017

OFFICE OF RISK MANAGEMENT

By: 
Jed Ross, Director

Date: 4/26/2017

Coard, Austin (OFRM)

From: Mills, Stacie (OCFO)
Sent: Thursday, May 04, 2017 9:12 AM
To: Parks, Delmar (OFRM); Barbera, Charles (EOM); Coard, Austin (OFRM)
Cc: Lee, Laverne (OCFO); Lyons, Steve (OCFO)
Subject: RE: MOU Approval
Attachments: MOU ORM AAPLA.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello-

The attached updated MOU is legally sufficient.

Stacie

From: Parks, Delmar (OFRM)
Sent: Thursday, April 27, 2017 3:28 PM
To: Barbera, Charles (EOM); Mills, Stacie (OCFO); Coard, Austin (OFRM)
Cc: Lee, Laverne (OCFO); Lyons, Steve (OCFO)
Subject: RE: MOU Approval

Charlie,

Do you have the soft copy of the MOU to make the correction?

Regards,
Delmar Parks
Agency Budget Analyst
Office of Finance and Resource Management (OFRM)
441 4th Street, NW Suite 890N
Washington, DC 20001
(202) 727-9930

From: Barbera, Charles (EOM)
Sent: Thursday, April 27, 2017 2:41 PM
To: Mills, Stacie (OCFO) <Stacie.Mills2@dc.gov>; Parks, Delmar (OFRM) <Delmar.Parks@dc.gov>
Cc: Frazier, Tonya (OFRM) <Tonya.Frazier@dc.gov>; Lee, Laverne (OCFO)

<laverne.lee@dc.gov>; Lyons, Steve (OCFO) <steve.lyons@dc.gov>
Subject: RE: MOU Approval

Five Hundred Thirty One (\$531) in accordance with Article II and III.B. .

From: Mills, Stacie (OCFO)
Sent: Thursday, April 27, 2017 1:44 PM
To: Parks, Delmar (OFRM)
Cc: Barbera, Charles (EOM); Frazier, Tonya (OFRM); Lee, Laverne (OCFO); Lyons, Steve (OCFO)
Subject: RE: MOU Approval

Hello-

Please note that in Section III PAYMENT the payment amount says "five hundred and twenty dollars" yet contains the number "\$531.00" in parentheses. It is not clear which number is the correct one.

Thanks,

Stacie

From: Parks, Delmar (OFRM)
Sent: Thursday, April 27, 2017 11:08 AM
To: Mills, Stacie (OCFO)
Cc: Barbera, Charles (EOM); Frazier, Tonya (OFRM)
Subject: MOU Approval

Hello Stacie,

I've attached for your review and approval. Please advise if the attached MOU is approved.

Regards,
Delmar Parks
Agency Budget Analyst
Office of Finance and Resource Management (OFRM)
441 4th Street, NW Suite 890N
Washington, DC 20001
(202) 727-9930

Coard, Austin (OFRM)

From: Peters, Dory (EOM)
Sent: Tuesday, May 09, 2017 2:17 PM
To: Coard, Austin (OFRM)
Subject: RE: MOU with ORM

Sure. Use our local fund, outreach activity

Thank you.

Dory Peters
Deputy Director (MOAPIA)
(202) 727 - 9646

From: Coard, Austin (OFRM)
Sent: Tuesday, May 09, 2017 2:13 PM
To: Peters, Dory (EOM)
Subject: RE: MOU with ORM

Hi Dory,

Unfortunately, we can't pay for an MOU as the buyer via intradistrict funds. It would have to come out of local fund.

Thanks,

Austin Coard
Budget Analyst
Office of Finance and Resource Management
Office of the Chief Financial Officer
Government of the District of Columbia
202.727.8878

The Government Operations Cluster: Continuous Improvement is Our Priority

From: Peters, Dory (EOM)
Sent: Tuesday, May 09, 2017 2:11 PM

To: Coard, Austin (OFRM)
Subject: RE: MOU with ORM

Hi Austin.

Please use DHCD MOU funding.

Thank you.

