GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Contracting and Procurement

Responses to Fiscal Year 2020 Performance Oversight Questions

On behalf of

GEORGE A. SCHUTTER CPA, CPCM

Director and Chief Procurement Officer

District of Columbia

To

The Committee on Government Operations and Facilities

The Honorable Robert C. White, Jr., Chairman

February 23, 2021

Council of the District of Columbia

John A. Wilson Building

1350 Pennsylvania Avenue, NW

Washington, DC 20004

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

Response: The mission of the Office of Contracting and Procurement is to procure quality goods, services, and construction in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted within the laws and regulations of the District of Columbia.

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

Response: OCP has all the resources necessary to implement current statutory mandates placed on the agency. Additionally, OCP is working to identify the best path forward with regard to implementing key systems upgrades to the District's Procurement Automated Support System (PASS), which will enable more robust and timely reporting.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency was required to complete in FY 20 and FY 21, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

Response: See table below

Reports	Date Report Required	Date Produced
Excluded Parties List on OCP Website	Ongoing	October 2020
Acquisition Plan	Annually	Submitted to Council February 2021
OCP Surplus Property Division's Sales Report	Ongoing	October 2020.
Awarded Contracts on OCP website	Ongoing	Ongoing
Purchase Orders ($100,000 and under)	Ongoing	Ongoing
Contractor Payments	Ongoing	Ongoing
List of authorized contracting officers and their authority.	Ongoing	Ongoing
Contracting Activity Report	Bi-annually	Ongoing
Sustainable Purchasing Report	Annually	February 2021 (FY20 Report)
Report on the number of and dollar value of contracts executed under each source selection method	Ongoing	OCP is implementing these parameters as reportable attributes in the refresh of the PASS which will require a transition to the cloud.

4. Please list and describe any regulations promulgated by the agency in FY 20 or FY 21, to date, and the status of each.

Response:

Rulemaking	Description	Status
Notice of Emergency and Proposed Rulemaking for Prices for Services Provided Under the District's Temporary Assistance for Needy Families (TANF) Program (Title 27, Chapter 16)	The purpose of this rulemaking is to amend the payments that the Department of Human Services shall make to the District of Columbia's providers of employment services in support of the District's Temporary Assistance to Needy Families (TANF) Employment Program effective on October 1, 2020.	The emergency and proposed rulemaking was published on August 7, 2020 at 67 DCR 9,552-63. OCP is currently in the process of publishing final rules.
Notice of Emergency and Proposed Rulemaking – add a new section at 27 DCMR § 1614 (District of Columbia's Program of All-Inclusive Care for the Elderly (PACE) rates) (Title 27, Chapter 16, Section 1614)	The purpose of this rulemaking is to add a new section at 27 DCMR § 1614 to establish prices the Department of Health Care Finance shall pay for services under the District of Columbia's Program of All-Inclusive Care for the Elderly (PACE).	The emergency and proposed rulemaking was published on October 23, 2020 at 67 DCR 12,485-86. The final rulemaking is under review.
Notice of Final Rulemaking - to implement the provisions of the Procurement Integrity, Transparency, and Accountability Amendment Act of 2015 that apply to contractors (Title 27, Chapter 22)	The purpose of this rulemaking is to implement the provisions of the Procurement Integrity, Transparency, and Accountability Amendment Act of 2015 that apply to contractors.	The final rulemaking was published on November 1, 2019 at 66 DCR 14,414-33.
Notice of Final Rulemaking - adding Chapter 30 (Inherently Governmental Functions) to implement Sections 104(34A), 104(37B), and 205a Procurement Practices Reform Act, as amended (Title 27, Chapter 30.)	Final rulemaking to add a new chapter 30 to title 27 DCMR (Inherently Governmental Functions) to implement Sections 104(34A), 104(37B), and 205a Procurement Practices Reform Act.	The final rulemaking was published on October 18, 2019 at 66 DCR 13,656-62.

5. Please explain any significant impacts on your agency, if any, of any legislation passed at the federal or local level during FY 20 and FY 21, to date.

Response: There were no significant impacts on OCP as a result of federal or local legislation.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 21.

Response: The agency's top priorities in FY2021 are:

- Improve the quality and cost efficiency of procured goods, services and construction.
- Improve planning and forecasting to support strategic business decisions in contracting and procurement.
- Sustain a highly competent workforce.
- Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders.
- Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community.

7. What metrics are regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

Response: OCP currently uses the following metrics to evaluate its operations:

Percent of Awarded Contracts over $100,000 that are publicly posted– This transparency metric, a key performance indicator for the agency, accounts for all district agencies, agencies under the purview of the Chief Procurement Officer, agencies by commodity cluster, all contracting officers, contracts that have a contract workspace number and status of contracts from draft to published.

Percent of Contractor Performance Evaluations Completed– This metric, a key performance indicator for the agency, involves the number of completed scorecard received. OCP extracts this data daily from the Contractor Performance Evaluation System to ensure that the correct contract administrator is assigned and notified, and the contracting officer is notified of any problems or challenges. OCP consistently follows up with contract administrators to ensure they complete the evaluations. Also, OCP follows up with contracting officers to ensure that they are reviewing or approving evaluations in a timely manner.

Percent of Client Agencies Satisfied with OCP- This annual metric, a key performance indicator for the agency, involves the number of client agencies satisfied or extremely satisfied with OCP's services. OCP measures overall satisfaction as well as satisfaction levels with the Procurement Center of Excellence, Purchasing Teams, the Procurement Automated Support System, the Procurement Training Institute and the Contractor Performance Evaluation System.

Percent of Industry Partners Satisfied with OCP- This annual metric, a key performance indicator for the agency, involves the number of client agencies satisfied or extremely satisfied with OCP's services. OCP measures overall satisfaction as well as satisfaction levels with the Procurement Center of Excellence, Purchasing Teams, the Procurement Automated Support System, the Procurement Training Institute and the Contractor Performance Evaluation System.

Average Number of Days a Procurement Center of Excellence Ticket is Open – This metric accounts for all IT service tickets and requests sent though the Procurement Center of Excellence. OCP measures the average number of days a ticket is open by queue (Vendor Maintenance, Tier 1 requests, Service Desk Request, and Vendor Portal).

Average Number of Days an IT Service Ticket is Open – This metric accounts for all internal IT service tickets sent to OCP's information technology group. OCP measures the average number of days a ticket is open by queue (Application Support, Desktop Support and New Projects).

Number and Value of Requisitions – This metric accounts for the number and value of approved requisitions by agency, contracting officer, contracting specialist, and OCP cluster. Also, OCP measures to see if the requisition was sent to the correct contracting officer for approval.

Number of matters handled by the Office of the Ombudsman- The Office of the Ombudsman records the number, type, and time-to-resolution of communications received by email, telephone and in-person inquiries.

Number of Contract Ratifications– These numbers are data points identifying proposed ratifications by agency, persons involved, and dollar amount, as well as the subsequent CPO action for procurement expenditures executed without a formal contract.

Retroactive Contracts – OCP assesses all retroactive contracts through the Procurement Accountability Review Board.

Percent of OCP procurement staff positions that are vacant – OCP measures the numbers of filled and vacant positions in its procurement team (i.e., Chief Contracting Officers, Contracting Officers, Contract Specialists) to determine attrition and its potential impact on the ability of the workforce to execute duties effectively.

Operations of the Strategic Logistics Center – OCP measures the overall operations of the District's Logistics and Procurement response to COVID-19. OCP reviews warehouse capacity, agency requests for PPE and safe workplace items, burn rates and days remaining in the warehouse of critical need items, issuance of PPE to each agency category and local medical providers burn rates of critical need items.

8. Please provide a copy of the agency's FY 20 performance plan if one was prepared. Please explain which performance plan objectives were completed in FY 20 and whether they were completed. If they were not completed, please provide an explanation.

Response: See attachment: Question 08 - OCP FY 20 Performance Plan
As shown in the attachment, all FY20 performance plan objectives were completed.

9. Please provide a copy of your agency's FY 21 performance plan as submitted to the Office of the City Administrator if one was prepared.

Response: See attachment: Question 09 - OCP FY 21 Performance Plan

10. Please describe any new initiatives or programs that the agency implemented in FY 20 and FY 21, to date, to improve the operations of the agency. Please identify any funding utilized for these

initiative or program and the results, or expected results, of each initiative.

Response:

Contractor Performance Evaluation System (CPES)
Capturing and considering a contractor's past performance is an important part of how contract sourcing decisions are made. However, it has been historically hard to find robust and consistent information on past performance. The Contractor Performance Evaluation System (CPES), launched in FY19, has made finding this information exponentially easier by centralizing contractor evaluations in one easy-to-use system. In FY20, OCP initiated upgrades to CPES to improve evaluation response rates and make it easier for the District's industry partners to provide input into the evaluation process. Specifically, OCP has made it easier for: (1) contractors to acknowledge receipt of their evaluation ratings and offer rebuttal, (2) users to track progress toward completion, (3) Contract Administrators to access the system, and (4) to maintain cleaner, consistent data. In a customer satisfaction survey conducted at the end of FY 20, 70% of contractors who responded said that they were either satisfied or very satisfied with CPES.

CBE Engagement
Under Mayor Bowser's leadership, Small Business Enterprise spending has increased by more than 340%, from a goal of $317 million in FY2015 to over $890 million spent in FY2019. In FY20, OCP continued this trend by executing contracts with District CBEs in excess of $1.4 billion. This amount reflects only the prime contracts to CBEs and does not include the statutorily required 35% (50% during COVID-19) subcontracting to District CBEs. The number of CBEs receiving contracts has increased, as has both the number of purchase orders and the percentage of total spend that goes to CBEs. This increase is largely due to the focus, expertise, and leadership of the District's contracting professionals and our partners in client agencies, as well as our engagement with the Department of Small and Local Business Development (DSLBD).

Despite not being able to have in-person contact because of COVID-19, CBE engagements maintained through virtual meeting platforms and by phone. OCP was able to provide training workshops on doing business with District Government, including the nuances of the DC Supply Schedule. OCP also partnered with DSLBD to provide outreach, education, and certification technical assistance. The OCP Ombudsman regularly participated in small business roundtables to engage with CBEs, hear their concerns, and resolve issues. OCP also established a COVID-19 procurement website to make it easier to engage and partner with industry in the response to the pandemic.

COVID-19 Response
At the onset of the COVID-19 pandemic, OCP mobilized to address the massive increase in contracting and purchasing requirements resulting in almost 1,000 contract actions for nearly a quarter of a billion dollars since the beginning of the pandemic. OCP professionally managed these requirements while maintaining the contract management requirements for ongoing District operations. OCP professionals worked closely with client agencies, particularly in emergency management, health, human services, and public safety, to meet the expanding and very fluid requirements of the pandemic. In addition, OCP led an unprecedented expansion in its overall District warehousing and surplus property operations in order to meet the massive supply-chain flow of the pandemic's requirements. This included the supplies and equipment needed to build a 500-person hospital at the Walter E. Convention Center (otherwise known as the District's Alternate Care Site); as well as, the personal protective equipment and sanitizer/cleaning items that were needed for continuing District operations. This functional expansion included increasing OCP's physical warehouse capacity from 20,000 to 250,000 square feet.

OCP also developed and automated systematic data and reporting mechanisms to provide quick access to information, especially about inventory levels and projected supply needs and costs. BarCloud software was adopted to track inventory throughout the District's warehouses and replaced outdated methods in the maturation of the Surplus Property Division's processes into what is now the District's Strategic Logistics Center. QuickBase was used to expediently provide supplies and data-driven customer service to health care facilities, District agencies, community and business groups, and other constituents. OCP also established a COVID-19 procurement website to make it easier to engage and partner with industry in the response to the pandemic. Strategic partnerships were also established with agencies, such as the Metropolitan Police Department, Fire and Emergency Medical Services Department, Department of General Services, DC Public Schools, DC Health, Department of Human Services, and the Board of Elections to ensure that they were adequately supplied with personal protective equipment.

Finally, OCP, in partnership with the Homeland Security and Emergency Management Agency, worked tirelessly to recoup emergency funds that the District spent on the pandemic. In FY20, OCP submitted a "receipt" of $153 million—the full value available to be requested for contracts—to the Federal Emergency Management Agency for reimbursement.

The Chief Procurement Officer (CPO) also led a weekly national call with CPOs from across the country, the federal government (including the FBI and the Office of Federal Procurement Policy), as well as national associations, such as the National Governors Association, to discuss contemporaneous contracting issues given the fluid nature of the supply and service chains.

Acquisition Planning and Strategic Sourcing
In FY21, OCP contracting professionals will continue to support client agencies withresource efficiency and an increasing workload. Specifically, the FY21 Acquisition Plan projects an increase of $500 million in new requirements as compared to the FY20 plan. Additionally, over $250 million in new contracts will be managed by OCP due to the exigencies of the COVID-19 pandemic. In order to meet the District's requirements, OCP will systematically review acquisition plans for opportunities to leverage economies of scale while maintaining quality such as targeting particular commodities for strategic sourcing, encouraging client agencies to cooperate on requirements, reworking requirements with clients, and finding innovative ways of engaging the vendor marketplace. Success will be measured by OCP's ability to execute the acquisition plans.

Improvements to the District's Enterprise Contract Management System
OCP is improving the District's enterprise contract management system, the Procurement Automated Support System (PASS), related business processes, and training for the 15,000 private sector and 3,000 District government users of the system. These improvements will incorporate the lessons learned from the initiative to transition the system software to Cloud computing, the funding of which has been placed on hold due to COVID-19. Planned improvements include: (1) Shifting towards a fully paperless environment, including incorporating funding and scopes of work digitally and operationalizing e-signatures; (2) Streamlining and standardizing business processes to optimize procurement acquisition lead time and ensure consistency across contracting teams; (3) Improving the management of data and analytics within the system to provide reporting that allows District leaders to understand and make better decisions about their contracts under management (such as PALT); and (4) Upgrading security.

11. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all

senior personnel and note the date that the information was collected on the chart.

Response: See attachment: Question 11 - OCP Organizational Chart

a. Please provide an explanation of the roles and responsibilities for each division and subdivision.

Response:

Division	Contracting and Procurement
Executive *Name, Title*	Nancy Hapeman, Deputy Chief Procurement Officer
Division Responsibilities	Partners with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially. Manages inventory and asset management.

Division	Operations
Executive *Name, Title*	Marc Scott, Chief Operating Officer
Division Responsibilities	Provides a range of oversight, administrative and customer service support for the Office of Contracting and Procurement and client agencies. Manages agency budget and budget for emergency programs, and executes agency acquisitions.

Division	Learning & Development
Executive *Name, Title*	David Gragan, Chief Learning Officer
Division Responsibilities	Responsible for the development, maintenance, and delivery of a "best-in- class" procurement training curriculum tailored to the needs of the District's procurement professionals.

Division	Business Resources and Strategic Logistics Center
Executive *Name, Title*	Marvin Manassa, Assistant Director for Business Resources and Strategic Logistics Center

Division Responsibilities	Maintains facilities, risk management, fleet management, property disposal, surplus property, and manages the District Strategic Logistics Center.

Division	General Counsel & Office of the Director
Executive *Name, Title*	Keysha Taylor, General Counsel
Division Responsibilities	Advises the Chief Procurement Officer on all legal matters; reviews contracts for legal sufficiency, quality assurance, and compliance; advises on legal and procurement issues; and responds to FOIA requests.

b. Please provide a narrative explanation of any changes made to the organizational chart during the previous year.

Response: At the close of FY2020, OCP began a phased approach to restructuring the agency's organization in order to continue our sharp focus on the client and improving agency performance. This restructuring includes the following:

1. **Establishment of the District Strategic Logistics Center (DSLC)**
   The new operation is a maturation of the agency's Surplus Property function and is one of three divisions of the Business Resources and Support Services divisions. The DSLC provides logistical services and warehouse support to District agencies most involved in the District's COVID-19 response and emergency operations, including HSEMA, DPW, and DOH. Additionally, the DSLC supports program specific needs such as the delivery and distribution of COVID-19-related personal protective equipment (PPE).

2. **Information Technology Joins the Procurement Division**
   OCP moved the Information Technology Division under the Procurement Division to streamline management of the agency's IT device and seat management needs and provide better integration of staff and mission-critical projects.

3. **Consolidation of PASS Refresh and the Data and Performance Management teams**
   Now known as the Systems, Data & Performance Management team, its consolidation aligns both systems and performance management talent in order to better support analytics and reporting of acquisition data to better support District agency missions including through improved reporting.

12. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen.

Response: See attachment: Question 12 - Schedule A

13. Please list all employees detailed to or from your agency. For each employee identified, please

provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Response: See attachment: Question 13 - OCP-BOE Detail List.

OCP had 8 employees serve a two-week detail to the Board of Elections for the Presidential elections in November 2020.

14. Please provide the Committee with:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 20 and FY 21, to date;

Response: See attachment: Question 14a - Employee Cellphone Listing

b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 20 and FY 21, to date;

Response: See attachment: Question 14b - OCP Vehicle List.

OCP has had no vehicle accidents in FY2020 and FY2021 to date.

c. A list of travel expenses, arranged by employee for FY 20 and FY 21, to date, including justification for travel;

Response: See attachment: Question 14c - Employee Travel Expenses FY20-21

d. A list of total workers' compensation payments paid in FY 20 and FY 21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

None.

15. Please separately list each employee whose salary was $100,000 or more in FY 20 and FY 21, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Response: See attachment: Question 15 - Salary over 100K FY20-FY21

16. Please list in descending order the top 25 overtime earners in your agency in FY 20 and FY 21, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned by each.

Response: See attachment: Question 16 - Overtime by Agency

17. For FY 20 and FY 21, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

Response:

Bonus Pay FY2020		
Name	**Bonus Pay**	**Reason**
Harrington, Jody M	$3,891.14	Union Contracted Performance Bonus
Koslosky, Daniel Ryan	$1,859.70	Union Contracted Performance Bonus

Separation Pay FY2020		
Name	**Separation Pay**	**Reason**
Stewart Sr., Joseph N.	$24,505.79	Severance
Williams, Paula C	$20,134.70	Severance

Separation Pay FY2021		
Name	**Separation Pay**	**Reason**
Lovett, Donald J.	$37,252.74	Severance

No special pay was issued in FY2020. No bonuses or special pay were issued in FY2021.

18. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and the anticipated date of completion of each agreement in bargaining.

Response: See attachments: Question - 18 Final Collective Bargaining Agreement AFGE Local 631 Master Agreement 2013 **and** Question - 18 Final Collective Bargaining Agreement AFSCME Local 2401 Master Agreement 2006

19. Please provide a list of any training or continuing education opportunities made available to agency employees. For each training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

Response: See the table below:

FY 2020 OCP Staff Continuing Education and Training		
Subject	**Trainer/Instructor**	**Number of Employees Trained**
Procurement Foundations	OCP/Eric Brock and Jamaal Wright	13
Intro to DC Government Contracting: Basics	OCP/Eric Brock and Jamaal Wright	7
Statements of Work	OCP/Eric Brock and Jamaal Wright	22
Using & Managing the DC P-Card	OCP/Jamaal Wright	6
Contract Administrator	OCP/ Dr. D'Andre Dorn	21
Intro to Set-Asides and Sub-Contracting	OCP/W. Pete Teague	19
PASS Buyer	OCP/Dr. D'Andre Dorn	18
PASS Contracts	OCP/Eric Brock	15
PASS eSourcing	OCP/Eric Brock	15
Tier I: Procurement Lifecycle	OCP/Eric Brock and Jamaal Wright	16
Tier I: Managing the Contracts	OCP/Eric Brock and Jamaal Wright	7
Tier II: Simulation	OCP/Eric Brock and Jamaal Wright	3
Market Research	OCP/Eric Brock	20
Million Dollar Contracts	OCP/Nancy Hapeman	18
Warrant Review Training	OCP/Nancy Hapeman	29
Digital Adobe Signature	OCP/Don Lovett	64
Quality Customer Care	DCHR/Peter Hillman	24
OAG Lunch and Learn (Subcontracting Plan Requirement)	OAG/Tamar Glazer	93
Performance Management	OCP/Andrea Johnson and Ernesto Rodriquez	50
PASS Analysis	OCP/Nelson Abel	9
OGC Privacy Officer Training	OGC/Keysha Taylor	42

20. Does the agency conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? If not, what steps are taken to ensure that all agency employees are meeting individual job requirements?

Response: Yes, OCP conducts annual performance evaluations for all employees through DCHR's e-performance management system. The employee's direct supervisor is required to complete the evaluations.

21. Please describe what strategies the agency is using to improve employee retention.

Response: In FY2020, OCP continued its plan to improve agency-wide employee retention by employing several strategies to confront the new reality of telework and its possible impacts on communication and productivity. In the face of these unique challenges, the agency implemented the strategies highlighted below:

- Implemented a rapid telework transition plan to include accessible information technology support, the adoption of new collaboration tools such as Microsoft Teams, and providing leadership and performance tracking support for managers.
- Enhanced the accessibility of all OCP trainings, including the agency's annual Procurement Symposium, by transitioning to a virtual classroom.
- Transitioned agency town hall meetings to a virtual platform to maintain a connection with employees at all levels and all functional areas.
- Found new ways to conduct employee engagement activities virtually, such as celebrating Black History Month, Veterans Day, Public Service Recognition…etc.
- Improved the agency's onboarding process through the addition of periodic check-ins with HR through the first year of employment.

22. For FY 20 and FY 21, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?

Response:

Fiscal Year	Cost for Communications and Devices
FY2020	$87,235.80
FY2021	$33,517.12

23. For FY 20 and FY 21, to date, please list all intra-District transfers to or from the agency.

Response: See attachment: Question 23 – Intra-District Transfers.

24. For FY 20 and FY 21, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

a. The revenue source name and code;

b. The source of funding;

c. A description of the program that generates the funds;

d. The amount of funds generated by each source or program;

e. Expenditures of funds, including the purpose of each expenditure; and

f. The current fund balance.

Response: See attachment: Question 24 - SPR Fund

25. For FY 20 and FY 21, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Response: See attachment: Question 25 OCP Pcard Spend FY20-21.

26. Please list and provide a copy of all memoranda of understanding ("MOU") entered into by your agency during FY 20 and FY 21, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Response: See the attachments: Question 26 – MOU FY2020 **and** Question 26 – MOU FY2021

Memoranda of Understanding FY2020		
Agency	**Date Start**	**Date End**
DCHR	12-18-019	09-30-2020
DOES	09-23-2020	09-30-2020
DCRA	10-16-2019	09-30-2020
DHCF	03-17-2020	03-29-2020
DDS	12-10-2019	09-30-2020
DDOT	02-18-2020	09-30-2020
DOEE	09-30-2019	09-30-2020
DOH	11-26-2019	09-30-2020
OSSE	12-13-2019	09-30-2020
DCHR	12-17-2019	09-30-2020

Memoranda of Understanding FY2021		
Agency	**Date Start**	**Date End**
DOES	09-23-2020	09-30-2021
DCRA	12-18-2020	09-30-2021
DHCF	02-08-2021	09-30-2021
DCRB	Pending	09-30-2021
DDS	10-03-2020	09-30-2021
DDOT	Pending	09-30-2021
DOEE	09-29-2020	09-30-2021
DOH	11-05-2020	09-30-2021
OSSE	Pending	09-30-2021
DCHR	Pending	09-30-2021

27. Please list all open capital projects and capital projects in the financial plan under the agency's purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays, or which require additional funding.

Response: OCP's capital monies are being used for the implementation of the on-premises 9r2 platform.

For more information, see attachment: Question 27 - OCP Capital Budget Expenditures.

28. Please provide a table showing your agency's Council-approved budget, revised budget (after reprogramming, etc.), and actual spending, by program, activity, and funding source for FY 20 and the first quarter of FY 21. Please detail any over- or under-spending and if the agency had any federal funds that lapsed.

Response: See attachment: Question 28 - OCP (PO0) Variance Analysis Report.

29. Please provide a list of all budget enhancement requests (including capital improvement needs) made for FY 21 or FY 22. For each, include a description of the need and the amount of funding requested.

Response: OCP works with the Office of the City Administrator to develop its budget. The FY22 budget submitted by the Mayor to Council reflects these efforts.

30. Please list, in chronological order, each reprogramming that impacted the agency in FY20 and FY 21, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Response: See the table below:

To Agency	From Agency	Amount	Date Approved	Description/ Justification
Supplemental Budget	Office of Contracting and Procurement	$2,841,657	08/05/20	Budget transferred out of OCP through the supplemental budget process
Office of Contracting and Procurement	Supplemental Budget	$475,706	08/05/20	Budget allocation made to support OCP to pay COVID-19 related overtime payments
Office of Contracting and Procurement	Office of Contracting and Procurement	$17,000	09/30/20	Reprogramming to cover per diem and other admin payments made in relation to COVID-19
Office of Contracting and Procurement	Settlement and Judgment Fund	$675,000	09/30/20	Reprogramming to reimburse for funding reduction made through the supplemental budget process
Captive Insurance Agency	Office of Contracting and Procurement	$132,503	08/10/20	OCP received revenue from DC Retirement Board (DCRB) and needs budget authority to cover the cost of FTEs supporting DCRB activities.

31. Please list each grant or sub-grant received by your agency in FY 20 and FY 21, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

Response: OCP received no grants or sub-grants in FY20 or FY21, to date.

32. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

Response: OCP does not have FTEs that are dependent on grant funding.

33. Please list each contract, procurement, and lease entered into or extended by your agency during FY 20 and FY 21, to date. For each contract, please provide the following information where applicable:

Response: See attachment: Question 33 - Contracts Purchase Orders Entered into by OCP FY2020 and FY2021.

a. The name of the contracting party;

b. The nature of the contract, including the end product or service;

c. The dollar amount of the contract, including amount budgeted and amount actually spent;

d. The term of the contract;

e. Whether the contract was competitively bid;

f. The name of the agency's contract monitor and the results of any monitoring activity; and

g. The funding source.

34. What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?

SBE Spend	FY2020	FY2021
Expendable Budget	$1,027,905	$1,323,411
Agency SBE Actual Spend (YTD for FY21)	$1,467,419	$507,088
Percent Spent of Expendable Budget with SBE's	143%	38%
SBE Spend Goal	$1,104,228	$582,350
Percent of SBE Goal Spent	133%	87%

35. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or may result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

Response: See attachment: Question 35 - Pending Lawsuits Naming OCP as a Party.

36. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 20 or FY 21, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Parties' names	Amount of Settlement	Case Name	Brief Description
Mime Getachew	$195,000.00	Mime Getachew v. District of Columbia, 2018 CA 002624 B	Former employee allegation of unlawful termination because of disability

37. Please list the administrative complaints or grievances that the agency received in FY 20 and FY 21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 20 or FY 21, to date.

Response: See attachment: Question 37 - Administrative Complaints or Grievances — FY2020 & FY2021 to Date.

38. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any sexual harassment allegations received by the agency in FY 20 and FY 21, to date, and whether or not those allegations have been resolved.

Response: OCP complies with Mayor's Order No. 2017-313 and with the rules therein.

FY20 OCP Sexual Harassment Claims	
Number of Claims	**Status**
1	Resolved
FY21 OCP Sexual Harassment Claims	
Number of Claims	**Status**
0	N/A

39. Please list and describe any spending pressures the agency experienced in FY 20 and any anticipated spending pressures for the remainder of FY 21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 20, describe how it was resolved, and if the spending pressure is in FY 21, describe any proposed solutions.

Response: OCP has not experienced any spending pressures in FY20. OCP does not anticipate any future spending pressures for the remainder of FY21.

40. Please provide the number of FOIA requests for FY 20, and FY 21, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.

Response: See the table below:

FOIA	FY2020	FY2021 to Date
Requests Received	160	42
Requests Granted (Full)	42	10
Requests Granted (Partial)	45	6
Requests Denied	25	3
Requests Pending	16	13
Other*	32	10
Avg. Response Time (Days)	14.27	13.69
Estimated FTE	1.3	1.25
Estimated Hours	2,704.00	692.00
Cost of Compliance	$140,122.00	$36,869.60

*FOIA requests that were duplicates, sent to the wrong agency, or withdrawn by the requester

41. Please identify all electronic databases maintained by your agency, including the following:

a. A detailed description of the information tracked within each system;

Response:

1. Procurement Automated Support System (PASS)
   PASS is OCP's primary system of record for the District's procurements. The system stores information including but not limited to: vendor registration and supporting information, invoices, receiving information, requestors, approvers, and approval workflows. Contracts, including amendments and exercise of options, are filed with supported documents in a contract workspace. The sourcing module in PASS stores statements of works, responses to Request for Proposals (RFP's), Request for Quotes (RFQ's), Requests for Information (RFI's), determination and findings, awards, market research, and bid evaluations.

2. OCP's Public Facing Website (www.ocp.dc.gov) is maintained and used to provide the public with the following information:
   - Forecasts and Planning;
   - Sourcing Events – Solicitations;
   - Contract Awards;
   - Purchase Orders;
   - Payments (from OCFO systems);
   - Purchase Card Transactions;
   - DC Supply Schedule;

- Intent to Award Sole Source Contracts;
- Independent Agency Sites and Information;
- Contract Information for Agency Activities; and
- Feedback from the Public.

3. Additionally, OCP maintains the following internal-use only databases:
    - Internal SharePoint Collaboration sites (Office 365);
    - Contract Warrant Authority;
    - Contractor Performance Evaluation System (CPES);
    - Surplus Property;
    - System of Asset Management (SAM) Database Contract File Locator;
    - Performance and Analytic Metrics primarily in Tableau; and
    - BarCloud inventory management tool.

b. The age of the system and any substantial upgrades that were made in FY 20 or FY 21, to date, or that are planned for the system;

Response:

- The PASS System has been used by the District for 18 years and is based on the Commercial Off the Shelf (COTS) SAP Ariba system. Since 2003, the District has performed several upgrades focused on improving internal and external service. Sourcing and contracting capabilities were added over the years, but current system coding is at a minimum eight years old. OCP initiated a cloud-based PASS Refresh project in FY 20, which was put on hold due to available funding in response to the COVID-19 pandemic. OCP is working with the Office of the Chief Technology Officer (OCTO) to make limited improvements to the on-premises PASS system in FY21, using available resources.

- The DC Supply Schedule (DCSS) Registration Portal which is part of the OCP public website was released in FY18. This portal allows vendors to register online for acceptance into the DCSS. In FY20, OCP improved the registration process based on feedback from the CBE community.

- The Contracts and Procurement Transparency Portal, which is linked to the OCP public website, was released in FY19. This portal provides public searching and download of procurement forecasting, solicitations, contracts – as redacted with sensitive or private information, purchase orders and payments along with links to District agencies not utilizing PASS.

- In FY19, OCP launched an upgraded Contractor Performance Evaluation System (CPES). This system is provided for the contracting staff to share information about supplier performance. The information is emailed to the specific supplier who is able to send back comments and clarifications based on their written evaluation.

c. Whether the public is currently granted access to all or part of each system; and

Response: The public is granted access to the following systems:

- OCP's website (ocp.dc.gov);

- Contracts and Procurement Transparency Portal;
- Contractor Performance Evaluation System (CPES) is available only to a vendor for its specific evaluations; and
- DC Supply Schedule registration website.

d. Whether the public could be granted access to all or part of each system.

Response: The public currently has appropriate access to the PASS system, the OCP website, and the Contracts and Procurement Transparency portal. OCP and OCTO have updated the Contracts and Procurement Transparency portal for streamlined access so users may access the data and documents of the contracting systems in compliance with DC Official Code § 2–361.04.

42. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 20 and FY 21, to date.

Response:

Fiscal Year	Complainant	Description of Grievance	Outcome
2021	Anonymous	OIG complaint referral regarding an employee of the agency.	Ongoing
2021	OIG	OIG audit of COVID-19 emergency procurements.	Ongoing
2021	OIG	FY2020 Comprehensive Annual Financial Report (CAFR) Audit.	Completed
2020	OIG	OIG initiated an inspection and evaluation of contracting/contract administration practices at DBH, which is under the CPO's authority.	Ongoing

43. Please provide a list of all studies, research papers, reports, and analyses that the agency

prepared or funded during FY 20 and FY 21, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.

Response: The agency did not prepare or fund any studies, research papers, reports, or analyses in FY20 or FY21, to date.

44. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

Response: OCP participates in the following:

- Council of Governments;
- National Association of State Procurement Officials (NASPO);
- National Institute of Governmental Purchasing (NIGP);
- Universal Public Procurement Certification Council (UPPCC);
- Certified Government Auditing Professionals (CGAP);
- Society of Human Resources Management (SHRM);
- National Property Management Association (NPMA); and
- National Association for State Agencies for Surplus Property (NASASP).

45. Please provide an update on the progress of enhancements to PASS via the upgrade to version 9r2.

Response: Due to the COVID-19 public health emergency, planned upgrades to the PASS system and its migration to Cloud computing have been placed on hold. The agency will keep the Committee informed of substantive updates to the system as they happen.

46. Please list the features from the forgone Ariba Refresh that were salvaged in the current system's version upgrade.

Response: All 47 functional requirement changes supporting 177 business processes will be implemented once the District completes the PASS system migration to Cloud computing. These changes will include, among other things, increased reporting and transparency.

47. Can OCP's Procurement Automated Support System now track complete records of procurements issued by type and the amount of time that procurements are left open on average?

Response: No. The current version of PASS does not have the ability meet these requirements, but the new system—once transitioned to Cloud computing—will be able to perform such functions. OCP captured these requirements as part of the Ariba Refresh project.

48. Please describe any progress made in updating the OCP Transparency Portal to ensure compliance with the PPRA's contract transparency requirement that all contracts valued at or above $100,000 are posted publicly.

Response: No further updates to the OCP Transparency Portal are planned at this time.

49. In November 2020, OCP updated the Committee that without full funding for the PASS refresh project and migration to the cloud in the FY21 budget, OCP will maintain the current system and that with the remaining PASS team, OCP will prioritize creating an entirely paperless contracting and procurement environment, improving the functionality and usability of PASS for government and

public users and improving the management of data and analytics. Please provide an update on OCP's progress with this objective, with a timeline for achieving the paperless environment.

Response: OCP continues to maintain the current on-premises system with the remaining available staff. OCP finalized the two-year analysis of detailed business process workflows and is in the final stages of documenting the District's functional requirements for an on-premises or cloud-based procurement system depending on the approved strategy and budget.

In response to questions 50-54: OCP has not consistently coded this attribute in our tracking system, and therefore has no complete record of IFBs, RFPs, RFQs, contracts and procurements, and sole source procurements issued. OCP is designing these attributes to be tracked in the refresh of the Procurement Automated Support System. However, the following data is available from those actions that were performed in the system:

50. How many Invitations for Bid were issued by the Office in FY 20 and FY 21, to date?

Response: OCP issued 168 Invitations for Bid in FY 2020. OCP issued 88 Invitations for Bid in FY 2021.

51. How many Requests for Proposals were issued by the Office in FY 20 and FY 21, to date?

Response: OCP issued 113 Requests for Proposals in FY 2020. OCP issued 39 Requests for Proposals in FY 2021.

52. How many Requests for Quote were issued by the Office in FY 20 and FY 21, to date?

Response: OCP issued 309 Requests for Quote for new requirements in FY2020. OCP issued 102 Requests for Quote for new requirements in FY2021 to date.

53. How many contracts did OCP initiate via letter contract in FY 20 and FY 21, to date?

Response: OCP issued 50 letter contracts for new requirements in FY2020 to FY2021 to date.

54. How many contracts and procurements were completed by the Office in FY 20 and FY 21, to date?

Response: OCP completed 4,271 procurements/contracts for new requirements in FY2020. OCP completed 1,463 procurements/contracts for new requirements in FY2021 to date.

55. Please list all sole source procurements completed by the Office in FY 20 and FY 21, to date, including the contractor or vendor, the contract or procurement value, the goods or services provided to the District, and the determinations and findings required by D.C. Code § 2-354.04(b).

Response: See attachments: Question 55 - FY2020 OCP Sole Source Procurements **and** Question 55 - FY2021 OCP Sole Source Procurements.

56. Please provide the total number of Council submissions of so-called "tipping contracts" (contracts, change orders, and modifications) submitted through the Office to the Council during FY 20 and FY 21, to date. If a single Council submission included multiple modifications or change orders, please count this as one submission.

Response:

- In FY 2020, OCP submitted 13 contract modifications, that once approved by Council and signed by the contracting officer brought the value of the contract above $1 million (also known as Tipping Actions).
- In FY 2021 to date, OCP submitted seven (five have been approved and two are undergoing Council review) contract modifications, that once approved by Council, will be signed by the contracting officer to bring the value of the contract above $1 million (also known as Tipping Actions).

57. Please provide the total number of Council submissions of retroactive contracts that are not considered tipping contracts during FY 20 and FY 21, to date. If a single Council submission included multiple modifications or change orders, please count this as one submission.

Response: In FY 2020, OCP submitted three Retroactive Contracts to Council.
In FY 2021 to date, OCP submitted zero Retroactive Contracts to Council.

58. How many procurement decisions made by the Office are currently under protest or appeal? List the current status of each one and whether the contract award and/or contract execution has been halted as a result.

Response: See attachment: Question 58 - Procurement Decisions Currently Under Protest or Appeal — FY2020 & FY2021 to Date.

59. How many procurement decisions made by the Office were overturned as a result of a protest or appeal in FY 20 and FY 21, to date?

Response: Protests that lead to procurement actions being overturned fall into two categories: protests that were sustained and protests that were dismissed because of corrective action taken. In FY20 and FY21, to date, there were six procurement decisions in total that were overturned as detailed below:

<u>Protests Sustained</u>
P-1120 Conduent
P-1122 Health Management System
P-1128 Amerigroup

<u>Protests Dismissed/Corrective Action taken</u>
P-1106 Clean Tech
P-1114 Global Enterprise Tech Corp
P-1129 Thyssenkrupp Elevator Corp

60. Please provide the number of items of surplus property sold and total revenue generated by surplus property sales for FY 20, and FY 21, to date, disaggregated by fiscal year.

Response:

	FY2020	FY2021 Year to Date
Number of Lots Sold	1668	979
Total Revenue	$1,451,473.81	$1,412,810.84

61. How many items of surplus property were transferred, without sale, to non-governmental organizations or other government agencies?

Response: There were 164 items transferred, without sale, to non-governmental and other government agencies

62. How many non-government organizations are certified to have access to surplus property?

Response: There are a total of 132 certified nonprofits, 11 certified 8a firms, and eight certified Veteran Service Organizations.

63. How many items of federal surplus property did the District government acquire in FY 20, and FY 21, to date?

Response: During FY20, the Surplus Property Division acquired Federal Surplus property through GSA totaling 31 transactions at a cost savings of $1,162,151.05 and five transactions at a cost savings of $134,314.00 during FY21 for District agencies.

64. Please list the ten largest (dollar amount) surplus sales, both disaggregated by individual items and by lots, in FY 20 and FY 21, to date. For each, provide a description of the property, the agency (or agencies) the property was surplused, and the dollar amount received.

Response: See attachment: Question 64 – Top 10 Lots Sold Surplus Property FY20-21

65. Please provide the total amount of revenue generated by the surplus property program in FY 20 and FY 21, to date, and provide a breakdown of how much of that revenue was expended by the Office by program or activity.

Fiscal Year	Revenue	Lots Sold	Expenditure	
			Personnel Services	Non-Personal Services
FY2020	$1,451,473.81	1,668	$929,126*	$376,633
FY2020	$1,412,810.84	979	$980,188**	$432,622

* Personnel costs for 8 FTEs.
**Increase in spend due to step increases and related fringe benefits for 8 FTEs.

66. Please provide the total amount spent on purchase cards by District agencies through the Purchase Card Program administered by OCP for each month in FY 20 and FY 21, to date.

Response: See attachment: Question 66 - Purchase Card Program Transactions by Agency FY20 FY21

67. How many contractors and subcontractors contacted the Office of Contracting and Procurement Ombudsman in FY 20 and FY 21, to date? How many of these contacts were complaints in FY 20 and FY 21, to date?

Response:

	FY2020	FY2021 Year to Date
Number of Contacts	63	19
Number of Complaints	5	3

68. What was the average number of days to resolution for complaints and inquiries submitted to the Office of Contracting and Procurement Ombudsman in FY 20 and FY 21, to date?

Response: The average number of days for resolution was four business days.

69. How many debriefs for non-successful bidders for procurements managed by the Office were conducted in FY 20 and FY 21, to date?

Response: OCP held 165 debriefs in FY2020 and FY2021 to date.

70. In how many cases in FY 20 and FY 21, to date, has DOES informed the Office of a contractor's non-compliance with a First Source Agreement?

Response: DOES informed OCP about two instances of a contract's non-compliance with a First Source agreement in FY20 and FY21, to date.

a. Please specifically provide a breakdown of any actions taken by the Office to "cure" violations identified or how the issue was resolved.

Response:

- OCP coordinated with the contract and with DOES to ensure timely reporting.
- OCP is working with contractor and a DOES compliance specialist for resolution of technical difficulties concerning submission of contract compliance reporting data.

71. In how many cases in FY 20 and FY 21, to date has the Office been informed of a contractor's non-compliance with Davis-Bacon? Please describe each case.

Response: No notifications were received in FY2020 and FY2021. Note that DDOT's Davis-Bacon Compliance Office handles Davis-Bacon Act compliance and complaints directly. Contracting Officers are generally only involved when a contractor does not readily respond to compliance inquiries or if there is a potential penalty situation.

72. Please provide a list of all contractors suspended in FY 20 and FY 21, to date, and the reason for each suspension.

Response:

Name	Action Date	Reason for the Action
Emmanuel Irono	September 3, 2020	Suspended pending final decision by the CPO for attempted bribery of a District contracting officer.
Motir Services, Inc.	September 3, 2020	Suspended as an affiliate of Emmanuel Irono pending final decision by the CPO for Emmanuel Irono's attempted bribery of a District contracting officer.

73. Please provide a list of all contractors debarred in FY 20 and FY 21, to date, and the reason for each debarment.

Response: No contractors were debarred in FY20 and FY21, to date.

74. Please provide the most recently completed report completed pursuant to D.C. Code § 2-361.01(d). Please provide the anticipated date when the next required report will be completed.

Report	Date Required	Date Produced	Anticipated Date of Next Required Report
Sustainable Purchasing Report	Annually	FY2020 Report: February 2021	FY2021 Report: February 2022

Response: See attachment: Question 76 – OCP FY2020 Sustainable Purchasing Report. OCP received the EPEAT Purchase Award in FY2020 for excellence in sustainable procurement.

75. Please list any cooperative procurements between jurisdictions entered into by the Office in FY 20 and FY 21, to date, including the vendor, contract amount, and the goods or services procured.

Response: See attachment: Question 75 - OCP Cooperative Contracts FY20 and FY21.

76. How many Procurement Division employees completed a procurement training course in FY 20 and FY 21, to date? Please provide statistics by training course name (e.g. "Contracting 101") and by student position (e.g. "Contracting Specialist 14").

Response:

FY2020 OCP Continuing Education and Training		
Subject	**Trainer/Instructor**	**Number of Employees Trained**
Procurement Foundations	OCP/Eric Brock and Jamaal Wright	13
Intro to DC Government Contracting: Basics	OCP/Eric Brock and Jamaal Wright	7
Statements of Work	OCP/Eric Brock and Jamaal Wright	22
Using & Managing the DC P-Card	OCP/Jamaal Wright	6
Contract Administrator	OCP/ Dr. D'Andre Dorn	21
Intro to Set-Asides and Sub-Contracting	OCP/W. Pete Teague	19
PASS Buyer	OCP/Dr. D'Andre Dorn	18
PASS Contracts	OCP/Eric Brock	15
PASS eSourcing	OCP/Eric Brock	15
Tier I: Procurement Lifecycle	OCP/Eric Brock and Jamaal Wright	16
Tier I: Managing the Contracts	OCP/Eric Brock and Jamaal Wright	9
Tier II: Simulation	OCP/Eric Brock and Jamaal Wright	13
Market Research	OCP/Eric Brock	20
Million Dollar Contracts	OCP/Nancy Hapeman	18
Warrant Review Training	OCP/Nancy Hapeman	29
Digital Adobe Signature	OCP/Don Lovett	64
Quality Customer Care	DCHR/Peter Hillman	24

OAG Lunch and Learn (Subcontracting Plan Requirement)	OAG/Tamar Glazer	93
HR Performance Management	OCP/Andrea Johnson and Ernesto Rodriquez	50
PASS Analysis	OCP/Nelson Abel	9
OGC Privacy Officer Training	OGC/Keysha Taylor	42
Symposium Day 1	OCP	211
Symposium Day 2	OCP	221
COVID-19 Briefing	OGC/ Keysha Taylor	56
Timekeeper Approver & Manager	OCP/ HR	50
Total		**1,051**

FY2021 OCP Continuing Education and Training		
Subject	**Trainer/Instructor**	**Number of Employees Trained**
Statements of Work	OCP/Eric Brock and Jamaal Wright	1
Using & Managing the DC P-Card	OCP/Jamaal Wright	1
Contract Administrator	OCP/ Dr. D'Andre Dorn	1
Market Research	OCP/Eric Brock	1
Million Dollar Contract Packages	OCP/Nancy Hapeman	32
PASS Contracts	OCP/Eric Brock	1
PASS eSourcing	OCP/Eric Brock	1
Tier I: Managing the Contracts	OCP/Eric Brock	2
Warrant Review Training	OCP/Nancy Hapeman	1
PASS Analysis	OCP/Nelson Abel	1
Total		**42**

77. How many Procurement Division employees received certification in FY 20 and FY 21, to date? Please separate certification counts by tier.

FY2020 Tier Certification-Procurement Employees	
Procurement Foundations	13
Tier I: Procurement Lifecycle	13
Tier I: Managing the Contract	9
Tier II: Procurement Simulation	13

FY2021 Tier Certification-Procurement Employees

Tier I: Managing the Contract	2

78. How many non-OCP staff received training or certification from the Office in FY 20, and FY 21, to date? Please break-down these numbers by the source agency for the trainees.

Response:

FY2020 Tier Certification - Non OCP Employees	
Procurement Foundations	70
Tier I: Procurement Lifecycle	6
Tier I: Managing the Contract	2

FY2021 Tier Certification – Non OCP Employees	
Tier I: Managing the Contract	2

FY2020 Procurement Training- Non OCP employees		
Subject	**Trainer/Instructor**	**Number of Employees Trained**
Intro to DC Government Contracting: Basics	OCP/Eric Brock and Jamaal Wright	187
Statements of Work	OCP/Eric Brock and Jamaal Wright	278
Using & Managing the DC P-Card	OCP/ Jamaal Wright	428
Contract Administrator	OCP/ Dr. D'Andre Dorn	300
Intro to Set-Asides and Sub-Contracting	OCP/W. Pete Teague	12
PASS Buyer	OCP/Dr. D'Andre Dorn	611
Million Dollar Contracts	OCP/Nancy Hapeman	1
PASS Contracts	OCP/Eric Brock	25
PASS eSourcing	OCP/Eric Brock	25
Procurement Foundation	OCP/Jamaal Wright	70
Market Research	OCP/Eric Brock	74
Warrant Review Training	OCP/Nancy Hapeman	1
Tier I: Procurement Lifecycle	OCP/Eric Brock and Jamaal Wright	6
Tier I: Managing the Contracts	OCP/Eric Brock and Jamaal Wright	2
Tier II: Simulation	OCP/Eric Brock and Jamaal Wright	1
Contract Administrator Recertification Seminar	OCP/Dr. D'Andre Dorn	170
Digital Adobe Signature	OCP/Don Lovett	13
PASS Analysis	OCP/Nelson Abel	1
Total		**2,205**

FY2021 Procurement Training- Non OCP employees		
Subject	**Trainer/Instructor**	**Number of Employees Trained**
Intro to DC Government Contracting: Basics	OCP/Eric Brock and Jamaal Wright	18
Statements of Work	OCP/Eric Brock and Jamaal Wright	52
Using & Managing the DC P-Card	OCP/Jamaal Wright	33
Contract Administrator	OCP/Dr. D'Andre Dorn	23
Market Research	OCP/Eric Brock	6
Tier I: Managing the Contracts	OCP/Eric Brock and Jamaal Wright	2
Contract Administrator Recertification Seminar	OCP/Dr. D'Andre Dorn	20
Contract Administrator Technical Analysis	OCP/Dr. D'Andre Dorn	60
PASS Buyer	OCP/Dr. D'Andre Dorn	52
PASS Contracts	OCP/Eric Brock	1
PASS eSourcing	OCP/Eric Brock	1
Warrant Review Training	OCP/Nancy Hapeman	9
Total		**277**

79. Please described whether any changes have been made to OCP's training offerings and whether any new COVID-19 related trainings have been provided to employees to update their awareness of the current state of operations under the Public Health Emergency.

