

**Public Access Corporation of the District of Columbia**

February 29, 2016 Submission  
Committee on Small and Local Business Development  
Council of the District of Columbia  
Performance Oversight Hearing

**IV. Contracting & Auditing**

**17) Please provide a list of all MOUs in place during FY15 and FY16 to date.**

In FY15 and FY16, an MOU started in FY12 continued in place with R. David Hall Real Estate Services to provide expert consulting services to DCTV to assist with negotiating construction and building services contracts, to interview and assess qualifications and skill of potential contractors, to obtain bids on work to be performed, to communicate with and oversee contractors work under the contract, and to assess quality and completeness of work for release of payments.

The MOU was sought in order to ensure that DCTV's needs would be fulfilled in each area of work or service required, and has succeeded.

**18) Please list each contract, procurement, lease, and grant ("contract") awarded, entered into, extended and option years exercised, by your agency during FY15 and FY16, to date. For each contract, please provide the following information where applicable.**

- **The name of the contracting party;**
- **The nature of the contract, including the end product or service;**
- **The dollar amount of the contract, including budgeted amount and actually spent;**
- **The term of the contract;**
- **Whether the contract was competitively bid or not;**
- **The name of the agency's contract monitor and the results of any monitoring activity;**  
**and**
- **Funding source.**
- **Indicate whether the vendor is a certified business enterprise.**

**Alonso Landscaping, LLC – (Minority-Owned Business)**

Provides all materials, supervision, labor and equipment for lawn and grounds maintenance service. Grounds maintenance services provided in FY15 was \$11,250. The amount budgeted was \$12,000. The cost of services provided in FY16 to-date was \$5,055. The amount budgeted was \$7,000.

The term of the contract is one year, due to expire 10/31/2016.

This vendor is a minority owned business, but is not a certified business enterprise.

**Art Display Co.**

Constructed and installed three custom single-faced post and panel signs. Cost of contract for services provided in FY15 was \$10,479. The amount budgeted was \$14,600. An additional amount was billed in FY16 for procurement of standard permits in the amount of \$505.

The term of the contract was as services rendered.

This vendor is not a minority-owned business, nor a certified business enterprise.

**Blue Water Media, LLC**

Provided upgrade, design, development and integration of the DCTV website with maintenance support and dedicated hosing. The project cost \$50,172 and overlapped FY2015 to FY2016. Services commenced in FY15 with two installment payments totaling \$32,198. The final payment was made in FY2016 for \$19,974. The project was budgeted for \$41,000. In addition, in FY16, web hosting costs were paid for a total of \$3,950 (\$790 p/month).

The term of the contract for website hosting and maintenance is one year, due to expire 9/15/2016.

This vendor is not a minority-owned business, nor a certified business enterprise.

**Canon Financial Services**

Copier/printer lease agreement. Cost of copier lease services provided in FY15 was \$2,582. The amount budgeted was \$3,000. No cost incurred year-to-date for FY16. The term of the contract expired 12/31/2014.

This vendor is not a minority-owned business, nor a certified business enterprise.

**Culligan of Annapolis**

Water filtration lease agreement of two water dispensers. Cost of contract for services provided in FY15 was \$829. The amount budgeted was \$830. The cost of the leasing services provided in FY16, to date, was \$735. The amount budgeted for FY16 to date is \$735.

The term of the contract is one year, due to expire 6/30/2016.

This vendor is not a minority-owned business, nor a certified business enterprise.

**District of Columbia Government, Department of General Services**

Currently manages the building lease contract with DCTV. In FY15, DCTV paid \$86,006 in rental expense. The amount budgeted was \$86,000. The cost lease expense in FY16, to date, was \$50,919. The amount budgeted for FY16 is \$51,174. This landlord is not a minority-owned business, nor a certified business enterprise.

**D\*MNGood, LLC –**

This consulting consultant firm provided creative services for design and development of DCTV logo, animated logo, logo standards and collateral including preparation, design prototypes, presentations in DCTV's rebranding campaign. Consulting services provided in FY15 was \$24,000. The amount budgeted was \$24,000.

The term of the contract was as services rendered.

This vendor is not a minority-owned business, nor a certified business enterprise.

**Eccleston & Wolf, PC –**

This legal firm provide legal consulting and representation services. The cost of legal services in FY15 was \$7,162. The amount budgeted was \$5,000. The cost of legal services provided in FY16, to date, was \$6,913. The amount budgeted for FY16 to date is \$2,917.

The term of the contract was as services rendered.

This vendor is not a minority-owned business, nor a certified business enterprise.

**Frank-Douglas, Inc (dba Omnimusic) –**

Licensing agreement entered to use musical compositions and recordings owned or controlled by Omnimusic as background music in various types of audio-visual media production. The cost of contracting services provided in FY15 was \$1,600. The amount budgeted was \$1,600. No cost incurred year-to-date for FY16.

The contract is termed three years, due to expire 1/15/2018.

This vendor is not minority owned business, nor a certified business enterprise.

**Global High Tech Solutions, LLC – (Minority-owned Business)**

This company provides IT services to DCTV. This includes IT equipment upgrades, installation, repairs and maintenance of DCTV's IT systems. The cost of the IT services provided in FY15 was \$68,142. The amount budgeted was \$51,240. The cost of the IT services provided in FY16, to date, was \$33,933. The amount budgeted for FY16 to date is \$33,177.

The cost of the services was evaluated with other vendors and taken into consideration along with other relevant factors in determining to proceed with this contract.

The term of the contract is one year, due to expire 6/30/2016.

This vendor is a minority owned business, but is not a certified business enterprise.