Dory Peters
Deputy Director (MOAPIA)
(202) 727 - 9646

From: Coard, Austin (OFRM)
Sent: Monday, May 08, 2017 3:01 PM
To: Peters, Dory (EOM)
Subject: MOU with ORM

Hi Dory,

Can you please let me know which activity under comp object 0408 you would like to use in order to pay for the \$531.00 MOU with the Office of Risk Management? Please see attached report and let me know if you have any questions.

Thanks,

Austin Coard
Budget Analyst
Office of Finance and Resource Management
Office of the Chief Financial Officer
Government of the District of Columbia
202.727.8878

The Government Operations Cluster: Continuous Improvement is Our Priority

Agry Fund 0100

Comp Source Group	Comp Source Group Title	Comp Object	Index Code	PCA	Program Code 3 Title	Sum of Approp Act	Sum of Expend Act	Sum of Total Obligations	Sum of Available Balance
0040	OTHER SERVICES AND CHARGE	0408	1000L	22000	OUTREACH/EDUCATION	\$5,500.00	\$0.00	\$0.00	\$5,500.00
				23000	INTERAGENCY COORDINATION	\$5,500.00	\$4,500.00	\$4,500.00	\$1,000.00
Grand Total						\$11,000.00	\$4,500.00	\$4,500.00	\$6,500.00

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE DISTRICT OF COLUMBIA OFFICE OF RISK MANAGEMENT AND THE
DISTRICT DEPARTMENT OF TRANSPORTATION
FY 2017**

This Memorandum of Understanding (“MOU”) is entered into by and between the District of Columbia Office of Risk Management (“ORM”) and the District Department of Transportation (“DDOT”), each referred to herein as a “Party” and collectively to herein as the “Parties”. Pursuant to the terms of this MOU, DDOT will provide funds to ORM to support the costs of a defensive driver training program for the government of the District of Columbia (“District”).

I: INTRODUCTION AND OVERVIEW

District government operates a fleet of nearly 6,000 vehicles in a busy driving environment, and as such, is exposed to many opportunities for traffic crashes and injuries. This creates potential for human harm and even loss of life. In addition, the District is vulnerable to costly property damage and legal claims against it. Motor vehicle claims have consistently been the most common of the pre-litigated claims paid by the District in settlements. Motor vehicle crashes with fixed objects, failure to yield right of way, sideswipes, rear ends, and improper backing are the most common occurrences, many of which can cause serious injuries to vehicle occupants or nearby vulnerable travelers. With the exception of a few agencies that have contracted with external providers of defensive driver training, the District has no program to prevent these incidents. ORM will design and implement a mandatory Vision Zero Defensive Driver Training Program for District employees who operate District vehicles, and will pilot the program at DDOT.

II. SCOPE OF WORK

A. Responsibilities of ORM

1. Create a standardized vehicle operator training program compliant with Department of Motor Vehicles (“DMV”) and Department of Human Resources (“DCHR”) laws, regulations, and policy.
2. Develop online training materials and behind the wheel training and evaluation components, including corrective in-vehicle training for identified high-risk drivers.
3. Develop content that will, at a minimum, prevent aggressive driving, dangerous backing of vehicles, striking fixed objects, front and rear-end collisions, intersection collisions, distracted driving, and other high-risk behaviors.

4. Create an oversight entity with other District agencies, including DDOT, to track the development and effectiveness of the program, and to track agency and employee compliance.
5. Pilot the vehicle operator training program with DDOT as the first agency.

B. Responsibilities of DDOT

1. Provide ORM with any necessary data related to collisions and or violations to inform development of the training program.
2. Provide expertise related to District of Columbia-specific traffic safety issues, including multi-modal safety, vulnerable users, large vehicles, etc.
3. Monitor progress of the program and participate as the first pilot agency.

III. FUNDING

A. Cost of services

1. In consideration of the budget in Attachment A for the services described above, DDOT shall render to ORM budget allotment and authority in an Intra-District Standard Request Form.
2. The cost of services provided by ORM to support the vehicle for hire enforcement efforts under this MOU shall be one hundred thirty thousand dollars (\$130,000) for actual costs incurred in providing all of the services identified in this MOU as detailed in Attachment A. If DDOT and ORM seek to enhance enforcement efforts, the parties shall modify this agreement pursuant to Article X, MODIFICATIONS.