Response: We have added three new courses to our catalogue: Market Research, Contract Administrator Technical Analysis and Contract Administrator Recertification Seminar. We are in the process of developing a Technical Evaluation Panel training to debut this fiscal year. In addition, the Office of the General Counsel facilitated a COVID-19 briefing on April 30, 2020, to update OCP staff of the current state of operations.

Due to COVID-19, OCP has shifted all training to a virtual classroom. OCP's Procurement Training Institute did not miss a scheduled training in FY2020 or FY2021.

a. Has OCP recorded any remote trainings to begin creating the library of trainings the Committee recommended in the last budget report?

Response: OCP's Procurement Training Institute has established a SharePoint webpage which contains a library of recorded training videos for employees.

80. How many exit interviews of outgoing Office employees were conducted in FY 20 and FY 21, to date? What were the top five issues identified through exit interviews?

Response:

FY2020-FY2021 to Date
Total: 21
Top Five Identified Issues
1. Advancement Opportunities
2. Technology and Infrastructure
3. Salary
4. Benefits, to include Telework
5. Workload

81. In the absence of OCP's annual DC Buys event, what alternative, remote methods has OCP used to engage with vendors seeking to do business with the District? How has OCP incorporated other agencies in this effort?

Response: Through the COVID-19 public health emergency, OCP has maintained its regular vendor education and outreach programming. These programs include the General Vendor Workshop and the DC Supply Schedule Workshop, both held monthly in a virtual classroom.

OCP has found new ways to engage with CBEs and District-based businesses. OCP established the Vendor Relations Team during the public health emergency to vet proposals submitted to the agency, and to maintain a database of vendors and their capabilities. A key component of this operation is the identification of CBEs. The database maintained by the Vendor Relations Team is accessible by the procurement division. Additionally, OCP's procurement team has actively pursued CBEs to purchase personal protective equipment and safe workplace supplies with great success.

82. Does OCP still provide vendor facing workshops in the current remote environment?

Response: As stated in question 81, OCP maintained its schedule of vendor facing workshops.

a) If so, please describe the success of these events in terms of attendance, frequency, and the method of communicating the events with existing and potential vendors.

Response: Both the General Vendor Workshop and the DC Supply Schedule workshop saw steady attendance numbers even through the transition to the virtual classroom. We believe that the transition to the virtual classroom has increased accessibility and the agency plans to continue conducting these trainings virtually after the conclusion of the public health emergency.

83. Has OCP endeavored to create an inter-agency newsletter for CBEs as the Committee has recommended doing? What is the status of this effort?

Response: OCP is in the planning stages of implementing a vendor newsletter. The agency intends to launch the newsletter in the third quarter of FY2021.

84. In the FY 21 Committee budget report, the Committee recommended enhancing oversight over other agencies' use of P-Cards and enhancing training requirements for employees who have been authorized to use P-Cards. Please describe any progress OCP has made in this regard.

Response: OCP has enhanced oversight through monthly monitoring of each agency's purchase card spend to identify any compliance issues with purchase card policy. OCP's Office of Procurement Integrity and Compliance conducts random monthly purchase card internal audits. OCP's learning and development team with the assistance of the purchase card team provides monthly trainings, one on one cardholder trainings, and agency-specific trainings.

85. In the Committee's last budget report, OCP was also advised to work with other agencies with procurement authority to create a communication plan between those agencies and contract enforcement agencies, like DSLBD and DOES, and create a common repository to house comprehensive vendor profiles detailing past and current performance. If OCP was able to make any strides on this project during COVID, please describe them. If not, why not? Please provide a timeline for any next steps.

Response: OCP is currently using the Contractor Performance Evaluation System to detail information on vendors past and current performance. Our agency has communicated with our sister agencies that have procurement authority about the system and the transparency it brings when advising on future contract actions. Unfortunately, OCP's efforts have been focused on the District's COVID-19 response and how best to help the District's residents for vital procurements needed. OCP will plan to engage our sister agencies later in FY21 to move forward in combining information that will best serve the District.

86. During OCP's Performance Oversight Hearing last year, the Chief Procurement Officer committed to adding certain features to the OCP website, which have been requested by the Committee in the last two years of budget reports, including a summary comparison chart of the different types of procurements permitted by the PPRA and associated requirements. OCP was asked to provide the Committee with an update on its progress by the end of the 2020 calendar year. Please provide that update.

Response: OCP has added this resource to the agency's website.

87. The Committee asked in the last budget report for OCP to work with DSLBD and other major contracting agencies, like DGS, to identify a set of metrics to track the District's contracting efforts with small and local businesses. The Committee recommended the metrics include some specific data points. Please provide an update on any progress made in OCP's partnership with DSLBD, DGS, and any other agencies to create these metrics.

Response: OCP has had discussions with DSLBD and DGS on engagement with the CBE community. OCP's Ombudsman has been an integral part in working with the agencies on small and local business needs. OCP is still working with other agencies to identify a defined set of metrics that will highlight those data points that measure the health of the District's engagement. OCP will look to resume action on this effort in the third quarter of FY21. The COVID-19 response has been a huge factor in delaying some of these very important initiatives. OCP's goal was to continue working with our small and local businesses (47% - CBE and 22% District Businesses Non-CBE) during this pandemic.

88. Has OCP updated the vendor evaluation process to include the OCP Ombudsman's input?

Response: Yes, the OCP Ombudsman made input to and is supportive of the Contractor Performance Evaluation System (CPES).

89. Has the OCP Ombudsman created a reference guide on the Quick Payment Act?

Response: No, the reference guide on the Quick Payment Act is not completed. OCP's plan is to complete a draft in the third quarter of FY21 and share with appropriate partners for review.

90. Has OCP made progress on addressing recommendations provided in the Office of Inspector General (OIG) report about OCP's Surplus Property Program?

a) Please provide any updates since the January 2020 performance oversight hearing on the OIG report.

Response: OCP continues to progressively train agency Accountable Property Officers. Additionally, OCP is performing quarterly check-ins and training updates with our accountable property officers from all agencies

b) Has OCP investigated instances of other agencies disposing of property through auctions independently of OCP's program? How has that issue been addressed?

Response: OCP does not know of any instances concerning agencies using an independent auction source for their property. To the best of our knowledge, no agencies have been recognized or suspected of this practice. At our annual Accountable Property Officer Summit, we include in our training that the District's Surplus Property program is the only authorized method to sell District surplus property.

91. Please update the Committee on the status of OCP's compliance with the Contract Appeals Board ruling that RFP responses must include complete subcontracting plans in order to be considered responsive the RFP. What steps has OCP taken to ensure all contracting officers bring all other procurements into compliance with this ruling?

Response: OCP has reviewed relevant RFPs requiring subcontracting plans to determine if error free compliant plans were included at the time of proposal submission in accordance with the Contract Appeals Board (CAB) ruling. OCP has determined that certain procurements that

contain flawed subcontracting plans will need to be cancelled and resolicited, which will greatly extend procurement lead time. OCP partnered with OAG to review the CAB's ruling and jointly provided training to all OCP Contracting Officers. OCP provides ongoing guidance to contracting staff as needed to ensure compliance with the CAB's ruling.

92. For IT system design-build procurements, please describe the points in the process in which the Office of the Chief Technology Officer (OCTO) is consulted, has approval authority, or is otherwise involved.

Response: As with any Request for Proposal solicitation, the Contracting Officer has the authority to establish a technical evaluation panel to support the District's review of proposals and support the Contracting Officer's independent assessment to determine appropriate award. The Chief Technology Officer and the staff at OCTO are excellent partners, and OCP Contracting Officers typically request appropriate OCTO resources to participate in the technical evaluation panels. In addition to supporting these panels, OCP partners with OCTO resources to conduct market research as well as provide technical support for Statements of Work. While the OCTO resources, like program resources, provide the technical expertise in the procurement, the Contracting Officer is responsible for source selection and award decisions.

93. For IT system design-build procurements, please describe all of the points in the process in which the client agency is consulted, has approval authority, or is otherwise included in proposal evaluation.

Response: Agency Directors in support of the Contracting Officer appoint functional program, technical, and other subject matter experts as needed. These agency resources participate in market research, develop agency requirements, provide the statements of work, and serve on Technical Evaluation Panels. While the client agency resources provide program and technical expertise in the procurement, the Contracting Officer is responsible for source selection and award decisions.

94. Please provide the aggregate total of Emergency Procurements conducted under the public health emergency, by funding source (federal funding, contingency funding, agency budget, etc.).

Response: See attachment: – Question 94 - District Emergency Procurements COVID-19 New Procurements.

95. Please describe the greatest operational challenges the agency has faced during the Public Health Emergency, either with regard to conducting Emergency Procurement or with regard to other impacted agency operations.

Response: The COVID-19 pandemic has had a profound impact on global supply chains caused, in large part, by aggressive competition to source and purchase the same personal protective equipment, testing supplies, and hospital supplies to support the emergency response. Unlike other emergencies where only a handful of jurisdictions are affected, such as weather-related emergencies, nearly all jurisdictions worldwide were seeking to source the same products with vigor.

The Mayor's decision to centrally manage all District COVID-19 requirements and OCP's network of procurement professionals allowed the District to be one of the most successful jurisdictions in the nation as measured by its ability to procure PPE and other critical medical supplies.

OCP was fortunate to have professionals with experience in international procurement and contracting, as many of the supplies initially were only located in foreign markets rife with challenges.

Every emergency procurement awarded under the COVID-19 public health emergency led to proper PPE equipment and supplies received in a timely manner by District emergency management personnel. Not a single requirement, to include ventilators, were unable to be procured or received.

Contracting and Procurement Terms

Term	Definition
Blanket Purchase	A pre-contractual agreement with a vendor which allows an agency to make small purchases by issuing a purchase order for each individual purchase.
Competitive Sealed Bidding (IFB)	A method of contracting that, through an "Invitation for Bids", solicits the submission of competitive bids, followed by a public opening of the bids. A contract is then awarded to the responsible bidder who submitted the lowest priced responsive bid.
Competitive Sealed Proposals (RFP)	A process which includes the submission of written technical and price proposals from one or more offerors and a written evaluation of each proposal in accordance with evaluation criteria set forth in the Request for Proposals. These criteria consider price, quality of the items, past performance, and other relevant factors.
Cost-Plus-Award-Fee Contract	A cost-reimbursement type contract which provides for a fee consisting of an amount fixed at the beginning of the contract and potential award of additional fee amounts based upon a judgmental evaluation by the contracting officer, sufficient to provide motivation for excellence in contract performance.
Cost-Plus-Fixed-Fee Contract	A cost-reimbursement type contract which provides for the payment of a fixed fee to the contractor. The fixed fee, once negotiated, does not vary with actual cost, but may be adjusted as a result of any subsequent changes in the work or services to be performed under the contract.
Cost-Plus-Incentive-Fee Contract	A type of contract that specifies a target cost, a target fee, minimum and maximum fees, and a fee adjustment formula.
Cost-Reimbursement Contract	A contract under which the District reimburses the contractor for those contract costs, within a stated ceiling, which are recognized as allowable and allocated in accordance with cost principles, and a fee, if any.
Definite-Quantity Contract	A contract that provides for delivery of a definite quantity of specific supplies or services for a fixed period, with deliveries to be scheduled at designated locations.
Fixed-Price Incentive Contract	A fixed-price type contract that provides for adjusting profit, and subject to a ceiling, establishes the final contract price by a formula based on the relationship of final negotiated price to total target cost. After performance of the contract, the final cost is negotiated and the final contract price is then established in accordance with the formula.
Incentive Contract	A fixed-price or cost-reimbursement type contract which provides for relating the amount of profit or fee payable under the contract with the contractor's performance in order to obtain specific procurement objectives.
Indefinite-Quantity Contract	A contract that provides for an indefinite quantity, within written stated limits, of specific supplies or services to be furnished during a fixed period, with deliveries to be scheduled by placing orders with the contractor. The contract requires the District to order and the contractor to furnish at least a stated minimum of supplies or services.
Invitation for Bids (IFBs)	A solicitation used to request price offers for goods, services and construction under competitive sealed bidding procedures.
Multiple Award Schedule	A contract made with more than one (1) supplier for comparable supplies and services at varying prices for delivery within the same geographic area.
Multi-Year Contract	A contract for a period longer than twelve months.
Request for Information (RFI)	A request for information is used when the District does not presently intend to award a contract, but needs to obtain price, delivery, other market information, or capabilities for planning purposes. Responses to requests for information notices are not offers and cannot be accepted by the District to form a binding contract.
Request for Quotation (RFQ)	A solicitation document used in simplified acquisitions to communicate District requirements to prospective contractors.

Contracting and Procurement Terms

Term	Definition
Definitive Contract	The contract executed pursuant to letter contract commitment.
Firm-Fixed Price Contract	A contract where the price is not subject to any adjustment on the basis of the contractor's cost experience in performing the contract. This type of contract places maximum risk and full responsibility for all costs and resulting profit or loss upon the contractor, and provides maximum incentive for the contractor to control cost and perform effectively.
Fixed-Price Contract with Economic Price Adjustment	A fixed-price type contract that provides for the upward and downward revision of the stated contract price upon the occurrence of certain contingencies that are specifically defined in the contract.

Term	Definition
Request for Proposal (RFP)	A solicitation document used in a competitive sealed proposal method of procurement, to communicate the District's requirements to prospective offerors, when the use of competitive sealed bidding is not practical, and the award will be based on both price and non-price evaluation factors specified in the solicitation.
Single Award Schedule	A contract made with one (1) supplier at a stated price for specific items and for delivery to a geographic area defined in the schedule.

Office of Contracting and Procurement FY2020

Agency Office of Contracting and Procurement **Agency Code** PO0 **Fiscal Year** 2020

Mission OCP's mission is to procure quality goods, services, and construction through a streamlined procurement process that is transparent and responsive to the needs of government agencies and the public, and ensures all purchases are conducted fairly and impartially.

Strategic Objectives

Objective Number	Strategic Objective
1	Improve the quality and cost efficiency of procured goods, services and construction.
2	Improve planning and forecasting to support strategic business decisions in procurement.
3	Sustain a highly competent workforce.
4	Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders.
5	Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community.
6	Create and maintain a highly efficient, transparent, and responsive District government.

Key Performance Indicators

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
1 - Improve the quality and cost efficiency of procured goods, services and construction. (1 Measure)					
Percent of contractor performance evaluations that are completed	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (2 Measures)					
Percent of awarded contracts over $100,000 publicly posted	Up is Better	New in 2019	52.3%	75.6%	Waiting on Data
Percent of client agencies that are satisfied with OCP services	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020
5 - Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community. (1 Measure)					
Percent of industry partners that are satisfied with OCP services	Up is Better	New in 2020	New in 2020	New in 2020	New in 2020

Core Business Measures

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
6 - Create and maintain a highly efficient, transparent, and responsive District government. (10 Measures)				
Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent	Up is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Percent of local budget de-obligated to the general fund at the end of year	Down is Better	New in 2019	New in 2019	Waiting on Data
Financial Management - Quick Payment Act (QPA) Compliance - Percent of QPA eligible invoices paid within 30 days	Up is Better	New in 2019	New in 2019	97.7%

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Human Resource Management - Average number of days to fill vacancy from post to offer acceptance	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft	Up is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management - Percent of eligible employees completing and finalizing a performance plan in PeopleSoft	Up is Better	New in 2019	New in 2019	100%
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of "open" data sets identified by the annual Enterprise Dataset Inventory published on the Open Data Portal	Up is Better	New in 2019	New in 2019	66.7%
IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension	Down is Better	New in 2019	New in 2019	Waiting on Data
Human Resource Management – Percent of new hires that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020
Human Resource Management – Percent of employees that are DC residents (excludes temporary workers and contractors) (Updated by OCA)	Up is Better	New in 2020	New in 2020	New in 2020

*The above measures were collected for all mayoral agencies in FY2019. The 2019 open data inventory includes data for calendar year 2018. Due to data lags, FY2019 data for the following core business measures will be available in March 2020: Contracts and Procurement - Percent of Small Business Enterprise (SBE) annual goal spent; Financial Management - Percent of local budget de-obligated to the general fund at the end of year; Human Resource Management - Average number of days to fill vacancy from post to offer acceptance; Human Resource Management - Percent of eligible employee performance evaluations completed and finalized in PeopleSoft; and IT Policy and Freedom of Information Act (FOIA) Compliance - Percent of FOIA Requests Processed in more than 25 business days - statute requirements allow 15 business days and a 10 day extension.

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Improve the quality and cost efficiency of procured goods, services and construction. (16 Activities)			
INFORMATION TECHNOLOGY	Service Request Resolution	Prompt resolution of IT related issues ensures a continuous flow of productivity.	Daily Service
INFORMATION TECHNOLOGY	Vendor Record Maintenance Service	This is a system to track set-up and changes to vendor accounts.	Daily Service
SURPLUS PROPERTY	Re-utilization Cost Avoidance	By avoiding acquisition costs through repurposing and redistribution, the District is able to gain cost savings and cost avoidance.	Daily Service
PROCUREMENT MANAGEMENT & SUPPORT	Implementation Tracking for Large and Mission Critical Procurements	The acquisition process is monitored throughout the procurement life cycle to identify constraints and implement appropriate technical assistance to keep activities on track.	Key Project
PROCUREMENT INTEGRITY AND COMPLIANCE	Contracting Officer Scorecard	This is an audit output identifying the compliance rating for each contracting officer.	Daily Service
CONTRACTING AND PROCUREMENT	Purchase order processing	This represents the number and value of purchase order workload for procurement personnel.	Daily Service
SURPLUS PROPERTY	Property Revenue Generation	The OCP Surplus Property Program is a rigorous e-commerce campaign extended to industry outreach. It is building increased capacity for engaging additional auction bidding which generates revenue.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
CONTRACTING AND PROCUREMENT	DC Supply Schedule	The DC Supply Schedule (DCSS) is the city's multiple-award schedule for providing commercial products and services to District government agencies. Competitive contracts are awarded to hundreds of suppliers who can provide thousands of products and services to meet recurring needs of these government agencies. Government acquisition personnel (from DC and other jurisdictions in the region) may place task or delivery orders against the schedule following DCSS procedures.	Daily Service
PROCUREMENT INTEGRITY AND COMPLIANCE	Risk -Based Internal Auditing	The Office of Procurement Integrity and Compliance conducts internal audits and reports its internal audit findings to key stakeholders within the agency; serves as the primary lead for OCP in support of the Comprehensive Annual Financial Report (CAFR) and Single Audit, and performs operational assessments of procurement processes and functions for agencies and teams under the authority of the District's Chief Procurement Officer.	Daily Service
HUMAN RESOURCE MANAGEMENT	Management Training	OCP's Resource Management division oversees required management training for managers, in cooperation with DCHR Center for Learning.	Key Project
PROCUREMENT INTEGRITY AND COMPLIANCE	Audit Deficiency Remediation	Single and CAFR audits are conducted for District agencies. Based on findings from external auditors, OCP notifies agencies under the authority of the CPO and their contracting officers of any deficiencies. OCP devises and monitors corrective action plans.	Key Project
CONTRACTING AND PROCUREMENT	Contractor Performance Evaluation	The focus of this operation is to sustain a well-defined contractor performance evaluation system.	Key Project
PURCHASE CARD	P-Card Program	OCP manages the P-Card program as efficient and quick process for agencies to procure goods. It is an alternative method of procurement that reduces processing costs and delivery time for small purchases.	Daily Service
CONTRACTING AND PROCUREMENT	P-Card Utilization	The District of Columbia leverages the P-Card Program as a fast and effective way for agencies to procure goods and services under $5,000 for single purchases. The P-Card Program serves as an alternative method of procurement that reduces the processing cost and delivery time for small purchases. Over 75 agencies within the District use the P-Card Program as a vehicle for small purchases.	Daily Service
CONTRACTING AND PROCUREMENT	Small Business Enterprise (SBE) / Certified Business Enterprise (CBE) Subcontracting Compliance	For contracting parity, any contract executed on the behalf of the District that involves District funds, with exceptions, is legally bound to the 35 percent requirement. Federally funded, General Services Administration (GSA), District of Columbia Supply Schedule (DCSS), Cooperative Agreements and CBE prime contractors are excluded.	Daily Service
INFORMATION TECHNOLOGY	Technology Support	The Procurement Technology Team develops and maintains server applications, and multiple SQL databases, updates both Internet and Intranet sites and improves IT functionality.	Key Project
2 - Improve planning and forecasting to support strategic business decisions in procurement. (2 Activities)			
CONTRACTING AND PROCUREMENT	Milestone Planning	Contracting Officers use milestone planning to define key tasks and processing requirements, inter-agency coordination, and deliverables; and, the timelines for performing functions through project completion.	Daily Service
CONTRACTING AND PROCUREMENT	Acquisition Planning Improvement	All agencies under the authority of the Chief Procurement Officer (CPO) are required to submit planned procurements annually prior to the start of each fiscal year. This helps OCP anticipate types of purchases, cycle times and resource allocation requirements.	Key Project
3 - Sustain a highly competent workforce. (1 Activity)			
LEARNING AND DEVELOPMENT	Training and Certification	Core training on District procurement rules, regulations, policies, and procedures is required for all procurement staff operating under authority of the Chief Procurement Officer (CPO).	Key Project

Operations Header	Operations Title	Operations Description	Type of Operations
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (8 Activities)			
PROCUREMENT MANAGEMENT & SUPPORT	Workload Management System	This is a planned comprehensive information management tool to provide timely details on workload, resource allocation and productivity.	Key Project
LEGAL	Update Polices	OCP General Counsel Provides oversight for OCP policies and procedures.	Daily Service
OPERATIONS MANAGEMENT AND SUPPORT	Audit Committee	In order to align management decisions with audit functions, a specific audit committee has been formed.	Key Project
INFORMATION TECHNOLOGY	Performance Dashboard	The Dashboard provides a more efficient mechanism for data analysis.	Key Project
RESOURCE MANAGEMENT	Records Management	OCP maintains an on-going monitoring, oversight and records management training for all umbrella agencies.	Daily Service
PROCUREMENT MANAGEMENT & SUPPORT	Transparent awards	OCP publishes/posts newly awarded and active contracts $100,000 and above on the OCP web site for public access.	Key Project
LEGAL	Freedom of Information Act (FOIA) Requests	Requests for information are received through several means and generally require contracting personnel to gather documents for the FOIA specialist to package. The business process has been improved to tie performance to compliance and legislation therefore minimizing paperwork, reducing response time and increasing transparency.	Daily Service
HUMAN RESOURCE MANAGEMENT	Standardized Human Resources Policies	The Office of Human Resources (OHR) provides human resource management services that position the Office of Contracting and Procurement to attract, develop and retain a well-qualified and diverse workforce. Establishing and maintaining HR policies and procedures helps maintain the integrity of OCP operations.	Daily Service
5 - Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community. (1 Activity)			
CUSTOMER SERVICE AND COMMUNICATIONS	Vendor Engagement and Outreach	OCP will continue its series, "OCP in the Wards," which represents business outreach and engagement designed to demystify District procurement practices. DC Buys, a reverse vendor trade fair,monthly vendor workshops and other outreach events will occur.	Key Project

Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
1 - CONTRACTING AND PROCUREMENT (3 Measures)			
Total number of contracts awarded	757	1279	1262
Total value of purchase orders awarded to CBE contractors (in millions)	$867.6	$1750.5	$2168.8
Total dollar value of contracts awarded (in millions)	$4247.4	$7897.2	$3476.4
1 - SURPLUS PROPERTY (1 Measure)			
Amount of revenue generated from surplus property (in millions)	$4	$4	$4

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Acquisition Planning Improvement (1 Strategic Initiative)		
Spend analysis and strategic sourcing	OCP's goal is to evaluate District spend and acquisition plans to uncover critical as well as strategic requirements where procurement can add additional value. OCP will identify and analyze the top-most categories of spend in the District; facilitate interdisciplinary workgroups to elicit creative and strategic sourcing ideas; and develop key, actionable recommendations for increasing future procurement quality and cost savings. Specific implementation steps will include: Develop critical analyses of high-spend commodities Assemble and facilitate workgroups Develop recommendations for increasing quality and cost savings Integrate recommendations into future procurement plans	09-30-2020
Purchase order processing (1 Strategic Initiative)		
Reengineer Simplified Acquisitions	OCP's goal is to improve the efficiency of simplified acquisitions within the District. OCP will develop standard policies and procedures for how District contracting personnel should purchase simplified acquisition items, including items from the DC Supply Schedule. In addition, OCP will create catalogs in PASS that will allow District agencies to purchase numerous pre-approved items on their own, without having to interact with a District contracting officer. OCP will also streamline the process in which suppliers apply to be included on the DC Supply Schedule. Specific implementation steps will include: Develop a standard definition for simplified acquisitions in the District Develop standard policies and procedures for simplified acquisitions Streamline the DC Supply Schedule application process Develop catalogs in PASS	09-30-2020
Technology Support (1 Strategic Initiative)		
Preparation for Ariba Refresh	OCP is preparing for the refresh of the District's Ariba enterprise procurement software, the Procurement Automated Support System (PASS). OCP will engage extensively with suppliers and District agencies to understand their business needs, which will help OCP to improve PASS business process design, reporting, and system integration. OCP will also develop key new features such as automating procurement planning, and digitizing and streamlining the authoring of all contract award types.	09-30-2020
Training and Certification (1 Strategic Initiative)		
Results-Driven Training	OCP's goal is to improve the critical competencies of District contracting officers and specialists through expanded and improved training. OCP will develop and validate a standard framework for measuring the impact of its trainings on procurement operations, and OCP will validate a results-driven approach to developing procurement-related coursework. OCP will map out gaps between current business needs/processes and current curricula, recommend changes to curricula, develop measurable pre- and post-assessments of competencies, and develop and track key performance indicators of training effectiveness. Specific implementation steps will include: Develop a gap analysis for the pilot project Implement recommended changes to curricula for the pilot project Develop and validate pre- and post-assessments for the pilot project Develop and validate key performance indicators for the pilot project Develop a standard results-driven training framework white paper	09-30-2020
Vendor Engagement and Outreach (2 Strategic initiatives)		
Outreach to industry in Wards 7 and 8	OCP's goal is to increase the number of businesses in Wards 7 and 8 that bid on District procurement solicitations. OCP will plan and launch an event series in FY2020 to engage the District's small business community and to gain feedback on how OCP can improve its external outreach. OCP will host several events of this series in Wards 7 and 8, and will promote the events through outlets like The Washington Informer and East of the River News, among other outlets	09-30-2020

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Supplier and client agency engagement	OCP's goal is to proactively engage suppliers and client agencies to better understand significant issues that contracting and procurement can solve. OCP will seek out the "voice of the customer" by directly contacting suppliers and client agencies via satisfaction surveys, focus groups, interviews, or other methods of outreach. This feedback will allow OCP to learn about supplier and client agency needs as well as their experience with District procurement processes, which will help OCP to improve customer service, business practices, and the overall procurement experience. Specific implementation steps will include: Develop and deploy targeted surveys and other methods of outreach Develop critical analyses of outreach data Develop and implement business process improvements	09-30-2020

Office of Contracting and Procurement FY2021

Agency Office of Contracting and Procurement **Agency Code** PO0 **Fiscal Year** 2021

Mission OCP's mission is to procure quality goods, services, and construction through a streamlined procurement process that is transparent and responsive to the needs of government agencies and the public, and ensures all purchases are conducted fairly and impartially.

Strategic Objectives

Objective Number	Strategic Objective
1	Improve the quality and cost efficiency of procured goods, services and construction.
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6	Create and maintain a highly efficient, transparent, and responsive District government.

Key Performance Indicators

Measure	Directionality	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Target
1 - Improve the quality and cost efficiency of procured goods, services and construction. (1 Measure)					
Percent of contractor performance evaluations that are completed	Up is Better	New in 2020	New in 2020	49.7%	80%
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (2 Measures)					
Percent of awarded contracts over $100,000 publicly posted	Up is Better	52.3%	75.6%	62.1%	100%
Percent of client agencies that are satisfied with OCP services	Up is Better	New in 2020	New in 2020	60.5%	75%
5 - Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community. (1 Measure)					
Percent of industry partners that are satisfied with OCP services	Up is Better	New in 2020	New in 2020	73.6%	75%

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Improve the quality and cost efficiency of procured goods, services and construction. (16 Activities)			
INFORMATION TECHNOLOGY	Improvement of Procurement Automated Support Sysyem (PASS) functionality	Process Engineering	Key Project
INFORMATION TECHNOLOGY	Vendor Record Maintenance Service	This is a system to track set-up and changes to vendor accounts.	Daily Service

Operations Header	Operations Title	Operations Description	Type of Operations
SURPLUS PROPERTY	Re-utilization Cost Avoidance	By avoiding acquisition costs through repurposing and redistribution, the District is able to gain cost savings and cost avoidance.	Daily Service
PROCUREMENT MANAGEMENT & SUPPORT	Implementation Tracking for Large and Mission Critical Procurements	The acquisition process is monitored throughout the procurement life cycle to identify constraints and implement appropriate technical assistance to keep activities on track.	Key Project
PROCUREMENT INTEGRITY AND COMPLIANCE	Contracting Officer Scorecard	This is an audit output identifying the compliance rating for each contracting officer.	Daily Service
SURPLUS PROPERTY	Property Revenue Generation	The OCP Surplus Property Program is a rigorous e-commerce campaign extended to industry outreach. It is building increased capacity for engaging additional auction bidding which generates revenue.	Daily Service
CONTRACTING AND PROCUREMENT	DC Supply Schedule	The DC Supply Schedule (DCSS) is the city's multiple-award schedule for providing commercial products and services to District government agencies. Competitive contracts are awarded to hundreds of suppliers who can provide thousands of products and services to meet recurring needs of these government agencies. Government acquisition personnel (from DC and other jurisdictions in the region) may place task or delivery orders against the schedule following DCSS procedures.	Daily Service
PROCUREMENT INTEGRITY AND COMPLIANCE	Risk -Based Internal Auditing	The Office of Procurement Integrity and Compliance conducts internal audits and reports its internal audit findings to key stakeholders within the agency; serves as the primary lead for OCP in support of the Comprehensive Annual Financial Report (CAFR) and Single Audit, and performs operational assessments of procurement processes and functions for agencies and teams under the authority of the District's Chief Procurement Officer.	Daily Service
HUMAN RESOURCE MANAGEMENT	Management Training	OCP's Resource Management division oversees required management training for managers, in cooperation with DCHR Center for Learning.	Daily Service
PROCUREMENT INTEGRITY AND COMPLIANCE	Audit Deficiency Remediation	Single and CAFR audits are conducted for District agencies. Based on findings from external auditors, OCP notifies agencies under the authority of the CPO and their contracting officers of any deficiencies. OCP devises and monitors corrective action plans.	Daily Service
CONTRACTING AND PROCUREMENT	Contractor Performance Evaluation	The focus of this operation is to sustain a well-defined contractor performance evaluation system.	Daily Service
PURCHASE CARD	P-Card Program	OCP manages the P-Card program as efficient and quick process for agencies to procure goods. It is an alternative method of procurement that reduces processing costs and delivery time for small purchases.	Daily Service
CONTRACTING AND PROCUREMENT	P-Card Utilization	The District of Columbia leverages the P-Card Program as a fast and effective way for agencies to procure goods and services under $5,000 for single purchases. The P-Card Program serves as an alternative method of procurement that reduces the processing cost and delivery time for small purchases. Over 75 agencies within the District use the P-Card Program as a vehicle for small purchases.	Daily Service
CONTRACTING AND PROCUREMENT	Small Business Enterprise (SBE) / Certified Business Enterprise (CBE) Subcontracting Compliance	For contracting parity, any contract executed on the behalf of the District that involves District funds, with exceptions, is legally bound to the 35 percent requirement. Federally funded, General Services Administration (GSA), District of Columbia Supply Schedule (DCSS), Cooperative Agreements and CBE prime contractors are excluded.	Daily Service
INFORMATION TECHNOLOGY	Technology Support	The Procurement Technology Team develops and maintains server applications, and multiple SQL databases, updates both Internet and Intranet sites and improves IT functionality.	Key Project

Operations Header	Operations Title	Operations Description	Type of Operations
CONTRACTING AND PROCUREMENT	Purchase order processing	This represents the number and value of purchase order workload for procurement personnel.	Daily Service
2 - Improve planning and forecasting to support strategic business decisions in procurement. (2 Activities)			
CONTRACTING AND PROCUREMENT	Milestone Planning	Contracting Officers use milestone planning to define key tasks and processing requirements, inter-agency coordination, and deliverables; and, the timelines for performing functions through project completion.	Daily Service
CONTRACTING AND PROCUREMENT	Acquisition Planning Improvement	All agencies under the authority of the Chief Procurement Officer (CPO) are required to submit planned procurements annually prior to the start of each fiscal year. This helps OCP anticipate types of purchases, cycle times and resource allocation requirements.	Key Project
3 - Sustain a highly competent workforce. (1 Activity)			
LEARNING AND DEVELOPMENT	Training and Certification	Core training on District procurement rules, regulations, policies, and procedures is required for all procurement staff operating under authority of the Chief Procurement Officer (CPO).	Key Project
4 - Promote transparency in contracting decisions and actions to provide reliable information to all stakeholders. (8 Activities)			
PROCUREMENT MANAGEMENT & SUPPORT	Workload Management System	This is a planned comprehensive information management tool to provide timely details on workload, resource allocation and productivity.	Key Project
LEGAL	Update Polices	OCP General Counsel Provides oversight for OCP policies and procedures.	Daily Service
OPERATIONS MANAGEMENT AND SUPPORT	Audit Committee	In order to align management decisions with audit functions, a specific audit committee has been formed.	Key Project
INFORMATION TECHNOLOGY	Performance Dashboard	The Dashboard provides a more efficient mechanism for data analysis.	Key Project
RESOURCE MANAGEMENT	Records Management	OCP maintains an on-going monitoring, oversight and records management training for all umbrella agencies.	Daily Service
PROCUREMENT MANAGEMENT & SUPPORT	Transparent awards	OCP publishes/posts newly awarded and active contracts $100,000 and above on the OCP web site for public access.	Key Project
LEGAL	Freedom of Information Act (FOIA) Requests	Requests for information are received through several means and generally require contracting personnel to gather documents for the FOIA specialist to package. The business process has been improved to tie performance to compliance and legislation therefore minimizing paperwork, reducing response time and increasing transparency.	Daily Service
HUMAN RESOURCE MANAGEMENT	Standardized Human Resources Policies	The Office of Human Resources (OHR) provides human resource management services that position the Office of Contracting and Procurement to attract, develop and retain a well-qualified and diverse workforce. Establishing and maintaining HR policies and procedures helps maintain the integrity of OCP operations.	Daily Service
5 - Promote industry engagement to ensure that the District procurement system is understood and transparent to industry and the residential community. (1 Activity)			
CUSTOMER SERVICE AND COMMUNICATIONS	Vendor Engagement and Outreach	OCP will continue its series, "OCP in the Wards," which represents business outreach and engagement designed to demystify District procurement practices. DC Buys, a reverse vendor trade fair,monthly vendor workshops and other outreach events will occur.	Key Project

Workload Measures

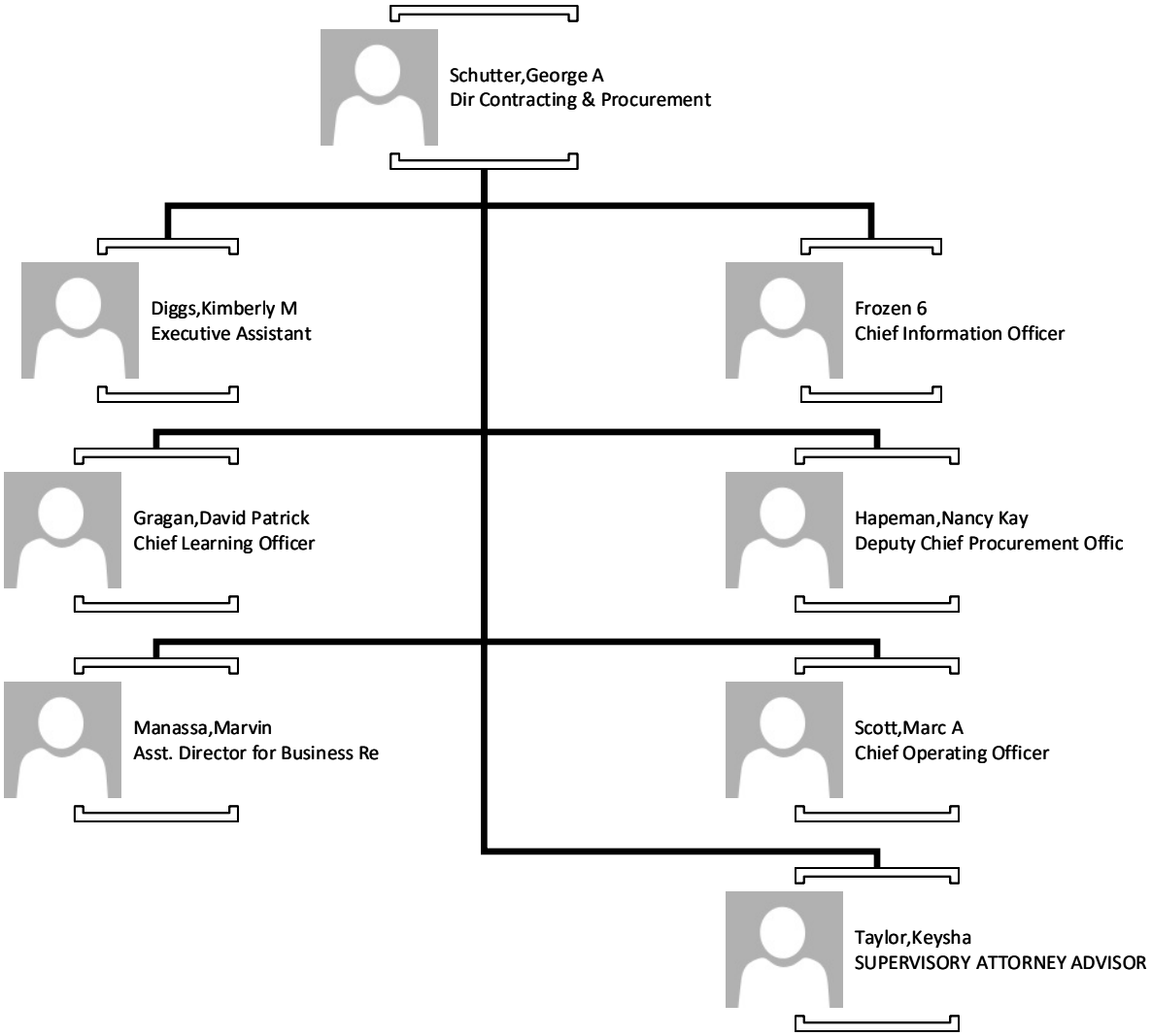
Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual
1 - Property Revenue Generation (1 Measure)			
Amount of revenue generated from surplus property (in millions)	$4	$4	$1.5
1 - Purchase order processing (3 Measures)			
Total number of contracts awarded	1279	1262	1019
Total value of purchase orders awarded to CBE contractors (in millions)	$1750.5	$2168.8	$1371.6
Total dollar value of contracts awarded (in millions)	$7897.2	$3476.4	$3950.3

Strategic Initiatives

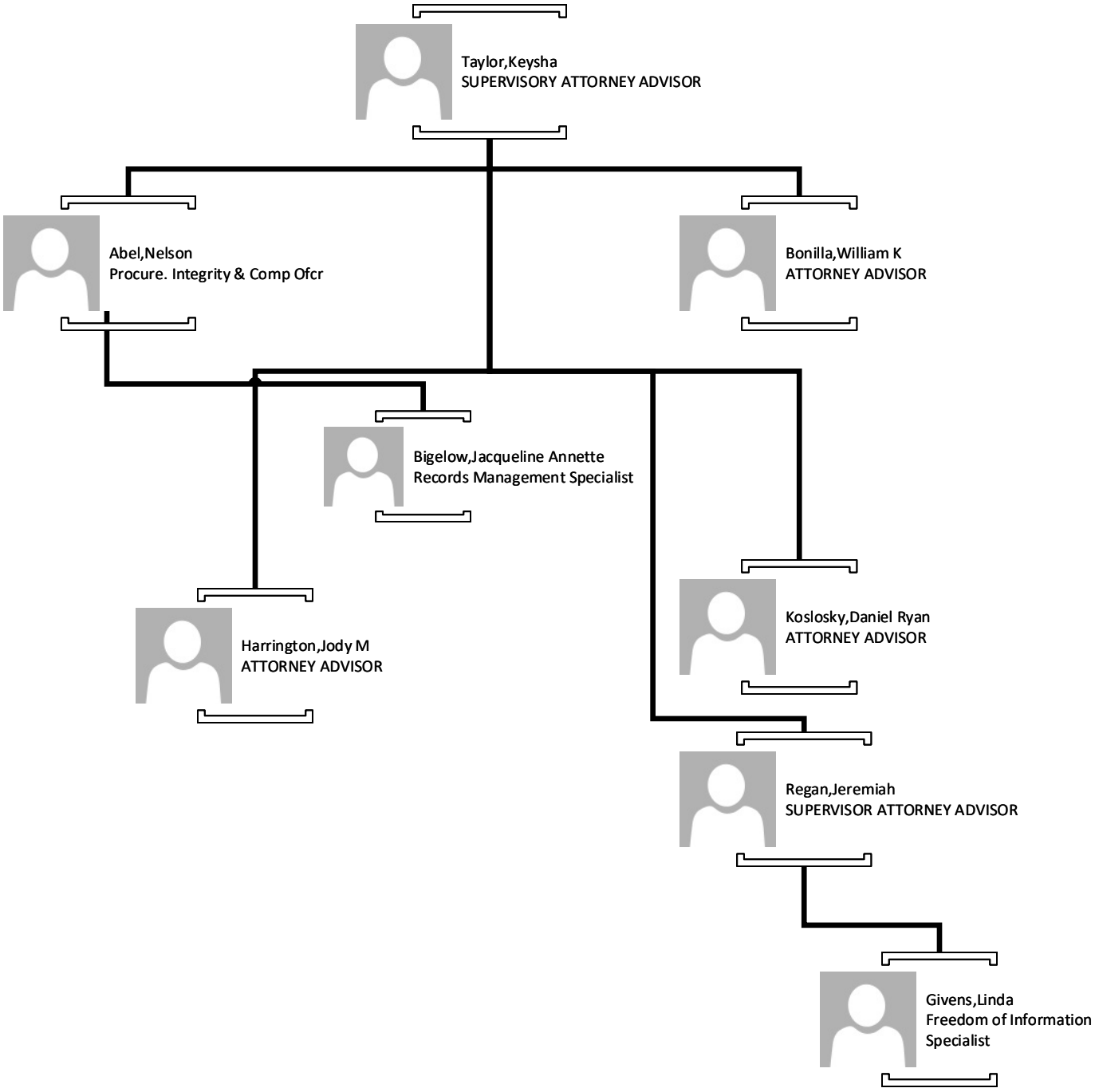
Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Implementation Tracking for Large and Mission Critical Procurements (2 Strategic initiatives)		
Acquisition Planning and Strategic Sourcing	In FY21, OCP contracting professionals will support client agencies under severe resource constraints and with an unprecedentedly high workload. Specifically, the FY21 Acquisition Plan projects an increase of $500 million in new requirements over the FY20 plan. Additionally, over $250 million in new contracts will be managed by OCP due to the exigencies of the COVID-19 pandemic. At the same time, OCP will be operating with 11.5% fewer staff (31 fewer employees). In order to meet the District's requirements with fewer resources, OCP will systematically review acquisition plans for opportunities to leverage economies of scale while maintaining quality such as targeting particular commodities for strategic sourcing, encouraging client agencies to cooperate on requirements, reworking requirements with clients, and finding innovative ways of engaging the vendor marketplace. Success will be measured by OCP's ability to execute the acquisition plans.	09-30-2021
Implementing the District's Strategic Logistics Center	OCP will lead an unprecedented expansion in overall District warehousing and surplus property operations due to the COVID-19 pandemic. To support the supply chain needs of the pandemic, the District's surplus property warehouses were expanded from 20,000 square feet to 250,000 square feet. OCP will ensure timely, efficient operations, planning, and logistics. This will be accomplished by employing a data-driven approach in the five centrally managed District warehouses to support effective management and enhanced processes for purchasing, receiving, issuance, and further distribution.	09-30-2021
Improvement of Procurement Automated Support Sysyem (PASS) functionality (1 Strategic Initiative)		
Improvements to the District's Enterprise Contract Management System	OCP is improving the District's enterprise contract management system, the Procurement Automated Support System (PASS), related business processes, and training for the 15,000 private sector and 3,000 District government users of the system. These improvements will incorporate the lessons learned from the initiative to move the system software to the Cloud, the funding of which has been placed on hold due to COVID-19. Planned improvements include (1) Shifting towards a fully paperless environment including incorporating funding and scopes of work digitally and operationalizing e-signatures (2) Streamlining and standardizing business processes to optimize procurement acquisition lead time and ensure consistency across contracting teams, (3) Improving the management of data and analytics within the system to provide reporting that allows District leaders to understand and make better decisions about their contracts under management (such as PALT), and (4) Upgrading security.	09-30-2021
Small Business Enterprise (SBE) / Certified Business Enterprise (CBE) Subcontracting Compliance (1 Strategic Initiative)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Sustainability of the COVID-19 Response	OCP will continue to lead the District in procurement and contracting needed to support the massive, sustained, and rapidly changing requirements stemming from the COVID-19 pandemic. OCP will work with client agencies, particularly in emergency management, health, human services, and public safety to meet expanding emergency requirements. While expanding the provision of emergency services and supply chain requirements, OCP will continue to engage the CBE community, including in Wards 7 and 8. In addition, OCP will further increase its support for the COVID-19 response by enhancing the COVID procurement website as well as special public notifications (e.g., through social media) to aid in sustaining the District's response capabilities. As lead procurement authority in the District, OCP will continue to provide guidance and promote consistency in procurement practices across District agencies, including those independent of OCP's procurement authority, through our Best Practices Forum.	09-30-2021