**impactHR, LLC – (Woman-owned Business)**

Provides onsite human resources consulting by a senior HR consultant and assists DCTV with overall strategy of HR programs and initiatives in support of the organization. The cost of HR services provided in FY15 was \$19,875. The amount budgeted was \$22,000. The cost of the HR services provided in FY16, to date, was \$17,325. The amount budgeted for FY16 to date is \$19,833.

The term of the contract is as services rendered.

This vendor is a minority owned business, but is not a certified business enterprise.

**Konica Minolta Premier**

Lease of the bizhub C284 all-in-one copier, printer and scanner. Cost of lease services provided in FY15 was \$4,600. The amount budgeted was \$4,600. The cost of the leasing services provided in FY16, to date, was \$3,179. The amount budgeted for FY16 to date is \$3,180.

The term of the contract was as services rendered.

This vendor is not a minority-owned business, nor a certified business enterprise.

**The Maslow Media Group, Inc. – (Woman-owned Business)**

Provides contract employment services, payroll services, FORM 1099 processing, expense reimbursements and other staffing services, as needed. The cost of contracting services provided in FY15 was \$142,609. The amount budgeted was \$117,050. The cost of the HR services provided in FY16, to date, was \$54,826. The amount budgeted for FY16, to date, is \$119,785.

The contract is termed biennially and subject for renewal on 6/12/2017.

This vendor is a minority owned business, but is not a certified business enterprise.

**MMP Associates – (Woman-owned Business)**

Consultant firm provided consulting services in the development of a 5-year strategic planning process and one-to-three implementation plans. The cost of contracting services in FY16, to date, was \$14,474. The amount budgeted was \$23,070.

The term of the contract was as services rendered, due to expire on 6/30/2016.

This vendor is a minority owned business, but is not a certified business enterprise.

**Noyes Air Conditioning Contractors, Inc. –**

In FY15, Noyes provided maintenance for the facility at a cost of \$23,941. The amount budgeted was \$20,000.

The cost of the HVAC maintenance services for the facility in FY16, to date, was \$12,802. The amount budgeted for FY16 year to date is \$11,667. In addition, in FY15 Noyes installed an AC unit in Master Control at a cost of \$7,300 and portable ac unites in DCTV's edit suites at a cost of \$3,125.00. These expenditures were unexpected and not budget in the FY2015 capital budget.

The contract is termed to continue for yearly periods (commencing October 1, 2013) and; thereafter, terminated by either party in writing at least 30 days prior to the anniversary date.

This vendor is not a certified business enterprise.

**Pitney Bowes Global Financial**

Lease of the Pitney Bowes postage meter. Cost of lease services provided in FY15 was \$659. The amount budgeted was \$700. The cost of the leasing services provided in FY16, to date, was \$497. The amount budgeted for FY16 to date is \$500.

The term of the contract was as services rendered.

This vendor is not a minority-owned business, nor a certified business enterprise.

**Spectaveris, Inc.**

Consultant utilized to work with DCTV team to develop the 2017 technology plan. Once the plan has been completed, the technology budget will be submitted. This was a sole-source contract to the vendor who had installed DCTV's technical systems; complete knowledge of these systems is necessary to develop the plan effectively—both to contain costs and for technology refreshment recommendations consistent with previous objectives and capabilities. The cost of the service was \$380,775. The amount budgeted for the project was \$355,800.

The term for this contract was as services rendered. The contract has been completed.

This vendor is not minority-owned nor a certified business enterprise.

**Steelbeach Postproduction LLC – (Minority-owned Business)**

This company provides engineering services to DCTV. This includes television equipment upgrades, installation, repairs and maintenance of DCTV's television production systems. The cost of the engineering services provided in FY15 was \$15,059. The amount budgeted was \$15,850.

The cost of engineering services provided in FY16, to date, was \$9,135. The amount budgeted for FY16 to date is \$10,500.

This vendor is minority owned but it is not a certified business enterprise.

**Tenleytown, LLC – (Certified Business Enterprise)**

This company provides trash hauling and recycling. The cost of services provided in FY15 was \$2,250. The amount budgeted was \$2,250. The cost of the services provided in FY16, to date, was \$1,350. The amount budgeted year to date for FY16 is \$875.

This vendor is a certified business enterprise.

**Tyco Integrated Security, LLC –**

This company provides security monitoring services. The cost of services provided in FY15 was \$6,553. The amount budgeted was \$7,057. The cost of the services provided in FY16 year to date, was \$2,949. The amount budgeted year to date for FY16 is \$2,042.

This vendor is not a certified business enterprise.

**Walker & Co., LLP – (Certified Business Enterprise)**

This company provided auditing of DCTV's fiscal year financial reports. The cost of services provided in FY15 was \$14,400. The amount budgeted was \$14,400. The cost of the services provided in FY16, to date, was \$14,000. The amount budgeted for FY16 is \$14,000.

This vendor is a certified business enterprise.

**Warfield & Sanford Elevator Company –**

This company provides elevator maintenance services. The cost of services provided in FY15 was \$6,901. The amount budgeted was \$7,000. The cost of the services provided in FY16, to date, was \$2,114. The amount budgeted year to date for FY16 is \$2,114.

This vendor is not a certified business enterprise.

**19) Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY15 or FY16, to date.**

- a. Each year, DCTV has an audit conducted of its financial statements. In FY15 the audit was conducted by Walker and Co. LLP. DCTV obtained an unqualified "clean" opinion, as it has every year. The audit is sent to every member of the D.C. Council annually; the FY15 audit was delivered on time December 16, 2015.

The audit is included in this section of the submission.

**21) Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations.**

NONE