B. Payment

1. Payment for goods and services shall be made through an initial Intra-District advance by DDOT to ORM of one hundred thirty thousand dollars (\$130,000);
2. ORM shall submit a single reconciliation which shall explain the amounts charged for that period and include the services for which the charge was assessed;
3. Advances to ORM for the services and goods to be provided shall not exceed the amount of this MOU; the amount charged for services shall not exceed actual cost;

4. ORM will receive the advance and bill DDOT through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. ORM will return any excess advance to DDOT no later than thirty (30) days after the current fiscal year; and
5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU.

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

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 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

The Parties acknowledge and agree that their respective obligations under the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

V. DURATION OF MOU

A. Term

This MOU shall be in effect for Fiscal Year 2017, from October 1, 2016, through September 30, 2017, unless it is terminated pursuant to Article IX of this MOU.

B. Renewal

This MOU may be renewed for four (4) additional one (1) year terms upon the mutual written consent of DDOT and ORM, subject to lawful appropriations.

C. Amendment

This MOU may be amended upon the written agreement of all Parties.

VI. COMPLIANCE AND MONITORING

A. Monitoring

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

B. Records and reports

1. ORM shall maintain records and receipts for the expenditure of all funds received for a period of no less than three (3) years from the date of expiration or termination of the MOU.
2. Upon DDOT's request, ORM will make these documents available for inspection by duly authorized representatives of the DDOT and other officials as may be specified by DDOT at its sole discretion.

VII. CONFIDENTIALITY

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, specifically the District of Columbia Freedom of Information Act.

VIII. TERMINATION

A. Communication

DDOT or ORM may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.

B. Cause

This MOU may be terminated for any of the following reasons:

1. Lack of funding;
2. Changes in applicable law;
3. Changes in the structure or nature of the program;
4. Elimination of the program or service;
5. Failure of either party to follow District of Columbia laws, rules, or regulations; or failure of either party to follow the terms of the MOU;

6. The convenience of either party.

IX. NOTICE

A. For DDOT:

The following individual is the DDOT contact point under this MOU:

Sam Zimbabwe
Acting Chief Project Delivery Officer
District Department of Transportation
55 M Street, SE
202.671.2542
Sam.zimbabwe@dc.gov

B. For ORM:

The following individual is the ORM contact point under this MOU:

Kim Nimmo
Risk Prevention and Safety Manager
Executive Office of the Mayor
Office of Risk Management
441 4th Street, NW Suite 800 South
Washington, D.C. 20001
202-727-6987
kim.nimmo@dc.gov

X. MODIFICATIONS

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

XI. AUTHORITY FOR MOU

D.C. Official Code §§ 1-301.01(k); 50-921.20 (c)


XII. MISCELLANEOUS

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

(The rest of this page is intentionally blank. Signatures appear on the following page.)

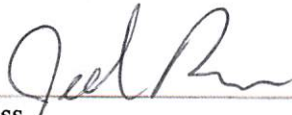
The Parties have executed this MOU as of the day and year written below.

DISTRICT OF COLUMBIA DEPARTMENT OF TRANSPORTATION

By: 
Leif Dormsjo
Director

Date: 1/6/17

DISTRICT OF COLUMBIA OFFICE OF RISK MANAGEMENT

By: 
Jed Ross
Director

Date: 1/12/17

ATTACHMENT A
ORM Vision Zero Defensive Driver Training Budget

Salaries and Wages	
Salaries and Fringe	
Benefits	
Travel and Subsistence	
Contractual Services	86,750.000
<i>Third-party development</i>	
<i>Existing driver training program review</i>	
<i>Production of e-learning materials</i>	
Equipment	
Other Direct Costs	
<i>Web-hosting</i>	43,250.00
<i>Office of Cable Television Filming</i>	
TOTAL	\$130,000.00