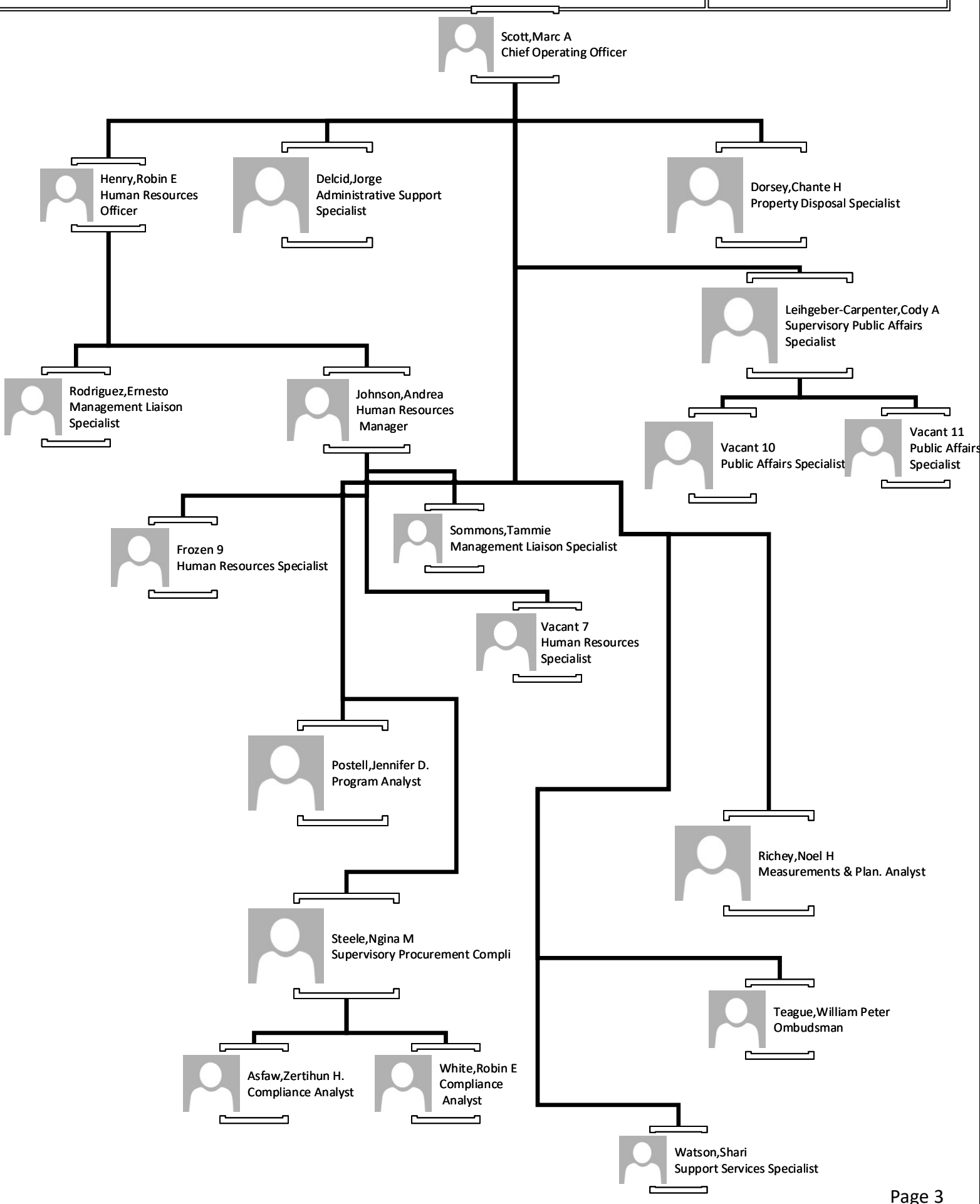
Title	OCP LEADERSHIP	February 18, 2021

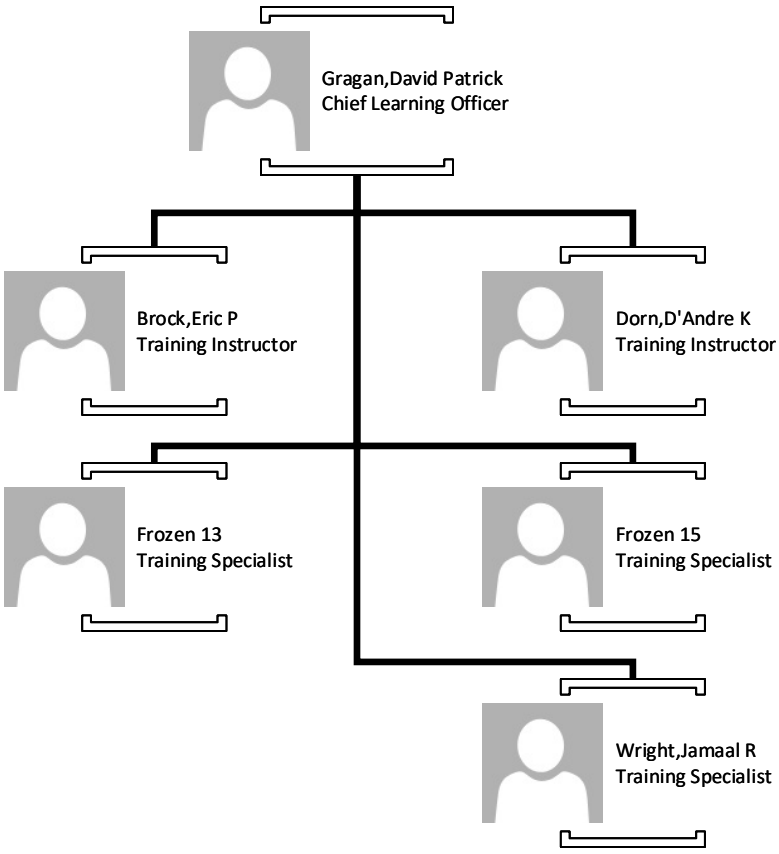


Title	GENERAL COUNSEL	February 18, 2021

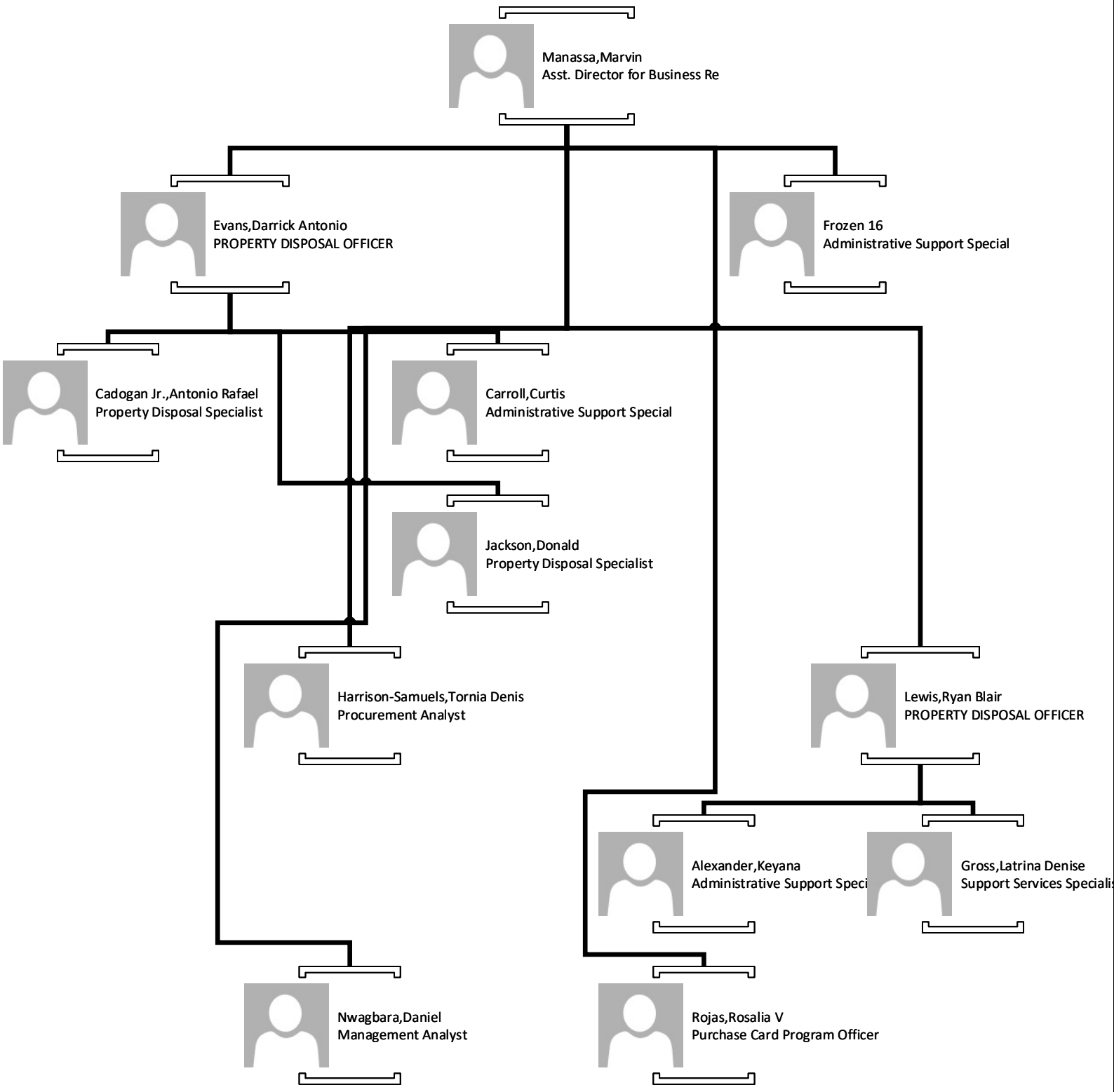


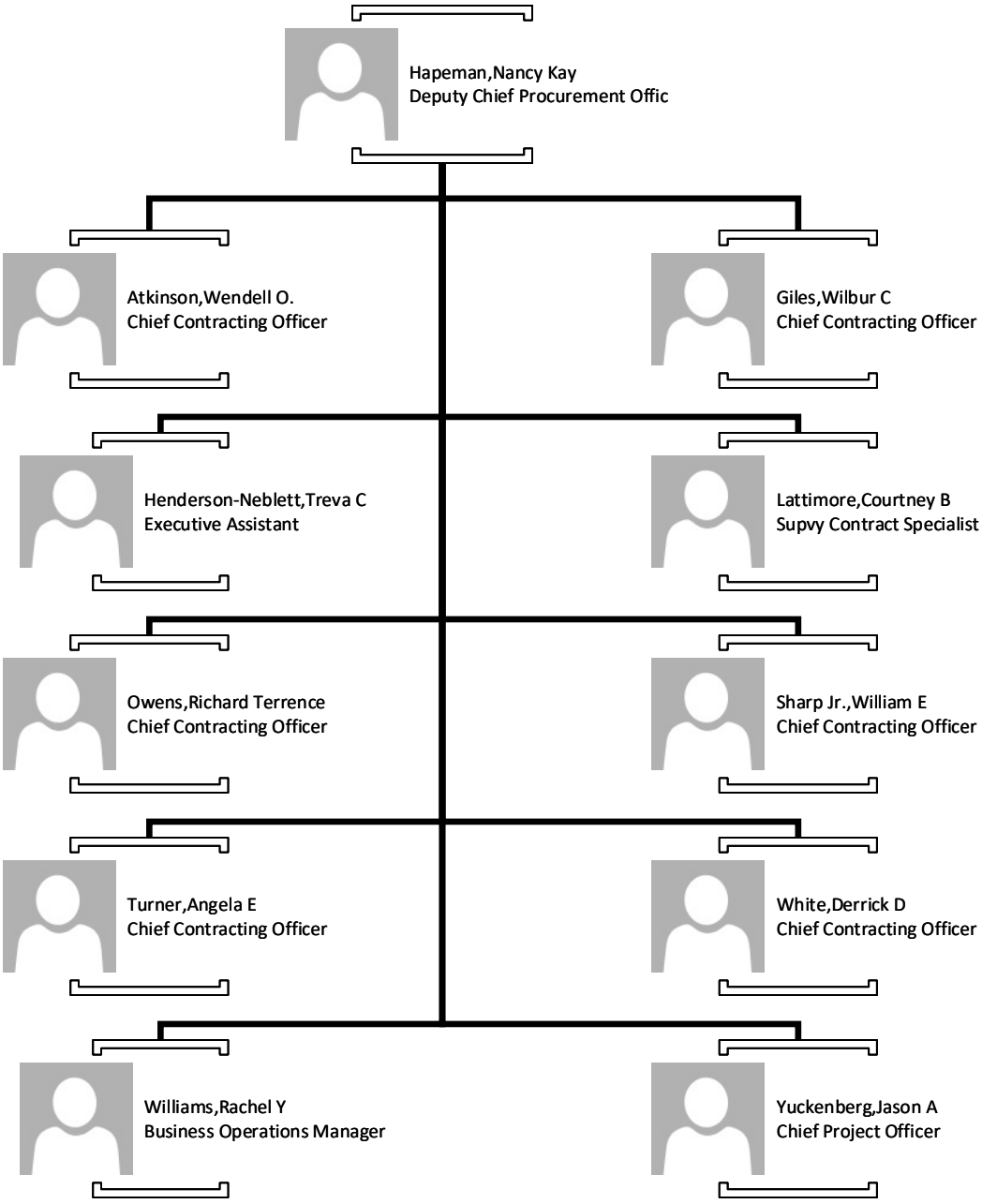
Title	OPERATIONS	February 18, 2021

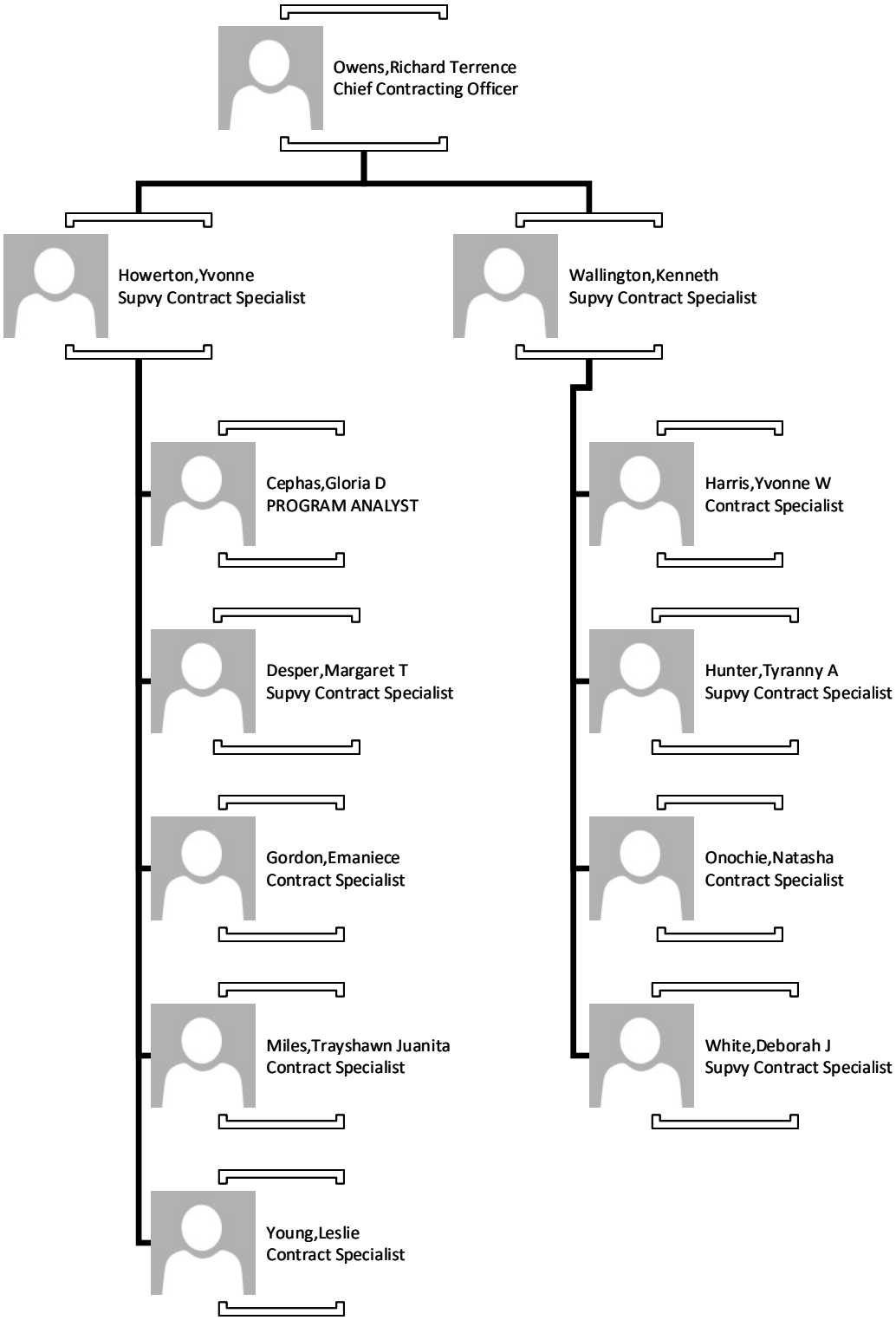


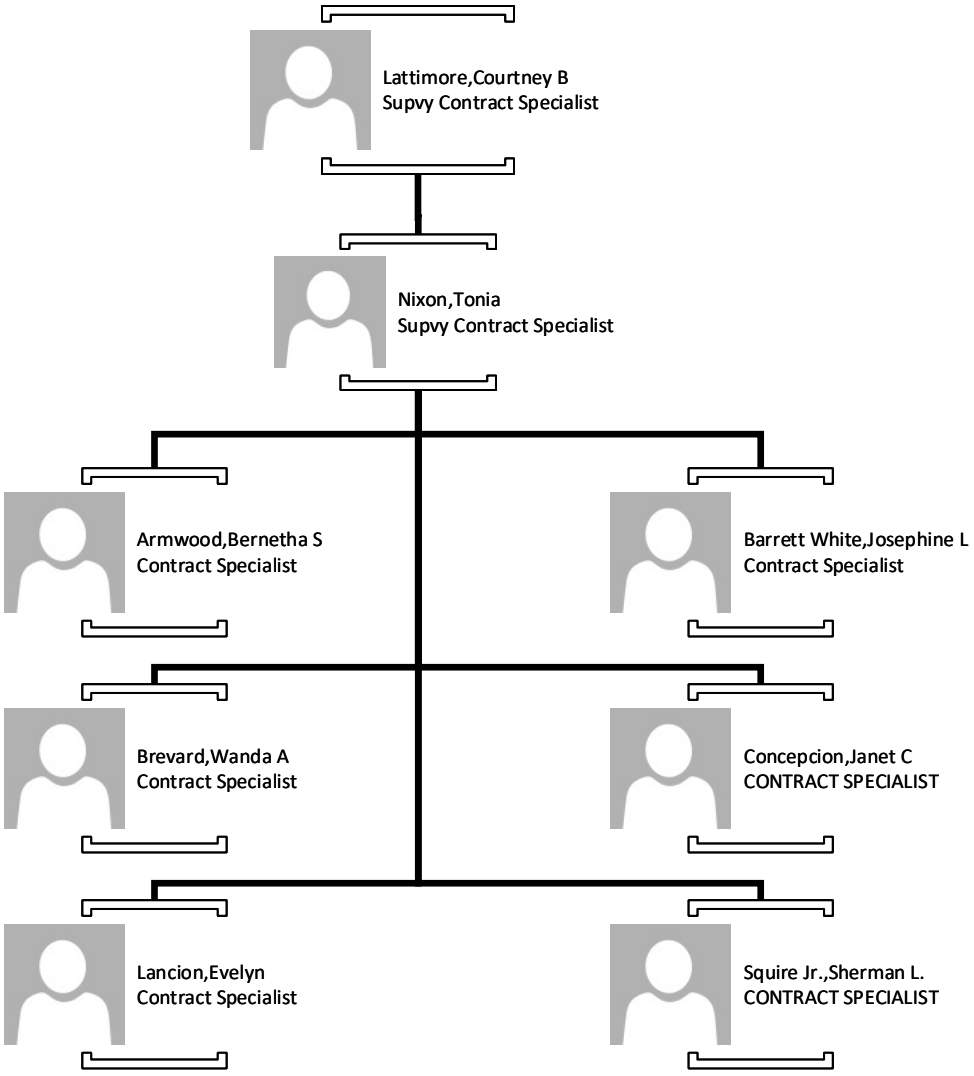

Gragan,David Patrick
Chief Learning Officer
Brock,Eric P
Training Instructor
Dorn,D'Andre K
Training Instructor
Frozen 13
Training Specialist
Frozen 15
Training Specialist
Wright,Jamaal R
Training Specialist

Title	BUSINESS RESCOURCES AND SUPPORT SERVICES	February 18, 2021

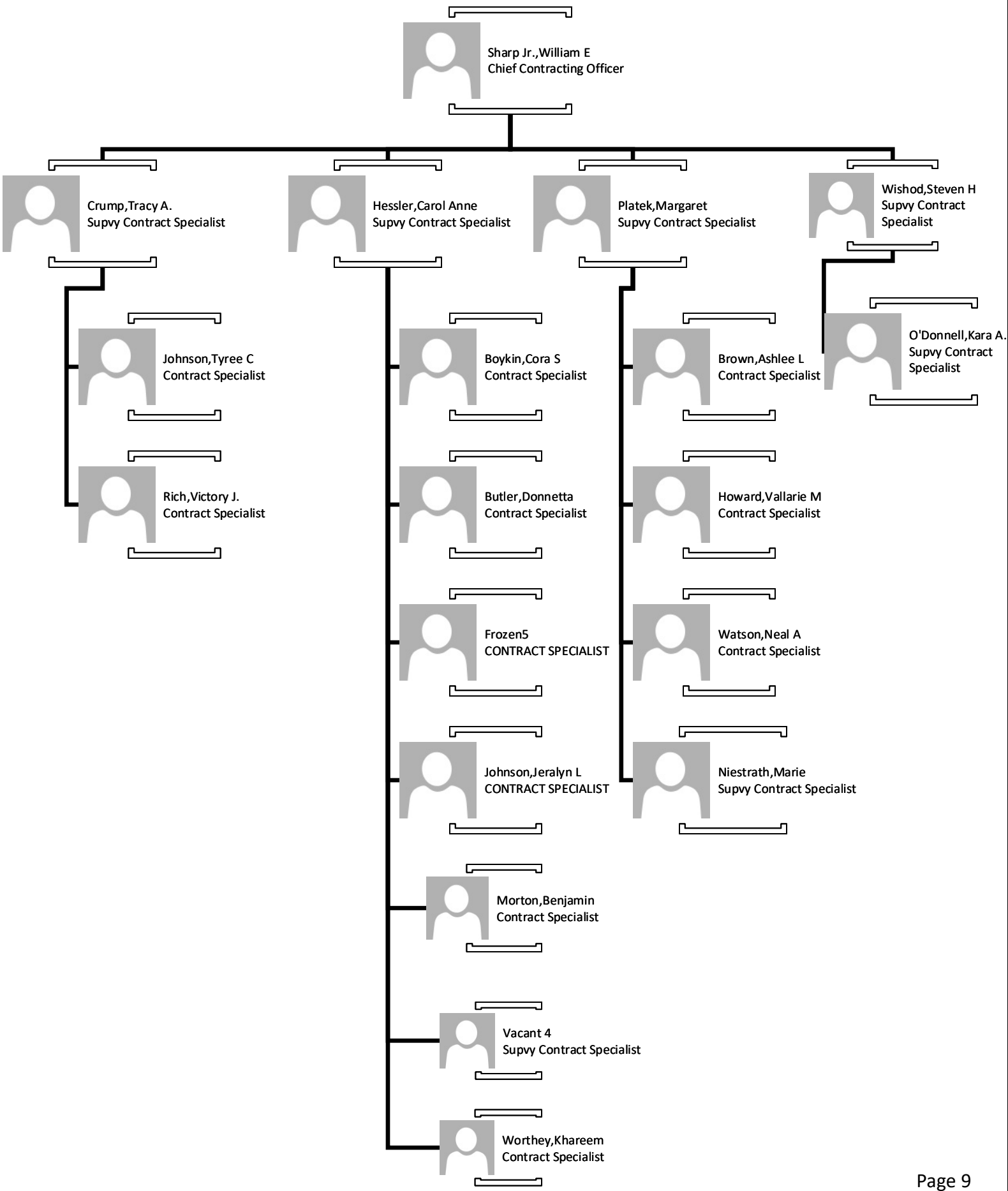


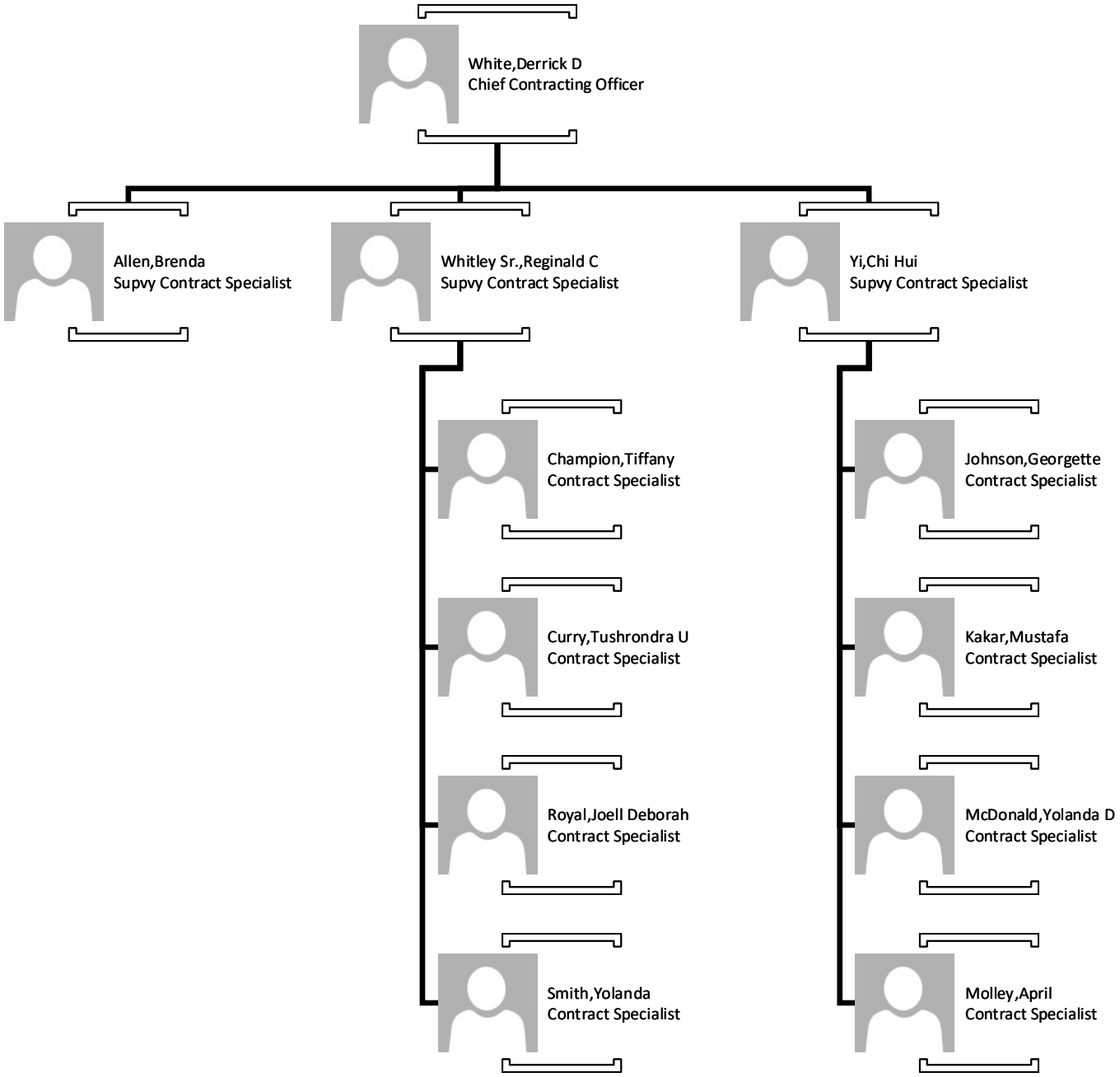

Hapeman,Nancy Kay
Deputy Chief Procurement Offic
Atkinson,Wendell O.
Chief Contracting Officer
Giles,Wilbur C
Chief Contracting Officer
Henderson-Neblett,Treva C
Executive Assistant
Lattimore,Courtney B
Supvy Contract Specialist
Owens,Richard Terrence
Chief Contracting Officer
Sharp Jr.,William E
Chief Contracting Officer
Turner,Angela E
Chief Contracting Officer
White,Derrick D
Chief Contracting Officer
Williams,Rachel Y
Business Operations Manager
Yuckenberg,Jason A
Chief Project Officer

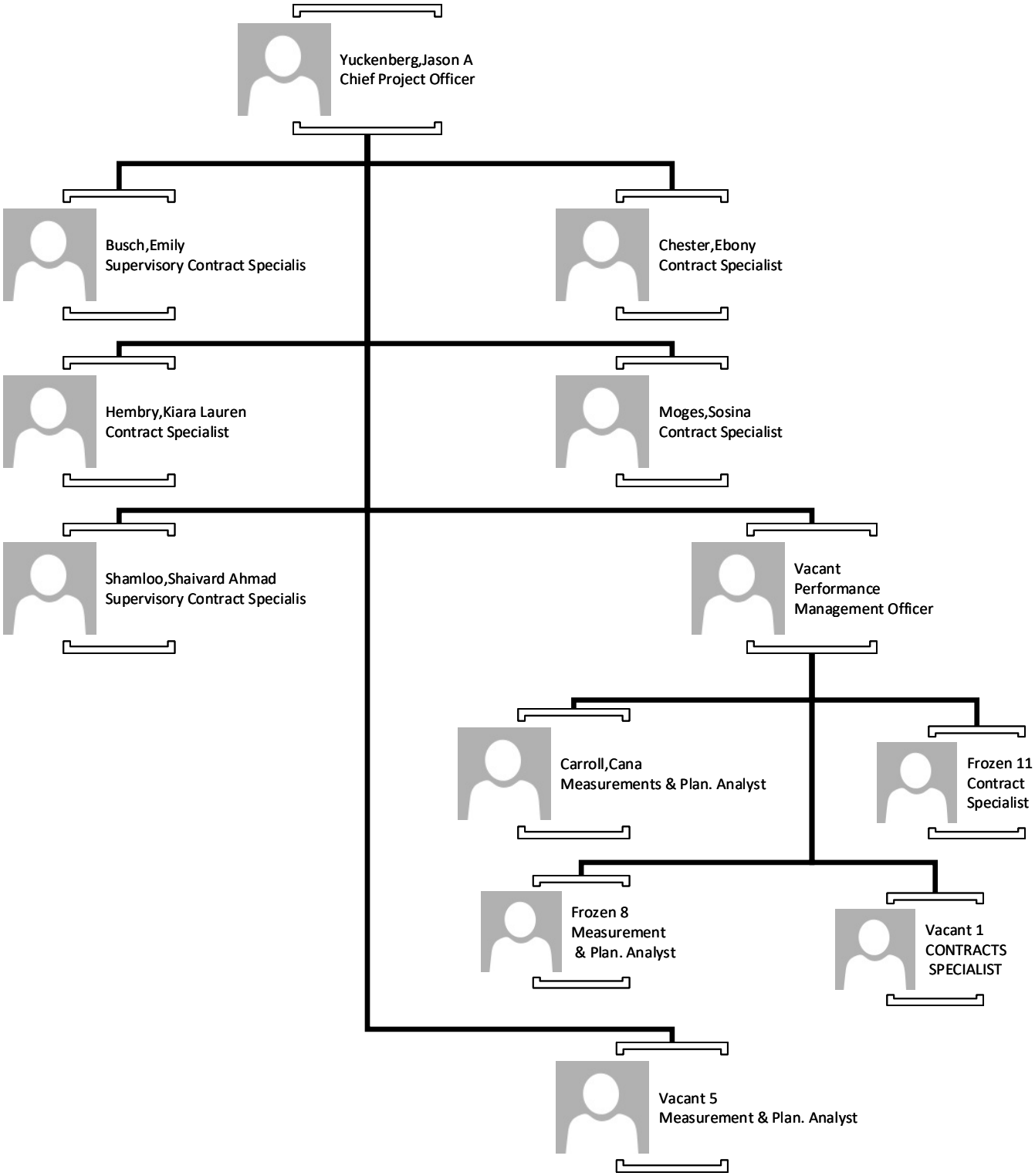

Owens,Richard Terrence
Chief Contracting Officer
Howerton,Yvonne
Supvy Contract Specialist
Wallington,Kenneth
Supvy Contract Specialist
Cephas,Gloria D
PROGRAM ANALYST
Desper,Margaret T
Supvy Contract Specialist
Gordon,Emaniece
Contract Specialist
Miles,Trayshawn Juanita
Contract Specialist
Young,Leslie
Contract Specialist
Harris,Yvonne W
Contract Specialist
Hunter,Tyranny A
Supvy Contract Specialist
Onochie,Natasha
Contract Specialist
White,Deborah J
Supvy Contract Specialist

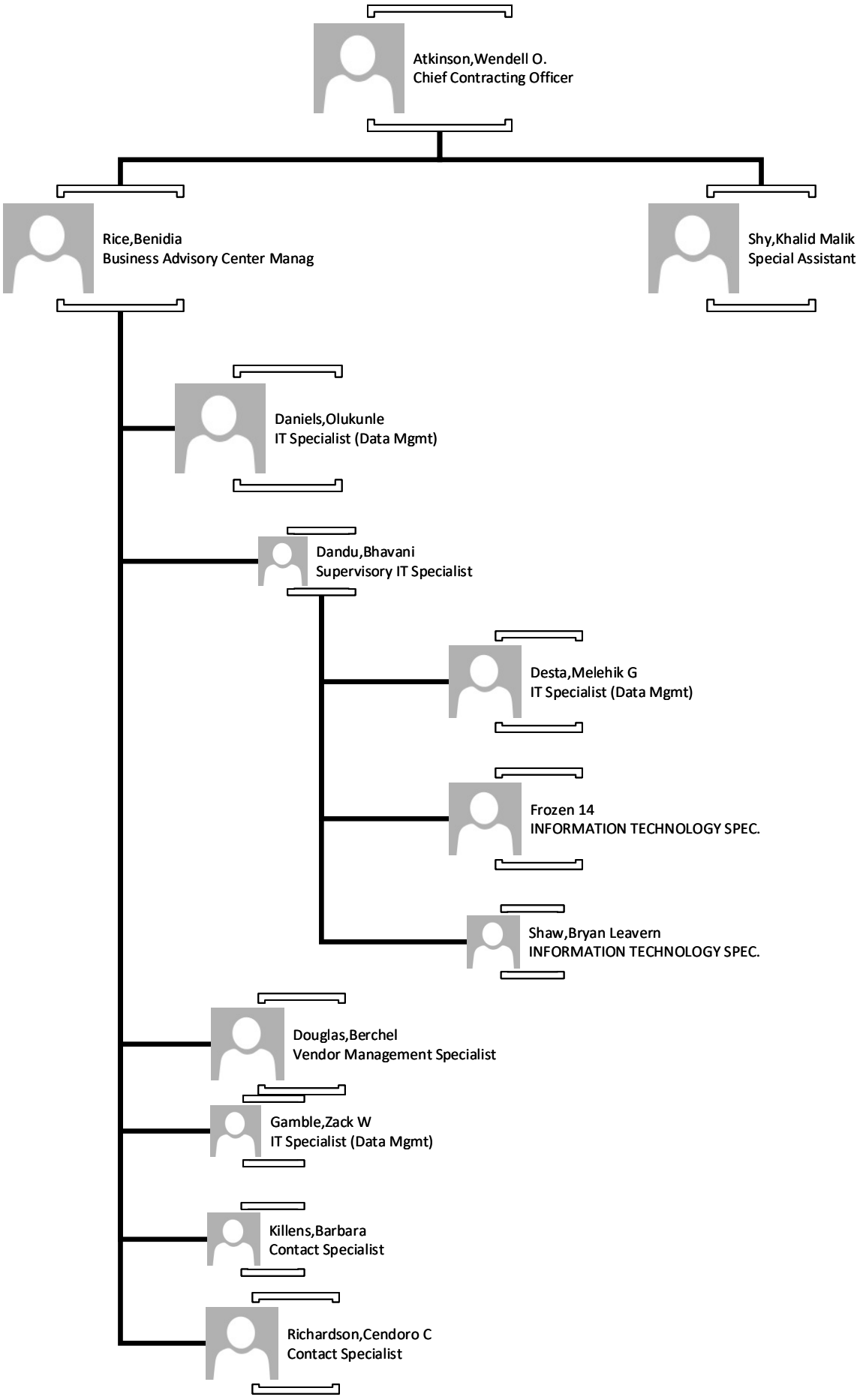

Lattimore,Courtney B
Supvy Contract Specialist
Nixon,Tonia
Supvy Contract Specialist
Armwood,Bernetha S
Contract Specialist
Barrett White,Josephine L
Contract Specialist
Brevard,Wanda A
Contract Specialist
Concepcion,Janet C
CONTRACT SPECIALIST
Lancion,Evelyn
Contract Specialist
Squire Jr.,Sherman L.
CONTRACT SPECIALIST

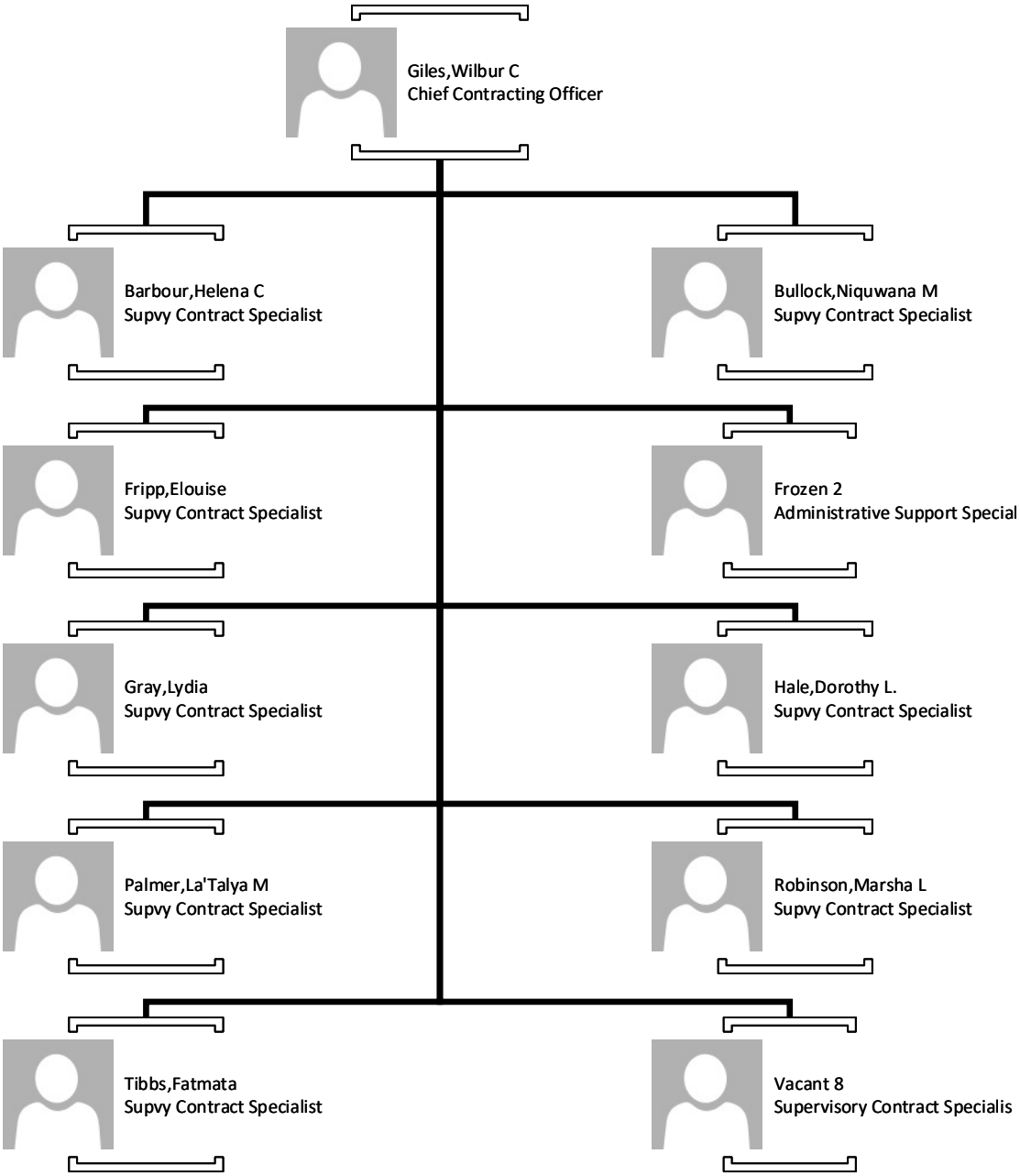
Title	TRANSPORTATION AND INFRASTRUCTURE	February 18, 2021

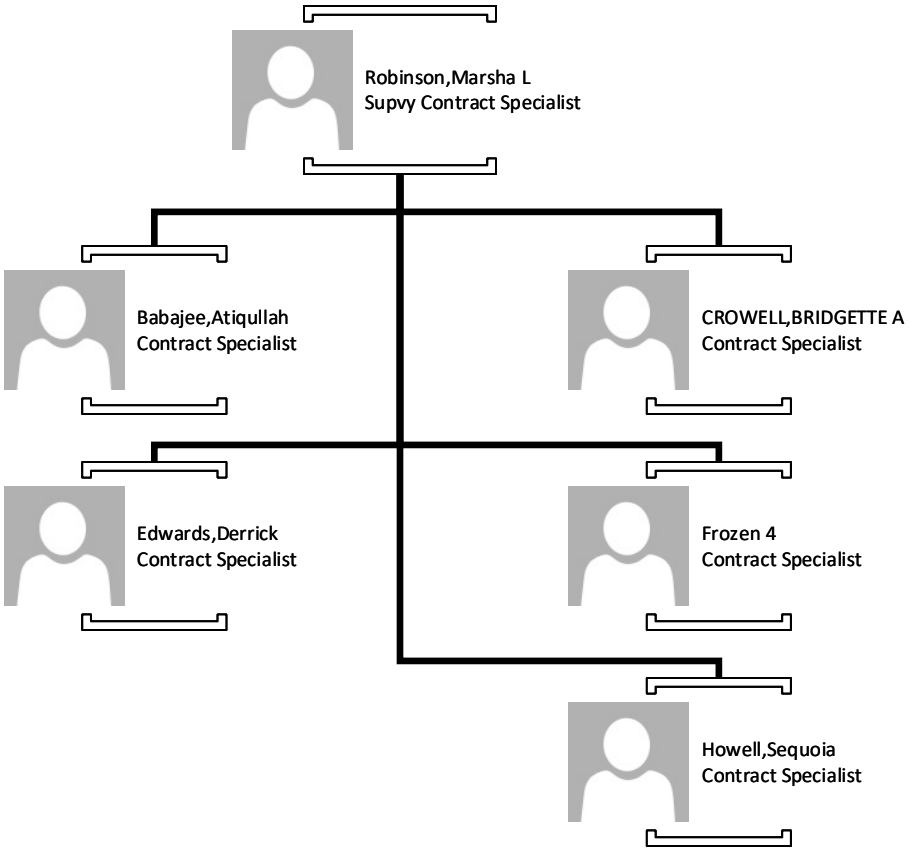


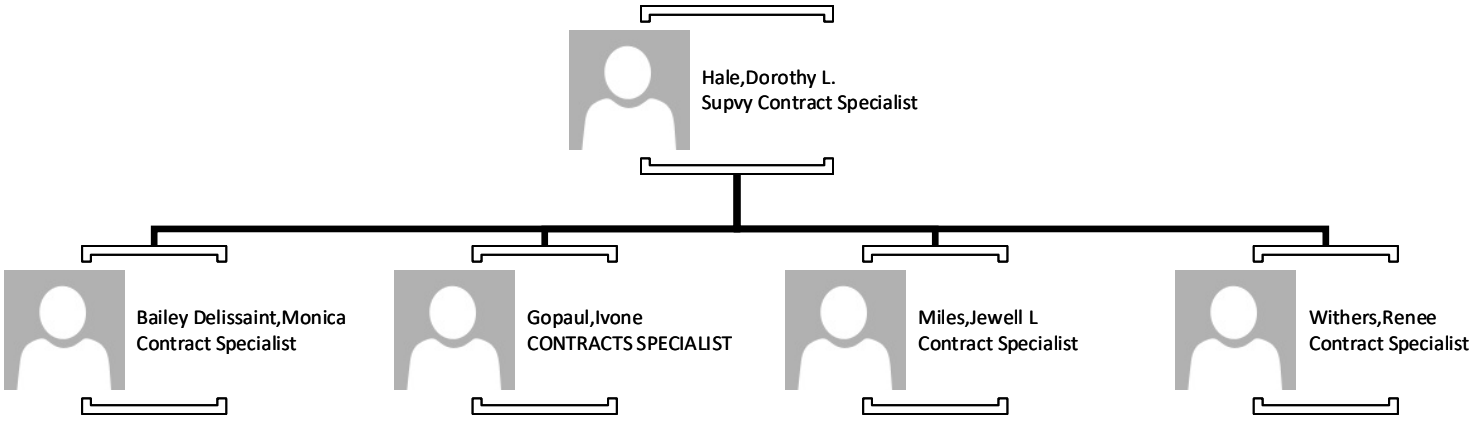

White,Derrick D
Chief Contracting Officer
Allen,Brenda
Supvy Contract Specialist
Whitley Sr.,Reginald C
Supvy Contract Specialist
Yi,Chi Hui
Supvy Contract Specialist
Champion,Tiffany
Contract Specialist
Curry,Tushrondra U
Contract Specialist
Royal,Joell Deborah
Contract Specialist
Smith,Yolanda
Contract Specialist
Johnson,Georgette
Contract Specialist
Kakar,Mustafa
Contract Specialist
McDonald,Yolanda D
Contract Specialist
Molley,April
Contract Specialist

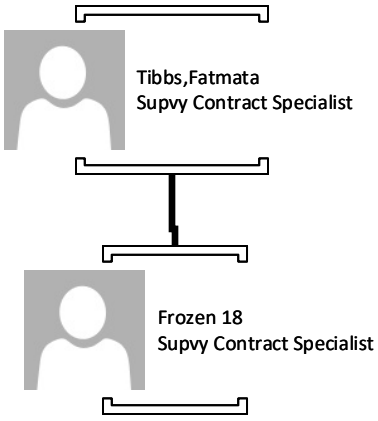

Yuckenberg,Jason A
Chief Project Officer
Busch,Emily
Supervisory Contract Specialis
Chester,Ebony
Contract Specialist
Hembry,Kiara Lauren
Contract Specialist
Moges,Sosina
Contract Specialist
Shamloo,Shaivard Ahmad
Supervisory Contract Specialis
Vacant
Performance
Management Officer
Carroll,Cana
Measurements & Plan. Analyst
Frozen 11
Contract
Specialist
Frozen 8
Measurement
& Plan. Analyst
Vacant 1
CONTRACTS
SPECIALIST
Vacant 5
Measurement & Plan. Analyst


Atkinson,Wendell O.
Chief Contracting Officer
Rice,Benidia
Business Advisory Center Manag
Shy,Khalid Malik
Special Assistant
Daniels,Olukunle
IT Specialist (Data Mgmt)
Dandu,Bhavani
Supervisory IT Specialist
Desta,Melehik G
IT Specialist (Data Mgmt)
Frozen 14
INFORMATION TECHNOLOGY SPEC.
Shaw,Bryan Leavern
INFORMATION TECHNOLOGY SPEC.
Douglas,Berchel
Vendor Management Specialist
Gamble,Zack W
IT Specialist (Data Mgmt)
Killens,Barbara
Contact Specialist
Richardson,Cendoro C
Contact Specialist


Giles,Wilbur C
Chief Contracting Officer
Barbour,Helena C
Supvy Contract Specialist
Bullock,Niquwana M
Supvy Contract Specialist
Fripp,Elouise
Supvy Contract Specialist
Frozen 2
Administrative Support Special
Gray,Lydia
Supvy Contract Specialist
Hale,Dorothy L.
Supvy Contract Specialist
Palmer,La'Talya M
Supvy Contract Specialist
Robinson,Marsha L
Supvy Contract Specialist
Tibbs,Fatmata
Supvy Contract Specialist
Vacant 8
Supervisory Contract Specialis

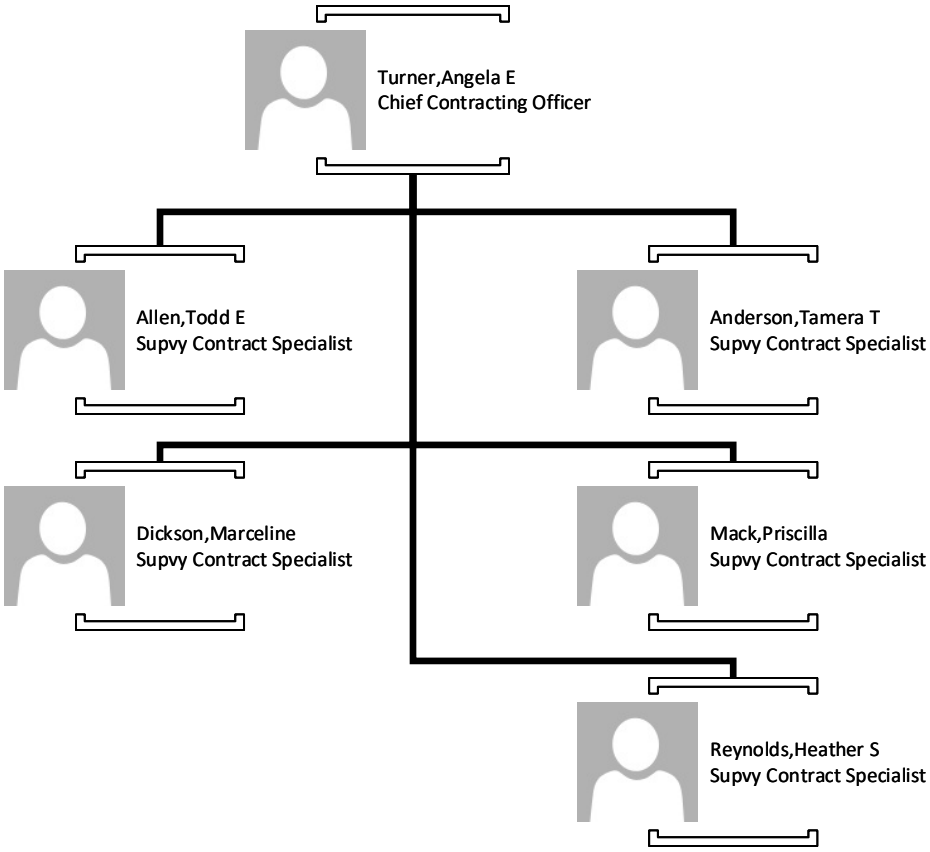

Robinson,Marsha L
Supvy Contract Specialist
Babajee,Atiqullah
Contract Specialist
CROWELL,BRIDGETTE A
Contract Specialist
Edwards,Derrick
Contract Specialist
Frozen 4
Contract Specialist
Howell,Sequoia
Contract Specialist

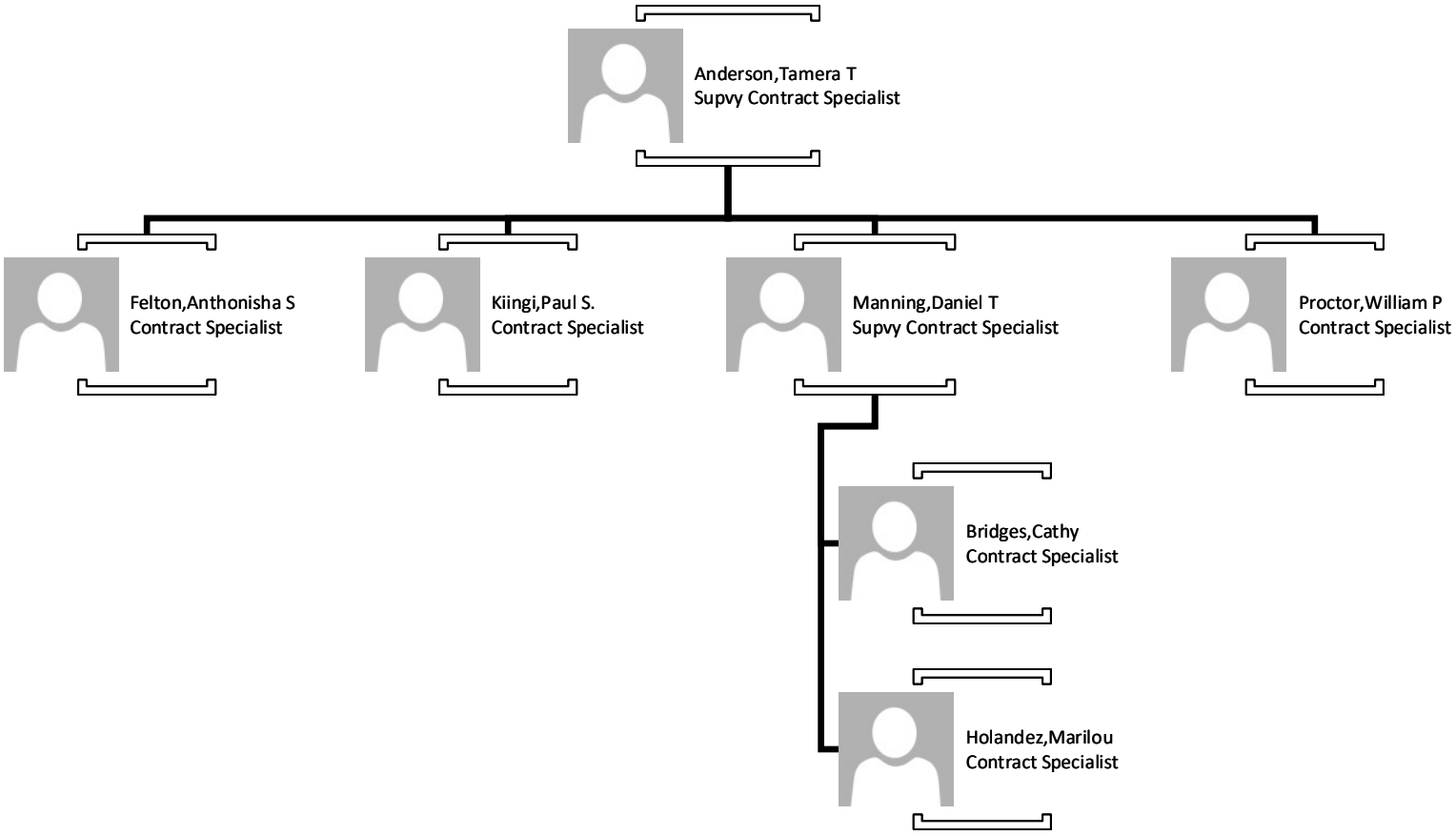

Hale,Dorothy L.
Supvy Contract Specialist
Bailey Delissaint,Monica
Contract Specialist
Gopaul,Ivone
CONTRACTS SPECIALIST
Miles,Jewell L
Contract Specialist
Withers,Renee
Contract Specialist

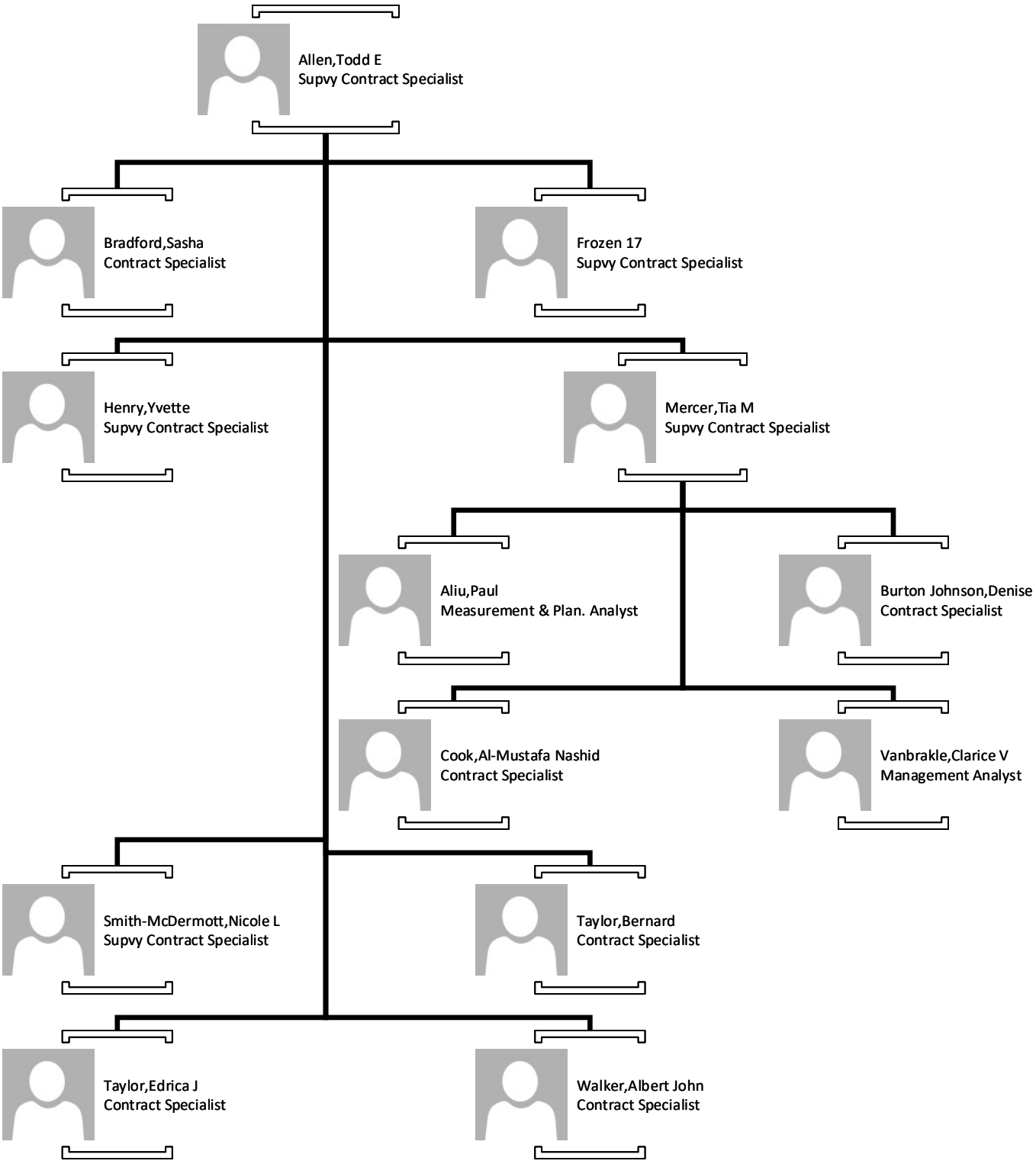

Tibbs,Fatmata
Supvy Contract Specialist
Frozen 18
Supvy Contract Specialist

Title	HHS-5	February 18, 2021

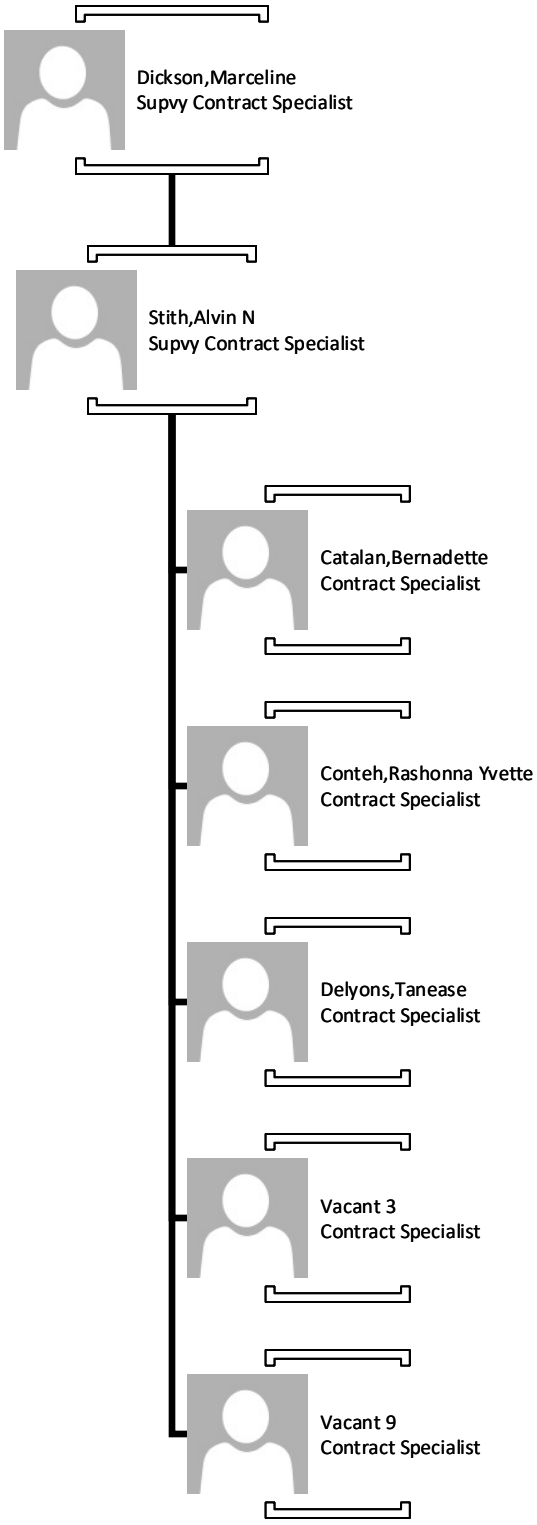



Turner,Angela E
Chief Contracting Officer
Allen,Todd E
Supvy Contract Specialist
Anderson,Tamera T
Supvy Contract Specialist
Dickson,Marceline
Supvy Contract Specialist
Mack,Priscilla
Supvy Contract Specialist
Reynolds,Heather S
Supvy Contract Specialist

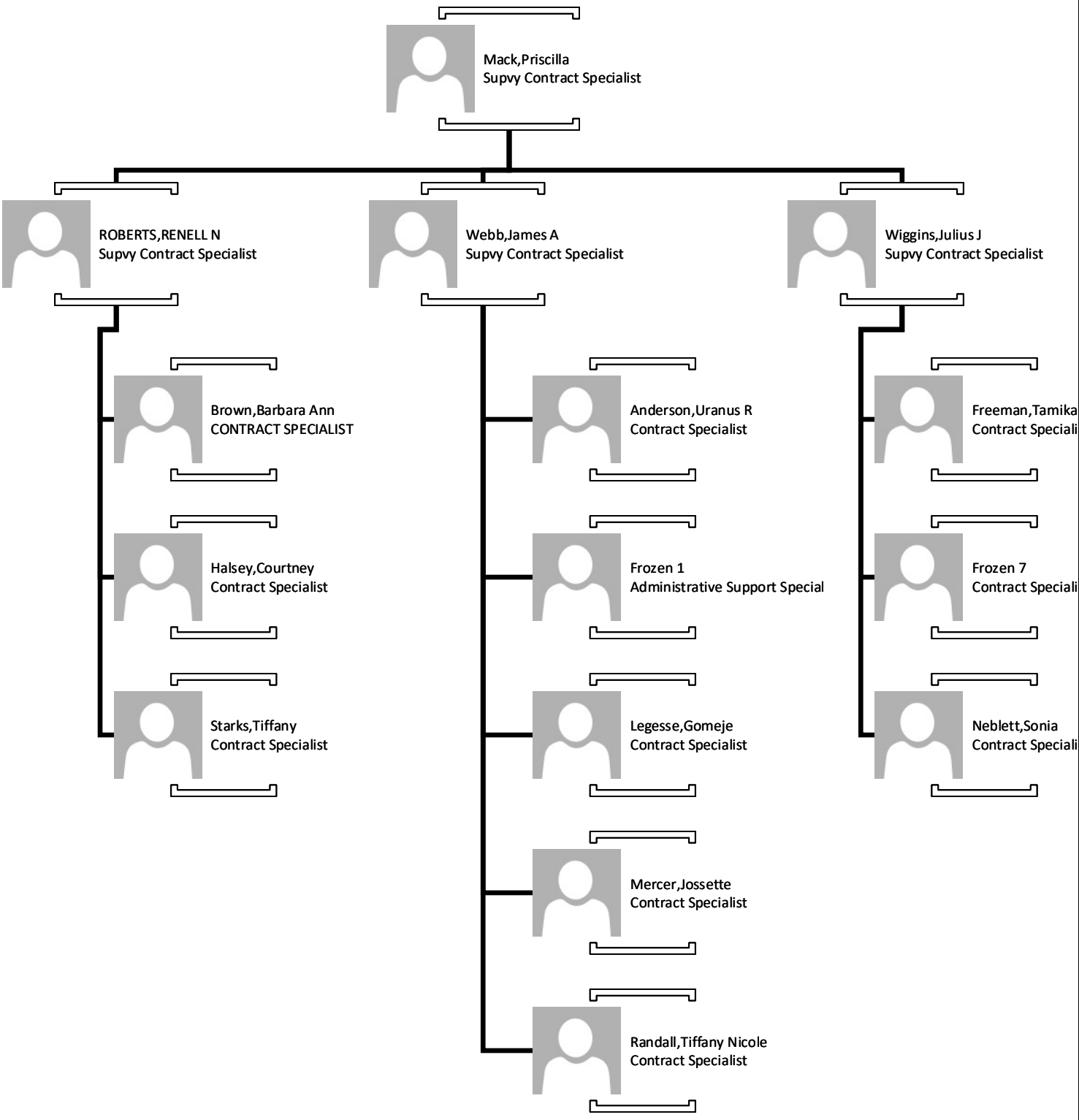

Anderson,Tamera T
Supvy Contract Specialist
Felton,Anthonisha S
Contract Specialist
Kiingi,Paul S.
Contract Specialist
Manning,Daniel T
Supvy Contract Specialist
Proctor,William P
Contract Specialist
Bridges,Cathy
Contract Specialist
Holandez,Marilou
Contract Specialist


Allen,Todd E
Supvy Contract Specialist
Bradford,Sasha
Contract Specialist
Frozen 17
Supvy Contract Specialist
Henry,Yvette
Supvy Contract Specialist
Mercer,Tia M
Supvy Contract Specialist
Aliu,Paul
Measurement & Plan. Analyst
Burton Johnson,Denise
Contract Specialist
Cook,Al-Mustafa Nashid
Contract Specialist
Vanbrakle,Clarice V
Management Analyst
Smith-McDermott,Nicole L
Supvy Contract Specialist
Taylor,Bernard
Contract Specialist
Taylor,Edrica J
Contract Specialist
Walker,Albert John
Contract Specialist

Title	GOV OPS 3	February 18, 2021



Title	GOV OPS- SIMPLIFIED	February 18, 2021



Office of Contracting and Procurement — Schedule A

Posn Nbr	Title	Name	Hire Date	Vac Stat	Salary	Fringe	Prgm Code	Activity
00074774	Procure. Integrity & Comp Ofcr	Abel,Nelson	8/31/98	F	$ 125,340.71	$ 27,324.27	8010	0100
00082546	Administrative Support Special	Alexander,Keyana	11/18/13	F	$ 60,851.00	$ 13,265.52	9010	0100
00016475	Contract Specialist	Alexander,Meredith Lynne	5/30/06	F	$ 92,554.00	$ 20,176.77	2010	0100
00083286	Measurement & Plan. Analyst	Aliu,Paul	7/15/14	F	$ 92,653.00	$ 20,198.35	8070	0100
00031518	Supvy Contract Specialist	Allen,Brenda	3/16/20	F	$ 143,000.00	$ 31,174.00	2010	0100
00083245	Supvy Contract Specialist	Allen,Todd E	5/18/15	F	$ 146,302.35	$ 31,893.91	2010	0100
00074953	Supvy Contract Specialist	Anderson,Tamera T	5/23/10	F	$ 124,125.30	$ 27,059.32	2010	0100
00075083	Contract Specialist	Anderson,Uranus R	11/5/90	F	$ 107,022.00	$ 23,330.80	2010	0100
00075168	Contract Specialist	Armwood,Bernetha S	11/29/85	F	$ 77,232.00	$ 16,836.58	2010	0100
00083287	Compliance Analyst	Asfaw,Zertihun H.	6/30/14	F	$ 92,653.00	$ 20,198.35	8010	0100
00077694	Chief Contracting Officer	Atkinson,Wendell O.	12/30/13	F	$ 173,138.88	$ 37,744.28	2010	0100
00020732	CONTRACT SPEC	Augustus,Ceasar Edward	1/13/14	F	$ 92,554.00	$ 20,176.77	2010	0100
00010777	Contract Specialist	Babajee,Atiqullah	11/12/19	F	$ 68,680.00	$ 14,972.24	2010	0100
00078052	Contract Specialist	Bailey Delissaint,Monica	2/6/17	F	$ 107,022.00	$ 23,330.80	2010	0100
00095258	Supvy Contract Specialist	Barbour,Helena C	9/26/88	F	$ 131,325.00	$ 28,628.85	2010	0100
00024348	Contract Specialist	Barrett White,Josephine L	10/27/08	F	$ 102,782.00	$ 22,406.48	2010	0100
00074954	Records Management Specialist	Bigelow,Jacqueline Annette	12/19/11	F	$ 90,292.00	$ 19,683.66	9020	0100
00083273	Contract Specialist	Blount,Willandria	8/25/14	F	$ 110,063.00	$ 23,993.73	2010	0100
00041984	ATTORNEY ADVISOR	Bonilla,William K	1/22/19	F	$ 113,481.00	$ 24,738.86	1060	0100
00009587	Contract Specialist	Boykin,Cora S	10/24/88	F	$ 116,145.00	$ 25,319.61	2010	0100
00097862	Contract Specialist	Bradford,Sasha	12/14/15	F	$ 107,022.00	$ 23,330.80	2010	0100
00075167	Contract Specialist	Brevard,Wanda A	4/29/85	F	$ 77,232.00	$ 16,836.58	2010	0100
00051333	Contract Specialist	Bridges,Cathy	8/29/99	F	$ 110,063.00	$ 23,993.73	2010	0100
00091417	Training Instructor	Brock,Eric P	5/26/09	F	$ 116,937.00	$ 25,492.27	7020	0100
00083471	Contract Specialist	Brooks,Keia D	8/6/07	F	$ 110,063.00	$ 23,993.73	2010	0100
00026506	Contract Specialist	Brown,Ashlee L	5/30/17	F	$ 89,997.00	$ 19,619.35	2010	0100
00025976	CONTRACT SPECIALIST	Brown,Barbara Ann	11/26/84	F	$ 102,782.00	$ 22,406.48	2010	0100
00083255	Supvy Contract Specialist	Bullock,Niquwana M	3/9/15	F	$ 111,339.91	$ 24,272.10	2010	0100
00005362	Contract Specialist	Burke,Derrick	8/25/14	F	$ 113,104.00	$ 24,656.67	2010	0100
00075173	Contract Specialist	Burton Johnson,Denise	12/7/87	F	$ 100,225.00	$ 21,849.05	2010	0100
00082052	Supervisory Contract Specialis	Busch,Emily	12/9/13	F	$ 139,322.69	$ 30,372.35	2010	0100
00091501	Contract Specialist	Butler,Donnetta	6/13/17	F	$ 100,940.00	$ 22,004.92	2010	0100
00075310	Property Disposal Specialist	Cadogan Jr.,Antonio Rafael	10/20/14	F	$ 104,569.00	$ 22,796.04	9010	0100
00074960	Measurements & Plan. Analyst	Carroll,Cana	12/11/17	F	$ 87,703.00	$ 19,119.25	8010	0100
00085762	Administrative Support Special	Carroll,Curtis	11/30/15	F	$ 57,587.00	$ 12,553.97	9020	0100
00075198	Contract Specialist	Catalan,Bernadette	7/8/19	F	$ 100,940.00	$ 22,004.92	2010	0100
00010917	PROGRAM ANALYST	Cephas,Gloria D	5/4/88	F	$ 105,339.00	$ 22,963.90	2010	0100
00010087	Contract Specialist	Champion,Tiffany	9/8/14	F	$ 113,104.00	$ 24,656.67	2010	0100
00092083	Contract Specialist	Chester,Ebony	10/17/16	F	$ 100,940.00	$ 22,004.92	2010	0100
00083259	Contract Specialist	Commer,Patricia	10/26/09	F	$ 89,997.00	$ 19,619.35	2010	0100
00010233	CONTRACT SPECIALIST	Concepcion,Janet C	11/12/13	F	$ 122,227.00	$ 26,645.49	2010	0100
00085898	Contract Specialist	Conteh,Rashonna Yvette	10/1/18	F	$ 92,554.00	$ 20,176.77	2010	0100
00008368	Contract Specialist	Cook,Al-Mustafa Nashid	12/11/06	F	$ 95,111.00	$ 20,734.20	2010	0100
00020787	Contract Specialist	CROWELL,BRIDGETTE A	1/22/19	F	$ 107,022.00	$ 23,330.80	2010	0100
00091483	Supvy Contract Specialist	Crump,Tracy A.	5/13/19	F	$ 118,450.00	$ 25,822.10	2010	0100
00015689	Contract Specialist	Curry,Tushrondra U	9/3/19	F	$ 60,522.00	$ 13,193.80	2010	0100
00074962	Supervisory IT Specialist	Dandu,Bhavani	3/21/16	F	$ 115,375.91	$ 25,151.95	8050	0100
00074883	IT Specialist (Data Mgmt)	Daniels,Olukunle	8/5/19	F	$ 78,487.00	$ 17,110.17	8050	0100
00082545	Administrative Support Special	Delcid,Jorge	11/16/15	F	$ 59,219.00	$ 12,909.74	9020	0100
00075200	Contract Specialist	Delyons,Tanease	4/21/14	F	$ 107,022.00	$ 23,330.80	2010	0100
00083250	Supvy Contract Specialist	Desper,Margaret T	10/27/08	F	$ 118,145.65	$ 25,755.75	2010	0100
00083292	IT Specialist (Data Mgmt)	Desta,Melehik G	2/4/19	F	$ 80,848.00	$ 17,624.86	8050	0100
00098979	Supvy Contract Specialist	Dickson,Marceline	9/28/20	F	$ 139,000.00	$ 30,302.00	2010	0100
00074897	Executive Assistant	Diggs,Kimberly M	3/25/13	F	$ 92,653.00	$ 20,198.35	1090	0100
00083418	Training Instructor	Dorn,D'Andre K	1/17/12	F	$ 123,577.00	$ 26,939.79	7020	0100
00074917	Property Disposal Specialist	Dorsey,Chante H	2/11/13	F	$ 113,002.00	$ 24,634.44	9010	0100
00083268	Contract Specialist	Dorsey,Jarad	6/27/16	F	$ 97,899.00	$ 21,341.98	2010	0100
00043641	Vendor Management Specialist	Douglas,Berchel	12/3/15	F	$ 63,498.00	$ 13,842.56	2010	0100
00074959	Contract Specialist	Edwards,Derrick	8/21/17	F	$ 107,022.00	$ 23,330.80	2010	0100
00082564	PROPERTY DISPOSAL OFFICER	Evans,Darrick Antonio	4/9/12	F	$ 117,741.05	$ 25,667.55	9010	0100
00083260	Contract Specialist	Felton,Anthonisha S	7/28/14	F	$ 110,063.00	$ 23,993.73	2010	0100
00023957	Contract Specialist	Freeman,Tamika L	12/30/02	F	$ 82,326.00	$ 17,947.07	2010	0100
00083248	Supvy Contract Specialist	Fripp,Elouise	3/21/16	F	$ 116,390.00	$ 25,373.02	2010	0100
00074957	IT Specialist (Data Mgmt)	Gamble,Zack W	3/27/12	F	$ 97,375.00	$ 21,227.75	8050	0100
00000258	Chief Contracting Officer	Giles,Wilbur C	10/17/16	F	$ 167,187.23	$ 36,446.82	2010	0100
00027026	Freedom of Information Spec	Givens,Linda	5/20/13	F	$ 97,668.00	$ 21,291.62	1060	0100
00019347	CONTRACTS SPECIALIST	Gopaul,Ivone	10/31/16	F	$ 113,104.00	$ 24,656.67	2010	0100
00075306	Contract Specialist	Gordon,Emaniece	3/11/13	F	$ 110,063.00	$ 23,993.73	2010	0100
00082341	Contract Specialist	Gordon,Eric L	2/20/07	F	$ 89,997.00	$ 19,619.35	2010	0100

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00077834	Chief Learning Officer	Gragan,David Patrick	3/4/19	F	$ 185,960.32	$ 40,539.35	7020	0100
00083251	Supvy Contract Specialist	Gray,Lydia	1/9/17	F	$ 113,300.00	$ 24,699.40	2010	0100
00074964	Support Services Specialist	Gross,Latrina Denise	10/1/97	F	$ 85,570.00	$ 18,654.26	9010	0100
00075342	Supvy Contract Specialist	Hale,Dorothy L.	12/30/13	F	$ 139,322.69	$ 30,372.35	2010	0100
00042313	Contract Specialist	Halsey,Courtney	11/5/12	F	$ 66,542.00	$ 14,506.16	2010	0100
00013682	Deputy Chief Procurement Offic	Hapeman,Nancy Kay	1/6/85	F	$ 192,205.80	$ 41,900.86	2010	0100
00041842	ATTORNEY ADVISOR	Harrington,Jody M	4/19/04	F	$ 153,832.02	$ 33,535.38	1060	0100
00074915	Contract Specialist	Harris,Yvonne W	4/12/89	F	$ 89,997.00	$ 19,619.35	2010	0100
00074893	Procurement Analyst	Harrison-Samuels,Tornia Denis	2/23/04	F	$ 113,002.00	$ 24,634.44	2055	0100
00075353	Contract Specialist	Hayes,Dwight D	11/17/82	F	$ 113,104.00	$ 24,656.67	2010	0100
00083261	Contract Specialist	Hembry,Kiara Lauren	3/16/20	F	$ 94,858.00	$ 20,679.04	2010	0100
00078144	Executive Assistant	Henderson-Neblett,Treva C	8/25/14	F	$ 85,570.00	$ 18,654.26	2010	0100
00084846	Human Resources Officer	Henry,Robin E	2/3/20	F	$ 140,000.00	$ 30,520.00	8070	0100
00083247	Supvy Contract Specialist	Henry,Yvette	3/25/91	F	$ 121,793.33	$ 26,550.95	2010	0100
00083289	Contract Specialist	Henson,DeAndre A	4/28/14	F	$ 75,094.00	$ 16,370.49	8030	0100
00082538	Supvy Contract Specialist	Hessler,Carol Anne	3/30/20	F	$ 143,000.00	$ 31,174.00	2010	0100
00046446	Contract Specialist	Holandez,Marilou	12/26/17	F	$ 95,111.00	$ 20,734.20	2010	0100
00091408	Contract Specialist	Howard,Vallarie M	7/5/82	F	$ 113,104.00	$ 24,656.67	2010	0100
00035313	Contract Specialist	Howell,Sequoia	4/15/19	F	$ 84,883.00	$ 18,504.49	2010	0100
00082540	Supvy Contract Specialist	Howerton,Yvonne	11/13/18	F	$ 133,900.00	$ 29,190.20	2010	0100
00083254	Supvy Contract Specialist	Hunter,Tyranny A	8/25/14	F	$ 107,841.48	$ 23,509.44	2010	0100
00077693	Contract Specialist	Jabarkhil,Fahim	12/23/19	F	$ 92,554.00	$ 20,176.77	2010	0100
00074916	Property Disposal Specialist	Jackson,Donald	10/4/04	F	$ 90,292.00	$ 19,683.66	9010	0100
00004207	Human Resources Manager	Johnson,Andrea	2/18/20	F	$ 127,500.00	$ 27,795.00	8060	0100
00017117	Contract Specialist	Johnson,Georgette	6/30/14	F	$ 103,981.00	$ 22,667.86	2010	0100
00008784	CONTRACT SPECIALIST	Johnson,Jeralyn L	12/9/85	F	$ 122,227.00	$ 26,645.49	2010	0100
00074887	Contract Specialist	Johnson,Regina R	10/20/14	F	$ 92,554.00	$ 20,176.77	2010	0100
00083282	Contract Specialist	Johnson,Tyree C	5/19/14	F	$ 92,554.00	$ 20,176.77	2010	0100
00025167	Contract Specialist	JONES,DAMION C	6/15/15	F	$ 84,883.00	$ 18,504.49	2010	0100
00033858	Contract Specialist	Jones,Peter	6/4/12	F	$ 113,104.00	$ 24,656.67	2010	0100
00082543	Contract Specialist	Kakar,Mustafa	9/7/17	F	$ 84,883.00	$ 18,504.49	2010	0100
00074903	Contract Specialist	Kern,Peter	4/12/99	F	$ 105,339.00	$ 22,963.90	2010	0100
00075172	Contract Specialist	Kiingi,Paul S.	1/13/14	F	$ 89,997.00	$ 19,619.35	2010	0100
00075308	Contact Specialist	Killens,Barbara	9/9/13	F	$ 67,578.00	$ 14,732.00	8030	0100
00083533	ATTORNEY ADVISOR	Koslosky,Daniel Ryan	2/4/13	F	$ 134,103.00	$ 29,234.45	1060	0100
00045055	Contract Specialist	Lancion,Evelyn	5/16/16	F	$ 92,554.00	$ 20,176.77	2010	0100
00010331	Supvy Contract Specialist	Lattimore,Courtney B	2/6/06	F	$ 164,200.91	$ 35,795.80	2010	0100
00075169	Contract Specialist	Legesse,Gomeje	8/1/11	F	$ 97,668.00	$ 21,291.62	2010	0100
00084847	Supervisory Public Affairs Spc	Leihgeber-Carpenter,Cody A	5/28/19	F	$ 126,000.00	$ 27,468.00	8030	0100
00074963	PROPERTY DISPOSAL OFFICER	Lewis,Ryan Blair	11/7/11	F	$ 118,884.17	$ 25,916.75	9010	0100
00004785	Supvy Contract Specialist	Mack,Priscilla	2/11/13	F	$ 143,077.61	$ 31,190.92	2010	0100
00019817	Contract Specialist	Malone,Franklyn	8/6/07	F	$ 113,104.00	$ 24,656.67	2010	0100
00074775	Asst. Director for Business Re	Manassa,Marvin	7/7/08	F	$ 171,058.96	$ 37,290.85	9010	0100
00095032	Supvy Contract Specialist	Manning,Daniel T	1/22/18	F	$ 118,450.00	$ 25,822.10	2010	0100
00083266	Contract Specialist	Mayo,Dawn A	3/25/13	F	$ 107,022.00	$ 23,330.80	2010	0100
00082522	Contract Specialist	McDonald,Yolanda D	9/6/16	F	$ 56,994.00	$ 12,424.69	2010	0100
00077692	Contract Specialist	Mercer,Jossette	7/6/98	F	$ 105,339.00	$ 22,963.90	2010	0100
00092084	Supvy Contract Specialist	Mercer,Tia M	2/22/09	F	$ 117,031.06	$ 25,512.77	2010	0100
00075171	Contract Specialist	Meriwether,Rhonda F	10/2/06	F	$ 97,668.00	$ 21,291.62	2010	0100
00077695	Contract Specialist	Miles,Jewell L	4/18/17	F	$ 97,899.00	$ 21,341.98	2010	0100
00075084	Contract Specialist	Miles,Trayshawn Juanita	10/22/12	F	$ 72,956.00	$ 15,904.41	2010	0100
00025276	CONTRACTS SPECIALIST	Mirabile,Jeanne M	3/24/14	F	$ 113,104.00	$ 24,656.67	2010	0100
00099473	Contract Specialist	Moges,Sosina	3/16/20	F	$ 97,899.00	$ 21,341.98	2010	0100
00082544	Contract Specialist	Molley,April	10/15/19	F	$ 84,883.00	$ 18,504.49	2010	0100
00091482	Contract Specialist	Morton,Benjamin	12/23/19	F	$ 119,295.00	$ 26,006.31	2010	0100
00074901	Contract Specialist	Neblett,Sonia	3/16/09	F	$ 107,022.00	$ 23,330.80	2010	0100
00010521	Contract Specialist	Nelson,Ruby	4/20/80	F	$ 97,668.00	$ 21,291.62	2010	0100
00075546	Supvy Contract Specialist	Nicholson,Marketa	4/4/16	F	$ 113,300.00	$ 24,699.40	2010	0100
00083257	Supvy Contract Specialist	Niestrath,Marie	7/28/14	F	$ 122,184.41	$ 26,636.20	2010	0100
00091410	Supvy Contract Specialist	Nixon,Tonia	8/7/17	F	$ 129,848.75	$ 28,307.03	2010	0100
00074961	Management Analyst	Nwagbara,Daniel	3/23/15	F	$ 90,514.00	$ 19,732.05	8010	0100
00022194	Supvy Contract Specialist	O'Donnell,Kara A.	12/11/17	F	$ 118,450.00	$ 25,822.10	2010	0100
00021157	Contract Specialist	Onochie,Natasha	2/21/17	F	$ 92,554.00	$ 20,176.77	2010	0100
00009588	Chief Contracting Officer	Owens,Richard Terrence	10/1/18	F	$ 152,337.00	$ 33,209.47	2010	0100
00051017	Contract Specialist	Paddyfote,Kalvin D	9/22/14	F	$ 110,063.00	$ 23,993.73	2010	0100
00082537	Supvy Contract Specialist	Palmer,La'Talya M	3/10/14	F	$ 130,208.30	$ 28,385.41	2010	0100
00078116	Supvy Contract Specialist	Platek,Margaret	10/20/14	F	$ 146,085.93	$ 31,846.73	2010	0100
00091411	Program Analyst	Postell,Jennifer D.	6/3/13	F	$ 83,209.00	$ 18,139.56	2010	0100
00046670	Contract Specialist	Proctor,William P	9/14/98	F	$ 103,981.00	$ 22,667.86	2010	0100

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00077691	Contract Specialist	Randall,Tiffany Nicole	9/24/12	F	$ 60,522.00	$ 13,193.80	2010	0100
00084822	SUPERVISOR ATTORNEY ADVISOR	Regan,Jeremiah	12/15/14	F	$ 155,038.29	$ 33,798.35	1060	0100
00074905	Supvy Contract Specialist	Reynolds,Heather S	6/4/12	F	$ 118,139.54	$ 25,754.42	2010	0100
00034912	Business Advisory Center Manag	Rice,Benidia	9/22/03	F	$ 145,000.00	$ 31,610.00	2010	0100
00097859	Contract Specialist	Rich,Victory J.	2/25/13	F	$ 107,022.00	$ 23,330.80	2010	0100
00074882	Contact Specialist	Richardson,Cendoro C	12/19/11	F	$ 65,814.00	$ 14,347.45	8030	0100
00083278	Measurements & Plan. Analyst	Richey,Noel H	12/27/16	F	$ 101,758.00	$ 22,183.24	9010	0100
00077362	Contract Specialist	Roane,Jake C	1/25/16	F	$ 89,997.00	$ 19,619.35	2010	0100
00082541	Supvy Contract Specialist	ROBERTS,RENELL N	9/30/19	F	$ 113,300.00	$ 24,699.40	2010	0100
00030298	Supvy Contract Specialist	Robinson,Marsha L	10/9/01	F	$ 139,126.83	$ 30,329.65	2010	0100
00074952	Management Liaison Specialist	Rodriguez,Ernesto	1/22/08	F	$ 113,002.00	$ 24,634.44	8060	0100
00074879	Purchase Card Program Officer	Rojas,Rosalia V	8/30/99	F	$ 130,217.00	$ 28,387.31	2055	0100
00074878	Contract Specialist	Royal,Joell Deborah	6/12/17	F	$ 72,956.00	$ 15,904.41	2010	0100
00048203	Contract Specialist	Safi,Abdul	12/27/16	F	$ 107,022.00	$ 23,330.80	2010	0100
00036794	Dir Contracting & Procurement	Schutter,George A	5/13/15	F	$ 218,021.56	$ 47,528.70	1090	0100
00083285	Measurement & Plan. Analyst	Scott,Jesse	6/23/14	F	$ 87,931.00	$ 19,168.96	8070	0100
00042302	Chief Operating Officer	Scott,Marc A	9/8/14	F	$ 166,860.00	$ 36,375.48	8020	0100
00100097	Supervisory Contract Specialis	Shamloo,Shaivard Ahmad	7/7/14	F	$ 121,115.77	$ 26,403.24	2010	0100
00074880	Contract Specialist	Shannag,Mutasem	11/25/19	F	$ 97,899.00	$ 21,341.98	2010	0100
00084845	Chief Contracting Officer	Sharp Jr.,William E	9/22/15	F	$ 185,961.85	$ 40,539.68	2010	0100
00074956	INFORMATION TECHNOLOGY SPE	Shaw,Bryan Leavern	11/17/14	F	$ 98,947.00	$ 21,570.45	8050	0100
00015236	Contract Specialist	Shields,Tracy	10/15/19	F	$ 97,668.00	$ 21,291.62	2010	0100
00075311	Special Assistant	Shy,Khalid Malik	12/14/15	F	$ 85,570.00	$ 18,654.26	8060	0100
00011009	Contract Specialist	Smith,Adele E	8/22/83	F	$ 119,186.00	$ 25,982.55	2010	0100
00083258	Contract Specialist	Smith,Yolanda	9/4/18	F	$ 107,022.15	$ 23,330.83	2010	0100
00083249	Supvy Contract Specialist	Smith-McDermott,Nicole L	5/15/14	F	$ 110,313.00	$ 24,048.23	2010	0100
00074772	Management Liaison Specialist	Sommons,Tammie	11/27/17	F	$ 83,209.00	$ 18,139.56	8060	0100
00017732	CONTRACT SPECIALIST	Squire Jr.,Sherman L.	9/23/13	F	$ 92,554.00	$ 20,176.77	2010	0100
00074946	Contract Specialist	Starks,Tiffany	7/28/14	F	$ 89,997.00	$ 19,619.35	2010	0100
00013336	CONTRACT SPEC	Starwood,Tonya N	9/8/93	F	$ 102,782.00	$ 22,406.48	2010	0100
00074891	Supervisory Procurement Compli	Steele,Ngina M	12/2/13	F	$ 122,042.00	$ 26,605.16	8010	0100
00048212	Supvy Contract Specialist	Stith,Alvin N	11/13/06	F	$ 119,705.09	$ 26,095.71	2010	0100
00002479	Contract Specialist	Taylor,Bernard	4/3/17	F	$ 87,440.00	$ 19,061.92	2010	0100
00075247	Contract Specialist	Taylor,Edrica J	6/10/19	F	$ 97,899.00	$ 21,341.98	2010	0100
00041841	SUPERVISORY ATTORNEY ADVISO	Taylor,Keysha	1/22/19	F	$ 183,340.00	$ 39,968.12	1060	0100
00094051	Ombudsman	Teague,William Peter	8/26/13	F	$ 123,296.26	$ 26,878.58	8020	0100
00045560	Supvy Contract Specialist	Tibbs,Fatmata	5/15/17	F	$ 150,468.51	$ 32,802.14	2010	0100
00042312	Contract Specialist	Timmons,Joyce C	7/7/99	F	$ 102,782.00	$ 22,406.48	2010	0100
00010903	Chief Contracting Officer	Turner,Angela E	3/13/89	F	$ 176,385.23	$ 38,451.98	2010	0100
00038819	Management Analyst	Vanbrakle,Clarice V	7/13/93	F	$ 97,668.00	$ 21,291.62	2010	0100
00095259	Contract Specialist	Vargas,Laura	9/30/19	F	$ 103,981.00	$ 22,667.86	2010	0100
00097861	Contract Specialist	Walker,Albert John	2/6/17	F	$ 95,111.00	$ 20,734.20	2010	0100
00083252	Supvy Contract Specialist	Wallington,Kenneth	6/30/14	F	$ 130,000.00	$ 28,340.00	2010	0100
00091416	Contract Specialist	Washington,Warren C	1/14/13	F	$ 107,022.00	$ 23,330.80	2010	0100
00083263	Contract Specialist	Watson,Neal A	11/26/07	F	$ 110,063.00	$ 23,993.73	2010	0100
00074965	Support Services Specialist	Watson,Shari	11/17/14	F	$ 92,653.00	$ 20,198.35	9020	0100
00083262	Contract Specialist	Weaver Thomas,Constance M	5/22/90	F	$ 122,227.00	$ 26,645.49	2010	0100
00075438	Supvy Contract Specialist	Webb,James A	4/8/13	F	$ 124,046.54	$ 27,042.15	2010	0100
00016313	CONTRACTS SPECIALIST	Wells,Denise Jacqueline	8/13/01	F	$ 113,104.00	$ 24,656.67	2010	0100
00031516	Supvy Contract Specialist	White,Deborah J	2/27/12	F	$ 120,019.65	$ 26,164.28	2010	0100
00000761	Chief Contracting Officer	White,Derrick D	11/7/11	F	$ 162,932.74	$ 35,519.34	2010	0100
00074951	Compliance Analyst	White,Robin E	12/6/10	F	$ 90,292.00	$ 19,683.66	8010	0100
00082542	Supvy Contract Specialist	Whitley Sr.,Reginald C	8/21/17	F	$ 135,264.75	$ 29,487.72	2010	0100
00083256	Supvy Contract Specialist	Wiggins,Julius J	11/26/18	F	$ 109,180.00	$ 23,801.24	2010	0100
00074955	Business Operations Manager	Williams,Rachel Y	2/20/18	F	$ 125,000.00	$ 27,250.00	8030	0100
00051169	Contract Specialist	Williams,Tracy	11/13/06	F	$ 107,022.00	$ 23,330.80	2010	0100
00082539	Supvy Contract Specialist	Wishod,Steven H	1/27/14	F	$ 162,192.78	$ 35,358.03	2010	0100
00074900	Contract Specialist	Withers,Renee	2/7/05	F	$ 107,022.00	$ 23,330.80	2010	0100
00007917	Contract Specialist	Worthey,Khareem	11/12/19	F	$ 72,956.00	$ 15,904.41	2010	0100
00098981	Contract Specialist	Wright,Alisha M	12/2/13	F	$ 100,940.00	$ 22,004.92	2010	0100
00082355	Training Specialist	Wright,Jamaal R	7/22/19	F	$ 96,136.00	$ 20,957.65	7020	0100
00020461	Supvy Contract Specialist	Yi,Chi Hui	9/16/19	F	$ 139,050.00	$ 30,312.90	2010	0100
00074894	Contract Specialist	Young,Leslie	11/19/12	F	$ 84,883.00	$ 18,504.49	2010	0100
00035529	Contract Specialist	Young,Rebecca Y	3/11/81	F	$ 116,145.00	$ 25,319.61	2010	0100
00016638	Chief Project Officer	Yuckenberg,Jason A	5/22/06	F	$ 185,960.90	$ 40,539.48	2010	0100
00002177	CONTRACTS SPECIALIST			V	$ 94,858.00	$ 20,679.04	2010	0100
00006768	Contract Specialist			V	$ 82,326.00	$ 17,947.07	2010	0100
00009209	Contract Specialist			V	$ 66,542.00	$ 14,506.16	2010	0100
00010483	Supvy Contract Specialist			V	$ 129,411.00	$ 28,211.60	2010	0100

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00010707	Administrative Support Special			V	$ 61,521.00	$ 13,411.58	2010	0100
00015458	Measurement & Plan. Analyst			V	$ 76,126.00	$ 16,595.47	2010	0100
00021491	Administrative Support Special			V	$ 61,521.00	$ 13,411.58	2010	0100
00024259	Contract Specialist			V	$ 66,542.00	$ 14,506.16	2010	0100
00024262	Contract Specialist			V	$ 66,542.00	$ 14,506.16	2010	0100
00030940	CONTRACT SPECIALIST			V	$ 94,858.00	$ 20,679.04	2010	0100
00030970	Human Resources Specialist			V	$ 76,126.00	$ 16,595.47	2010	0100
00034684	Supervisory Contract Specialis			V	$ 143,646.00	$ 31,314.83	8020	0100
00071529	Chief Information Officer			V	$ 159,396.00	$ 34,748.33	8050	0100
00074881	Contract Specialist			V	$ 94,858.00	$ 20,679.04	8030	0100
00074896	Public Affairs Specialist			V	$ 76,126.00	$ 16,595.47	8020	0100
00075170	Contract Specialist			V	$ 82,326.00	$ 17,947.07	2010	0100
00075199	Measurement & Plan. Analyst			V	$ 76,126.00	$ 16,595.47	2010	0100
00075299	Human Resources Specialist			V	$ 76,126.00	$ 16,595.47	8060	0100
00083246	Supvy Contract Specialist			V	$ 129,411.00	$ 28,211.60	2010	0100
00083253	Contract Specialist			V	$ 94,858.00	$ 20,679.04	2010	0100
00083275	Contract Specialist			V	$ 82,326.00	$ 17,947.07	2010	0100
00083283	Public Affairs Specialist			V	$ 87,703.00	$ 19,119.25	8020	0100
00083288	Training Specialist			V	$ 87,703.00	$ 19,119.25	7020	0100
00083291	INFORMATION TECHNOLOGY SPEC.			V	$ 87,703.00	$ 19,119.25	8050	0100
00083421	Training Specialist			V	$ 61,521.00	$ 13,411.58	7020	0100
00085531	Performance Management Officer			V	$ 143,646.00	$ 31,314.83	8020	0100
00085773	Administrative Support Special			V	$ 61,521.00	$ 13,411.58	9010	0100
00085773	Administrative Support Special			V	$ 61,521.00	$ 13,411.58	9020	0100
00091409	Contract Specialist			V	$ 94,858.00	$ 20,679.04	2010	0100
00093254	Supvy Contract Specialist			V	$ 129,411.00	$ 28,211.60	2010	0100
00098980	Supvy Contract Specialist			V	$ 129,411.00	$ 28,211.60	2010	0100
00098982	Supvy Contract Specialist			V	$ 129,411.00	$ 28,211.60	2010	0100