INTRA-DISTRICT STANDARD REQUEST FORM
Government of the District of Columbia

PART I
GENERAL

MOU NUMBER: _____

IDSR Request Date: 1/13/2017

SELLER INFORMATION

AGENCY: District Of Columbia Office Of Risk Management

AGENCY CODE: RK0

NAME OF CONTACT: Michael Bolden

ADDRESS : 441 4th St, NW Suite 800 South
Washington, DC 20001

TELEPHONE # : 202-727-6534

EMAIL:

AUTHORIZING OFFICER *MZ Bolden*

DATE: 1/13/17

BUYER INFORMATION

AGENCY: District Department of Transportation

AGENCY CODE: KA0

NAME OF CONTACT: CALVIN SKINNER

ADDRESS : 55 M STREET, SE
Washington, D.C. 20003

TELEPHONE # : 202-671-1374

EMAIL: calvin.skinner@dco.gov

AUTHORIZING OFFICER *Calvin Skinner*

DATE: 01/13/17

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

Revised by OBP 9/18/98

87

PART II

MOU NUMBER: _____ OF _____

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: Vision Zero Defensive Driver Training Program

TOTAL: \$130,000

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RK0	17		2120L	21200	4600	4600		RK0KA0/01
Buyer	KA0	17		R4010	PDBK1	0409	0409		

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

DATE: ___/___/___ TOTAL: _____

	AGY	YR	ORG CODE	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
SELLER									
BUYER									

GOOD/ SERVICE: _____

Government of the District of Columbia
Department of Transportation



Inter-office Memorandum
Privileged and Confidential

MEMORANDUM

TO: Alice Kelly
Chief, Office of Policy and Government Affairs

Jonathan M. Rogers
Policy Office of Policy and Government Affairs

THRU: *fr* Frank Seales, Jr. *fr*
General Counsel

FROM: Glenn Dubin
Assistant Attorney General

DATE: December 28, 2016

RE: Review for Legal Sufficiency: Vision Zero MOU with the Office of Risk Management

Worldox Number: 3876

Packet Tracker Number: 4001

This memorandum is written in response to your request that the General Counsel's Office ("OGC") review the Memorandum of Understanding ("MOU") between the District Department of Transportation ("DDOT") and the District of Columbia Office of Risk Management (ORM). The MOU memorializes how ORM will design and implement a mandatory Vision Zero Defensive Driver Training Program for District employees who operate District vehicles, and will pilot the program at DDOT. DDOT will pay ORM one hundred thirty thousand dollars (\$130,000) for these services, once DDOT approves the applicable invoices.

OGC reviewed the MOU and determined that it is legally sufficient. Legal Authority for this MOU is D.C. Official Code §§ 1-301.01(k), 50-921.20(c)

Note: Please return one (1) fully executed copy of the MOU to the General Counsel's office.

Zeroual, Fatima (DDOT)

From: Mills, Stacie (OCFO)
Sent: Thursday, January 05, 2017 1:06 PM
To: Zeroual, Fatima (DDOT)
Cc: Lee, Laverne (OCFO); Lyons, Steve (OCFO); Tseng, David (OCFO); Brown, Latasha (OCFO); Piper, Nicole (OCFO)
Subject: RE: FY17 MOU - DDOT & OGC \$130,000
Attachments: FY17 MOU - DDOT & OGC \$130,000.pdf

Hello Fatima-

The attached MOU is legally sufficient.

Thanks,

Stacie

Stacie Y.L. Mills
Assistant General Counsel
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, NW, Room 200
Washington, DC 20004
(202) 727-4221 - Office
(202) 724-4217 - Fax

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From: Zeroual, Fatima (DDOT)
Sent: Friday, December 30, 2016 10:06 AM
To: Mills, Stacie (OCFO)
Cc: Lee, Laverne (OCFO); Lyons, Steve (OCFO); Tseng, David (OCFO); Brown, Latasha (OCFO); Piper, Nicole (OCFO)
Subject: FY17 MOU - DDOT & OGC \$130,000

Good Morning Stacie,