Agency	ID	L. Name	F. Name	Grade	Position	Step	State	Zip Code	Department ID	Department	Salary Schedule	Location	Service Type	FLSA	Email	Union Description	Union Code	Standard Hours	Position2
Contracting and Procurement	00111851	Worthey	Kareem	12	Contract Specialist	11	VA	22042	PO10000000	Off Contracting & Procurement	DS	One Judiciary Square	Career Service - Reg Appt	Exempt	kareem.worthey@dc.gov		AAI	40.00	Polling Site Coordinator
Contracting and Procurement	00081417	Scott	Jesse	12	Measurement & Plan. Analyst	6	DC	20011	PO10000000	Off Contracting & Procurement	DS	One Judiciary Square	Career Service - Reg Appt	Exempt	jesse.scott@dc.gov	CH11	XAA	40.00	Voter Assist Clerk
Contracting and Procurement	00083694	Johnson	Regina	12	Contract Specialist	5	DC	20019	PO10000000	Off Contracting & Procurement	DS	One Judiciary Square	Career Service - Reg Appt	Exempt	regina.johnson@dc.gov	C1	AAI	40.00	Voter Assist Clerk
Contracting and Procurement	00070704	Miles	Trayshawn	11	Contract Specialist	4	DC	20019	PO10000000	Off Contracting & Procurement	DS	One Judiciary Square	Career Service - Reg Appt	Exempt	trayshawn.miles@dc.gov	C1	AAI	40.00	Registration Clerk
Contracting and Procurement	00021819	Harris	Yvonne	12	Contract Specialist	3	MD	20772	PO10000000	Off Contracting & Procurement	DS	One Judiciary Square	Career Service - Reg Appt	Exempt	yvonne.harris@dc.gov	C1	AAI	40.00	Registration Clerk
Contracting and Procurement	00081518	Asfaw	Zertihum	12	Compliance Analyst	8	VA	22193	PO10000000	Off Contracting & Procurement	DS	One Judiciary Square	Career Service - Reg Appt	Exempt	zertihun.asfaw@dc.gov	CH11	XAA	40.00	Registration Clerk
Contracting and Procurement	00064237	White	Robin	12	Compliance Analyst	7	DC	20018	PO10000000	Off Contracting & Procurement	DS	One Judiciary Square	Career Service - Reg Appt	Exempt	robin.white@dc.gov	CH11	XAA	40.00	Registration Clerk
Contracting and Procurement	00059039	Commer	Patricia	12		4	DC	20019	PO10000000	Off Contracting & Procurement	DS	One Judiciary Square	Career Service - Reg Appt	Exempt	Patricia.commer@dc.gov	C1	AAI	40.00	Voter Assist Clerk

Mobile Number	OCP Employee
202.689.5562	Abdul Safi
202.450.0386	Adele Smith
202.430.1165	Albert Walker
202.738.7264	Alisha Wright
202.805.4285	Andrea Johnson
202.409.0195	Angela Turner
202.657.9415	Anthonisha Felton
202.480.0512	Antonio Cadogan
202.738.7572	Barbara Brown
202.734.2655	Barry Booker
202.567.1290	Benidia Rice
202.657.9391	Berchel Douglas
202.805.0605	Bernard Taylor
202.738.6017	Bhavani Dandu
202.497.6419	Brandon Sellman
202.251.2780	Brenda Allen
202.320.3519	Bryan Shaw
202.734.2592	Cana Carroll
202.689.5745	Carol Hessler
202.497.6453	Ceasar Augustus
202.256.0256	Chante Dorsey
202.596.0885	Chris Yi
202.738.8658	Clarice Vanbrakle
202.805.2000	Cody Leihgeber-Carpenter
202.734.1972	Constance Weaver-Thomas
202.734.2585	Cora Boykins
202.907.7143	Courtney Halsey
202.306.3474	Courtney Halsey
202.215.5994	Courtney Lattimore
202.805.1194	Crump Tracy
202.258.8980	Curtis Carroll
202.230.3614	Damion Jones
202.734.2227	Daniel Nwagbara
202.805.1429	Danielle Chollette
202.294.3696	Darrick Evans
202.251.1764	David Gragan
202.430.3823	Dawn Mayo
202.285.4306	Deandre Dorn
202.255.4294	Deandre Henson
202.409.0183	Deborah White
202.215.5267	Denise Robinson
202.657.8828	Denise Wells
202.669.9423	Derrick Burke

202.297.8318	Derrick White
202.409.0209	Donald Jackson
202.306.2198	Dorothy Hale
202.567.1649	Dwight Hayes
202.251.7798	Ebony Chester
202.738.6149	Edrica Taylor
202.805.1794	Elouise Fripp
202.431.3172	Emily Busch
202.375.9065	Emmaniece Gordon
202.430.0884	Eric Brock
202.409.0201	Ernesto Rodriguez
202.450.9839	Fatmata A. Tibbs
202.306.1198	Franklyn Malone
202.669.8297	George Schutter
202.657.9316	Gloria Cephas
202.497.6447	Gome Legesse
202.256.3872	Heather Reynolds
202.497.6415	Helena Barbour
202.215.0360	Jacqueline Bigelow
202.734.2617	Jake Roane
202.320.7093	Jalania Gaines
202.805.3444	Jamaal Wright
202.567.1217	James Webb
202.360.3712	Jason Yuckenberg
202.420.0003	Jennifer Postell
202.285.6210	Jeremiah Reagan
202.734.2754	Jesse Scott
202.805.0463	Jewel Miles
202.734.2456	Jody Harrington
202.103.7504	Johnson Georgette
202.734.2770	Jorge "Jesse" Delcid
202.731.9679	Josette Mercer
202.497.6441	Julius Wiggins
202.441.9820	Kara O'donnell
202.738.8537	Keia Brooks
202.679.0686	Kenneth Wallington
202.306.9101	Keyana Alexander
202.731.1117	Keysha Taylor
202.734.1739	Kiana Royster
202.255.1872	Kimberly Diggs
202.430.8550	Latalya Palmer
202.215.6698	Latrina Gross
202.805.3068	Laura Vargas
202.805.3433	Leslie Young

202.657.8283	Lydia Gray
202.251.7243	Malik Shy
202.430.8227	Marc Scott
202.409.0199	Marceline Dickson
202.738.6106	Margaret Desper
202.450.8892	Marie Niestrath
202.497.6399	Marilou Holandez
202.834.9403	Marketa Nicholson
202.734.1829	Marsha Robinson
202.487.3807	Marvin Manassa
202.731.0269	Melehik Desta
202.805.1622	Mutasem Shannag
202.497.6411	Nancy Hapeman
202.412.9406	Nelson Abel
202.567.1874	Ngina Steele
202.215.0876	Nicole Smith-McDermott
202.689.5699	Nicole Starwood
202.480.6693	Niquwana Bullock
202.805.0257	Noel Richey
202.657.8830	Ololade Olakanmi
202.734.2637	Paul Aliu
202.256.6834	Paul Kiingi
202.689.5953	Pete Teague
202.734.2751	Peter Jones
202.251.3668	Priscilla Mack
202.805.1484	Rachel Williams
202.805.0176	Rebecca Young
202.805.0327	Rebeka Hailu
202.450.9511	Regina Johnson
202.657.8414	Reginald Whitley
202.821.2587	Renee Withers
202.805.3431	Renell Roberts
202.657.8410	Rhonda Meriwether
202.805.3349	Rich Victory
202.657.8504	Richard Owens
202.805.3249	Robin Henry
202.306.5831	Robin White
202.497.6417	Rosalia Rojas
202.256.3496	Ruby Nelson
202.669.9363	Ryan Kosolosky
202.320.7385	Ryan Lewis
202.215.6690	Sasha Bradford
202.734.2502	Shaivard Shamloo
202.441.7093	Shari Watson

202.409.0175	Sonia Neblett
202.684.5950	Steven Wishod
202.674.8437	Stith Alvin
202.256.2556	Tamika Freeman
202.549.3810	Tammie Sommons
202.320.7963	Tanja Boney
202.805.3480	Tejaswini Srinivas
202.256.5947	Tennelle Williams
202.657.9868	Tia Mercer
202.430.0802	Tiffany Champion
202.657.8427	Tiffany Randall
202.288.7286	Tiffany Starks
202.669.8269	Todd Allen
202.603.8734	Tonia Nixon
202.450.0814	Tornia Harrison
202.738.6346	Tracy Williams
202.441.9158	Treva Henderson-Neblett
202.450.9073	Tyranny Hunter
202.430.9387	Tyree Johnson
202.215.8742	Uranus Anderson
202.689.5087	Warren Washington
202.731.0757	Wendell Atkinson
202.306.9070	Wilbur Giles
202.430.7588	Willandria Blount
202.430.7560	William Bonilla
202.480.4436	William Sharp
202.538.2591	Yvette Henry
202.306.5123	Yvonne Gopaul
202.734.2573	Yvonne Harris
202.255.1249	Yvonne Howerton
202.497.6431	Zack Gamble
202.734.1758	Zertihun Asfaw

OFFICE OF CONTRACTING & PROCUREMENT

ASSET NUMBER	YEAR	MAKE	MODEL	Assigned To	Assignment Location
62-12187	1999	INTERNATIONAL	20' BOX TRUCK	OCP-Surplus Property Division	2100 Adams Place, NE
62-13205	2019	TOYOTA	TACOMA	OCP-Surplus Property Division	2100 Adams Place, NE
62-10181	2013	DODGE	GRAND CARAVAN	OCP-Surplus Property Division	2100 Adams Place, NE
62-11037	2016	MITSHUBITSHI	14' BOX TRUCK	OCP-Surplus Property Division	2100 Adams Place, NE
62-11177	2015	DODGE	GRAND CARAVAN	OCP-Surplus Property Division	2100 Adams Place, NE
62-13595	2020	ISUZU	14' BOX TRUCK	OCP-Surplus Property Division	2100 Adams Place, NE
62-10211	2013	DODGE	GRAND CARAVAN	OCP-Surplus Property Division	2100 Adams Place, NE
62-8080	2014	DODGE	GRAND CARAVAN	OCP-Surplus Property Division	2100 Adams Place, NE

Employee Travel Expenses FY20-21

Employee	Transactions			Notes
Jacqueline Bigelow	Transportation	$	436.96	To attend Amer. Records Management Association Conference in Nashville, Tennessee from October 20th to October 23rd of 2019. Conference fee was paid with FY19 Funds.
	Lodging	$	579.28	
	Total	**$**	**1,016.24**	
Latrina Gross	Conference Fee	$	495.00	To attend MicroStrategy World 2020 in Orlando, Florida from February 4th to February 6th of 2020.
	Transportation	$	176.60	
	Lodging	$	715.52	
	Total	**$**	**1,387.12**	
Derrick Evans	Conference Fee	$	495.00	To attend MicroStrategy World 2020 in Orlando, Florida from February 4th to February 6th of 2020.
	Transportation	$	176.60	
	Lodging	$	715.52	
	Total	**$**	**1,387.12**	

#	Name	Post. No.	Position Title	Program	Activity	Salary	Fringe
1	Burton Johnson,Denise	00075173	Contract Specialist	2010	0100	$ 100,225.00	$ 21,849.05
2	Butler,Donnetta	00091501	Contract Specialist	2010	0100	$ 100,940.00	$ 22,004.92
3	Catalan,Bernadette	00075198	Contract Specialist	2010	0100	$ 100,940.00	$ 22,004.92
4	Chester,Ebony	00092083	Contract Specialist	2010	0100	$ 100,940.00	$ 22,004.92
5	Wright,Alisha M	00098981	Contract Specialist	2010	0100	$ 100,940.00	$ 22,004.92
6	Richey,Noel H	00083278	Measurements & Plan. Analyst	9010	0100	$ 101,758.00	$ 22,183.24
7	Barrett White,Josephine L	00024348	Contract Specialist	2010	0100	$ 102,782.00	$ 22,406.48
8	Brown,Barbara Ann	00025976	CONTRACT SPECIALIST	2010	0100	$ 102,782.00	$ 22,406.48
9	Starwood,Tonya N	00013336	CONTRACT SPEC	2010	0100	$ 102,782.00	$ 22,406.48
10	Timmons,Joyce C	00042312	Contract Specialist	2010	0100	$ 102,782.00	$ 22,406.48
11	Johnson,Georgette	00017117	Contract Specialist	2010	0100	$ 103,981.00	$ 22,667.86
12	Proctor,William P	00046670	Contract Specialist	2010	0100	$ 103,981.00	$ 22,667.86
13	Vargas,Laura	00095259	Contract Specialist	2010	0100	$ 103,981.00	$ 22,667.86
14	Cadogan Jr.,Antonio Rafael	00075310	Property Disposal Specialist	9010	0100	$ 104,569.00	$ 22,796.04
15	Cephas,Gloria D	00010917	PROGRAM ANALYST	2010	0100	$ 105,339.00	$ 22,963.90
16	Kern,Peter	00074903	Contract Specialist	2010	0100	$ 105,339.00	$ 22,963.90
17	Mercer,Jossette	00077692	Contract Specialist	2010	0100	$ 105,339.00	$ 22,963.90
18	Anderson,Uranus R	00075083	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
19	Bailey Delissaint,Monica	00078052	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
20	Bradford,Sasha	00097862	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
21	CROWELL,BRIDGETTE A	00020787	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
22	Delyons,Tanease	00075200	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
23	Edwards,Derrick	00074959	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
24	Mayo,Dawn A	00083266	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
25	Neblett,Sonia	00074901	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
26	Rich,Victory J.	00097859	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
27	Safi,Abdul	00048203	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
28	Washington,Warren C	00091416	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
29	Williams,Tracy	00051169	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
30	Withers,Renee	00074900	Contract Specialist	2010	0100	$ 107,022.00	$ 23,330.80
31	Smith,Yolanda	00083258	Contract Specialist	2010	0100	$ 107,022.15	$ 23,330.83
32	Hunter,Tyranny A	00083254	Supvy Contract Specialist	2010	0100	$ 107,841.48	$ 23,509.44

33	Wiggins,Julius J	00083256	Supvy Contract Specialist	2010	0100	$	109,180.00	$ 23,801.24
34	Blount,Willandria	00083273	Contract Specialist	2010	0100	$	110,063.00	$ 23,993.73
35	Bridges,Cathy	00051333	Contract Specialist	2010	0100	$	110,063.00	$ 23,993.73
36	Brooks,Keia D	00083471	Contract Specialist	2010	0100	$	110,063.00	$ 23,993.73
37	Felton,Anthonisha S	00083260	Contract Specialist	2010	0100	$	110,063.00	$ 23,993.73
38	Gordon,Emaniece	00075306	Contract Specialist	2010	0100	$	110,063.00	$ 23,993.73
39	Paddyfote,Kalvin D	00051017	Contract Specialist	2010	0100	$	110,063.00	$ 23,993.73
40	Watson,Neal A	00083263	Contract Specialist	2010	0100	$	110,063.00	$ 23,993.73
41	Smith-McDermott,Nicole L	00083249	Supvy Contract Specialist	2010	0100	$	110,313.00	$ 24,048.23
42	Bullock,Niquwana M	00083255	Supvy Contract Specialist	2010	0100	$	111,339.91	$ 24,272.10
43	Dorsey,Chante H	00074917	Property Disposal Specialist	9010	0100	$	113,002.00	$ 24,634.44
44	Harrison-Samuels,Tornia Denis	00074893	Procurement Analyst	2055	0100	$	113,002.00	$ 24,634.44
45	Rodriguez,Ernesto	00074952	Management Liaison Specialist	8060	0100	$	113,002.00	$ 24,634.44
46	Burke,Derrick	00005362	Contract Specialist	2010	0100	$	113,104.00	$ 24,656.67
47	Champion,Tiffany	00010087	Contract Specialist	2010	0100	$	113,104.00	$ 24,656.67
48	Gopaul,Ivone	00019347	CONTRACTS SPECIALIST	2010	0100	$	113,104.00	$ 24,656.67
49	Hayes,Dwight D	00075353	Contract Specialist	2010	0100	$	113,104.00	$ 24,656.67
50	Howard,Vallarie M	00091408	Contract Specialist	2010	0100	$	113,104.00	$ 24,656.67
51	Jones,Peter	00033858	Contract Specialist	2010	0100	$	113,104.00	$ 24,656.67
52	Malone,Franklyn	00019817	Contract Specialist	2010	0100	$	113,104.00	$ 24,656.67
53	Mirabile,Jeanne M	00025276	CONTRACTS SPECIALIST	2010	0100	$	113,104.00	$ 24,656.67
54	Wells,Denise Jacqueline	00016313	CONTRACTS SPECIALIST	2010	0100	$	113,104.00	$ 24,656.67
55	Gray,Lydia	00083251	Supvy Contract Specialist	2010	0100	$	113,300.00	$ 24,699.40
56	Nicholson,Marketa	00075546	Supvy Contract Specialist	2010	0100	$	113,300.00	$ 24,699.40
57	ROBERTS,RENELL N	00082541	Supvy Contract Specialist	2010	0100	$	113,300.00	$ 24,699.40
58	Bonilla,William K	00041984	ATTORNEY ADVISOR	1060	0100	$	113,481.00	$ 24,738.86
59	Dandu,Bhavani	00074962	Supervisory IT Specialist	8050	0100	$	115,375.91	$ 25,151.95
60	Boykin,Cora S	00009587	Contract Specialist	2010	0100	$	116,145.00	$ 25,319.61
61	Young,Rebecca Y	00035529	Contract Specialist	2010	0100	$	116,145.00	$ 25,319.61
62	Fripp,Elouise	00083248	Supvy Contract Specialist	2010	0100	$	116,390.00	$ 25,373.02
63	Brock,Eric P	00091417	Training Instructor	7020	0100	$	116,937.00	$ 25,492.27
64	Mercer,Tia M	00092084	Supvy Contract Specialist	2010	0100	$	117,031.06	$ 25,512.77
65	Evans,Darrick Antonio	00082564	PROPERTY DISPOSAL OFFIC	9010	0100	$	117,741.05	$ 25,667.55

66	Reynolds,Heather S	00074905	Supvy Contract Specialist	2010	0100	$	118,139.54	$ 25,754.42
67	Desper,Margaret T	00083250	Supvy Contract Specialist	2010	0100	$	118,145.65	$ 25,755.75
68	Crump,Tracy A.	00091483	Supvy Contract Specialist	2010	0100	$	118,450.00	$ 25,822.10
69	Manning,Daniel T	00095032	Supvy Contract Specialist	2010	0100	$	118,450.00	$ 25,822.10
70	O'Donnell,Kara A.	00022194	Supvy Contract Specialist	2010	0100	$	118,450.00	$ 25,822.10
71	Lewis,Ryan Blair	00074963	PROPERTY DISPOSAL OFFIC	9010	0100	$	118,884.17	$ 25,916.75
72	Smith,Adele E	00011009	Contract Specialist	2010	0100	$	119,186.00	$ 25,982.55
73	Morton,Benjamin	00091482	Contract Specialist	2010	0100	$	119,295.00	$ 26,006.31
74	Stith,Alvin N	00048212	Supvy Contract Specialist	2010	0100	$	119,705.09	$ 26,095.71
75	White,Deborah J	00031516	Supvy Contract Specialist	2010	0100	$	120,019.65	$ 26,164.28
76	Shamloo,Shaivard Ahmad	00100097	Supervisory Contract Specialis	2010	0100	$	121,115.77	$ 26,403.24
77	Henry,Yvette	00083247	Supvy Contract Specialist	2010	0100	$	121,793.33	$ 26,550.95
78	Steele,Ngina M	00074891	Supervisory Procurement Compl	8010	0100	$	122,042.00	$ 26,605.16
79	Niestrath,Marie	00083257	Supvy Contract Specialist	2010	0100	$	122,184.41	$ 26,636.20
80	Concepcion,Janet C	00010233	CONTRACT SPECIALIST	2010	0100	$	122,227.00	$ 26,645.49
81	Johnson,Jeralyn L	00008784	CONTRACT SPECIALIST	2010	0100	$	122,227.00	$ 26,645.49
82	Weaver Thomas,Constance M	00083262	Contract Specialist	2010	0100	$	122,227.00	$ 26,645.49
83	Teague,William Peter	00094051	Ombudsman	8020	0100	$	123,296.26	$ 26,878.58
84	Dorn,D'Andre K	00083418	Training Instructor	7020	0100	$	123,577.00	$ 26,939.79
85	Webb,James A	00075438	Supvy Contract Specialist	2010	0100	$	124,046.54	$ 27,042.15
86	Anderson,Tamera T	00074953	Supvy Contract Specialist	2010	0100	$	124,125.30	$ 27,059.32
87	Williams,Rachel Y	00074955	Business Operations Manager	8030	0100	$	125,000.00	$ 27,250.00
88	Abel,Nelson	00074774	Procure. Integrity & Comp Ofcr	8010	0100	$	125,340.71	$ 27,324.27
89	Leihgeber-Carpenter,Cody A	00084847	Supervisory Public Affairs Spc	8030	0100	$	126,000.00	$ 27,468.00
90	Johnson,Andrea	00004207	Human Resources Manager	8060	0100	$	127,500.00	$ 27,795.00
91	Nixon,Tonia	00091410	Supvy Contract Specialist	2010	0100	$	129,848.75	$ 28,307.03
92	Wallington,Kenneth	00083252	Supvy Contract Specialist	2010	0100	$	130,000.00	$ 28,340.00
93	Palmer,La'Talya M	00082537	Supvy Contract Specialist	2010	0100	$	130,208.30	$ 28,385.41
94	Rojas,Rosalia V	00074879	Purchase Card Program Officer	2055	0100	$	130,217.00	$ 28,387.31
95	Barbour,Helena C	00095258	Supvy Contract Specialist	2010	0100	$	131,325.00	$ 28,628.85
96	Howerton,Yvonne	00082540	Supvy Contract Specialist	2010	0100	$	133,900.00	$ 29,190.20
97	Koslosky,Daniel Ryan	00083533	ATTORNEY ADVISOR	1060	0100	$	134,103.00	$ 29,234.45
98	Whitley Sr.,Reginald C	00082542	Supvy Contract Specialist	2010	0100	$	135,264.75	$ 29,487.72

99	Dickson,Marceline	00098979	Supvy Contract Specialist	2010	0100	$	139,000.00	$ 30,302.00
100	Yi,Chi Hui	00020461	Supvy Contract Specialist	2010	0100	$	139,050.00	$ 30,312.90
101	Robinson,Marsha L	00030298	Supvy Contract Specialist	2010	0100	$	139,126.83	$ 30,329.65
102	Busch,Emily	00082052	Supervisory Contract Specialis	2010	0100	$	139,322.69	$ 30,372.35
103	Hale,Dorothy L.	00075342	Supvy Contract Specialist	2010	0100	$	139,322.69	$ 30,372.35
104	Henry,Robin E	00084846	Human Resources Officer	8070	0100	$	140,000.00	$ 30,520.00
105	Allen,Brenda	00031518	Supvy Contract Specialist	2010	0100	$	143,000.00	$ 31,174.00
106	Hessler,Carol Anne	00082538	Supvy Contract Specialist	2010	0100	$	143,000.00	$ 31,174.00
107	Mack,Priscilla	00004785	Supvy Contract Specialist	2010	0100	$	143,077.61	$ 31,190.92
108	Rice,Benidia	00034912	Business Advisory Center Manag	2010	0100	$	145,000.00	$ 31,610.00
109	Platek,Margaret	00078116	Supvy Contract Specialist	2010	0100	$	146,085.93	$ 31,846.73
110	Allen,Todd E	00083245	Supvy Contract Specialist	2010	0100	$	146,302.35	$ 31,893.91
111	Tibbs,Fatmata	00045560	Supvy Contract Specialist	2010	0100	$	150,468.51	$ 32,802.14
112	Owens,Richard Terrence	00009588	Chief Contracting Officer	2010	0100	$	152,337.00	$ 33,209.47
113	Harrington,Jody M	00041842	ATTORNEY ADVISOR	1060	0100	$	153,832.02	$ 33,535.38
114	Regan,Jeremiah	00084822	SUPERVISOR ATTORNEY AI	1060	0100	$	155,038.29	$ 33,798.35
115	Wishod,Steven H	00082539	Supvy Contract Specialist	2010	0100	$	162,192.78	$ 35,358.03
116	White,Derrick D	00000761	Chief Contracting Officer	2010	0100	$	162,932.74	$ 35,519.34
117	Lattimore,Courtney B	00010331	Supvy Contract Specialist	2010	0100	$	164,200.91	$ 35,795.80
118	Scott,Marc A	00042302	Chief Operating Officer	8020	0100	$	166,860.00	$ 36,375.48
119	Giles,Wilbur C	00000258	Chief Contracting Officer	2010	0100	$	167,187.23	$ 36,446.82
120	Manassa,Marvin	00074775	Asst. Director for Business Re	9010	0100	$	171,058.96	$ 37,290.85
121	Atkinson,Wendell O.	00077694	Chief Contracting Officer	2010	0100	$	173,138.88	$ 37,744.28
122	Turner,Angela E	00010903	Chief Contracting Officer	2010	0100	$	176,385.23	$ 38,451.98
123	Taylor,Keysha	00041841	SUPERVISORY ATTORNEY A	1060	0100	$	183,340.00	$ 39,968.12
124	Gragan,David Patrick	00077834	Chief Learning Officer	7020	0100	$	185,960.32	$ 40,539.35
125	Yuckenberg,Jason A	00016638	Chief Project Officer	2010	0100	$	185,960.90	$ 40,539.48
126	Sharp Jr.,William E	00084845	Chief Contracting Officer	2010	0100	$	185,961.85	$ 40,539.68
127	Hapeman,Nancy Kay	00013682	Deputy Chief Procurement Offic	2010	0100	$	192,205.80	$ 41,900.86
128	Schutter,George A	00036794	Dir Contracting & Procurement	1090	0100	$	218,021.56	$ 47,528.70

#	Name	Post. No.	Position Title	Program	Activity	Salary	Fringe	Aggregate
1	Nwagbara,Daniel	00074961	Management Analyst	8010	0100	$ 90,514.00	$ 18,826.91	$ 29,765.18
2	Smith-McDermott,Nicole L	00083249	Supvy Contract Specialist	2010	0100	$ 110,313.00	$ 22,945.10	$ 24,820.42
3	Evans,Darrick Antonio	00082564	PROPERTY DISPOSAL OFFIC	9010	0100	$ 117,741.05	$ 24,490.14	$ 23,548.21
4	Jackson,Donald	00074916	Property Disposal Specialist	9010	0100	$ 90,292.00	$ 18,780.74	$ 21,845.89
5	Nicholson,Marketa	00075546	Supvy Contract Specialist	2010	0100	$ 113,300.00	$ 23,566.40	$ 21,815.70
6	Mercer,Tia M	00092084	Supvy Contract Specialist	2010	0100	$ 117,031.06	$ 24,342.46	$ 21,662.00
7	Fripp,Elouise	00083248	Supvy Contract Specialist	2010	0100	$ 116,390.00	$ 24,209.12	$ 20,676.01
8	Rojas,Rosalia V	00074879	Purchase Card Program Officer	2055	0100	$ 130,217.00	$ 27,085.14	$ 19,539.11
9	Carroll,Curtis	00085762	Administrative Support Special	9020	0100	$ 57,587.00	$ 11,978.10	$ 18,459.68
10	Reynolds,Heather S	00074905	Supvy Contract Specialist	2010	0100	$ 118,139.54	$ 24,573.02	$ 18,061.72
11	Harrison-Samuels,Tornia Denise	00074893	Procurement Analyst	2055	0100	$ 113,002.00	$ 23,504.42	$ 17,819.55
12	Desper,Margaret T	00083250	Supvy Contract Specialist	2010	0100	$ 118,145.65	$ 24,574.29	$ 17,523.04
13	Aliu,Paul	00083286	Measurement & Plan. Analyst	8070	0100	$ 92,653.00	$ 19,271.82	$ 16,148.38
14	Cadogan Jr.,Antonio Rafael	00075310	Property Disposal Specialist	9010	0100	$ 104,569.00	$ 21,750.35	$ 14,578.79
15	Leihgeber-Carpenter,Cody A	00084847	Supervisory Public Affairs Spc	8030	0100	$ 126,000.00	$ 26,208.00	$ 12,396.15
16	Williams,Tracy	00051169	Contract Specialist	2010	0100	$ 107,022.00	$ 22,260.58	$ 12,230.27
17	JONES,DAMION C	00025167	Contract Specialist	2010	0100	$ 84,883.00	$ 17,655.66	$ 11,882.80
18	Adams,Markita	00021491	Administrative Support Special	2010	0100	$ 75,360.00	$ 15,674.88	$ 10,760.54
19	Steele,Ngina M	00074891	Supervisory Procurement Compl	8010	0100	$ 122,042.00	$ 25,384.74	$ 9,798.56
20	Washington,Warren C	00091416	Contract Specialist	2010	0100	$ 107,022.00	$ 22,260.58	$ 8,023.53
21	Bullock,Niquwana M	00083255	Supvy Contract Specialist	2010	0100	$ 111,339.91	$ 23,158.70	$ 7,975.79
22	Blount,Willandria	00083273	Contract Specialist	2010	0100	$ 110,063.00	$ 22,893.10	$ 7,529.37
23	Dorsey,Jarad	00083268	Contract Specialist	2010	0100	$ 97,899.00	$ 20,362.99	$ 5,859.82
24	MillerHallett,Audrey D.	00015458	Measurement & Plan. Analyst	2010	0100	$ 115,000.00	$ 23,920.00	$ 5,473.56
25	Lewis,Ryan Blair	00074963	PROPERTY DISPOSAL OFFIC	9010	0100	$ 118,884.17	$ 24,727.91	$ 5,372.65

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE DISTRICT OF COLUMBIA GOVERNMENT

AND

AMERICAN FEDERATON OF GOVERNMENT EMPLOYEES, AFL-CIO LOCAL 631

Effective through September 30, 2013

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ARTICLE 1

EXCLUSIVE RECOGNITION AND BARGAINING UNIT

This Contract duly approved, constitutes a Collective Bargaining Agreement ("CBA") between the American Federation of Government Employees (AFGE), Local 631, hereinafter referred to as "the Union" and the District of Columbia Government, hereinafter referred to as "the Employer," as applicable under the D.C. Comprehensive Merit Personnel Act.

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, D.C. Code Section 1-617.01 states, the District of Columbia Government finds and declares that an effective collective bargaining process is in the general public interest and will improve the morale of public employees and the quality of service to the public.

AFGE Local 631 has been certified and /or recognized as the exclusive representative for employees in the bargaining unit.

Accordingly, AFGE Local 631 and the District enter into this Agreement, which shall have as its purpose:

1. Promotion of a positive policy of labor-management relations between the District of Columbia Government and its employees;

2. Improvement of morale of employees in the service of the District of Columbia Government;

3. Enhancement of the quality of public service to the citizens of the District of Columbia;

4. Creation of a government that works better and to establish an equitable and orderly procedure for the resolution of differences;

5. Promotion of the rights of District of Columbia Government employees to express their views without fear of retaliation and protection of the rights and interests of the employee, the Union and the District of Columbia Government; and

6. Promotion of the efficient operations of the District of Columbia Government.

The Preamble is intended to provide the background information and purpose of the CBA. Alleged violations of the Preamble per se will not be cited as contract violations.

ARTICLE 2

NO STRIKE NO LOCKOUT

During the term of this Agreement the bargaining unit employees shall not strike and the Employer shall not lock out employees. The term strike as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage.

ARTICLE 3

UNION SECURITY AND UNION DUES DEDUCTIONS

Section A:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to union membership. Employees covered by this Agreement have the right to join or refrain from joining the Union.

Section B:

1. The Employer agrees to deduct Union dues from each employee's bi-weekly pay upon authorization of the D.C. Form 277. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer. When Union dues are cancelled, the Employer shall withhold a service fee in accordance with Section C of this Article.

2. When Management takes an employee out of the certified bargaining unit permanently, Management shall notify the Union within two pay periods.

Section C:

Because the Union is responsible for representing the interests of all unit employees without discrimination and without regard to Union membership (except as provided in Section E below), the Employer agrees to deduct a service fee from each non-union member's bi-weekly pay without written authorization. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents per deduction per pay period. Upon a showing by the Local Union that sixty percent (60%) of the eligible employees for which it has certification are Union members, the Employer shall begin withholding, no later than the second pay period after this Agreement becomes effective and showing of sixty percent (60%) is made, a service fee applicable to all employees in the bargaining unit(s) who are not Union members. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees though wage deductions shall be implemented in accordance with the procedures established by the Employer and this article. Employees who entered the bargaining unit where a service fee is in effect, shall have the service fee or Union dues

withheld within two (2) pay periods of his/her date of entry on duty or form 277 authorization.

Section D:

The service fee applicable to non-union members shall be equal to the bi-weekly union membership dues that are attributable to representation.

Section E:

Where a service fee is not in effect, the Union may require that any employee who does not pay dues or service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievances or adverse action proceedings in accordance with the provisions of the CMPA.

Section F:

The Employer shall be indemnified or otherwise held harmless for any good faith errors or omissions in carrying out the provisions of this Article.

Section G:

1. Payment of dues or service fees shall not be a condition of employment.

2. The Union retains the sole responsibility to develop and maintain procedural safeguards required by existing applicable law with regard to the administration for the payment of service fees. The Union shall be solely responsible for notifying employees that they have certain constitutional rights under Hudson v. Chicago Teachers Union Local No. 1, 743 F.2d 1187, 1191, 117 LRRM 2314 (7th Cir. 1984), and related cases.

ARTICLE 4

RELATIONSHIP OF THIS AGREEMENT TO DEPARTMENT POLICIES AND PRACTICES

Section A: Employer Obligation

In exercising authority to establish regulations relating to Department policies in matters affecting working conditions of employees covered by this Agreement, the Employer shall have due regard for the obligations set forth in this Agreement.

Section B: Authority of this Agreement

Where any Employer regulation or policy, in effect and/or developed after the effective date of this Agreement conflicts with this Agreement and/or any supplemental agreement, this Agreement shall prevail and/or govern.

Section C: Understanding of Agreement

It is understood that this Agreement contains the full understanding of the parties as to all existing matters subject to collective bargaining during the life of this Agreement. However, nothing herein shall preclude the parties, upon mutual agreement, to negotiate on matters arising after entering into this Agreement.

Section D: Bargaining

No Employer regulation or policy that is a negotiable issue is to be adopted or changed without first bargaining with the Union.

ARTICLE 5

MANAGEMENT RIGHTS

Management rights are provided in D.C. Official Code Section 1-617.08(a) as amended.

Management rights are not subject to negotiations. In accordance with D.C. law, the Employer shall bargain with the Unions over the impact and effect of its exercise of Management rights. In addition, the employer shall bargain over subjects that have otherwise been deemed negotiable under D.C. law.

ARTICLE 6

EMPLOYEE RIGHTS

Section A:

Management and the Union recognize the Comprehensive Merit Personnel Act, as codified at D.C. Official Code Section 1-617.06(a), provides that all employees shall have the right:

1. To organize a labor organization free from interference, restraint, or coercion;

2. To form, join or assist any labor organization or to refrain from such activity;

3. To bargain collectively through representatives of their own choosing as provided in this subchapter; and

4. To refrain from any or all such activities under paragraphs (1) and (2) and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in Section 1-617.11.

Section B:

It is understood that employees in the bargaining unit shall have full protection of all articles in this agreement as long as they remain in the unit.

Section C:

Each employee shall have the right to bring matters of personal concern to the attention of the appropriate officials in accordance with applicable laws, regulations and procedures.

Section D:

Employees shall be treated fairly, equitably and with respect, in accordance with District of Columbia laws, rules and regulations.

Section E:

Instructions and guidance shall be given in a reasonable and constructive manner and in an atmosphere that will avoid unnecessary embarrassment before other employees or the public.

Section F:

Management shall not retaliate against any employee for the exercise of rights guaranteed pursuant to this Agreement or any applicable laws, rules or regulations.

Section G:

The Employer agrees to inform all new or rehired unit employees of the Union's exclusive recognition and to have him/her introduced to the union representative when assigned to a duty post. The shop steward and/or union official shall be given the opportunity to meet the new employee and provide him/her with union information.

ARTICLE 7

STATUS OF EMPLOYEE REPRESENTATIVES

Section A: Employee Representatives

The Agency shall not impose restraint, interference, coercion, or discrimination against employees and/or their representatives in the exercise of their right to organize, to designate representative(s) of their own choosing for the purpose of collective bargaining, to prosecute grievances, and to appeal adverse and corrective actions, and to participate in Union-Employer cooperation.

Section B: Access by AFGE National Representatives and Staff

The Agency agrees that accredited National Representatives and staff of AFGE shall have free access to the premises of the Employer, during working hours, to conduct Union business. Advance notification will be given and prior approval must be received from the appropriate supervisor of the facility to be visited.

ARTICLE 8

OFFICIAL TIME FOR UNION OFFICERS AND STEWARDS

Section A: General

Reasonable Official time is authorized for Union officers and Stewards to carry out contractual responsibilities which occur during their regularly scheduled tour of duty, as prescribed by this Article. Such responsibilities may include:

1. Receipt of employee complaints, investigation, preparation and presentation of grievances and safety issues;

2. Labor-Management and safety committee meetings;

3. Representation of an employee at an arbitration, before the PERB, OEA, OHR (Office of Human Rights) and any other applicable jurisdictional body;

4. Attending meetings with the Agency, the Mayor of D.C., the D.C. City Council, Congress, or any other official body;

5. Posting Union notices on designated Union bulletin boards;

6. Attending negotiation meetings, if they have been designated a member of the Union's negotiation team, or are acting as an authorized alternate for an absent team member; and

7. Consulting with the Agency or its representatives, other Local Union representatives, or employees, concerning the enforcement of any provisions of this Agreement.

During working hours Union Officials and Stewards shall not use official time to conduct internal union business, such as Union general membership meetings, solicitation of membership, etc.

The Union shall notify the Agency of the name(s) of all union officials and Stewards. Official time shall be authorized for these officials and Stewards.

Section B: List of Union Officers and Stewards

The Union shall supply the Agency in writing, annually, a complete list of all authorized Union officers and Stewards together with the designation of the group of employees each Union officer and/or Steward is authorized to represent which shall be posted on appropriate bulletin boards. It shall be the duty of the Union to notify the Agency of any changes of Union officer(s) and Stewards.

Section C: Shift Workers

Employees who normally work shift work or weekends shall have their hours changed to the day shift on days they are required to perform Union activities related to representation as described in this Article.

The Union also shall be consulted prior to any permanent change in shift assignment of Union Officers and Stewards, prior to implementation.

Section D: Leave of Absence

Employees elected or appointed to a district, council, union national or international office that requires them to be away from their job, may upon request, be allowed to take a leave of absence for up to one (1) year. This leave may be extended on a case by case basis. No more than two (2) employees may be on leave of absence at any point in time, under this provision.

Section E: Shift Change for Union Officials

The Union will be consulted prior to any permanent change in shift assignments of union officers and stewards. The Union will also be consulted prior to the organization of new shifts that will affect the members of the units. The Union will have the right to select a union official and/or Steward for each newly organized shift. In the event a union officer

and/or Steward is reassigned, he/she will be given reasonable time to complete all pending matters in which he/she is involved. Nothing in this Article shall prevent the Union from bargaining over any changes that affect the terms and conditions of employment for bargaining unit employees.

Section F: Procedures for Performance of Union Duties for Union Officials

Union officials shall notify their immediate supervisors when they desire to leave work assignments to properly and expeditiously carry out their duties in connection with this Agreement. Such Union officials shall notify their immediate supervisor when they return. When contacting an employee, the Union Official shall first report to and notify the supervisor of the need to see the employee. Notification by Union officials to meet with an employee and/or an employee to meet with the Union official shall not require prior explanation to the immediate supervisor of the problems involved, other than to identify the area to be visited.

Union officers shall record official time used on the Official Time Report attached in Appendix B. The Official Time Report will be submitted weekly to the immediate supervisor of the Union officer.

The Agency agrees that there shall be no unlawful restraint, interference, coercion, or discrimination against a Union Official for the performance of duties relating to the administration and enforcement of this Agreement.

Union Officials who are required to wear their uniforms while on duty shall not be required to wear their uniforms when they are on official time at official meeting(s), arbitrations(s), and/or administrative proceedings.

Section G: Procedures for Performance of Union Duties for Stewards

Stewards shall obtain permission from their supervisors when they desire to leave work assignments to properly and expeditiously carry out their duties in connection with the Collective Bargaining Agreement. When contacting an employee, the Steward will first report to and obtain permission to see the employee from his/her supervisor, and such permission will be requested from the supervisor of the area to be visited. Requests by Stewards to meet with an employee and/or an employee to meet with Stewards will not require prior explanation to the supervisor of the problem involved other than to identify the area to be visited. Stewards thus engaged will report back to their supervisors upon completion of such duties and return to their jobs. They will suffer no loss of pay or other benefits as a result thereof.

Union stewards shall record official time used on the Official Time Report attached in Appendix B. The Official Time Report will be submitted weekly to the immediate supervisor of the Union steward.

The Agency agrees that there shall be no unlawful restraint, interference, coercion, or discrimination against a Steward for the performance of duties relating to the administration and enforcement of this Agreement.

Stewards who are required to wear their uniforms while on duty shall not be required to wear their uniforms when they are on official time at official meetings, arbitrations, and/or administrative proceedings.

The Employer agrees that permission for stewards to leave their work assignments to participate in representational matters shall not be unreasonably denied.

If a request is denied, the union officer and/or steward shall be released as soon as possible thereafter, but normally no later than the next workday.

Section H: Work Areas Where a Shop Steward is not Available

The Agency agrees a union officer and/or steward will be permitted to go to another steward's work area, when a steward is not available, in a work area different from the union officer or steward's work area. However, the union recognizes that workload and scheduling considerations will not always allow for immediate release of employees from their assignments.

If a request is denied, the union officer and/or steward shall be released as soon as possible thereafter, but normally no later than the next workday.

Section I: Administrative Leave to Attend a Union Function or Convention

The Agency recognizes that the Union may designate employee members, selected or appointed to a Union Office or delegate to a Union function, i.e., a convention or conference, and agrees that, upon request, two (2) persons from each Agency shall be granted 20 hours each of administrative leave per year for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but in no case less than five (5) working days prior to the day administrative leave is to begin.

Section J: Administrative Leave for Union Representatives Training

Each Agency shall grant 20 hours each of administrative leave per year for up to four (4) Union representatives, to attend training which is designed to advise representatives on matters which are related to representing employees, the collective bargaining agreement, and District rules and regulations. Such requests will be submitted as far in advance as possible, but in no case less than five (5) working days prior to the day administrative leave is to begin. The hours of paid administrative leave may be increased at the sole discretion of Management/Agency.

Section K: Recognition of Union Officers and Representatives

The Employer/Agency agrees to recognize Union officers and representatives designated by the Union who are not employees of the Employer/Agency.

ARTICLE 9

REPRESENTATION DURING INVESTIGATIONS AND MEETINGS

Section A: Investigations

An Employee may request the presence of a Union representative during an interview of the employee that is conducted by the Employer as part of an investigation or during any meeting that the employee reasonably believes may result in disciplinary action against the employee. A Union representative shall be given the opportunity to be present following such a request. Once the employee informs the supervisor that he/she wants union representation, the supervisor shall stop the meeting and allow the employee an opportunity to obtain union representation. This meeting shall be postponed for a period no later than the end of the employee's next workday.

Section B: Meetings

The Employer shall provide the Union with reasonable prior notice of, and an opportunity to attend, formal meetings, (which do not include regular meetings to give staff routine work directions) held with Union employees to discuss personnel policies, practices or working conditions. At any such meeting, the Union shall be provided an opportunity to be present. The Union may ask questions for clarification purposes. All parties shall conduct such meetings with appropriate professional courtesy and decorum.

ARTICLE 10

EMPLOYEE LISTS

Section A: Quarterly List

The Agency agrees to notify the Union of new employees in the bargaining unit listed by organizational unit on a quarterly basis. This list shall be provided sooner, if requested by the Union. This list shall provide the name of each employee, the CBU code, the agency or department and work location, job title and grade.

Section B: Annual List

A list in alphabetical order of all bargaining unit employees in each Department or Agency covered by the Agreement shall be provided to the Union on an annual basis. This list shall be provided sooner, if requested by the Union. All lists provided under this

Article shall contain the name of each employee, the CBU code, the department or agency, the work location, job title and grade and the date of hire.

ARTICLE 11

BULLETIN BOARDS

The Agency agrees to provide a reasonable amount of space on existing or new bulletin boards and in areas commonly used by employees in the unit. The Union shall use this space for the purpose of advising members of meetings and any other legitimate Union information. In the event the Union requires more bulletin board space than can be furnished by Management, the Union may provide its own bulletin boards for its exclusive use in such work areas.

ARTICLE 12

USE OF OWN CAR

Employees will not be required to use their personal vehicles in the performance of their duties, unless such use was a condition of employment, at the time of hiring.

ARTICLE 13

COPIES OF REGULATIONS

The Employer agrees to furnish one copy of the District Personnel Manual ("DPM") including any revisions and amendments. The DPM shall be provided to the Union within 60 days of the effective date of this Agreement.

ARTICLE 14

DISTRIBUTION OF BENEFITS BROCHURES

When furnished by the union, the Employer agrees to distribute the Benefits Brochure(s) to all new Employees covered by this Agreement upon their entrance on duty. The Employer will furnish the Benefits Brochure(s) when requested by an employee.

ARTICLE 15

EMPLOYEE ASSISTANCE PROGRAM

Section A: Employee Assistance Program

The Employee Assistance Program ("EAP") is designed to provide confidential and professional assessment, counseling, and referral services for employees who are experiencing personal problems that impair or have the potential to impair their work performance. The program shall offer services for alcohol and drug abuse, emotional/stress related problems, family/marital difficulties, financial problems, and other social-behavioral problems. The parties acknowledge that the early identification, documentation, and referral of an employee for help can result in improved job performance and employee morale. Participation in the EAP shall not be used to harass an employee, or to treat an employee in a disparate manner. An employee's participation in the EAP is not mandatory.

This Article shall be implemented in full compliance with Americans with Disabilities Act.

Section B: Eligible Participants

All Employees and their eligible dependents shall be allowed to participate in the EAP.

Section C: Types of EAP Referrals

1. **Self-Referral**. This type of referral occurs at the employee's own initiative when the employee recognizes the need for assistance and consults with the EAP before or when job performance and/or attendance becomes a problem. The employee may make a self-referral without the Employer's knowledge or consent. The employee's EAP records or record of participation shall not be independently released to the Employer. In cases where an employee is seeking some accommodation from the Employer, such as a change in work schedule, advance sick leave, etc., to complete an EAP program, the Employer may request confirmation of the employee's request from the EAP provider, with the employee's consent.

2. **Employer Referral**. This type of referral shall be initiated by a supervisor or manager who recognizes that there are poor performance problems and refers the employee to the EAP. Not all attendance or performance problems should be referred to the EAP. A referral should only be made in cases where poor job performance and/or attendance continue after the employee has been counseled, in writing, about his/her performance by the supervisor. During counseling, the employee shall be informed of the expectations for improvement and shall be given a reasonable time to improve, after referral to EAP. The

employee's record of compliance and participation in the EAP shall be released to the Employer with the employee's written consent.

Section D: Disciplinary Actions and EAP

As a part of its consideration of a proposed disciplinary action, the Agency may consider whether referral to EAP shall assist the employee to improve work performance and/or attendance.

However, a referral to the EAP is not a prerequisite to the Agency addressing performance and/or attendance problem nor is the Agency restricted from taking appropriate disciplinary actions in accordance with the discipline article of this Agreement. Implementation of a proposed disciplinary action may be held in abeyance if an employee accepts the Employer's referral to the EAP and complies with the EAP and/or adheres to the requirements of an EAP approved plan. The employee may be given a reasonable amount of time to improve job performance and/or attendance. If the employee demonstrates satisfactory improvement in job performance and/or attendance, for ninety days, after the completion of an EAP approved plan, the matter held in abeyance shall be rescinded. If the employee's attendance or work performance continues to be unsatisfactory within the 90 days, the Agency may proceed with implementation of any proposed discipline. All employees who receive a positive test result, for a controlled substance or alcohol, may be referred by the Employer to EAP. With respect to the EAP programs or services attended by employees, pursuant to Section D, no employee shall be required to sign consent form(s) authorizing the release of information to any supervisor or to the Department, except for information regarding an employee's attendance, completion, or compliance with the program.

Section E: Use of Leave

1. **Self-Referrals**. Employee(s) may use any accrued annual leave, sick leave, earned compensatory time off, leave without pay and may request advance sick leave, to consult with or participate in an approved EAP program. Should the employee choose to inform his/her immediate supervisor or his/her designee of the initial appointment with the EAP, the supervisor or his/her designee may grant administrative leave for an initial appointment with EAP.

2. **Employer Referral**. All employees, including those referred to EAP in accordance with drug and alcohol testing article may be granted administrative leave for the initial assessment. For subsequent appointments, employees may use any accrued annual leave, sick leave, earned compensatory time off, leave without pay or advance sick leave, as appropriate. Except for employees referred to the EAP in accordance with Article 43 , Drug and Alcohol Testing for CDL drivers, employee(s) participation in the EAP after being referred by a supervisor is voluntary.

Section F: Union Representation

The union shall be provided an opportunity to counsel employees regarding performance and attendance problems at the request of the employee or the employee's supervisor. The Agency agrees to inform employees of their right to have union representation during any meeting where the EAP is being discussed with the employee or during any other meeting(s) where discipline may be proposed as a result thereof. When an employee requests union representation, a meeting shall not be delayed more than 24 hours, excluding Saturdays, Sundays, holidays and the employee's day off.

Section G: Confidentiality

Inquiries by employees or referrals to the EAP shall be kept in strict confidence by supervisors, managers, and employees. The parties agree that breaches of the confidentiality of an employee's participation in the EAP may be cause for discipline. All records pertaining to an employee's participation in the EAP shall be kept in confidential files separate from the employee's official personnel files.

Section H: Training and Education Awareness Program

Union representatives shall be notified of any EAP training for supervisors and managers and be given an opportunity to attend the training. The Employer shall also conduct an employee EAP education and awareness program, once per year.

ARTICLE 16

DISTRIBUTION OF THE AGREEMENT

Within ninety (90) days of the execution of this Agreement, the parties shall equally share the cost for printing of 500 copies of this Agreement to be distributed 350 copies to the Union and 150 copies to the District Government.

ARTICLE 17

LABOR MANAGEMENT MEETINGS

Section A: Monthly Labor Management Meetings

For the purpose of establishing open communications, Management at the division levels shall meet with the Union president or his/her designee on a monthly basis. Both parties shall furnish the other with an itemized agenda setting forth the topics of discussion five (5) days prior to the meeting. When preparing the agenda called for in this section, Management and Union will provide space on the agenda for appropriate issues which may arise after the agenda is submitted. If the parties mutually agree that other meetings

are necessary, such meetings shall be scheduled to discuss the specific issue(s). The failure of either party to provide an agenda shall not prevent the parties from meeting.

Section B: Purpose of Labor Management Meetings

1. Meeting attendees shall be composed of a minimum of three (3) members representing the Union and minimum of three (3) members representing the Agency.

2. The attendees at the meetings shall exchange views and consider and make recommendations to the Agency about policies and practices related to working conditions, terms of employment and the implementation of this Agreement. The meeting attendees shall also discuss matters of common interest to either parties, or matters which both parties believes will contribute to the improvement of relations between them.

3. It is understood that appeals, grievances or problems of individual employees shall not be subjects of discussion at these meetings, nor shall the meeting be for any purpose which will modify, add to or detract from the provisions of this Agreement.

4. Other meetings may be scheduled as the need arises upon the request of either party at times mutually agreed upon.

Section C: Quarterly Labor Management Meeting

The Director or Agency head or his/her designee shall meet with the Union President or his/her designee, as a group and Union representatives as a group, on a quarterly basis. The parties may send an agenda setting forth the topics to be discussed. This agenda may be sent through email. If the Union or the Director decides to send an agenda, it should be submitted five (5) days prior to the meeting. The failure to submit an agenda shall not prevent the meeting from being held. The subject of these meetings shall be consistent with Section B of this Article.

Section D: Additional Representatives

Each party may have other officials who are not employees of the Agency at these meetings. However, such representatives shall not exceed two (2), unless otherwise mutually agreed upon.

ARTICLE 18

USE OF DISTRICT GOVERNMENT FACILITIES

Section A: Union Space

Each Agency shall provide suitable space for the Union for the transaction of Union business. Such suitable space will be located as close as practicable to the bargaining unit employees' work areas and enable employees to consult with the Union in a confidential manner. The Union agrees to exercise reasonable care in using such space, and shall leave it in a clean and orderly condition.

Section B: Use of Facilities

Each Agency shall approve the use of government facilities for Union meetings subject to the following conditions:

1. The use of government facilities that would be made available would not interfere with the regular functioning of government activities.

2. The use of government facilities for this purpose would not involve any additional expense to the Employer other than the normal expenses which are incurred through items such as heating and lighting.

3. Supervisors and other management officials are instructed not to attend such meetings unless they have been invited to attend by the Union.

4. When use of the facility is scheduled after 3:30 p.m., the Union shall request this use two (2) days in advance.

ARTICLE 19

DISCRIMINATION

Section A: General

The Employer agrees that it shall not discriminate against any employee because of his/her membership or affiliation in or with the Union, or service in any capacity on behalf of the Union. Neither party to this Agreement shall discriminate against any employee with regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income and place of residence or business as these terms are defined by the D.C. Human Rights Act. All personnel actions and employment practices shall be based on fair and equitable treatment.

Section B: Coordination to Resolve EEO Problems

1. The Employer agrees to vigorously continue the implementation of its Equal Employment Opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Department/Agency's Affirmative Action Plan will be observed. Progress reports will be sent to the Union periodically as to the implementation of the Affirmative Action Plan.

2. The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Department's Affirmative Action Counselors, and be permitted to meet with Department EEO officials to discuss implementation of the Affirmative Action Plan including Departmental policies and programs.

3. Vacancy Announcements for Departmental vacancies shall be posted at all work locations. One copy of each vacancy announcement shall be supplied to the Local President.

Section C: Discrimination Charges

Allegations of discrimination based on union affiliation or Union activity shall be subject to the grievance and arbitration process. All other claims of discrimination shall be filed with the appropriate administrative agency having jurisdiction over the matter and/or the agency's EEO officer.

ARTICLE 20

LEAVE

Section A: General

The leave year shall be on a calendar year basis. Leave shall be administered in accordance with this Article and the Family Medical Leave Act.

Section B: Union Counseling

Management shall keep the Union informed of employees suspected of abusing sick leave, or employees with excessive unscheduled emergency or annual leave use and of employees continually late for duty. The Union shall be notified, in writing, of the names of employees placed on leave restriction.

Section C: Call In/Emergency Leave

Call In: On each scheduled workday, as soon as the employee is aware that he/she will not be able to report to work as scheduled and will be absent or tardy, the employee is required to telephone his/her immediate supervisor or the

supervisor's designee not more than one (1) hour after the employee's scheduled start time or as soon as possible in emergency or unforeseen situations.

The employee may call the Employer to notify the employee's supervisor of a request for leave or notice of late arrival.

In instances where an employee must leave prior to his/her scheduled departure time, the employee shall contact his/her immediate supervisor or the next level manager for the purpose of requesting leave.

Emergency Leave Request: It is the responsibility of the employee to notify his/her supervisor of the need for emergency leave prior to his/her tour of duty when possible. In an unforeseen emergency, a family member may contact the employee's supervisor; however, the employee must make direct contact with his/her supervisor or the next higher level manager as soon as practical but no later than the employee's next work day. Approval of such leave shall be requested from the supervisor or the supervisor's designee.

Section D: Annual Leave

1. The following provisions govern the accrual of annual leave:

    a. Annual Leave shall accrue from the first full pay period of employment.

    b. Annual Leave may be accumulated up to maximum allowable of thirty (30) days (240 hours), unless the employee had a greater amount of allowable leave at the beginning of the leave year. Unused leave that is in excess of two-hundred forty (240) hours must be scheduled and used by the end of the leave year or it will be lost.

    c. Employees shall receive a lump sum leave payment for all accrued Annual Leave not used at the time of retirement, resignation, or other separation from the Employer, and shall be paid consistent with the hourly rate at the time of separation.

    d. An employee's request for immediate or emergency Annual Leave shall be granted or denied immediately by the employee's immediate supervisor or the supervisor's designee. In considering the request the immediate supervisor or the supervisor's designee must take into consideration the emergency circumstances presented by the employee and operational needs.

2. Annual Leave shall be requested in advance by employees from their immediate supervisors or their supervisors' designees. Management agrees to provide each employee in the unit an opportunity to use all of the Annual Leave

earned. Denial of use of Annual Leave shall be based upon factors which are reasonable, equitable, and do not discriminate against any employee or groups of employees. To contribute to overall work efficiency and to enable approval of leave convenient to employees, employee(s) are required to schedule Annual Leave in advance.

a. Unavoidable tardiness from duty of less than one hour for a bona fide reason may be excused without charge to annual leave, sick leave, or leave without pay at the discretion of the supervisor.

b. Approval of an employee's request to take annual leave will be granted when he/she has made the request at least twenty-four (24) hours in advance. The supervisor will notify the employee of the disposition of his request as soon as possible. If the leave request is denied the supervisor shall provide a written explanation of the reason for the denial. The supervisor will not cancel or reschedule leave previously approved except for emergency reasons. The reasons for such actions will be explained to the employee in writing. (Failure to secure proper approval for leave in advance, except in bona fide emergencies may result in a charge of the absence to absence without leave "AWOL").

c. **Vacation Leave Request**: Employees, except for essential employees in Facilities Management of the Office of Property Management, wishing to schedule vacation leave in advance for periods of one week or more, may do so in accordance with the following procedures:

(1) The Leave Request shall be made at least seven (7) days in advance, and the supervisor shall provide an answer to the employee no later than two (2) days after receipt of the leave request from the employee. The Employer recognizes that unforeseen circumstances may prevent the employee from complying with these timelines. Consideration shall be given to such circumstances. If the request is disapproved, the immediate supervisor or the supervisor's designee shall return to the employee the Leave Request Form which shall have the reasons for disapproval indicated. Requests for Annual Leave shall not be unreasonably denied. The employee shall have an opportunity to reschedule a leave request that has been denied.

(2) Essential employees in Facilities Management of the Office of Property Management shall submit vacation leave requests in January of each year. The Agency shall inform the employee(s) of the approval of vacation leave requests by March 1 of each year.

After vacation leave is approved, no changes shall be made unless mutually agreeable, or at the employee's request. Employees shall be encouraged to schedule vacations throughout the year.

d. **Leave Approval**: Every effort shall be made to grant employees leave during the time requested. If operations would suffer by scheduling all requests during a given period of time, a schedule shall be worked out with all conflicts to be resolved by the application of seniority.

The grant of time off, or leave for the Thanksgiving, Christmas and New Year's or other holidays shall be on a rotating basis, so that all employees may have an equal opportunity for leave at these times.

Section E: Sick Leave

1. The following provisions govern sick leave:

a. The accrual of sick leave shall be carried over from year to year and shall be accumulated in an unlimited amount.

2. Requests for Sick Leave

a. **Leave for Sickness**: Supervisors shall approve sick leave of employees incapacitated from the performance of their duties. Sick leave may also be used by employees to care for sick family members including individual(s) related by blood or marriage (including domestic partners). Such family members shall include the employee's spouse, parent, and child. Employees shall request sick leave as soon as possible on the first day of the sickness.

b. **Doctor's Appointment**: Sick Leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, chiropractors, and for the purpose of securing diagnostic examinations, treatments and X-rays. The leave request shall be made at least twenty-four (24) hours in advance, except in case of emergencies.

c. **Doctor's Certificate**: Employees shall not be required to furnish a doctor's certificate to substantiate requests for approval of sick leave for themselves unless such sick leave exceeds three (3) workdays of continuous duration. When an employee takes three (3) or more workdays of sick leave to care for an eligible family member, a doctor's certificate to substantiate such sick leave usage shall be required. When an employee returns to duty from sick leave exceeding three (3) workdays, he/she shall provide the Employer with a doctor's certificate.

d. **Leave Restriction**: In cases where Management has given written notice to an employee that there is good reason to believe that the employee has abused the sick leave privilege, the employee must, upon request, furnish a doctor's certificate for each absence from work which is claimed as sick leave. The Agency's request to furnish a doctor's certificate for each absence shall be reviewed every ninety (90) calendar days. At no time shall an employee be required to furnish a doctor's certificate for longer than twelve (12) months after the initial Letter of leave restriction.

3. **Advance Sick Leave**: Sick leave shall be advanced under the following conditions:

a. It must be supported by a doctor's certificate.

b. All available accumulated annual and sick leave to the employee's credit must be exhausted.

c. In the case of employee(s) serving in a temporary appointment or under Probationary or trial periods, sick leave shall not be advanced in an amount exceeding that which it is reasonably assured will be subsequently earned, during such period.

d. The amount of advance sick leave to an employee's account shall not exceed thirty (30) days (240 hours) at any time. Where it is known that the employee is to be retired, or where it is anticipated that he/she is to be separated, the total advanced may not exceed an amount that can be liquidated by subsequent accrual, prior to the separation.

e. If the employment of an employee who has been advanced sick leave under this Article is terminated, voluntarily or involuntarily, the Employer shall be entitled to deduct from the employee's final paycheck the value of any remaining unaccrued sick leave that was used by the employee, to the extent permissible under applicable law.

Section F: Court Leave

The period of jury duty service does not include time when the employee is excused or discharged by the court for an indefinite period subject to call by the court. An employee is required to return to the Employer any compensation received for jury duty while on court leave.

Employees excused from work to attend Court for periods of less than one (1) full day shall not be expected to return to work unless they could be expected to work at least two (2) hours of their regular work shift, upon arrival at work.

Section G: Blood Donation

Administrative leave, not to exceed four (4) hours on any one occasion, shall be granted to employees covered by this Agreement for the purpose of donating blood at the Red Cross Blood Bank.

Section H: Leave of Absences

1. Employees may be granted periods of leave of absence, up to one (1) year, to include annual leave or leave without pay, as appropriate.

2. Management recognizes that the Union may designate employee members, elected or appointed, to a National or District Union office and agree that, upon his/her request, the employee shall be granted a leave of absence (annual leave or leave without pay), for the time required to be away from the job. Such requests shall be submitted as far in advance as possible to the Employer or his/her designee, and in no case, less than five (5) days prior to the day leave is to begin.

Section I: Parental Leave

1. Parental Leave shall be granted following the birth or adoption of a child or placement of a foster child in accordance with the D.C. and Federal FMLA.

2. Parental leave before and after birth or adoption of a child or placement of a foster child shall be granted at the request of the employee. This leave is chargeable to sick leave or any combination of sick, annual or leave without pay. The employee is obligated to advise his/her supervisor in advance of the anticipated leave. The period of absence which the employee requests shall be determined by the employee and/or their physician.

Section J: Other Paid Leave

1. **Voting Leave**: Where the polls are not opened for at least two (2) hours, either before or after an employee's regularly scheduled hours of work, the employee may, upon request, be granted an amount of excused time which shall permit the employee to report to work two (2) hours after the polls open, or leave work two (2) hours before the polls close, whichever requires the lesser amount of time off. Leave for voting purposes shall be allowed in accordance with personnel rules and regulations.

2. **Examinations**: Employees shall be excused without charge to leave for the purpose of taking employment medical examinations required by the Employer; examinations for induction or enlistment in the active Armed Forces; and examinations of employees who operate Employer owned vehicles.

Section K: Education Leave

After the completion of one (1) year of service with the Employer, an employee, upon request, may be granted a leave of absence without pay for educational purposes, provided that successful completion of the course shall contribute to the work of the Employer. The period of the leave of absence may not exceed one (1) year, but may be extended at the discretion of the Employer. If an employee upon return from educational leave has acquired the qualifications of and for a higher grade position, he/she shall not lose any of his/her rights in being evaluated for the higher grade position.

ARTICLE 21

HEALTH AND SAFETY

Section A: General

The Agency shall provide employees with reasonably safe and healthful working conditions. It shall ensure the implementation and enforcement of all applicable District and Federal laws, rules and regulations regarding health and safety.

Section B: Training and First Aid

The Agency shall ensure that safety training, related to employee jobs, is offered at no expense to the employee. The Agency shall provide first aid kits for each shop or work section. The names, work telephone numbers and work locations of all employees trained in CPR techniques and first aid shall be provided to the Union and posted on Agency bulletin boards. The agency and the employees will cooperate in ensuring all first aid kits are maintained.

Section C: Facilities

The Agency shall maintain clean and sanitary locker room, restrooms and lunch room facilities for all employees on a regular basis. Employees shall be responsible for leaving such facilities in an orderly condition.

Section D: Safe Working Conditions

An employee shall not be required to work in dangerous conditions unless or until such conditions have been removed, remedied, rendered safe or adequate protection for the condition is provided. When an employee identifies what she/he believes to be an unsafe or unhealthful working condition, the employee shall immediately notify his/her supervisor, who shall investigate the matter immediately and take prompt and appropriate action. If there is a disagreement with management about whether the condition is dangerous, the Agency agrees to notify the Union and the department/agency safety

officer or person. During this period, the supervisor may require the employee(s) to perform their duties in another work area or to perform duties of equal or lesser complexity or difficulty outside the affected area. The Agency agrees that an employee shall not be required to operate equipment that he/she is not qualified to operate. The Agency agrees it is responsible to provide safe equipment and safe working conditions including work areas.

No employee shall be required to work alone in dangerous working conditions.

Section E: Protective Clothing

The Agency agrees to furnish all appropriate protective clothing and equipment, including proper eye protection, necessary for the performance of assigned work. The Union may, at is discretion, recommend new protective clothing and equipment and modifications to existing equipment to be implemented by the Agency. If the request is denied the Agency shall provide the Union with a reason for the denial within ten (10) working days of receipt of the Union's request.

Employees issued safety and protective equipment are required to wear or utilize such equipment, as needed.

Section F: Vehicles

Employees shall promptly report to Management all deficiencies in maintenance of vehicles for corrective action. The Agency agrees to ensure regular inspection and maintain vehicles in good operational condition.

Section G: Accidents

If an accident occurs, the primary consideration shall be the welfare of injured personnel.

When the Agency becomes aware that an accident has occurred involving a bargaining unit employee, which results in a loss of duty time, the Agency agrees to notify the Union President. The Union President shall be provided, within five (5) workdays of the accident, a copy of the accident and/or incident report(s), or any other report(s), identifying the employee name, date and location of the accident, a brief description of the accident; whether the employee was injured; if the injury resulted in a disabling injury' and whether the employee has lost work day(s). This information shall be mailed or hand-delivered to the Union President and/or his/her designee.

Section H: Safety Committee

The Union and Management, in each department/agency or office, shall establish a Safety Committee with equal members from the Union and Management. There shall be no more than four (4) members from each side. The Union and Management shall exchange a list of the members on the safety committees for each department/agency. One member

from the Union and one member from Management shall serve as Co-chairs of the Safety Committee.

This safety committee shall meet on a monthly basis or more frequently if desired by the Union or Management. Individuals from the Office of Risk Management may attend these meeting. The Union Safety Committee representative(s) may request a copy of on-the-job injuries and/or accident reports from the agency for bargaining unit employees. Any such meetings shall be held during working hours and union participants shall be on official time. Any matters not resolved during these meetings shall be forwarded in writing to the Agency Director.

In addition, the safety committee shall conduct safety surveys, consider training needs and make health and safety recommendations to the department/agency, consult with and advise department/agency heads and safety personnel regarding safety matters in the workplace and make recommendations to the Office of Risk Management to improve services provided by their office.

Section I: List of Chemicals and Other Toxins

The Agency shall post for employees to review a list of all hazardous chemicals, as defined by OSHA, being used in the work area and the manufacturer's materials safety data sheet concerning chemicals and other toxins used by the Agency. Upon request, the Union shall be provided with copies of this information. Within budgetary limitations, emergency shower facilities shall be provided at locations where employees are required to be exposed to hazardous substances.

Section J: Employee Information and Notification

The Agency is responsible for providing injured employees with information regarding proper accident reporting forms and for helping employees properly complete accident reporting and compensation forms.

Section K: Union Notice of Death

The Agency shall promptly notify the Union in the event on an on-the-job death.

ARTICLE 22

TRAINING

Section A: Agency Training

Management and the Union agree that the training development of employees within the bargaining unit is a matter of primary concern to both parties. The Agency agrees to provide a training program that provides training for and development of all employees.

The Agency shall develop and maintain a training program that provides for training related to employees' positions, upward mobility and cross-training for career changes.

Section B:

1. The Agency shall distribute to all bargaining unit employees, on a semi-annual basis, a list of training programs and educational opportunities.

2. Employees shall be given reasonable opportunities to discuss training needs and/or opportunities including educational opportunities outside of the Agency with their supervisors and/or other Agency officials.

3. Requests for training and educational opportunities shall be processed and responded to promptly.

4. A record of satisfactorily completed training courses may be filed by each employee in their Official Personnel File.

Section C:

The parties recognize the importance of career development, training and upward mobility. The Labor-Management Committee established in this Agreement shall, on a periodic basis perform the following functions:

a. Review existing policies and practices, with respect to training and career development and recommend changes in existing programs;

b. Recommend the adoption of new programs, policies and practices;

c. Review and offer comments on programs proposed by the Agency.

The Labor-Management Committee may, if it deems necessary, establish a subcommittee to deal with these issues.

Section D: Administrative leave for Employee Training

In accordance with Agency leave requirements, the Employer shall grant administrative leave for education and training if the training or education is related to the employee's position(s) and/or upward mobility for a position within the District government.

ARTICLE 23

WHISTLE BLOWER PROTECTION

Employees shall not be subject to reprisal for lawful disclosures of information subject to and in accordance with the Federal Whistleblower Protection Act of 1989 and the D.C. Whistleblower Reinforcement Act of 1998, D.C. Law Section 12-160 (Title II).

ARTICLE 24

MERIT STAFF

Section A: General

All positions within the bargaining unit, excluding career ladder position promotions, shall be filled in accordance with merit staffing as described in law, the District Personnel Manual (DPM) and this article.

Section B: Posting Vacancies

The Agency agrees that all vacancies shall be posted, for a period of at least ten (10) days prior to the expiration date of the job vacancy announcement on official bulletin boards convenient to all work areas and other areas where bargaining unit employees are located. These vacancies shall be placed on the bulletin boards no later than two days after the vacancy is advertised or announced. In addition, the Agency shall post notices in other areas where the Agency may reasonable expect to obtain applications.

All job vacancy announcements shall provide a synopsis of duties to be performed, qualifications required and any special knowledge, skills or abilities that will be given consideration. The Union President shall receive copies of all vacancy announcements. These announcements shall be e-mailed or mailed through U.S. regular mail to the Union president at addresses provided by the Local president.

Section C: Qualified Applicants

After the rating and ranking of applicants, pursuant to the DPM, a list of best qualified applicants shall be submitted to the selecting official. Any selection shall be made from among the list of best-qualified applicants or as required by law.

Section D: Selection Process

If one applicant/candidate is interviewed then all qualified applicants/candidates shall be interviewed. An internal applicant is a District Government employee and an external applicant is an individual who is not employed with the District Government.

Section E: Selection Notice

All bargaining unit applicants shall be notified in writing of their selection or non-selection for a vacancy.

Section F: New Employee Orientation

The Union shall be informed and invited to all orientations of new employees who are covered by this Agreement. The Union shall be allowed to provide the employee with Union material and information. The Union will be given advance notice of orientations scheduled for new employees.

Section G: Employees Affected by a RIF or Involuntary Demotions

When an employee has been downgraded through no fault of his/her own or affected by a reduction in force, he/she shall be given priority consideration regarding selection for any position vacancy which he/she formerly occupied and/or any position for which the employee meets the minimum qualifications or can perform the position with minimum training.

ARTICLE 25

RELEASE OF INFORMATION

The Employer shall make available to the Union, upon the Union's request, any information relevant to negotiations, or necessary for proper enforcement of the terms of this Agreement. The Agency will be given a reasonable amount of time to respond to a request for information.

ARTICLE 26

JOB DESCRIPTIONS

Section A: Changes to Job Description

Each employee within the bargaining unit shall be given a copy of their job description. The Union shall be provided with a copy of each job description upon request. The Union will be given the opportunity to review and comment on all new and/or changed job descriptions.

Section B: Position Review

An employee may request a review of his/her position classification or a desk audit. Classification reviews and desk audits shall be conducted in accordance with the District Personnel Manual ("DPM").

Such a request for a review shall be made in writing to the immediate supervisor who will meet with the employee and/or his/her representative, to discuss and attempt to resolve the matter. If the matter is not satisfactorily settled at this level the employee may

request a review through the appropriate servicing personnel authority, in the D.C. Office of Human Resources.

ARTICLE 27

DETAILS AND TEMPORARY PROMOTIONS

Section A: Details

1. Details or temporary promotions shall be made in accordance with the appropriate provisions of the District Personnel Manual and may be used to meet the temporary employment needs of Management's work programs, on the job training and emergencies occasioned by abnormal workload or unanticipated absence.

2. Consistent with D.C. Personnel Regulations, when an employee is detailed to a higher graded position for more than one hundred and twenty (120) days, he/she shall receive the higher rate of pay as acting pay, effective the pay period which begins on or after the ninety-first (91st) day. The employee on detail shall at all times be considered the incumbent of his/her regular position.

3. For details in excess of thirty (30) days, the detail shall be documented, a copy given to the employee and a copy made a part of the employee's official personnel file.

4. Details to meet temporary needs of Management's work programs will be made on a rotation basis among qualified employees.

5. For details in excess of ninety (90) days, the employee's performance in the position to which he/she has been detailed shall be evaluated (including a rating) by the detail supervisor; the detail evaluation shall be included in the employee's official personnel file.

6. Details shall not be made as a means of retaliation or punishment.

Section B: Temporary Promotions

1. A career employee may be given a temporary promotion to meet a temporary need. Upon termination of the temporary promotion, the employee shall return to the same or to a comparable position from which the employee was temporarily promoted.

2. A temporary promotion of 120 days or less may be made without regard to merit promotion requirements.

3. A temporary promotion exceeding 120 days shall be made in accordance with merit promotion procedures.

ARTICLE 28

OPERATION OF DISTRICT OF COLUMBIA VEHICLES

Section A: Purpose

The Agency and the Union agree employees operating District of Columbia motor vehicles shall comply with all laws, rules, regulations and the policies of the District of Columbia during the operation of Government owned vehicles.

Section B: Parking Spaces and Parking Citations

The parties agree that employee(s) assigned to operate government owned vehicle(s) in areas where parking space(s) are at a premium and/or at location(s) where parking space(s) are difficult to find, shall be given a valid District of Columbia government parking permit, where available.

1. Parking of government vehicles are governed by the April 9, 2007 Memorandum on "Adjudication of Parking Tickets Incurred During Government Service" (Memorandum) issued by Lucinda Babers, Interim Director, Department of Motor Vehicles. The Memorandum is attached as Appendix A to this Agreement.

2. Where employees are in compliance with the Memorandum and receive tickets, the Agency will pay or adjudicate such tickets. Employees are required to cooperate with such processing or adjudication.

ARTICLE 29

REDUCTION IN FORCE

Section A: Authority

Any reduction in force during the term of this Agreement shall be conducted in accordance with District of Columbia statutory provisions, Chapter 24 of the DPM, and this Article.

Section B: Consultation

The Agency agrees to consult with the Union in advance once a decision is made to conduct a reduction-in-force. The Agency further agrees to minimize the effect of the reduction-in-force on employees and to consult with the Union toward that end.

Section C: Bargaining over the Impact and Effect

The Agency agrees to bargain with the Union over lessening the impact and effect of a reduction-in-force. Bargaining shall commence after a decision has been made to conduct a reduction-in-force and upon request by the Union. The Union shall be given a written notice of the agency's decision to conduct a reduction-in-force. This notice shall be sent within five (5) days of the Agency's decision to conduct a reduction-in-force.

Section D: Information Request

In the event of a reduction-in-force, the Agency shall upon request, provide information needed by the Union to engage in effective impact and effect bargaining. The Agency shall provide the information within seven (7) workdays of receipt of the Union's request for information. The Union will be advised of any information that is not available during the seven (7) workday response period and will be advised as to approximately when it would be available.

ARTICLE 30

CONTRACTING OUT

Section A: Union Notification

When there will be an adverse impact to bargaining unit employees, the Agency shall notify and consult with the Union sixty (60) calendar days prior to final action on such contract, except in emergencies, in which case notice will be given as soon as practicable. The Union shall have full opportunity to make its recommendations known to the Agency who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Agency shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Union shall be provided the following information:

1. The financial savings to be realized by the Employer in accordance with D.C. Official Code § 2-301.05b – Privatization Contracts and Procedures Requirements;

2. The impact and effect of the action on union employees, including job loss;

3. The actual and potential skills of the employees presently doing the work;

4. The equipment, facilities and/or machinery needed for the work;

5. The likelihood that the work will have to done on a long-term or recurrent basis; and/or

6. Such other factors as may be deemed applicable by the Agency or by the Union, per their request, as a result of a need for clarification related to the notification to contract out.

Section B: Employee Impact

The Employer agrees to place employees who have been displaced by such action in other available vacant positions, within the Department, for which they are qualified and able to perform, in accordance with the applicable District Personnel Regulations.

ARTICLE 31

TOOLS

Section A: Issuance of Tools

Management shall provide, at no cost to employees, all tools needed to perform the work.

Section B: Care of Tools

The Employer shall maintain its power and special tools in a safe working condition. Employees will be responsible for proper care and safe operation of power and special tools. Tools issued will remain the property of the District of Columbia government. Employees terminated, retired or resigning shall be required to return such tools prior to leaving the job.

ARTICLE 32

ENVIRONMENTAL PAY DIFFERENTIAL

The Union may submit to the Agency a list of positions which it believes to be eligible for environmental pay differential. The Agency shall submit this list to the D.C. Office of Human Resources for approval or disapproval of the differential, within three working days of receipt from the Union. The Office of Human Resources will process the

submission. The Union and the Agency will be notified in writing of the decision. The decision shall state the reason(s) why the request for differential was approved or denied.

ARTICLE 33

WORK ON HOLIDAYS

Section A: Holidays

The holidays are as follows:

1. New Year's Day, January 1st of each year;
2. Dr. Martin Luther King, Jr's Birthday, the 3rd Monday in January of each year;
3. President's Day, the 3rd Monday in February of each year;
4. Emancipation Day, April 16th of each year;
5. Memorial Day, the last Monday in May of each year;
6. Independence Day, July 4th of each year;
7. Labor Day, the 1st Monday in September of each year;
8. Columbus Day, the 2nd Monday in October of each year;
9. Veteran's Day, November 11th of each year;
10. Thanksgiving Day, the 4th Thursday in November of each year; and
11. Christmas Day, December 25th of each year.
12. Inauguration Day, January 20th, every four (4) years;

Any other day designated to be a legal holiday by the Congress or the Mayor or the U.S. President.

Section B: Work on Holidays

Except for environmental emergency operations, or continuous shift operations, any necessary work performed on a holiday shall be performed by volunteers. In the event the number of volunteers is not sufficient the work assignment will be based on seniority

within the work unit or office. Management reserves the right to require employees to do necessary work on holidays.

ARTICLE 34

HOURS OF WORK

Section A: Workday

The hours of work shall be consecutive except as interrupted by a lunch period.

Section B: Workweek

The Agency agrees to establish a workweek for employees, in accordance with D.C. Code Section 1-612.01.

Section C: Continuous Operations and Shifts

Work schedules for employees assigned to shifts, showing the employee's workdays and hours shall be posted on appropriate bulletin boards. The Union shall be provided an opportunity to review and comment, prior to the implementation of new shifts that would affect the members of the units.

Section D: Changes in Work Schedules

Except in emergencies, circumstances which would disrupt agency operations or where such changes in regular work sites and/or work schedules are part of the normal operation of the job, Management shall provide employees seven (7) workdays advance notice of any changes to their work site or work schedule.

Section E: Shift Schedule Preference

If the Agency introduces new shift schedules or revises existing shift schedules, employees in each affected job classification shall be permitted to request in writing their preference for the new shift assignment. If more than a sufficient number of employees seek a specific shift, the Agency shall make the assignment according to seniority. If less than a sufficient number of employees seek a specific shift, the Agency shall make the assignment in reverse seniority order, (i.e., the junior employee fills the least desirable shift). The Agency agrees to respond to employees requesting shift preference within one day of the request. Hardship cases shall be considered on a case by case basis.

Section F: Flexible/Alternative Work Schedule or Change in Tour of Duty

1. Normal work hours may be adjusted to allow for flexible/alternative work schedules requested by employees, with appropriate adjustments in affected leave

and compensation items (e.g., overtime, premium pay, compensatory leave, etc.). Such schedules may be appropriate where it increases employee morale and productivity. The Union shall be given advance notice of all changes to work schedules, prior to the change.

2. A flexible/alternative work schedule shall provide that overtime compensation will not begin until the regularly scheduled workday or tour of duty has been completed. Other premiums shall be based on the regular scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave shall continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules, and shall be charged on an hour-by-hour basis.

Section G: Breaks for Clean-Up

Management shall provide a fifteen (15) minute time period for employees to clean up prior to lunch and at the end of the workday.

Section H: Time if Detailed Elsewhere

Employees detailed out of their section for periods of one day or less shall be allowed a reasonable amount of time to return to their own section before quitting time to put away equipment and personal property.

Section I: Rest Periods

The Agency shall provide two (2) fifteen (15) minute breaks on each shift, regularly scheduled workday, and/or tour of duty. At a minimum, one for each four (4) hour period worked. The same principle shall apply for overtime worked beyond the regular shift, regularly scheduled workday, and/or tour of duty, except that the employee must work one (1) hour or more to qualify for a fifteen (15) minute overtime rest period and for every four (4) hours, or major portion thereof worked. Following the first four (4) hours of overtime work, the employee shall be given a thirty (30) minute lunch period. If the employee works the better part of eight hours of overtime, the employee shall be allowed two (2) fifteen (15) minute breaks.

ARTICLE 35

SNOW EMERGENCY OPERATIONS

Section A:

When a snow or other emergency situation exists, Management will notify in advance those employees who are required to work. Generally, Management will divide the employees into two groups, Group 1 and Group 2. Groups will alternate their assigned

tours throughout the snow season. Employees will work during their normal tour of duty and the appropriate group will be required to remain during a snow emergency situation. Should the emergency continue, the other group will report at the designated time and continue to work through their normal tour of duty. This rotation shall continue until the emergency is over.

Management reserves the right to establish different groupings during situations requiring extended emergency operations. Management agrees to give employees appropriate notice in any such situations.

Section B:

Bulletin boards or telephone communications will be utilized to notify those employees in any group required to work the next snow or other emergency. Reasonable efforts will be made to equalize overtime. When an emergency arises employees are required to report to his/her emergency operation group. A unit employee seeking to be excused must make his/her request with the appropriate supervisor.

Section C:

Management will maintain a current listing of employees in the groups. The list of employees in each group will be reviewed with the Chief Steward for the Bureau and posted prior to November 15 each year.

Section D:

Management shall not be required to work all employees in any one group during any emergency overtime period. Only those employees in a particular group needed during a snow storm will be requested to work.

Section E:

During extended emergency operations, rest periods, shelters and an opportunity to eat will be provided.

Section F: Lunch Periods and Rest Breaks:

1. Except in emergencies specifically declared as such by a responsible official of the Department, employees will be provided ample opportunity for lunch periods during their regular tour of duty, which will not be used as a basis for pay. When an emergency has been declared the following paragraphs shall apply:

    a. An employee's method of compensation shall be consistent with District rules and regulations when a responsible official of the

Department designates a specific time period for eating and all work ceases to allow employees to eat.

b. When a responsible official determines that no period will be set aside for eating and employees are allowed to eat during working lapses, without interfering with normal work process, the employees will receive pay for the time required to eat.

c. Employees will be relieved for rest breaks as often as necessary and reasonable during emergency operations.

Section G:

By agreeing to renew Article 35 without change, the Parties reserve their respective positions regarding the validity and interpretation of the 'Memorandum of Agreement between the District of Columbia and the Labor Organizations Representing Compensation Units 1 and 2, District of Columbia Snow Removal Programs," dated December 5, 2007 and November 27, 2007, signed by Natasha Campbell and George T. Johnson.

ARTICLE 36

INCLEMENT WEATHER CONDITIONS

Section A: General

This Article does not apply to snow emergency operations.

Section B: Early Dismissal

When the early dismissal of employees is authorized the Agency agrees to dismiss all affected non-essential employees.

Section C: Extreme Temperatures

In the event of excessive temperatures that cannot be immediately corrected or equipment failure, that precludes the performance of work or present unsafe/unhealthy working conditions, the Agency agrees that affected employees working inside buildings shall be dismissed or relocated for that workday. Except for emergency situations, the Employer agrees to relieve, as necessary, employees working outside during extreme heat or cold conditions by curtailing, rescheduling tours of duty, or suspending such operations or reassigning employees to other duties, inside or outside, or dismissing employees on paid administrative leave, at the Employer's option.

Section D: Facilities During Emergency Operations

The Agency agrees to provide or make accessible during prolonged emergency operations, restrooms and other facilities, as necessary, including toilet, heat, first aid kit and drinking water. Employees shall be afforded an opportunity to eat at prescribed intervals during such emergencies, and shall be entitled to rest periods as set forth in Article 34, Hours of Work.

Section E: Work Assignments

During inclement weather, the Agency agrees to reassign employees who are unable to perform their regular duties because of weather conditions to other duties as needed or provide a full day's tour of duty.

Section F: Reporting to Work

During inclement weather where the Agency has declared an emergency, employees shall be given a reasonable amount of time to report for duty without charge to leave; this reasonable time shall not exceed two hours after the assigned start time of the employee. Those employees required to remain on their post until relieved shall be compensated at the appropriate overtime rate and/or compensatory leave, at the overtime rate for the time it takes his/her relief to report for duty. It shall remain the employee's choice if the employee is paid overtime or receives compensatory time.

Section G: Leave Usage

Employees shall be allowed to use leave during inclement weather in accordance with Article 20 - Leave.

ARTICLE 37

ADMINISTRATIVE CLOSINGS

Section A: Definition of an Emergency

Emergency is generally construed to mean those periods when the health and welfare of the residents/visitors of Washington, D.C. are placed in jeopardy.

City-wide emergencies shall be declared by the Mayor of the District of Columbia. Those emergencies affecting the Agency's operations shall be declared by the Agency, with immediate notice to the Union president.

Section B: Definition of Administrative Closing

An Administrative Closing is defined as any closing of the District Government operations at the direction of the Mayor or the Department or Agency Head. These situations may arise for a number of reasons, including, but not limited to weather, power failures, interruption of public transportation, equipment failures, fires or acts of terrorism.

Section C: List of Essential\ Emergency Positions

The Agency agrees to provide the Union, annually, with a list of all bargaining unit positions identified as essential/emergency and the encumbered employee's name, grade and job title and the duration of the essential/emergency status. Each employee, whose position has been identified as essential/emergency, shall be notified annually of the essential/emergency status.

The Agency shall provide the Union with written notice of any changes in the designation of essential/emergency positions and employees. The Union shall have the opportunity to comment on the designation of positions as essential/emergency. The Agency shall meet with and consider the Union's comments.

The Agency shall publish an official listing of essential/emergency positions and, where applicable, shall include a statement of "essential" on all future vacancy announcements.

Section D: Non-Essential Employees

During an administrative closing, all non-essential employees who are covered by this Agreement shall be granted administrative leave upon the closing of the District Government or a Division, Unit, Office, or Agency covered by this Agreement.

ARTICLE 38

GRIEVANCE AND ARBITRATION PROCEDURES

Section A: Scope

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable settlement of grievances and to enable the parties to resolve grievances at the lowest possible administrative level.

Section B: Presentation of Grievances

A grievance is a complaint by employee(s) and/or the Union that there has been:

1. Violation, misapplication or misinterpretation of this Agreement and/or the Compensation Agreement;

2. Violation, misapplication, and/or misinterpretation of any laws, rules, regulations, and policies affecting the terms and conditions of employment.

Section C: Categories of Grievances

1. **Individual** - A grievance of an individual or personal nature. In the case of an individual grievant proceeding without Union representation, the Union must be given an opportunity to be present and to offer its views at any meeting held to adjust the grievance. The Agency shall be responsible for notifying the Union of any such meeting.

2. **Group** - A grievance involving a number of employees in the bargaining unit. A group grievance may be filed at whatever step a resolution is possible.

3. **Class** - A grievance involving all the employees in the bargaining unit of a Department and/or Agency. A class grievance must be signed by the Union President or his/her designee and may be filed directly at Step 3 or Step 4 of this procedure. Grievances so filed shall be processed only if the issue raised is common to all employees in a specific agency and/or within the bargaining unit.

Section D: General

1. If the Agency declares a grievance procedurally non-grievable/arbitrable, it must make such declaration in writing in response to the Step 3 grievance or, if the initial step is after Step 3, in the response at the initial step. All questions of procedural Grievability/Arbitrability not raised in response to the Step 3 grievance or, if the initial step is after Step 3, in the response at the initial step, shall be deemed waived. Questions of procedural grievability/arbitrability are for the arbitrator to decide and shall be decided by the same arbitrator selected to hear the merits of the grievance. Questions of substantive arbitrability/grievability will be pursued in accordance with applicable law.

2. If the Agency does not respond within the time limits specified in each step, the employee or the Union may invoke the next step, treating the lack of response as a denial of the grievance.

3. All time limits shall be strictly observed unless the parties mutually agree in writing to extend the time limits. Days shall mean calendar days, unless stated otherwise.

4. The presentation and discussion of grievances shall be conducted at a time and place that shall afford a fair and reasonable opportunity for both parties and their witnesses to attend. During arbitration, no witness shall be heard if the

arbitrator determines his/her testimony is not relevant. When discussions and hearings are required under this procedure and are held during the work hours of the Department or Agency, participants and witnesses shall be considered in a pay status for this purpose. The Agency shall make witnesses available for testifying at arbitration(s). The Agency may stagger the release of employees to accommodate operational demands. Witness lists shall be exchanged seven (7) workdays before the initial hearing date.

5. The Agency shall provide current and accurate information and documentation to all requests for information related to the preparation and presentation of a grievance.

6. Upon receipt, the Agency shall provide written notice to the Union of all grievances filed by employee(s), who are processing grievance(s) without Union representation.

7 Only the Union can invoke arbitration for any grievance filed pursuant to this Agreement.

Section E: Procedural Steps

Step 1. The aggrieved employee (with or without his/her Union representative) and/or the Union shall orally or in writing present and discuss the grievance with the employee's immediate supervisor, within fifteen (15) workdays of the occurrence or the event giving rise to the grievance becoming known to the employee or the Union. The immediate supervisor shall make a decision on the grievance and orally communicate the decision to the employee or to the Union within ten (10) workdays from the date of the presentation of the grievance.

Step 2. If the grievance remains unresolved, the employee, with or without his/her Union representative, or the Union shall submit a written grievance to the next level manager within ten (10) work days of the date of the Step 1 response or, if a response is not received by the due date, within ten (10) work days of the response due date. This specific Step 2 grievance shall be the sole and exclusive basis for all subsequent steps. The grievance at this step shall contain:

1. A statement of the specific provision(s) of the Agreement alleged to be violated;

2. The date(s) on which the alleged violation(s) occurred;

3. The manner in which the alleged violation(s) occurred;

4. The specific remedy or adjustment sought; and

5. Signature of the employee or Union representative, as applicable.

Should the grievance not contain the required information, the grievant and/or the Union shall be so notified in writing and granted the opportunity to resubmit the grievance within five (5) work days of receipt of such notice.

A response to the Step 2 grievance shall be made by the manager within seven (7) workdays of the date of receipt of the Step 2 grievance.

Step 3. If the grievance remains unresolved, the employee and/or Union shall submit a Step 3 grievance to the Agency Administrator or his/her designee, within ten (10)work days following the Step 2 response or, if a response is not received by the due date for Step 2, within ten (10) work days of the Step 2 response due date. The Administrator, or his/her designee, within the administration shall respond in writing within ten (10) workdays of receipt of the Step 3 grievance.

Step 4 If the grievance remains unresolved, the employee and/or Union, shall submit a Step 4 grievance to the Agency Director within ten (10) work days, following the receipt of the Administrator's or his/her designee's response or the response due date for Step 3. The Department Director or Agency Head shall respond, in writing, within ten (10) workdays of receipt of the Step 4 grievance.

Step 5. If the grievance remains unresolved the Union within fifteen (15) workdays from receipt of the Step 4 response or the Step 4 response due date, shall advise the Agency Director, with a copy to the Director, Office of Labor Relations and Collective Bargaining, or his/her designee, in writing whether the Union intends to request arbitration on the grievance. Should the Union request arbitration, such request shall include a settlement, setting forth grounds for the grievance consistent with Step 2.

Section F: Selection of Arbitrator

1. Selection of an Arbitrator - Within ten (10) work days of the written notice to arbitrate, the Union shall request the Federal Mediation and Conciliation Service ("FMCS") to refer a panel of seven (7) impartial arbitrators. A copy of the FMCS panel request shall be sent to the Director, Office of Labor Relations and Collective Bargaining. Within fifteen (15) days of receipt of the FMCS panel, the parties shall select one of the names on the list as mutually agreeable, or if there is no mutually agreeable arbitrator, each party alternately strikes a name from the FMCS panel until one remains. A coin shall be tossed to determine who shall strike first. If none of the submitted arbitrators are acceptable, one (1) new panel may be sought before the selection process begins.

2. FMCS shall be empowered to make a direct designation of an arbitrator to hear the case if either party refuses to participate in the selection of an arbitrator.

Section G: Conducting Arbitration

1. The arbitrator shall hear and decide only one (1) grievance in each case, unless the parties mutually agree to consolidation of grievance(s).

2. The arbitration hearing shall be informal and the rules of evidence shall not strictly apply.

3. The hearing shall not be open to the public. The hearing shall be open to the parties and witnesses relevant to the grievance including Management representatives, the aggrieved employee(s), Union Officials and representatives of the aggrieved employee(s), including Union attorneys and national representatives. The Union and Management may have observers attend the arbitration hearing. In the case of a class grievance involving employees from more than one unit, division, or office, the Union representatives for all affected units shall be allowed to attend the arbitration hearings.

4. Witnesses shall be sequestered upon request of either party.

5. Either party may have the arbitration proceedings recorded stenographically or otherwise. The cost of the transcript will be borne by the party requesting the stenographic recording, unless the parties mutually agree to equally share the cost. If a party, who has not requested a stenographic recording, subsequently requests a copy of the transcript, the party shall be charged the copy cost for the transcript and will pay for one-half of the cost of the arbitrator's copy of the transcript.

6. Hearings shall be held in the Office of Labor Relations and Collective Bargaining, or at the District building that contains the Grievant's work site, or at another mutually agreeable location. If the Parties disagree as to whether the hearing should be held in the Office of Labor Relations and Collective Bargaining, or at the District building that contains the Grievant's work site, that matter will be decided by the arbitrator.

Section H: Arbitrator's Award

1. The arbitrator's award shall be in writing and shall set forth the arbitrator's findings, reasoning and conclusion, within thirty (30) calendar days after the conclusion of the hearing, or within thirty (30) calendar days after the arbitrator receives the parties' briefs, if any, whichever is later.

2. The arbitrator shall not have the power to add to, subtract from or modify the provisions of this Agreement through the award. The arbitrator shall conform his/her award to the issues presented in the grievance.

3. The award cannot provide relief retroactively to a time before the date of the occurrence of the event upon which the grievance is based.

4. The arbitrator's award shall be binding upon both parties. A timely appeal may be filed by either party, with the D.C. Public Employee Relations Board.

5. A statement of the arbitrator's fee and expenses shall accompany the award. The fee and expenses of the arbitrator shall be shared equally unless the arbitrator allocates responsibility otherwise in the Award.

ARTICLE 39

DISCIPLINE

Section A: General

Discipline shall be administered in a fair, equitable, consistent, objective and nondiscriminatory manner. Disciplinary action shall not be taken in a manner that is retaliatory or constitutes harassment. Employees shall not be subject to restraints, interference, coercion or reprisals in the disciplinary process.

Discipline shall be imposed on employees for cause and shall be progressive in nature.

Section B: Types of Disciplinary Actions

For the purposes of this Article, discipline shall include the following:

1. Corrective Actions: written reprimands or suspensions of less than ten (10) days.

2. Adverse Actions: removal, suspension for ten (10) days or more, or a reduction in position, grade or pay.

An employee may appeal a corrective action or adverse action through the grievance process. Adverse actions may be appealed through the grievance process or the employee may elect to file an appeal at the Office of Employee Appeals ("OEA"). For an adverse action, the submission of a written grievance or the filing of a petition with the Office of Employee Appeals, whichever event is earlier shall be considered an election by the employee. The choice of one avenue of relief forfeits access to the other.

Section C: Progressive Discipline

1. Discipline shall be corrective rather than punitive in nature, and shall reflect the severity of the infraction, consistent with the principles of progressive

discipline. It is also acknowledged that immediate adverse action up to discharge is sometimes appropriate.

2. In selecting the appropriate penalty to be imposed in a corrective or adverse action, the Agency shall consider relevant factors, including any mitigating or aggravating circumstances. The results of such consideration shall be in writing and placed in the corrective or adverse action file. An employee's prior disciplinary record may be considered. However, the following time limits on prior disciplinary actions shall apply when determining the appropriate discipline:

a. A reprimand and/or a suspension of less than ten (10) days shall be considered a prior offense and may be cited only within two (2) years of the effective date of the reprimand, and only if it was not withdrawn earlier by the deciding official issuing the action by a court, or by other competent authority.

b. An adverse action shall be considered a prior offense and may be cited only within three (3) years from the effective date of the action, and only if not withdrawn earlier by the deciding official issuing the action, by a court, or by other competent authority.

3. Consideration may be given to correcting the problem through the use of the Employee Assistance Program ("EAP"). For purposes of disciplinary actions and penalties, days are defined as calendar days, unless otherwise stated herein.

Section D: Time Frame for Proposing Disciplinary Action

After discovery of the incident, an investigation shall be conducted in a timely manner, and discipline shall be imposed upon the conclusion of any investigation.

Section E: Grievance Process

Employees may grieve disciplinary actions through the negotiated grievance procedure set forth in Article 38 Grievance and Arbitration Procedure, of this Agreement at the step of the next higher level manager than the deciding official, within fifteen (15) workdays of the receipt of the final decision. If the deciding official is the Director of the Agency, the grievance shall be filed at Step 4 of Article 38.

Section F: Probationary Employees

This Article shall govern disciplinary actions imposed on probationary employees. However, the removal of an employee during his/her probationary period is neither grievable nor appealable, and shall be done in accordance with the DPM.

Section G: Privacy

If a supervisor has reason to discipline an employee, it shall be done in private and in a manner that shall not embarrass the employee before other employees or the public.

Section H: Notice of Proposed Disciplinary Action

1. An employee for whom adverse action is proposed shall be entitled to at least 15 calendar days advance written notice of a proposed adverse action, or ten (10) calendar days if corrective action is proposed. The notice shall identify the cause and the reason(s) for the proposed action.

2. A notice of proposed corrective or adverse action shall contain the following information:

a. The violation or infraction allegedly committed by the employee and where the employee/union can obtain the supporting documentation;

b. The Agency shall give specific description of the incident(s), including the date(s) of the occurrence that resulted in the Agency proposing disciplinary action;

c. The name and telephone number of the hearing officer and/or disinterested designee;

d. A statement that the employee is represented by AFGE Local 631 and should seek assistance from the Union.

A response to the proposed disciplinary action is due ten (10) workdays after the employee receives the notice of proposed discipline.

Section I: Union Notification and Support Documentation

Recognizing that the Union is the exclusive representative of the employees covered by this Agreement, the Agency shall notify the Union of proposed disciplinary actions. A written notice shall be provided to the Union President identifying the name of the employee, the date the employee received the proposed action and the proposed penalty. This notice to the Union shall be mailed to the Union President at the time the document(s) is issued to the employee. The parties may mutually agree, in writing, to other methods of delivery of the notice to the Union.

The materials upon which the proposed discipline is based shall be made available to the employee and his/her authorized representative for review. The employee and his/her authorized representative shall be provided with copies upon request.

Any information that cannot be disclosed to the employee and/or his/her representative at the time the proposal is issued shall not be used as support for the proposed action and final decision.

Section J: Active Duty Status

Except for employees on paid administrative leave, an employee shall remain in an active duty status, during the proposed notice period.

Section K: Deciding Official

The person proposing a disciplinary action shall not be the deciding official, except in those circumstances where the Department Director is the proposing official.

1. The deciding official may either sustain the penalty, reduce it or dismiss the action, but shall not increase the penalty. In cases of termination, the deciding official may remand the hearing officer's recommendation to the hearing officer with instruction for further consideration.

2. If the proposed action is sustained in whole or in part, the written decision shall identify the reason for the decision and shall describe whether the proposed penalty has been sustained or reduced, and inform the employee of his/her right to appeal or grieve regarding the decision, and the right to be represented. The final decision shall also specify the effective date of the action.

Section L: Final Decision

A Notice of Final Decision, dated and signed by the deciding official, shall be delivered to the employee on or before the date that the action is to be effective. If the employee is not in a duty status at that time, the notice shall be sent to the employee's last known address by certified or registered mail before the effective date.

If a final decision is grieved through the negotiated grievance procedure, a written grievance shall be filed within fifteen (15) workdays of the receipt of the final decision, as provided for in Section E of this Article.

ARTICLE 40

UNIFORMS

Section A: Issuance of Uniforms

Government issued property such as uniforms, badges and equipment should be used only for its intended purposes while employees are on official government business. Employee(s) issued uniforms are required to wear such uniforms while on duty. Female employees covered by this Agreement who normally receive uniforms shall be issued

industry standard work clothing designed for women. The Department of Public Works (DPW) agrees to pay for laundering/clean uniforms on a weekly basis.

The Agency agrees to furnish the bargaining unit employees, in positions designated under Section F of this Article, the uniform items listed below. Office and mailroom personnel shall be issued smocks and thin rubber gloves.

OPM (December every other year)	DPW (June annually)
5 pairs of pants	5 pairs of pants
5 short sleeve shirts	5 short sleeve shirts
5 long sleeve shirts	5 long sleeve shirts
1 pair of coveralls	1 pair of coveralls
1 pair Refrigerator coveralls	1 pair of Refrigerator coveralls
2 pairs of work shoes/boots (Steel or fiberglass toe protection, if required)	1 pair of work shoes/boots
1 jacket	1 jacket
1 long coat (Frigid weather coat)	2 pair Heavy Duty Gloves (no limit - as needed)
	Goggles (no limit- as needed)
1 summer cap	1 summer cap
1 winter hat	1 winter hat
1 pair of hip boots (If required)	2 packages of T-Shirts (3 to a pack)
Gloves and Goggles (No limits-as needed)	
1 set of Industrial rain gear (hat, jacket, pants and boots)	1 long coat
3 Smocks and thin rubber gloves for office and mail room personnel	2 sweaters(zip up front)
	1 Set of Industrial rain gear (hat, jacket, pants, and boots)

OPM means the Office of Property Management.

Management agrees to replace the above items as set forth in this Article. Employees shall be measured each year at a time that allows the Agency to assure timely delivery of uniforms.

Section B: Employee Responsibility

Employee(s) terminating employment will be required to return identification badges, cell phones, electronic equipment, uniforms and other government property in their possession, prior to receiving their final check. If an employee fails to return the above items, the District may deduct up to a maximum of two hundred fifty dollars ($250.00), or if the value of the item(s) is greater than $250.00, one-half the net amount of the final pay check(s) due, based upon the depreciated value of the item(s). Employees will be allowed to explain extenuating circumstances prior to monies being deducted from their final pay check. Employee seeking to provide such an explanation shall submit a written statement to the Department Director. Any deduction made from final pay under this

provision shall not waive the right of the employee to challenge the validity of the deduction or the right of the District to seek the return and/or additional reimbursement for items not returned by the employee.

Section C: Measurements and Corrections

Management shall work to ensure that accurate measurement of employees and correct sizes of uniforms are received by employees. Corrections needed on uniforms shall be completed promptly, after notice of the incorrect fit by the employee. Employee(s) shall provide notice of an incorrect fit, within 7 working days of receiving the new or replacement uniform. Corrections needed on uniforms shall be completed within thirty (30) days after notice of incorrect fit by the employee.

Section D: Recommendation for Additional Uniforms

The Union may submit in writing, to the Management of each department or agency, recommendations regarding uniforms. Management agrees to meet with a representative of the Union to discuss the recommendations made by the Union.

In addition to the items in Section A, Management may issue other uniform items deemed necessary. Labor-Management meetings may be utilized to assist in determining additional uniform needs in particular departments or agencies.

Section E: Cooperation

It is the desire of Management to provide uniforms on a timely basis, consistent with the Collective Bargaining Agreement. To this end, the parties agree to cooperate in the administration of this Article.

Section F: Definition of Trade Positions

For purposes of this Article, the following positions are designated to receive uniforms under this Article. Other positions may be designated, after consultation by the parties to this Agreement: All mechanics, plumbers carpenters, painters, boiler plant worker, maintenance worker, pipe fitter, welder, maintenance mechanic, vehicle operator, engineering equipment operator, mason, laborer, electrician, equipment repairer, Tools and Parts attendants, equipment specialists, locksmith, truck driver, roofer, HVAC and all helpers.

ARTICLE 41

IMPROVED BENEFITS

Any employee covered by this Agreement shall automatically receive any benefits of any future legislation, ordinance or order which improves on non-compensation benefits

ARTICLE 42

ADMINISTRATION OF OVERTIME

Section A: Equal Distribution of Overtime

Overtime work shall be equally distributed among employees and appropriate specific arrangements for the implementation of this concept may be a topic at Union-Management Cooperation Meetings or Labor Management meetings. Specific employees' qualifications and emergency circumstances may be considered when decisions are made on which employee shall be called for overtime work.

Section B: Rotating Overtime

Management will solicit volunteers when overtime work is required. In the event a sufficient number of volunteers who are qualified to perform the job functions are not available, overtime work will be rotated based on seniority in the office or unit until each employee has been offered overtime. Instances of hardship shall be presented to the supervisor and shall be considered on a case by case basis.

Section C: Failure to Report for Overtime Work

An employee who fails to report for previously scheduled overtime shall be taken out of the overtime rotation cycle or overtime scheduling. The employee shall be placed back into the rotation after 30 days. This section does not preclude management's exercise of its rights to impose disciplinary action.

ARTICLE 43

DRUG AND ALCOHOL TESTING

Employees who hold a CDL license, as required by their positions, shall be tested for drug and alcohol in accordance with the U.S. Department of Transportation regulations. CDL employees who test positive for drug and/or alcohol use while on duty in accordance with U.S. Department of Transportation regulations, shall be disciplined in accordance with Article 39 of this Agreement and the chart of appropriate penalties listed below. This penalty chart does not apply to post-accident testing or testing because of damage to person or property.

Alcohol Use While on Duty	1st offense	2nd offense	3rd offense
After a positive test result showing the following: · Drunkenness on duty in violation of the DOT regulations	Reprimand to Suspension for up to	Suspension for 20-30 days	Removal

· Alcohol use while on duty in violation of the DOT regulations	15 days		
Use of Illegal Drugs: Unauthorized Use or Abuse of Prescription Drugs; or Positive Drug Test Result			
After a positive test result showing the following: · Illegal drug use while on duty in violation of DOT regulations · Unauthorized use or abuse of prescription drugs in violation of DOT regulations	Suspension for 15 to 30 days	Removal	N/A

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.ARTICLE 44

ICE MACHINES AND OTHER EQUIPMENT

The Employer agrees to furnish and maintain water coolers and/or ice machines, and cups wherever and whenever necessary. The Employer agrees to service and keep all water coolers and/or ice machines and drinking water fountains in proper working condition.

ARTICLE 45

NEW TECHNOLOGY AND EQUIPMENT

Section A:

Whenever the Agency proposes to acquire or implement any mechanical device or technological change or system based upon new technology or new procedures that may adversely impact on employees in the bargaining unit, the Agency shall notify the Union in writing at least 60 days prior to implementation. Once bargaining is requested, the parties shall bargain as permissible by law.

Section B:

The Agency shall provide appropriate training for affected employees to acquire the skill and knowledge necessary for the new equipment or procedure. The training shall be held during working hours or during non-work hours, which will be paid at the overtime rate. The Employers shall bear the expense of the training.

ARTICLE 46

WORK RULES

Employees shall be advised of verbal and written work rules which they are required to follow.

ARTICLE 47

REORGANIZATION

Section A:

The Employer agrees to provide the Union with thirty (30) days notice of its intent to reorganize. The Union shall be allowed to bargain to the extent permissible by law, prior to implementation.

Section B:

The Union, upon written request, shall receive documents related to the reorganization that is relevant and necessary to the Union's performance of its role as exclusive collective bargaining representative.

ARTICLE 48

SUCCESSORSHIP

This Agreement shall be binding upon the parties hereto. In the event of a change in the Agency, this Agreement shall be binding on the Agency's successor.

ARTICLE 49

SAVINGS CLAUSE

In the event any article, section or portion of this Agreement is rendered or declared invalid by any existing or subsequently enacted legislation, or by decree of a court or higher authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the legislation or decision, and shall not invalidate the remaining portions hereof, and they shall remain in full force and effect. Upon issuance of such decision, the Employer and the Union agree to enter into negotiation for a substitute for the invalidated article, section or portion thereof.

ARTICLE 50

DURATION AND FINALITY OF AGREEMENT

Section A: Duration of Agreement

This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (Section 1-617.15(a), D.C. Code, 2001 Ed.). This Agreement shall be effective as of the day of final approval, and shall remain in full force and effect until the 30th day of September, 2013. Should either party desire to renegotiate, renew, or extend or modify this Contract, notice will be given in writing on or before March 31 of the year preceding the September termination date. This Agreement shall remain in full force and effect during the period of negotiations and until a new contract takes effect.

Section B: Finality

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated. The Agreement shall not be reconsidered during its life unless by mutual consent or as required by law.

IN WITNESS THEREOF, the parties hereto have entered into this Agreement on this 6th day of October, 2009.

FOR THE DISTRICT OF COLUMBIA GOVERNMENT

Natasha Campbell, Director
Office of Labor Relations and
Collective Bargaining

Dean Aqui, Supervisory Attorney Advisor
Office of Labor Relations and
Collective Bargaining

James T. Langford, Attorney Advisor
Office of Labor Relations and
Collective Bargaining

William Howland, Director
Department of Public Works

Robin Eve Jasper, Director
Department of Real Estate Services

Clifford M. Dozier, Labor Liaison
Department of Public Works

Veronica Rock, Labor Liaison
Department of Real Estate Services

FOR THE UNION, AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, LOCAL 631

Barbara B. Hutchinson, Chief Negotiator
AFGE, Local 631

Barbara J. Milton, President
AFGE, Local 631

Romeo Frazier, Member
Negotiating Team, AFGE, Local 631

Dia Khafra, Member
Negotiating Team, AFGE Local 631

Arthur Jones, Member
Negotiating Team, AFGE, Local 631

APPROVAL

This Collective Bargaining Agreement between the District of Columbia Government and the American Federation of Government Employees, Local 631, dated October 6, 2009, has been reviewed in accordance with Section 1715(a) of the District of Columbia Comprehensive Merit Personnel Act of 1978 (D.C. Code, Section 1-617.15 (2001 ed.)) and is hereby approved this 13th day of May, 2010.

Adrian M. Fenty
Mayor

Article 4

5/15/09

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MOTOR VEHICLES

★ ★ ★

J. T. Langford
5.15.09
T. A.

MEMORANDUM

TO: Persons Issued Tickets While Operating Government Vehicles

FROM: Lucinda Babers
Interim Director

DATE: April 9, 2007

SUBJECT: Adjudication of Parking Tickets Incurred During Government Service

The Department of Motor Vehicles revised its guidelines for adjudicating tickets issued to government and public service vehicles on March 20, 1994. Working with police agencies and other officials, the Department created exceptions to liability for some cars and trucks operated by government employees during the course of official government business. There are, however, still misunderstandings on the part of some employees about the range and scope of exceptions permitted for government and public service vehicles.

There are no exceptions for citations that are issued for blocking traffic or for other activities that impact upon public safety.

There also appears to be a misunderstanding about the proper use of the "Authorized Parking Permit" issued by the Department of Motor Vehicles.

- **The "Authorized Parking Permit" does not convert a private vehicle into an official government vehicle.**

- **Vehicles with private license plates cannot park free at meters, even if they do display an "Authorized Parking Permit", and such vehicles may not occupy parking spaces that are reserved for "Government Vehicles Only".**

The following "Guidelines for Exceptions" may be useful in helping government employees avoid tickets and other enforcement action:

1. Government Employees - District and Federal vehicles may be excused from parking infractions incurred during the course of urgent government business if there was no other legal space available, provided the parking violation did not block traffic or cause a safety problem.

Ex. 34

5/15/09

The defense of being a government employee on urgent business will not excuse the following violations:

- violation of no parking/standing anytime regulations
- rush hour violations
- blocking a crosswalk
- parking in a fire lane/fire hydrant
- loading zone violation
- parking in a bus stop or bus zone
- violation of school zone regulations
- parking on a sidewalk
- blocking a driveway or alley

2. Law Enforcement Vehicles – Law enforcement vehicles carry with them the presumption that their business is urgent. It is recognized that from time to time law enforcement duties require personnel to violate exceptions to established rules. In these cases hearing examiners weigh a respondent's violation against the duties the agent performs and makes a decision in consideration of the public interest.

3. Utility Vehicles – Utility vehicles are treated as though they were government vehicles. The actual work vehicle is treated in much the same manner as a law enforcement vehicle. For example, an electric repair truck may have to park in a bus zone because that is where the manhole to be re-wired is. A supervisor's car will, however, be held to the provisions of paragraph one. Government ticket writers will look for work cones to denote activity, and if work cones are not displayed, a citation can be issued.

4. Procedures for Adjudication – Each agency should designate one or two persons to review tickets issued to vehicles operated by their employees. Drivers may be held responsible for tickets that do not fall within government adjudication guidelines.

- Tickets that are disapproved by a Department's certifying official may be presented for a hearing by the individual driver, or else they should be paid. When citations are adjudicated by a hearing examiner and a respondent is found liable, the citation is expected to be paid.

- If a reviewing official believes that a ticket issued to a government vehicle falls within government adjudication guidelines described above, the completed file should be directed to the Government Fleet Specialist at Adjudication Services, 301 C Street, NW, Washington, D.C. 20001. An accompanying letter should be sent describing the nature of the driver's business, why that business was urgent, and what the driver did to seek out available legal parking space.

- It is important that a full explanation of the circumstances surrounding a ticket is presented when one is seeking an exception to liability. Vehicle operators who are denied processing under your Department's screening procedures may walk in for an in-person hearing at 301 C Street, NW on any business day between the hours of 8:30 a.m. to 4:00 p.m.

SBH 5/15/09

- The signature of your Department's certifying official should be on file at Adjudication Services. The person authorized to seek an exception for vehicles on a Department's registry should be known to our officials, as we can not process requests submitted by individual employees.

S. T. Langhorne

OFFICIAL TIME REPORT

Agency, Division, Branch_____ Date - Week Ending: _____

Employee Name _____ Union Title _____ Union _____

Name of Supervisor Submitting Report_____

Date	Actual Time From : am/pm	To: am/pm	Total Time Used	Activity (1-9) identify All that Apply	Employee Initials	Supv. Initials

This form shall be administered in accordance with the Collective Bargaining Agreement, including representational functions of official time (Activity) as identified in Article 8. [See Activity List on Reverse Side]. The union representative completes this form and the immediate supervisor will initial the last column. This form is not a time sheet and shall only be used to record the use of official time. Send original to the Office of Labor Relations and Collective Bargaining, with a copy to the supervisor and a copy to the union representative.

REPRESENTATIONAL FUNCTIONS OF OFFICIAL TIME (Activity):

1	Investigation, receipt, preparation and presentation of grievances and safety issues
2	Labor-Management and safety committee meetings
3	Representation in arbitration, PERB, OEA, OHR and other applicable jurisdictional body
4	Attending meetings with Agency, Mayor, City Council, Congress or other official body
5	Posting Union notices on designated Union bulletin boards
6	Attending negotiation meetings as designated member of team or acting as alternate for absent member
7	Consulting with Agency or its representatives, other Union representatives, or employees, concerning enforcement of Agreement
8	To attend training or other activities to further the interests of improving the Labor-Management relationship
9	Travel to any of the activities listed above

MASTER AGREEMENT

BETWEEN

**THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL 20,
AFL-CIO**

AND

**THE GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

EFFECTIVE THROUGH SEPTEMBER 30, 2010

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PREAMBLE

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title I, Chapter 6, Subchapter 1, D.C. Official Code § 1-601.02) states that the Council of the District of Columbia declares that it is the purpose and policy of this act to assure that the District of Columbia Government shall have a modern flexible system of public personnel administration, which shall "provide for a positive policy of labor-management relations including collective bargaining between the District of Columbia and its employees . . . ."

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01) states [t]he District of Columbia Government finds and declares that an effective collective bargaining process is in the general public interest and will improve the morale of public employees and the quality of service to the public.

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01(b) provides for collective bargaining between the Mayor of the District of Columbia and labor organizations accorded exclusive recognition for employee representation for employees of the District of Columbia Government.

Pursuant to the District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.10), various local unions or District Council 20 of the American Federation of State, County and Municipal Employees, AFL-CIO, (herein "AFSCME" or the "Union") have been certified and/or recognized as the exclusive collective bargaining agent for employees of the District of Columbia Government (hereinafter the "District" or the "Employer").

Accordingly, AFSCME and the District enter into this Agreement, which shall have as its purposes:

(1) Promotion of a positive policy of labor-management relations between the District of Columbia Government and its employees;

(2) Improvement of morale of employees in service to the District of Columbia Government;

(3) Enhancement of the quality of public service to the citizens of the District of Columbia;

(4) Creation of a government that works better; and

(5) Promotion of the rights of District of Columbia Government employees to express their views without fear of retaliation.

AFSCME and the District of Columbia Government declare that each party has been afforded the opportunity to put forth all its non-compensation proposals and to bargain in good faith. Both parties agree that this Agreement is the result of their collective bargaining and each party affirms its contents without reservation. This Preamble is intended to provide the background and purpose of the Collective Bargaining Agreement. Alleged violations of the Preamble per se will not be cited as contract violations.

ARTICLE 1
RECOGNITION

Section 1 – Recognition:

The District of Columbia Government (hereinafter referred to as the "District" or "Employer") hereby recognizes as the sole and exclusive representative for the purpose of collective bargaining, the American Federation of State, County and Municipal Employees, AFL-CIO, District of Columbia District Council 20, and its affiliated Local Unions (hereinafter referred to collectively as the "Union" or "AFSCME") for each of the bargaining units under the personnel authority of the Mayor for which AFSCME is the certified collective bargaining representative.

Section 2 - Bargaining Units Descriptions:

This Agreement may also include agencies with independent personnel authority if they have executed an addendum opting to be covered by the provisions herein.

Section 3 - Coverage:

AFSCME, the certified exclusive representative of all employees in the bargaining unit referenced above, shall be responsible for representing the interests of employees in the units without discrimination as to membership; provided, however, that an employee who does not pay dues or service fees may be required by the Union to pay reasonable costs for personal representation.

Section 4 – New Units:

Bargaining units of employees under the administrative jurisdiction of the Mayor of the District of Columbia certified during the term of this Agreement shall be covered by the provisions of this Agreement, if agreed to by the parties.

Section 5 – Unit Clarification(s):

The Union and the Employer shall file a Joint Petition with the Public Employee Relations Board (hereinafter referenced as PERB) to clarify and correct inaccuracies contained on the current unit certifications. Prior to filing of the joint petition, the Union and Employer shall confer on the revised unit descriptions.

ARTICLE 2
MANAGEMENT RIGHTS

Section 1 – Management Rights in Accordance with the Comprehensive Merit Personnel Act (CMPA):

(a) Management's rights shall be administered consistent with D.C. Official Code §1-617.08, 2001 edition as amended.

(b) All matters shall be deemed negotiable except those that are proscribed by this subchapter. Negotiations concerning compensation are authorized to the extent provided in Sections 1-617.16 and 1-617.17 (as amended).

Section 2 - Impact of the Exercise of Management Rights:

Management rights are not subject to negotiations; however, in the Employer's exercise of such rights, the Union may request the opportunity to bargain the impact and effects, where there has been an adverse impact upon employees regarding terms and conditions of employment.

ARTICLE 3
UNION RIGHTS AND SECURITY

Section 1 – Exclusive Agent:

The District shall not negotiate with any other employee organization or group with reference to terms and/or conditions of employment for employees represented by AFSCME. AFSCME shall have the right of unchallenged representation in its bargaining units for the duration of this Agreement in accordance with PERB Interim Rules, Section 502.9(b).

Section 2 – Meeting Space:

Upon request at least one day in advance, the Employer will provide meeting space as available for bargaining unit business. Except as provided elsewhere in this Agreement, meetings will be held on the non-work time of all employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

Section 3 – Access to Employees:

The Union shall have access to all new and rehired employees to explain Union membership, services and programs. Such access shall occur during either a formal orientation session or upon

such employees' reporting to their work site within thirty (30) calendar days of employees' appointment or reappointment.

Section 4 - Dues Checkoff:

The Employer agrees to deduct union dues bi-weekly from the pay of employee members upon proper authorization. The employee must complete and sign Form 277 to authorize the withholding. The amount to be deducted shall be certified to the Employer in writing by the appropriate official of District Council 20. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes will be made at the earliest opportunity after notification is received but in no case will changes be made retroactively. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer within the thirty (30) calendar day period prior to the anniversary date of this Agreement. When Union dues are cancelled, the Employer shall withhold a service fee in accordance with Section 5 of this Article.

Section 5 - Service Fees:

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues shall pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such deductions shall be allowed when the Union presents evidence that at least 51% of the employees in the unit are members of the Union.

Section 6 – Cost of Processing:

The Employer shall deduct $.05 per deduction (dues or service fee) per pay period from each employee who has dues or service fees deducted. This amount represents the fair value of the cost to the Employer for performing the administrative services and is payable to the Office of Labor Relations and Collective Bargaining.

Section 7 - Hold Harmless:

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability, which may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer, shall be returned to the Employer or conveyed by the Union to the employee(s), as appropriate.

ARTICLE 4
LABOR-MANAGEMENT MEETINGS

Section 1 – Labor-Management Partnerships:

Consistent with the principles of the D.C. Labor-Management Partnership Council, the parties agree to establish and support appropriate partnerships within the individual agencies covered by this Agreement. The purpose of such partnership will be to promote labor-management cooperation within a high-quality work environment designed to improve the quality of services delivered to the public.

Agency partnership should ordinarily be made up of equal numbers of high-level officials of labor and management who will meet regularly to consider such issues as they choose to discuss. Decisions by the partnership are by consensus only.

Section 2 – Labor-Management Contract Review Committee:

Appropriate high-level management and union representatives shall meet at least monthly, at either party's request, to discuss problems covering the implementation of this Agreement. The findings and recommendations of the Contract Review Committee will be referred to the Director for action. The Director or his/her designee shall respond in writing to any written finding and recommendation of the committee within a reasonable period.

ARTICLE 5
DISCRIMINATION

Section 1 – General Provisions:

The Employer agrees that it will not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee of the District Government has the right, freely and without fear of penalty or reprisal:

(1) To form, join and assist a labor organization or to refrain from this activity;

(2) To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under this law and rules and regulations through a duly designated majority representative; and,

(3) To be protected in the exercise of these rights.

Neither party to this Agreement will discriminate against any employee with regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation, or as otherwise provided by law.

Section 2 – Equal Employment Practices:

The Employer agrees to vigorously continue the implementation of its Equal Employment opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Department/Agency's Affirmative Action Plan will be observed. Progress reports will be sent to the Union periodically as to the implementation of the Affirmative Action Plan.

The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Department's Affirmative Action Counselors, and be permitted to meet with Department EEO officials to discuss implementation of the Affirmative Action Plan including Departmental policies and programs.

Vacancy Announcements for Departmental vacancies shall be posted at all work locations. One copy of the notice shall be supplied to appropriate Union Shop Stewards.

Section 3 – Discrimination Charges:

Any charges of discrimination shall be considered by the appropriate administrative agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

ARTICLE 6
UNION RIGHTS AND RESPONSIBILITIES

Section 1 – Union Stewards:

Union Stewards shall be designated by the Union and shall be recognized as employee representatives. Union Stewards shall be employed at the same work area or shift as employees they are designated to represent. When a union steward is transferred by an action of management (not including promotion or transfer at the employee's request), the steward may continue to act as a steward for his/her former work site for a period not to exceed 45 days from original notification. The Union will supply the Employer with lists of stewards' names, which shall be posted on appropriate bulletin boards. The Union shall notify the Employer of changes in the roster of Stewards. Stewards are authorized to perform and discharge union duties and responsibilities, which may be assigned to them under the terms of this Agreement.

Section 2 – Performance of Duties:

Stewards shall obtain permission from their immediate supervisors prior to leaving their work assignments to properly and expeditiously carry out their duties during a reasonable amount of official time to be estimated in advance whenever possible. Before attempting to see an employee, the Steward will obtain permission from the employee's supervisor. Such permission will be granted unless the employee cannot be immediately relieved from his assigned duties, in which case permission will be granted as soon as possible thereafter. If the immediate supervisor is unavailable, permission will be requested from the next highest level of supervision. Requests by Stewards for permission to meet with employees and/or by employees to meet with Stewards will not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited and the general purpose of the visit i.e., grievance investigation, labor-management meetings, negotiation sessions, etc.

A Steward thus engaged will report back to his/her supervisor on completion of such duties and return to their job. The employer agrees that there shall be no restraint, interference, coercion, or discrimination against a Steward in the performance of such duties.

Section 3 – Union Activities on Employer's Time and Premises:

The Employer agrees that during working hours, on the Employer's premises and without loss of pay, in accordance with Article 6 of this Agreement, Union representatives shall be allowed to:

A. Post Union notices on designated Union bulletin boards (with a copy given to the Employer);

B. Attend negotiation meetings;

C. Transmit communications authorized by the District Council and Local Union or its officers to the Employer or his/her representative;

D. Consult with the Employer or his/her representative, District Council and Local Union Officers, other Union representatives or employers, concerning the enforcement of any provisions of this Agreement, and other Labor-Management activities. Official time does not include internal Union activities; and

E. Solicitation of Union membership and distribution of literature shall be confined to the non-working time of all employees involved and out of sight of the public.

Section 4 – Visits by Union Representatives:

The Employer agrees that representatives of the American Federation of State, County and Municipal Employees whether local, Union representatives, District council representatives, or

International representatives shall have full and free access except in secured areas, to the premises of the Employer at any time during working hours to conduct Union business. Advance notification will be given to the appropriate supervisor of the facility to be visited to permit scheduling that will cause minimal disruption of the work activities.

Section 5 – Union Insignia:

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters; therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their uniforms, except for uniformed police.

Section 6 – Official Time:

Union representatives who engage in labor management activities during working hours shall indicate on the "Official Time Report" the activity performed. No Union representative will be disadvantaged in the assessment of his/her performance based on use of documented official time while conducting labor management business.

OFFICIAL TIME REPORT **REPORTING PERIOD (each pay period)**

OFFICIAL TIME SPENT ON LABOR-MANAGEMENT ACTIVITIES **FROM:** **TO:**

Name of Union Representative (Last Name, First, Middle Initial) **Name of Supervisor Submitting Report**

Organization (Agency, Division, Branch)

Representational Functions of Official Time (Activity) as identified in the Agreement. [See Reverse Side]

DATE	Requested Time FROM: am/pm	TO: am/pm	Activity (1-8) Identify all that apply	Supv. Approving Initials	Actual Time FROM: am/pm	TO: am/pm	Total Time Used	Union Rep. Initial	Supv. Approving Initials

1	Labor negotiations.
2	Contacts between employee representatives and employees provided for in the negotiated grievance procedure.
3	Grievance meetings and arbitration hearings.
4	Disciplinary or adverse action meetings, if the Union is designated as representative of the employee.
5	Attendance at an examination of an employee who reasonably believe he or she may be the subject of a disciplinary or adverse action and the employee has requested representation.
6	Attendance at board or other committee meetings on which the Union representatives are authorized membership by the Employer or the Agreement.
7	Attendance at meetings between the Employer and the Union.
8	Attendance at agency recognized/sponsored activities to which the Union has been invited.

Distribution: Original to Office of Labor Relations & Collective Bargaining
Copy kept by Supervisor & Union Representative

ARTICLE 7
DISCIPLINE

Section 1:

Discipline shall be imposed for cause, as provided in the D.C. Official Code § 1-616.51 (2001 ed.).

Section 2:

For the purposes of this Article, discipline shall include the following:

a. **Corrective Actions**: Written reprimands or suspensions of nine (9) days or less;

b. **Adverse Actions**: Removal, suspension for more than nine (9) days; or a reduction in rank or grade or pay for cause.

Section 3:

Discipline will be appropriate to the circumstances, and shall be primarily corrective, rather than punitive in nature. After discovery of the incident, the investigations shall be conducted in a timely manner and discipline shall be imposed upon the conclusion of any investigation or the gathering of any required documents, consistent with the principle of progressive discipline and D.C. Office of Personnel regulations.

Section 4:

If a supervisor has reason to discipline an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section 5:

Unless there is a reasonable cause to believe that an employee's conduct is an immediate hazard to the agency, the employee or other employees, or is detrimental to public health, safety or welfare, an employee against whom adverse action is proposed shall be entitled to at least thirty (30) days advance written notice of proposed adverse action (or fifteen (15) days if corrective action is proposed). The notice will identify the causes and the reasons for the proposed action.

Section 6:

Recognizing that the Union is the exclusive representative of the employees in the bargaining unit, the Department shall in good faith attempt to notify the Union of proposed disciplinary actions. Each Department shall notify the union of the method of notification. Further the Employer agrees

to notify the employee of his or her right to representation in corrective or adverse actions. The material upon which the proposed discipline is based shall be made available to the employee and his/her authorized representatives for review. The employee or his/her authorized representative will be entitled to receive a copy of the material upon written request.

Any information that cannot be disclosed to the employee, his representative, or physician shall not be used to support the proposed action.

Section 7:

Except in the special circumstances referred to in Section 5 above, an employee shall be entitled to at least ten (10) workdays to answer the notice of proposed corrective or adverse action. If the proposed action is removal, the employee shall upon request, be granted an opportunity to be heard prior to a final decision. This opportunity to be heard shall be afforded by a person designated by the agency head. This person shall not be in the supervisory chain between the proposing and/or deciding official(s) and shall not be subordinate to the proposing official. This person shall review the employee's answer, discuss the proposed action with the employee and/or his representative and appropriate representatives of the Employer and make a recommendation to the deciding official who will act upon the recommendation, as he/she deems proper.

Section 8:

The person proposing a disciplinary action shall not be the deciding official unless the proposing official is the agency head or Director of Personnel.

Section 9:

Except in the special circumstances referred to in Section 5 above, an employee against whom a corrective or adverse action has been proposed shall be kept in an active duty status during the notice period.

Section 10:

The deciding official shall issue a written decision within forty-five (45) calendar days from the date of receipt of the notice of proposed action which shall withdraw the notice of proposed action or sustain the proposed action in whole or in part. The forty-five (45) day period for issuing a final decision may be extended by agreement of the employee and the deciding official. If the proposed action is sustained in whole or in part, the written decision shall identify which causes have been sustained and which have been dismissed, describe whether the proposed penalty has been sustained or reduced and inform the employee of his or her right to appeal or grieve the decision, and the right to be represented. The final decision shall also specify the effective date of this action.

Section 11:

In any circumstance in which the Employer has reasonable cause to believe that an employee's conduct is an immediate hazard to the employing agency, to the employee involved or other employees, or is detrimental to public health, safety or welfare the Employer may place an employee on administrative leave whether or not notice of proposed action has been given to the employee.

Section 12:

Notice of final decision, dated and signed by the deciding official, shall be delivered to the employee on or before the time the action is effective. If the employee is not in a duty status at that time, the notice shall be sent to the employee's last known address by certified or registered mail.

Section 13:

Except as provided in Section 14 of this Article, employees may grieve actions through the negotiated grievance procedure, or appeal to the Office of Employee Appeals (OEA) in accordance with OEA regulations but not both. Once the employee has selected the review procedure, that choice shall be the exclusive method of review.

Section 14:

The removal of an employee during his or her probationary period is neither grievable nor appealable and shall be done in accordance with the DPM.

Section 15:

If a final decision is grieved through the negotiated grievance procedure a written grievance shall be filed with the deciding official within fifteen (15) workdays after the effective date of the action.

Section 16 – Troubled Employees:

In appropriate cases, consideration shall be given to correcting the problem through the D.C. Consultation and Counseling Service. When the District implements a new employee assistance program, this shall take the place of the D.C. Consultation and Counseling Service.

Section 17:

Whenever an employee is questioned by a supervisor with respect to a matter for which a disciplinary action is intended against the employee, the employee may, upon request, consult with a union official or other representative. Upon such request, the supervisor will stop the questioning until the employee can consult with such representative, but in no event will such questioning be

delayed beyond the end of the employee's following shift. When and if questioning is resumed, an employee may have a union official or other representative present.

ARTICLE 8
TRAINING AND CAREER LADDER

Section l – Basic Training:

Other than skills necessary to qualify for the position, the Employer agrees to provide each employee with basic training or orientation for the safe and effective performance of his/her job. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday. If the employee is required to participate in training outside of regular work hours, the employee will be compensated in accordance with the Compensation Units 1 and 2 Agreement. Continued training shall be within budgetary constraints.

Section 2 - Continued Training Opportunities:

The Employer will encourage and assist employees in obtaining career related training and education outside the Department by collecting and posting current information available on training and educational opportunities. The Employer will inform employees of time or expense assistance the Employer may be able to provide.

Section 3 - Career Ladder:

The parties recognize and endorse the value of employee training and career ladder programs. Both parties subscribe to the principles of providing career development opportunities for employees who demonstrate potential for advancement. The feasibility of upward mobility and training programs for unit employees shall be a proper subject for labor-management meetings. Career ladder promotions when effected, shall be in accordance with DPM Chapter 8, Part II, Subpart 8, and Appendix A.

Section 4 - Experience Verification:

When an institution of higher learning provides credit for on the-job experience, the Employer will, at the request of the employee, provide pertinent information to verify the employee's experience with the District. The employee shall provide the relevant documents and information necessary for the release of the employee's information to the relevant institution.

Section 5 - Union Sponsored Career Advancement Programs:

Management and the Union support the objective of meaningful career advancement for District Government workers in the areas of promotion, transfers and filling of vacancies. In keeping with this objective, the Union will investigate and develop programs to enhance opportunities for

career advancement such as: career counseling services; placement of career planning resource materials on site; correspondence course arrangements with area colleges, universities, vocational and technical schools; and workshops on resume writing and interview skills.

Programs that are developed will be presented and discussed during appropriate labor-management committee meetings for review and consideration.

ARTICLE 9
SAFETY AND HEALTH

Section 1 - Working Conditions:

A. The District shall provide and maintain safe and healthful working conditions for all employees as required by applicable laws. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Employer will make every effort to provide and maintain safe working conditions. AFSCME will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XXI of the Comprehensive Merit Personnel Act (1980, as amended). The District will promptly make every effort to qualify its plan under the Occupational Safety and Health Administration (OSHA) as established by the U.S. Department of Labor.

C. The District shall furnish and maintain each work place in accordance with standards provided within this Section.

Section 2 - Employees Working Alone:

Employees shall not be required to work alone in areas beyond the call, observation or periodic check of others where dangerous chemicals, explosives, toxic gases, radiation, laser light, high voltage or rotary machinery are to be handled, or in known dangerous situations whenever the health and safety of an employee would be endangered by working alone.

Section 3 - Corrective Actions:

A. If an employee observes a condition, which he or she, believes to be unsafe, the employee should report the condition to the immediate supervisor.

B. If the supervisor and employee agree that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee.

C. If the supervisor and employee do not agree that a condition constitutes an immediate hazard to the health and safety of the employee, the matter may be immediately referred by the employee to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his or her AFSCME representative, and shall make a determination.

D. Employees shall not be required to operate equipment that has been determined by the Employer or the appropriate D.C. Safety Officer to be unsafe to use, when by doing so they might injure themselves or others.

Section 4 - Medical Service: On-the-Job Injury:

A. The District shall make first-aid kits reasonably available for use in case of on-the-job injuries. If additional treatment appears to be necessary, the District shall arrange immediately for transportation to an appropriate medical facility.

B. The need for additional first-aid kits will be an appropriate issue for Safety Committee determination. Recommendations of the Safety Committee will be referred to the appropriate agency officials.

Section 5 - Safety Devices and Equipment:

Protective devices and protective equipment shall be provided by the District and shall be used by the employees.

Section 6 - Safety Training:

A. The District shall provide safety training to employees as necessary for performance of their job. Issues involving safety training may be presented to the Safety Committee established in Section 8(A).

B. The District shall provide CPR training to all employees who request such training.

Section 7 - Information on Toxic Substances:

Employees who have been identified by the Safety Committee and the Department or District Safety Officer as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government standards shall receive appropriate health screening. In the absence of District Government standards, the Safety Committee and Safety Officer will refer to standards established by other appropriate authorities such as Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH) or the Environmental Protection Agency (EPA).

Section 8 - Safety Committees:

A. A Safety Committee of three (3) representatives from AFSCME and three (3) representatives from the District is hereby established in each department/agency.

B. One (1) AFSCME and one (1) District representative shall each serve as co-chairpersons of the Committee. The Agency's Risk Management official shall serve on the Safety Committee as one of the Agency's representative.

C. The Safety Committee shall:

1. Meet on a monthly basis, unless mutually agreed otherwise. Prior to regularly scheduled monthly meeting, labor and management must submit their respective agendas to each other at least five (5) days in advance;

2. Conduct safety surveys, consider training needs, and make recommendations to the agency/department head and the Office of Risk Management;

3. Receive appropriate health and safety training.

D. Final reports or responses from agency/department heads (or designees) shall be provided to the Safety Committee within a reasonable period of time on safety matters initiated by the Committee.

E. In departments/agencies where there is more than one Local Union, there shall be a safety committee for each Local Union, unless otherwise agreed upon.

F. Safety Committees may be reorganized upon agreement of both parties.

Section 9 - Medical Qualification Requirements:

The District agrees to abide by the provisions of Chapter 8, Sections 848.19 and 848.20 of the D.C. Personnel Regulations as published in the D.C. Register, Volume 32, April 5, 1985 (32 DCR 1858, 1911).

Section 10 - Light Duty:

A. The District agrees to provide light duty assignments for Employees injured on the job to the extent that such light duty is available as follows:

1. To be eligible for light duty, the employee must be certified by the employee's attending physician. The certification must identify the employee's impairments and the type of light duty he or she is capable of performing.

2. The Employee will be given light duty assignments for which he or she is qualified, initially within his or her own Bureau or organizational unit. If light duty is not available within the Bureau or organizational unit, suitable work will be sought elsewhere in the department/agency.

3. Light duty assignments shall not normally extend beyond 45 working days. However, if there are no other requests for light duty, this period may be extended until such time as the request is made by another employee. Employees unable to perform their regularly assigned duties after the expiration of that time shall make application for disability compensation or exercise such other options as may be available to employees under the provisions of this Agreement or under law, and in accordance with paragraph 5 below.

4. Where there are more requests for light duty than there are light duty assignments, assignments shall be made in the order of earlier date of request.

5. When light duty is not available, an employee must return to full duty or seek compensation or retirement from appropriate channels, or other assistance as may be available in accordance with Section 9. In the event compensation or retirement is not approved, the employee may be required to take a fitness for duty examination and may be separated if (a) found unfit to perform or (b) found fit but refuses to report for full duty.

Section 11 - Excessive Temperatures in Buildings:

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in the building. This determination will be made by the Employer as expeditiously as possible and shall be based upon existing procedures. In lieu of dismissal, the Employer may reassign employees to other duties of similar nature at a suitably temperate site. The cost of authorized transportation will be assumed by the Employer. Administrative leave will be granted if authorized by the Mayor or his or her designee.

Section 12 - Employee Health Services:

Employees covered by this Agreement shall have access to employee health services provided by the Employer consistent with the Comprehensive Merit Personnel Act (D.C. Law 2-139). Employee health services shall include such services as provisions for emergency diagnosis and emergency treatment of illness, physical examination including, but not limited to, pre-employment, fitness for duty or disability retirement evaluation; treatment of minor illness; preventive services; health information to assist employees to protect, conserve, and improve physical and mental health; and counseling and appropriate referrals to the D.C. Consultation and Counseling Service.

Section 13 - Maintenance of Health Records:

Medical records of employees shall be maintained in accordance with the provisions of Chapter 31 of the D.C. Government regulations that maintain confidentiality of those records. Medical records shall not be disclosed to anyone except in compliance with applicable rules relating to disclosure of information. Copies of rules relating to medical information will be made available to AFSCME.

Section 14:

A. The Employer agrees to follow Mayor's order 87-95 regarding ergonomic policy for use of video display terminals (VDT).

B. Continuous users who operate a video display terminal for more than two continuous hours shall be allowed to move out of their chairs for brief periods to perform other tasks as specified by their supervisor.

C. If a pregnant employee, who is a continuous VDT user, submits a medical statement from her physician which recommends limiting her use of the VDT during the term of her pregnancy because of exposure to radiation, reasonable consideration will be given to providing the employee with other available duties, within the work unit, for which she is qualified and which her doctor certifies that she can perform.

Section 15:

The Employer agrees to provide the Union with a copy of all current D.C. Safety Officers, and revisions as they occur.

ARTICLE 10
GENERAL PROVISIONS

Section 1 – Work Rules:

Employees will be advised of verbal and written work rules, which they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

Section 2 - Distribution of Agreement:

The Employer and the Union agree to share equally in the cost of reproducing this contract for employees and supervisors. The parties shall mutually agree upon the cost and number of copies to be printed.

ARTICLE 11
BULLETIN BOARDS

The Employer agrees to furnish suitable Bulletin Boards and/or space to be placed at locations mutually acceptable to the Union and the Employer. The Union shall limit its posting of notices and bulletins to such Bulletin Boards.

ARTICLE 12
PERSONNEL FILES

Section 1 - Official Files:

The Employer shall maintain the official files of all personnel in all units covered by this Agreement in the Office of Personnel. Records of corrective actions or adverse actions shall be removed from an employee's official file in accordance with the DPM.

Section 2 - Right to Examine:

Each employee shall have the right to examine the contents of his/her personnel files upon request.

Section 3 – Right to Respond:

Each employee shall have the right to answer any material filed in his/her personnel file and his/her answer shall be attached to the material to which it relates.

Section 4 - Right to Copy:

An employee may copy any material in his/her personnel file.

Section 5 – Access by Union:

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of the material.

Section 6 – Confidential Information:

The DC Office of Personnel shall keep all arrests by the Metropolitan Police, fingerprint records, and other confidential reports in a confidential file apart from the official personnel folder.

Section 7 - Employee to Receive Copies:

A. The employee shall receive a copy of all material placed in his/her folder in accordance with present personnel practices. Consistent with this Article when the Employer sends documents to be placed in an employee's personnel folder which could result in disciplinary action or non-routine documents which may adversely affect the employee, the employee shall be asked to acknowledge receipt of the document. The employee's signature does not imply agreement with the material but simply indicates he/she received a copy.

B. If an employee alleges that he/she was not asked to acknowledge receipt of material placed in his/her personnel folder as provided in this section the employee will be given the opportunity to respond to that document and the response will be included in the folder.

Section 8 – Access by Others:

The Employer shall inform the employee of all requests outside of the normal for information about him/her or from his/her personnel folder. The access card signed by all those who have requested and have been given access to the employee's file shall be available for review by the employee.

ARTICLE 13
SENIORITY

Section 1 - Definition:

Seniority means an employee's length of continuous service with the Employer from his/her date of hire for purposes of this Article only. Employees hired on the same day shall use alphabetical order of surname in determining seniority.

Section 2 - Breaks in Continuous Service:

An employee's continuous service shall be broken by voluntary resignation, discharge for cause or retirement. If an employee returns to his former, or a comparable, position within one year, the seniority he had at the time of his/her departure will be restored but he/she shall not accrue additional seniority during his/her period of absence.

Section 3 - Seniority Lists:

Each agency with employees covered by this Agreement shall provide the Union semi-annually with list of names of employees represented by the Union in that Agency. The list will be in seniority order as defined by Section 1 of this Article. Also, each agency will supply the Union semi-annually with lists of new hires in bargaining unit positions and with names of unit employees who have left the agency since the last seniority list.

Section 4 - Reassignments:

A reassignment requested by an employee to a position in the same classification within an agency/department may be effected by mutual agreement.

Section 5 - Promotions:

A. Whenever a job opening occurs, in any existing job classification or as the result of the development or establishment of a new job classification, a notice of such opening shall be posted on all bulletin boards for ten (10) working days prior to the closing date. A copy of the notices of job openings will be given to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the open position or job including employees on layoff may do so. The application shall be in writing, and it shall be submitted to the appropriate Personnel Office.

C. Management has the right to determine job qualifications, provided they are limited to those factors' directly required to satisfactorily perform his/her job. Where all job factors are relatively equal, the employee with the greatest departmental seniority within the unit shall be promoted.

Section 6 - Change to Lower Grade:

A. The term "change to lower grade", as used in this provision means change of assignment from a position in one job classification to a lower paying position in the same job classification.

B. Demotions may be made to avoid laying off employees, to provide for employees who request a change to lower grade for personal convenience, or to change an employee to a lower grade when he/she is unable to perform satisfactorily the duties of his/her position.

Section 7 - Individual Work Schedules:

Work schedule changes initiated by the Employer affecting an individual employee shall be in accord with department/agency seniority, except where specific skills are needed.

Section 8 - Pay for Work Performed in Higher Graded Position:

A. Employees detailed or assigned to perform the duties of a higher graded position for more than four (4) pay periods in any calendar year shall receive the pay of the higher graded position. Assignment to a higher graded position for periods of at least one (1) pay period shall count toward the accumulation of the four (4) pay period requirement. The applicable rate of pay will be determined by application of D.C. government procedures concerning grade and step placement for

temporary promotions, and will be effective the first pay period beginning after the qualifying period has passed. An employee on detail to a lower graded position shall maintain the pay for his/her original position. Advance notice will be given to the Union of any detail exceeding one pay period.

B. This provision shall not apply to training programs.

C. Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with position classification procedures.

ARTICLE 14
INCLEMENT WEATHER CONDITIONS

Section 1 – Inclement Weather Work:

A. Any full-time employee who is scheduled to report for work and who presents himself for work as scheduled shall be assigned to at least eight (8) hours work.

B. If weather conditions do not permit the employee to perform his/her regularly scheduled duties and there is no other work available in line with his/her normal duties, the employee shall be given the option to perform other work or be paid at his/her regular rate for a minimum of four (4) hours and released from duty at his/her election on annual leave or leave without pay.

C. Employees working on snow detail or who are required to shovel snow shall be assigned in the following order:

1. Volunteers
2. In the inverse order of seniority

D. Employees with established health concerns may request to be exempt from snow shoveling assignments.

Section 2 - Reporting Time:

A. During inclement weather where the District Government has declared an emergency, employees (other than those designated emergency employees) will be given a reasonable amount of time to report for duty without charge to leave. Those employees required to remain on their post until relieved will be compensated at the appropriate overtime rate or compensatory leave for the time it takes his/her relief to report for duty.

B. The Employer agrees to dismiss all non-emergency employees when early dismissal is authorized by higher officials during inclement weather.

ARTICLE 15
HOURS OF WORK

Section 1 - Workday:

Except as provided in this Article, the normal workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

Section 2 - Workweek:

Except as provided in this Article, the workweek for full-time employees shall normally consist of five (5) consecutive days, eight (8) hours of work, Monday through Friday, totaling forty (40) hours. Special schedules will be established for employees, other than employees in continuous operations, who are required to work on Saturday, Sunday or seasonal schedules as part of their regular workweek.

Section 3 - Continuous Operations and Shifts:

The workday for employees in 24-hour continuous operations shall consist of eight hours of work. Work schedules for employees assigned to shifts, showing the employee's workdays, and hours, shall be posted on appropriate bulletin boards. All employees shall be scheduled to work regular work shifts i.e., each work shift shall have a regular starting and quitting time.

Section 4 - Changes in Work Schedules:

Except in emergencies, regular work schedules shall not be changed without ten (10) working days advance notice.

Section 5 - Flexible/Alternative Work Schedules:

A. The normal work hours may be adjusted to allow for flexible/alternative work schedules, with appropriate adjustments in affected leave and compensation items (e.g., overtime, premium pay, compensatory leave, etc.). Such schedules may be appropriate where: (1) it is cost effective, (2) it increases employee morale and productivity, or (3) it better serves the needs of the public. The Union will be given advance notice (when flexible/alternative work schedules are proposed) and shall be given the opportunity to consult.

B. An alternative work schedule will provide that overtime compensation will not begin until the regularly scheduled workday or tour of duty has been completed. Other premiums will be based on the regularly scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

ARTICLE 16
ADMINISTRATION OF LEAVE

Section 1 – General:

Employees shall be eligible to use leave in accordance with the personnel rules and regulations. Any request for a leave of absence shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the length of time off the employee desires, the type of leave requested and the reason for the request. An excused absence is an absence from duty without loss of pay and without charge to leave when such absence is authorized by statute or administrative discretion.

Section 2 - Annual Leave:

A. **Normal Requests for Leave:** A request for a short leave of absence, not to exceed three days, shall be requested in writing on the proper form and answered before the end of the work shift in which the request is submitted. A request for a leave of absence between four to seven days must be submitted five (5) calendar days in advance and answered within five days, except for scheduled vacations, as provided for in Section 2 of this Article. If the request is disapproved, the supervisor shall return the SF-71 with reasons for the disapproval indicated. Requests for annual leave shall not be unreasonably denied.

B. **Emergency Requests:** Any employee's request for immediate leave due to family death or sickness shall be granted or denied immediately.

C. **Carryover:** Annual leave, which is not used, may be accumulated from year to year. In general, the maximum allowable leave is thirty (30) days, unless the employee had a greater amount of allowable leave at the beginning of the leave year. Employees shall receive a lump sum leave payment for all accrued annual leave not used at the time of retirement, resignation or other separation from the employer, consistent with the negotiated Compensation Agreement.

D. **Vacation Schedules:** Every effort will be made to grant employees leave during the time requested. If the operations would suffer by scheduling all requests during a given period of time, a schedule will be worked out with all conflicts to be resolved by the application of seniority. After vacations are posted, no changes shall be made unless mutually agreeable or an emergency arises. Employees will be encouraged to schedule vacations through the year.

Section 3 - Sick Leave:

A. Requests:

1. Supervisors shall approve sick leave of employees incapacitated from the performance of their duties. Employees shall request sick leave as far in advance as possible prior to the start of their regular tour of duty on the first day of absence.

2. Sick leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, and chiropractors for the purpose of securing diagnostic examinations, treatments and x-rays.

3. Employees shall not be required to furnish a doctor's certificate to substantiate requests for approval of sick leave unless such sick leave exceeds three work days continuous duration. However, if Management has given written notice to an employee that there is a good reason to believe that the employee has abused sick leave privileges, then the employee must furnish a doctor's certificate for each absence from work, which is claimed as sick leave regardless of its duration. The Union will encourage employees to conserve sick leave for use during periods of extended illness.

4. Advance sick leave requests will be given prompt consideration by the Employer consistent with Section 3(b) of this Article when the following provisions are met:

(a) The request must be submitted in writing and must be supported by acceptable medical certificates.

(b) All available accumulated sick leave to the employee's credit must be exhausted. The employee must use annual leave he/she might otherwise forfeit.

(c) In the case of employees serving under temporary appointments, or under probationary or trial periods, advance sick leave should not exceed an amount which is reasonably assured will be subsequently earned during such period.

(d) The amount of sick leave advanced to an employee's account will not exceed 240 hours at any time. Where it is known that the employee is to be separated, the total sick leave advanced may not exceed an amount which can be liquidated by subsequent accrual prior to the separation.

(e) There must be a reasonable assurance that the employee will return to duty.

B. Advance Sick Leave: Advance sick leave may be granted to permanent or probationary employees in amounts not to exceed 240 hours. Furthermore, an employee may not be indebted for more than 240 hours of sick leave at any one time. Sick leave may be advanced to

employees holding a limited appointment or one expiring on a specific date, but not in excess of the total sick leave that would accrue during the remaining period of such appointment. In either case the employee request must be supported by a statement from his/her physician attesting that the employee has a serious disability or ailment and is incapacitated for duty and stating the period of time expected to be involved. The request should be denied only if the requirements of Section 3 (a) and (b) are not met or there is a reason to believe that the employee will not return to duty or that he/she has abused the sick leave privilege in the past.

C. All accrued and accumulated sick leave must be exhausted before the advance sick leave is credited. Accrued and accumulated annual leave may remain standing to the credit of employees. The Employer will use its best efforts to answer an employee's request for advanced sick leave within fifteen (15) working days. However, an employee is responsible for applying advance sick leave in writing as far in advance as possible. If the request is denied, the reasons for such denial shall be given in writing. Further, the employee will be given consideration for LWOP consistent with the provisions of personnel rules and regulations.

Section 4 – Other Paid Leave:

A. Military Leave: Full-time employees are entitled to leave as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code Section 1-612.03(m) and applicable rules and regulations and the Compensation Units 1 & 2 Agreement, which provide in part the following:

1. Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for any parade or encampment with the D.C. National Guard when ordered by the Commanding General, excluding weekly drills and meetings.

2. Additional military leave with pay will be granted to full-time employees who are members of the reserve components of the Armed Forces or the National Guard for the purpose of providing military aid to enforce the law for a period not to exceed 22 workdays per calendar year.

B. Court Leave: Employees shall be granted leave of absence with pay anytime they are required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a State or Local Government, in accordance with personnel rules and regulations.

C. Voting Leave: Where the polls are not open at least three hours either before or after an employee's regular hours of work, he/she may, upon request, be granted an amount of excused time which will permit him/her to report to work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. Leave for voting will be allowed in accordance with the personnel rules and regulations.

D. Funeral Leave: Funeral leave shall be granted in accordance with the Compensation Units 1 & 2 Agreement.

E. Civic Duty: Upon advance request and adequate justification employees required to appear before a court or other public body on public business in which they are not personally involved shall be granted leave of absence with pay unless paid leave is prohibited by Federal or District Regulations or Statutes.

F. Examinations: Employees shall be excused without charge to leave in accordance with personnel rules and regulations for the purpose of taking an employment medical examination and examination for induction or enlistment in the active Armed Forces, a District Government owned vehicle operator examination, a civil service examination or other examination which his/her department has requested him/her to take in order to qualify for reassignment, promotion, or continuance of his/her present job, but not for the reserve Armed Forces. An employee shall also be excused without charge to leave for the purpose of taking an examination whenever, in the judgment of the Department or agency head, the District Government will benefit thereby. Absence from duty in order to take an examination primarily for the employee's own benefit and not connected to the District Government must be requested in accordance with the general leave provisions.

Section 5 - Leave Without Pay:

A. General: Leave of absence without pay for a limited period may be granted at the supervisor's discretion for a reasonable purpose if requested in advance in writing.

B. Union: Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall at the written request of the employee and the Union be granted a leave of absence without pay; provided the written request states the purpose and duration of the absence, and is submitted thirty (30) calendar days in advance of the commencement of the desired period of absence. If the Employer indicates that the requested leave will unduly hamper its operations, it may offer an alternative for consideration by the Union.

C. The initial leave of absence shall not exceed one (1) year. Leaves of absence for Union officials may be extended for similar periods. No more than one employee from a bargaining unit shall be on such extended leave at the same time.

D. Parenthood Leave: Maternity leave before and following childbirth shall be granted at the request of the employee. The employee is obligated to advise her supervisor substantially in advance of the anticipated leave date. This period of absence shall be determined by the employee, her physician and her supervisor. Maternity leave is chargeable to sick leave or any combination of sick leave, annual leave, or leave without pay. Paternity leave may be granted for a period of up to two (2) weeks following childbirth, and may be extended at the supervisor's discretion. Such leave shall be a combination of annual leave or leave without pay.

E. Leave may be granted for a period of up to two (2) weeks to an employee who is adopting a child, with extensions made at the discretion of the supervisor. Such leave shall be a combination of annual leave or leave without pay.

F. Union Officer Leave: Attendance at Union sponsored programs may be approved annual leave or leave without pay in accordance with normal leave practices unless Administrative Leave has been approved.

G. Educational Leave: After completing one (1) year of service an employee upon request may be granted a leave of absence for educational purposes provided that successful completion of the course will contribute to the work of the Department. The period of leave of absence may not exceed one (1) year, but may be extended at the discretion of the Employer. If an employee is returning from educational leave during which he/she has acquired the qualification of a higher rated position he/she shall not have lost any of his/her rights in being evaluated for the higher graded position.

ARTICLE 17
ADMINISTRATION OF OVERTIME

Section 1 -Distribution:

Overtime work shall be equally distributed among employees. Specific arrangements for the equitable distribution of overtime shall be agreed to at Union Management Cooperation Meetings. Individual employee qualifications shall be considered when decisions are made on which employees shall be called for overtime work.

Section 2:

Management will solicit volunteers when overtime work is required. In the event a sufficient number of qualified volunteers are not available to perform the job functions, overtime work will be assigned to equally qualified employees in inverse order of seniority, unless a different system is worked out on a local-by-local basis. Instances of hardship should be presented to the supervisor and shall be considered on a case-by-case basis.

ARTICLE 18
WAGES

Section 1:

The salaries and wages of employees shall be paid bi-weekly. In the event the scheduled payday is a holiday, the preceding day shall be the payday. If, for any reason, an employee's paycheck is not available on the prescribed day, or if it does not reflect the full amount due, that employee will be paid as quickly thereafter as is possible, and under no circumstances will he or she be required to wail until the next regular payday.

Section 2:

If an employee's paycheck is delayed, the employee shall immediately notify his/her supervisor. The supervisor shall initiate efforts through the agency controller to obtain a supplemental payment. Supplemental payments will not effectuate normal payroll deductions. Appropriate payroll deductions will be deducted from the employee's subsequent paycheck. (Except DHS, see Attachment 6.)

ARTICLE 19
REDUCTION-IN-FORCE

Section 1 - Definition:

The term reduction-in-force, as used in this Agreement means the separation of a permanent employee, his/her reduction in grade or pay, or his/her reduction in rank because of (a) reorganization, (b) abolishment of his/her position, (c) lack of work, (d) lack of funds, (e) new equipment, (f) job consolidation or (g) displacement by an employee with greater retention rights who was displaced because of (a) through (f) above.

Section 2 – Consultation:

The Employer agrees to consult in advance with the Union prior to reaching decisions that might lead to a reduction-in-force in the bargaining unit. The Employer further agrees to minimize the effect and such reduction-in-force on employees and to consult with the Union toward this end.

Section 3 - Procedure:

A reduction-in-force will be conducted in accordance with the provisions set forth in the Comprehensive Merit Personnel Act [(CMPA), D.C. Official Code § 1-624].

Section 4 – Impact and Effects Bargaining:

In the event of a reduction-in-force, the Employer shall, upon request, provide the Union with appropriate information to insure that the Union can engage in impact and effects bargaining over the reduction-in-force.

Section 5 - Review of Procedures:

In the event of reduction-in-force, the affected employee will receive credit for his/her performance in accordance with the Comprehensive Merit Personnel Act, [D.C. Official Code Ann., Title 1, Section 1-624 (2001 Edition)].

ARTICLE 20
CONTRACTING OUT

Section 1:

During the term of this Agreement the Department shall not contract out work traditionally performed by employees covered by this Agreement, except where Manpower (including expertise and technology) and/or Equipment in the department/agency are not available to perform such work, when it is determined by the Mayor that budgetary conditions exist requiring contracting out, or when it is determined by the Department that emergency conditions exist requiring such contracting out (provided however that the contracting out is for a period of time that the emergency exists). The Agency shall consult with the Union prior to any formal notice to contract out bargaining unit work.

Section 2:

When there will be adverse impact to bargaining unit employees, the Employer shall consult with the Union thirty (30) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Agency shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees.

ARTICLE 21
STRIKES AND LOCKOUTS

Section 1 - Definition:

The term strike as used herein means any unauthorized concerted work stoppage or slowdown.

Section 2 - Strikes:

It shall be unlawful for any District Government employee or the Union to participate in, authorize or ratify a strike against the District.

Section 3 - Lockouts:

No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

Section 4 - Other Considerations:

At no time however, shall employees be required to act as strikebreakers.

ARTICLE 22
GRIEVANCE PROCEDURES

Section 1:

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement, shall be settled as described in this Article unless otherwise agreed to by the parties.

Section 2 - Procedure:

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Therefore, grievances should be filed at the lowest level where resolution is possible. Accordingly, a grievance may be filed at the Step in the grievance procedure where the alleged action, which precipitated the grievance, occurred.

Step 1: The employee and/or the Union shall take up the grievance or dispute with the employee's immediate supervisor as soon as is practicable, but no later than fifteen (15) working days from the date of the occurrence or when the Union and/or the employee first had knowledge of or should have known of the occurrence. The supervisor shall attempt to adjust the matter and shall respond to the Steward as soon as is practicable, but not later than fifteen (15) working days after the receipt of the grievance.

Step 2: If the grievance has not been settled, it shall be presented in writing by the employee and/or the Union to the second level supervisor within ten (10) working days after the Step 1 response is due or received, whichever is sooner. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the contract provision violated, a general description of the incident giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The second level supervisor shall respond to the Union and/or employee in writing within ten (10) working days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, it shall be presented in writing by the employee and/or Union to the third level supervisor within ten (10) working days after the Step 2 response is due or received, whichever is sooner. The third level supervisor shall respond in writing (with a copy to the Local President) within ten (10) working days after receipt of the written grievance.

Step 4: If the grievance is still unresolved, it shall be presented by the employee and/or the Union to the Office of the Director or his/her designated representative, in writing within fifteen (15) working days after the Step 3 response is due or received, whichever is sooner. The office of the Director, or his/her designated representative shall respond in writing (with a copy to the Local President) within fifteen (15) working days after the receipt of the written grievance and a copy to the Office of Labor Relations and Collective Bargaining.

Step 5: If the grievance is still unresolved, the Union may by written notice request arbitration within twenty (20) days after the reply at Step 4 is due or received, whichever is sooner.

Section 3 - Union Participation:

A. The Employer shall notify the Union in writing of all grievances filed by the employees, all grievance hearings and determinations when such employees present grievances without the Union. The Union shall have the right to have a representative present at any grievance hearing and shall be given forty-eight (48) hours notice of all grievance hearings.

B. Any grievance of a general nature affecting a large group of employees and which concerns the misinterpretation, misapplication, violation or failure to comply with the provisions of the Agreement shall be filed at the option of the Union at the Step or level of supervision where the grievance originates without resorting to previous steps.

Section 4 - Who May Grieve:

Either an employee or the Union may raise a grievance, and if raised by the employee, the Union may associate itself therewith at any time if the employee so desires. Whenever the Union shall raise or is associated with a grievance under this procedure, such a grievance shall become the Union's grievance with the Employer. If raised by the Union, the employee may not thereafter raise the grievance him/herself, and if raised by the employee, he/she may not thereafter cause the Union to raise the same grievance independently.

Section 5 - Selection of the Arbitrator:

A. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer, through the Office of Labor Relations and Collective Bargaining, and by the Union as soon as possible after notice of intent to arbitrate is received. If the parties fail to select an arbitrator, the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) days after receipt of the list by both parties.

B. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the American Arbitration Association guidelines unless modified by this Agreement.

Section 6 - Decision of the Arbitrator:

The decision of the arbitrator shall be final and binding on the parties and shall not be inconsistent with the terms of this Agreement. The arbitrator shall be requested to render his/her decision in writing within thirty (30) days after the conclusion of the arbitration hearing.

Section 7 - Expenses of the Arbitrator:

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and make copies available without charge to the other party and the arbitrator.

Section 8 - Time Off For Grievance Hearings:

The Employee, Union Steward and/or Union representative shall upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 3 of Article 6 on Union Stewards.

Section 9 – Time Limits:

All time limits set forth, in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked.

Section 10:

Matters not within the jurisdiction of the department/agency will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

Section 11:

A. The parties agree that a process of grievance mediation may facilitate satisfactory solutions to grievances prior to arbitration. Therefore, on an experimental basis and when mutually agreed to by the parties, a mediator may be selected and utilized to facilitate settlements. The mediator may not impose a settlement on the parties, and any settlement reached will not be precedential unless otherwise agreed to by the parties on a case-by-case basis.

B. Grievances may be combined for the purpose of mediation upon mutual agreement by the parties.

ARTICLE 23
EMPLOYEE RIGHTS

Employees of the Unit shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist the Union or to refrain from any such activity. Except as expressly provided herein, the freedom shall be recognized as extending to participation in the management of the Union and acting for it in the capacity of a union representative, including representation of its views to the officials of the Mayor, D.C. Council or Congress.

ARTICLE 24
NEW TECHNOLOGY AND EQUIPMENT

Section 1:

Whenever new equipment or technological changes will significantly affect operations, the Employer shall provide notice to the Union at least 60 days in advance. This time limit does not apply to the introduction of equipment or technological changes on an experimental basis. When the Employer introduces such equipment or technological changes on an experimental basis the Employer will notify the Union upon introduction as where the experiment is being conducted and its nature and intended duration and will provide 60 days notice if the experiment is to be instituted permanently.

Section 2:

The Employer shall provide any reasonable training for affected employees to acquire the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours, when reasonably available. The Employer shall bear the expense of the training.

Section 3:

If training is required by the Agency for employment and the training is held outside the employee's normal tour of duty, the employee shall receive compensatory time.

ARTICLE 25
JOB DESCRIPTIONS

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description.

ARTICLE 26
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specified in the decision, and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 27
DURATION AND FINALITY

Section 1 - Duration of Agreement:

This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (Section 1-617.15(a), D.C. Official Code, 2001 Edition). This Agreement shall be effective as of the day of final approval, and shall remain in full force and effect until the 30th day of September, 2010. Should either party desire to renegotiate, renew, extend or modify this Contract, notice will be given in writing in accordance with the requirements of the Comprehensive Merit Personnel Act. This Agreement shall remain in full force and effect during the period of negotiations.

Section 2 - Finality:

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated. The Agreement shall not be reconsidered during its life unless by mutual consent or as required by law.

On this _____ day of October, 2006 and in witness to this Agreement, the parties hereto set their signatures.

FOR THE DISTRICT OF COLUMBIA GOVERNMENT

Edward Reiskin
Interim City Administrator/
Deputy Mayor for Public Safety
And Justice

Natasha Campbell, Esq.
Supervisory Attorney Advisor
Office of Labor Relations
and Collective Bargaining

Carol Mitten, Director
Office of Property Management

Benita Anderson, Labor Liaison
Office of Property Management

James Brown, Executive Director
Office of the Cable Television and
Telecommunications

FOR THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

Geo T. Johnson, Executive Director
AFSCME District Council 20

James E. Ivey, President
AFSCME District Council 20 and
AFSCME Local 2091

Al Bilik, Executive Assistant
AFSCME District Council 20

Brenda Featherstone, President
AFSCME Local 1200

Deborah Courtney, President
AFSCME Local 2401

Robin Yeldell, Labor Liaison
Office of Cable Television and Technology

Cliff Dedrick, President
AFSCME Local 2743

Suzanne Peck, Chief Technology Officer
Office of the Chief Technology Officer

Earl Tasco Jr., President
AFSCME Local 2092

Janet Mahaney, Labor Liaison
Office of the Chief Technology Officer

Sheena Benjamin, President
AFSCME Local 2776

William Howland, Director
Department of Public Works

Bertha Guerra, Labor Liaison
Department of Public Works

Brian Wilbon, Interim Director
Department of Human Services

Jaki Buckley, Labor Liaison
Department of Human Services

Eugene Adams, Acting Attorney General
Office of the Attorney General

Patricia Higgins, Labor Liaison
Department of Health

Gail Elkins Davis, Labor Liaison
Office of the Attorney General

Dr. Gregg Paine, Director
Department of Health

Bernadine Booker-Brown, Labor Liaison
Department of Health

Thomas Hampton, ~~Director~~ Commissioner
Department of Insurance, Securities
and Banking

Patricia Haylock, Labor Liaison
Department of Insurance, Securities
and Banking

Dr. Patrick Canavan, Director
Department of Consumer and
Regulatory Affairs

Deborah Bonsack, Labor Liaison
Department of Consumer and
Regulatory Affairs

Dr. Natwar Gandhi, Chief Financial Officer
Office of the Chief Financial Officer

Ben Van Hoose, Labor Liaison
Office of the Chief Financial Officer

Uma Ahluwalia, Interim Director
Child and Family Services Agency

Debra Wilson, Labor Liaison
Child and Family Services Agency

Office of Contracting and Procurement
2020 and 2021 Intra-District Transfers

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period	Fund	Total Amount
FY 2020						
	OCTO	OCP	IT Services	10/01/19 - 09/30/20	0100	$ 4,989.66
	DCHR	OCP	Capital City Fellowship	10/01/19 - 09/30/20	0100	$ 13,168.50
	OFRM	OCP	Financial Services	10/01/19 - 09/30/20	0100	$ 158,709.93
	Total ID from the Agency					**$ 176,868.09**
	OCP	DOH	Contracting Services	10/01/19 - 09/30/20	0700	$ 225,297.41
	OCP	DHCF	Contracting Services	10/01/19 - 09/30/20	0700	$ 1,377,711.16
	OCP	DOES	Contracting Services	10/01/19 - 09/30/20	0700	$ 184,378.63
	OCP	DDS	Contracting Services	10/01/19 - 09/30/20	0700	$ 359,675.32
	OCP	OSSE	Contracting Services	10/01/19 - 09/30/20	0700	$ 115,208.58
	OCP	DDOT	Contracting Services	10/01/19 - 09/30/20	0700	$ 369,480.55
	OCP	DOEE	Contracting Services	10/01/19 - 09/30/20	0700	$ 130,138.93
	OCP	Multiple Agencies	PCARD	10/01/19 - 09/30/20	0700	$ 21,917,615.57
	Total ID to the Agency					**$ 24,679,506.15**
FY 2021						
	DCHR	OCP	Capital City Fellowship	10/01/20 - 09/30/21	0100	$ 51,871.68
	OFRM	OCP	Financial Services	10/01/20 - 09/30/21	0100	$ 149,362.62
	Total ID from the Agency					**$ 201,234.30**
	OCP	DOEE	Contracting Services	10/01/20 - 09/30/21	0700	$ 140,000.00
	OCP	DCRA	Contracting Services	10/01/20 - 09/30/21	0700	$ 157,622.90
	OCP	DOH	Contracting Services	10/01/20 - 09/30/21	0700	$ 240,752.50
	OCP	DHCF	Contracting Services	10/01/20 - 09/30/21	0700	$ 1,444,465.99
	OCP	DOES	Contracting Services	10/01/20 - 09/30/21	0700	$ 385,180.43
	OCP	DDS	Contracting Services	10/01/20 - 09/30/21	0700	$ 493,771.25
	OCP	OSSE	Contracting Services	10/01/20 - 09/30/21	0700	$ 141,080.00
	OCP	DDOT	Contracting Services	10/01/20 - 09/30/21	0700	$ 424,461.06
	OCP	OCA	Contracting Services	10/01/20 - 09/30/21	0700	$ 150,014.99
	OCP	Multiple Agencies	PCARD	10/01/20 - 09/30/21	0700	$ 39,000,000.00
	Total ID to the Agency					**$ 42,577,349.12**

**Please note - DHCF, OSSE, DDOT and OCA does not have signed MOUs.*

Office of Contracting and Procurement

FY 2020 & FY 2021 Special Purpose Revenue Fund

Name	Fund Detail	Source of Funding	Program Description	Fiscal Year	Revenue	Expenditure	Purpose
4010 - DC SURPLUS PERSONAL PROPERTY SALES OPER.	4010	Proceeds from Surplus Personal Property Sales	Surplus Property	2020	1,305,758	1,305,758	Funds are used to pay the cost of the surplus personal property sales contract & related activates. Funds are used to pay for salary & benefits of staff under Surplus Property Division
				2021 (YTD)	709,449	248,457	
4011 - ASSESSMENT FROM INDEPENDENT AGENCIES	4011	Reveue from Inpedenent Agency	Service	2020	132,503	132,503	Funds are used to pay the cost of the employee assosciated with the services provided to DCRB
				2021 (YTD)	-	60,223	

OCP Purchase Card Spending -- FY2020 & FY2021

Cardholder Last Name	Cardholder First Name	Transaction Date	Post Date	Transaction Amount	Merchant Name	CBE/SBE or CBE/SBE	Categories
CADOGAN	ANTONIO	01/02/2020	01/03/2020	$28.59	VISTAPR*VISTAPRINT.COM		Print and Duplicating Services
CADOGAN	ANTONIO	01/02/2020	01/03/2020	$112.00	REI*PAYMENT CENTER		Professional Services
CADOGAN	ANTONIO	01/05/2021	01/05/2021	$99.84	COMCAST CABLEVISION		Utilities
CADOGAN	ANTONIO	01/05/2021	01/05/2021	$172.35	COMCAST		Utilities
CADOGAN	ANTONIO	01/09/2020	01/10/2020	$364.00	SUPERIOR COURIERS LLC	CBE/SBE	Warehousing, Freight and Delivery
CADOGAN	ANTONIO	01/12/2021	01/13/2021	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	01/15/2020	01/16/2020	$111.83	GIANT 2376		Retail
CADOGAN	ANTONIO	01/15/2020	01/16/2020	$99.84	COMCAST		Utilities
CADOGAN	ANTONIO	01/15/2020	01/16/2020	$83.20	COMCAST		Utilities
CADOGAN	ANTONIO	01/15/2020	01/16/2020	$175.00	INT*IN *BRIAR PATCH SH	CBE/SBE	Professional Services
CADOGAN	ANTONIO	01/15/2020	01/16/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	01/16/2020	01/17/2020	$580.00	INT*IN *BRIAR PATCH SH	CBE/SBE	Professional Services
CADOGAN	ANTONIO	01/16/2020	01/17/2020	$454.50	SPECTRUM MANAGEMENT LL	CBE/SBE	Professional Services
CADOGAN	ANTONIO	01/23/2020	01/24/2020	$200.00	ERGOFORM LLC		Print and Duplicating Services
CADOGAN	ANTONIO	01/23/2020	01/24/2020	$300.00	INT*IN *SHRED ACE, INC		Professional Services
CADOGAN	ANTONIO	01/27/2020	01/28/2020	($100.00)	ERGOFORM LLC		Print and Duplicating Services
CADOGAN	ANTONIO	01/29/2020	01/30/2020	$60.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	02/03/2020	02/04/2020	$2,687.70	MGSGROUPINC	CBE/SBE	Office Equipment and Supplies
CADOGAN	ANTONIO	02/04/2020	02/05/2020	$856.00	REGIS SALON		Professional Services
CADOGAN	ANTONIO	02/04/2020	02/05/2020	$392.00	SUPERIOR COURIERS LLC	CBE/SBE	Warehousing, Freight and Delivery
CADOGAN	ANTONIO	02/05/2020	02/06/2020	$1,900.00	CALVIN PRICE GROUP	CBE/SBE	Print and Duplicating Services
CADOGAN	ANTONIO	02/05/2020	02/06/2020	$1,422.00	ERGOFORM LLC		Print and Duplicating Services
CADOGAN	ANTONIO	02/05/2020	02/06/2020	$647.65	TOTAL OFFICE PRODUCTS	CBE/SBE	Office Equipment and Supplies
CADOGAN	ANTONIO	02/05/2020	02/06/2020	$100.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	02/06/2020	02/07/2020	$4,138.88	MVS	CBE/SBE	Professional Services
CADOGAN	ANTONIO	02/11/2020	02/12/2020	$60.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	02/11/2020	02/12/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	02/12/2020	02/13/2020	$3,623.92	TOTAL OFFICE PRODUCTS	CBE/SBE	Office Equipment and Supplies
CADOGAN	ANTONIO	02/12/2020	02/13/2020	$948.00	REGIS SALON	CBE/SBE	Professional Services
CADOGAN	ANTONIO	02/12/2020	02/13/2020	$289.50	SPECTRUM MANAGEMENT LL	CBE/SBE	Professional Services
CADOGAN	ANTONIO	02/14/2020	02/17/2020	$1,302.46	PAYPAL	CBE/SBE	Professional Services
CADOGAN	ANTONIO	02/19/2020	02/20/2020	$237.00	ERGOFORM LLC		Print and Duplicating Services
CADOGAN	ANTONIO	02/20/2020	02/21/2020	$60.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	02/21/2020	02/24/2020	$100.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	02/21/2020	02/24/2020	$100.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	02/21/2020	02/24/2020	$100.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	02/25/2020	02/26/2020	$445.60	SQ *WANNAS LLC	CBE/SBE	Retail
CADOGAN	ANTONIO	02/27/2020	02/28/2020	($45.00)	ERGOFORM LLC		Print and Duplicating Services
CADOGAN	ANTONIO	02/28/2020	03/02/2020	$60.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	03/02/2020	03/03/2020	$2,098.00	VERITAS CONSULTING GRO	CBE/SBE	Professional Services
CADOGAN	ANTONIO	03/04/2020	03/05/2020	$420.00	SUPERIOR COURIERS LLC	CBE/SBE	Warehousing, Freight and Delivery
CADOGAN	ANTONIO	03/05/2020	03/06/2020	$525.00	BLUE BOY PRINTING CORP	CBE/SBE	Print and Duplicating Services
CADOGAN	ANTONIO	03/05/2020	03/06/2020	$414.26	SPECTRUM MANAGEMENT LL	CBE/SBE	Professional Services
CADOGAN	ANTONIO	03/06/2020	03/09/2020	$112.00	REI*PAYMENT CENTER		Professional Services
CADOGAN	ANTONIO	03/11/2020	03/12/2020	$100.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	03/11/2020	03/13/2020	$67.59	THE HOME DEPOT #2583		Retail
CADOGAN	ANTONIO	03/17/2020	03/18/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	04/10/2020	04/13/2020	$112.00	REI*PAYMENT CENTER		Professional Services
CADOGAN	ANTONIO	04/10/2020	04/13/2020	$112.00	REI*PAYMENT CENTER		Professional Services
CADOGAN	ANTONIO	04/13/2020	04/14/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	04/14/2020	04/15/2020	$1,600.00	CALVIN PRICE GROUP	CBE/SBE	Print and Duplicating Services
CADOGAN	ANTONIO	05/14/2020	05/15/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services

OCP Purchase Card Spending -- FY2020 & FY2021

Cardholder Last Name	Cardholder First Name	Transaction Date	Post Date	Transaction Amount	Merchant Name	CBE/SBE or CBE/SBE	Categories
CADOGAN	ANTONIO	05/16/2020	05/18/2020	($112.00)	DISPUTE CREDIT		Professional Services
CADOGAN	ANTONIO	05/19/2020	05/20/2020	($112.00)	REI*PAYMENT CENTER		Professional Services
CADOGAN	ANTONIO	05/22/2020	05/22/2020	$112.00	DISPUTE REBILL		Professional Services
CADOGAN	ANTONIO	05/27/2020	05/27/2020	$272.67	COMCAST		Utilities
CADOGAN	ANTONIO	05/27/2020	05/27/2020	$240.45	COMCAST		Utilities
CADOGAN	ANTONIO	06/15/2020	06/16/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	07/03/2020	07/06/2020	$59.99	DRI*FLICKR		Computer, Hardware, Software and Peripheral
CADOGAN	ANTONIO	07/14/2020	07/14/2020	$256.66	COMCAST		Utilities
CADOGAN	ANTONIO	07/14/2020	07/14/2020	$212.68	COMCAST		Utilities
CADOGAN	ANTONIO	07/23/2020	07/24/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	08/06/2020	08/07/2020	$348.00	HOO*HOOTSUITE INC		Professional Services
CADOGAN	ANTONIO	08/13/2020	08/13/2020	$99.84	COMCAST		Utilities
CADOGAN	ANTONIO	08/13/2020	08/13/2020	$83.20	COMCAST		Utilities
CADOGAN	ANTONIO	08/17/2020	08/18/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	09/06/2019	10/02/2019	$9,606.00	VERITAS CONSULTING GRO	CBE/SBE	Professional Services
CADOGAN	ANTONIO	09/14/2020	09/15/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	09/16/2020	09/16/2020	$83.20	COMCAST		Utilities
CADOGAN	ANTONIO	10/10/2019	10/11/2019	$367.00	SUPERIOR COURIERS LLC	CBE/SBE	Warehousing, Freight and Delivery
CADOGAN	ANTONIO	10/10/2019	10/11/2019	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	10/16/2019	10/17/2019	$26.99	VISTAPR*VISTAPRINT.COM		Print and Duplicating Services
CADOGAN	ANTONIO	10/18/2019	10/21/2019	$460.00	VERITAS CONSULTING GRO	CBE/SBE	Professional Services
CADOGAN	ANTONIO	11/01/2019	11/04/2019	$40.00	VISTAPR*VISTAPRINT.COM		Print and Duplicating Services
CADOGAN	ANTONIO	11/01/2019	11/04/2019	$2,441.02	INT*IN *A & A PREMIUM	CBE/SBE	Maintenance Repair Operation
CADOGAN	ANTONIO	11/01/2019	11/04/2019	$171.55	COMCAST		Utilities
CADOGAN	ANTONIO	11/01/2019	11/04/2019	$221.27	COMCAST		Utilities
CADOGAN	ANTONIO	11/02/2020	11/03/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	11/03/2020	11/03/2020	$205.63	COMCAST		Utilities
CADOGAN	ANTONIO	11/03/2020	11/03/2020	$83.20	COMCAST		Utilities
CADOGAN	ANTONIO	11/04/2019	11/05/2019	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	11/05/2019	11/06/2019	$186.76	SPECTRUM MANAGEMENT LL	CBE/SBE	Professional Services
CADOGAN	ANTONIO	11/06/2019	11/07/2019	$3,040.55	MGSGROUPINC	CBE/SBE	Office Equipment and Supplies
CADOGAN	ANTONIO	11/07/2019	11/08/2019	$742.00	INT*IN *BRIAR PATCH SH	CBE/SBE	Professional Services
CADOGAN	ANTONIO	11/07/2019	11/08/2019	$1,815.20	WALTON AND GREEN CONSU	CBE/SBE	Professional Services
CADOGAN	ANTONIO	11/12/2019	11/13/2019	$224.00	SUPERIOR COURIERS LLC	CBE/SBE	Warehousing, Freight and Delivery
CADOGAN	ANTONIO	11/12/2019	11/13/2019	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	11/17/2020	11/18/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	11/18/2019	11/20/2019	$393.00	TOTAL OFFICE PRODUCTS	CBE/SBE	Office Equipment and Supplies
CADOGAN	ANTONIO	11/20/2019	11/21/2019	$2,724.60	ERGOFORM LLC		Print and Duplicating Services
CADOGAN	ANTONIO	11/20/2019	11/21/2019	$2,201.59	PAYPAL	CBE/SBE	Professional Services
CADOGAN	ANTONIO	11/20/2019	11/21/2019	$165.00	BLUE BOY PRINTING CORP	CBE/SBE	Print and Duplicating Services
CADOGAN	ANTONIO	11/22/2019	11/25/2019	$4,898.00	TPW CONSULTANTS	CBE/SBE	Professional Services
CADOGAN	ANTONIO	11/25/2019	11/26/2019	$28.99	VISTAPR*VISTAPRINT.COM		Print and Duplicating Services
CADOGAN	ANTONIO	11/25/2019	11/26/2019	$60.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	12/02/2019	12/03/2019	$896.00	REGIS SALON		Professional Services
CADOGAN	ANTONIO	12/02/2019	12/03/2019	$415.75	HI TECH SOLUTION INC	CBE/SBE	Professional Services
CADOGAN	ANTONIO	12/04/2019	12/05/2019	$1,375.00	CALVIN PRICE GROUP	CBE/SBE	Print and Duplicating Services
CADOGAN	ANTONIO	12/05/2019	12/06/2019	$2,871.56	DISTRICT SUPPLY INC	CBE/SBE	Office Equipment and Supplies
CADOGAN	ANTONIO	12/05/2020	12/07/2020	$99.84	COMCAST CABLEVISION		Utilities
CADOGAN	ANTONIO	12/06/2019	12/09/2019	$325.88	PREMIER SUPPLIERS	CBE/SBE	Healthcare
CADOGAN	ANTONIO	12/09/2019	12/10/2019	$1,844.94	THE WASHINGTON TIMES		Media and Advertising Services
CADOGAN	ANTONIO	12/10/2019	12/11/2019	$60.00	METRO FARE AUTOLOAD		Transportation - Other
CADOGAN	ANTONIO	12/13/2019	12/16/2019	$168.00	SUPERIOR COURIERS LLC	CBE/SBE	Warehousing, Freight and Delivery

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Cardholder Last Name	Cardholder First Name	Transaction Date	Post Date	Transaction Amount	Merchant Name	CBE/SBE or CBE/SBE	Categories
CADOGAN	ANTONIO	12/13/2019	12/16/2019	$374.10	SPECTRUM MANAGEMENT LL	CBE/SBE	Professional Services
CADOGAN	ANTONIO	12/15/2020	12/16/2020	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	12/17/2019	12/18/2019	$2,416.24	INT*IN *A & A PREMIUM	CBE/SBE	Maintenance Repair Operation
CADOGAN	ANTONIO	12/17/2019	12/18/2019	$103.80	ASSURED TELEMATICS		Vehicle Maintenance and Fuel Services
CADOGAN	ANTONIO	12/23/2019	12/24/2019	$52.19	VISTAPR*VISTAPRINT.COM		Print and Duplicating Services
CADOGAN	ANTONIO	12/23/2019	12/24/2019	$171.65	COMCAST		Utilities
CADOGAN	ANTONIO	12/23/2019	12/24/2019	$204.79	COMCAST		Utilities
CADOGAN	ANTONIO	12/24/2019	12/26/2019	($0.60)	INT*IN *A & A PREMIUM	CBE/SBE	Retail
CADOGAN	ANTONIO	12/24/2019	12/26/2019	($0.60)	INT*IN *A & A PREMIUM	CBE/SBE	Retail
CADOGAN	ANTONIO	12/24/2019	12/26/2019	$4,980.35	MGSGROUPINC	CBE/SBE	Office Equipment and Supplies
DANDU	BHAVANI	02/18/2020	02/19/2020	$331.30	2CO.COM*PLUMSAIL.COM 1		Computer, Hardware, Software and Peripheral
DANDU	BHAVANI	02/27/2020	02/28/2020	$4,757.28	MVS	CBE/SBE	Professional Services
DANDU	BHAVANI	02/29/2020	03/02/2020	$2,673.02	PREMIER SUPPLIERS	CBE/SBE	Healthcare
DANDU	BHAVANI	03/03/2020	03/04/2020	($18.75)	2CO.COM*PLUMSAIL.COM 1		Computer, Hardware, Software and Peripheral
DANDU	BHAVANI	03/14/2020	03/16/2020	$1,823.40	CARAHSOFT TECHLOGY C		Computer, Hardware, Software and Peripheral
DANDU	BHAVANI	04/03/2020	04/06/2020	$37.90	AMZN MKTP US		Retail
DANDU	BHAVANI	04/03/2020	04/06/2020	$37.90	AMZN MKTP US		Retail
DANDU	BHAVANI	04/03/2020	04/06/2020	$40.17	AMZN MKTP US		Retail
DANDU	BHAVANI	04/03/2020	04/06/2020	$40.17	AMZN MKTP US		Retail
DANDU	BHAVANI	04/03/2020	04/06/2020	$80.34	AMZN MKTP US		Retail
DANDU	BHAVANI	04/07/2020	04/08/2020	($2.40)	AMZN MKTP US		Retail
DANDU	BHAVANI	04/15/2020	04/16/2020	($2.27)	AMZN MKTP US		Retail
DANDU	BHAVANI	04/15/2020	04/16/2020	($4.54)	AMZN MKTP US		Retail
DANDU	BHAVANI	10/01/2020	10/02/2020	$5,890.74	CARAHSOFT TECHLOGY C		Computer, Hardware, Software and Peripheral
GROSS	LATRINA	01/15/2021	01/18/2021	$300.00	NATIONAL OFFICE SYSTEM		Print and Duplicating Services
GROSS	LATRINA	01/16/2020	01/16/2020	$41.95	EQF*TALX CORPORATION		Professional Services
GROSS	LATRINA	01/16/2020	01/16/2020	$24.95	UCONFIRM		Professional Services
GROSS	LATRINA	01/29/2020	01/30/2020	$2,289.93	METROPOLITAN OFFICE PR	CBE/SBE	Computer, Hardware, Software and Peripheral
GROSS	LATRINA	02/12/2020	02/13/2020	$1,687.50	CALVIN PRICE GROUP	CBE/SBE	Print and Duplicating Services
GROSS	LATRINA	02/12/2020	02/13/2020	$1,131.61	TOTAL OFFICE PRODUCTS	CBE/SBE	Office Equipment and Supplies
GROSS	LATRINA	02/14/2020	02/14/2020	$311.48	COMCAST		Utilities
GROSS	LATRINA	02/19/2020	02/21/2020	$2,500.00	TPW CONSULTANTS	CBE/SBE	Professional Services
GROSS	LATRINA	03/06/2020	03/06/2020	$160.78	COMCAST		Utilities
GROSS	LATRINA	03/10/2020	03/11/2020	$1,200.00	CALVIN PRICE GROUP	CBE/SBE	Print and Duplicating Services
GROSS	LATRINA	03/10/2020	03/11/2020	$85.46	FEDEX		Warehousing, Freight and Delivery
GROSS	LATRINA	03/11/2020	03/12/2020	$4,969.06	METROPOLITAN OFFICE PR	CBE/SBE	Computer, Hardware, Software and Peripheral
GROSS	LATRINA	03/17/2020	03/18/2020	$399.80	METROPOLITAN OFFICE PR	CBE/SBE	Computer, Hardware, Software and Peripheral
GROSS	LATRINA	03/19/2020	03/20/2020	$6,070.50	PUBLIC PM.COM		Education
GROSS	LATRINA	03/23/2020	03/24/2020	$1,910.00	IN *GENERAL MERCHANDIS	CBE/SBE	Maintenance Repair Operation
GROSS	LATRINA	03/24/2020	03/25/2020	$9,983.75	NEW HAVEN MOVING-ALEXA		Maintenance Repair Operation
GROSS	LATRINA	03/30/2020	03/31/2020	$285.93	METROPOLITAN OFFICE PR	CBE/SBE	Computer, Hardware, Software and Peripheral
GROSS	LATRINA	04/03/2020	04/06/2020	$1,675.00	KEYWAY LOCKSMITH INC		Professional Services
GROSS	LATRINA	04/07/2020	04/08/2020	$625.68	COVANTA SUSTAINABLE SO		Professional Services
GROSS	LATRINA	05/19/2020	05/21/2020	$2,160.12	LASER ART INC	CBE/SBE	Office Equipment and Supplies
GROSS	LATRINA	05/19/2020	05/21/2020	($2,160.12)	LASER ART INC	CBE/SBE	Office Equipment and Supplies
GROSS	LATRINA	06/03/2020	06/03/2020	($2,160.12)	DISPUTE CREDIT		Office Equipment and Supplies
GROSS	LATRINA	06/09/2020	06/09/2020	$2,160.12	DISPUTE REBILL	CBE/SBE	Office Equipment and Supplies
GROSS	LATRINA	08/20/2020	08/21/2020	$584.85	METROPOLITAN OFFICE PR	CBE/SBE	Computer, Hardware, Software and Peripheral
GROSS	LATRINA	09/14/2020	09/15/2020	($584.85)	METROPOLITAN OFFICE PR	CBE/SBE	Computer, Hardware, Software and Peripheral
GROSS	LATRINA	09/27/2019	10/01/2019	$6,443.38	WALTON AND GREEN CONSU	CBE/SBE	Professional Services
GROSS	LATRINA	10/01/2019	10/02/2019	$343.75	FEDEX		Warehousing, Freight and Delivery
GROSS	LATRINA	10/25/2019	10/25/2019	($3,920.33)	DISPUTE CREDIT	CBE/SBE	Professional Services

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GROSS	LATRINA	10/31/2019	11/01/2019	($40.00)	JIMMIE MUSCATELO'S WASHINGTON UNIFORM CENTER		Maintenance Repair Operation
GROSS	LATRINA	11/05/2019	11/05/2019	$144.64	COMCAST		Utilities
GROSS	LATRINA	11/05/2019	11/06/2019	($13.70)	PANERA BREAD #607014		Restaurants
GROSS	LATRINA	11/07/2019	11/08/2019	$612.85	OLEA KIOSKS INC		Retail
GROSS	LATRINA	11/18/2019	11/19/2019	$2,487.60	PAYPAL	CBE/SBE	Professional Services
GROSS	LATRINA	11/20/2019	11/21/2019	$1,350.00	THE CALVIN PRICE	CBE/SBE	Office Equipment and Supplies
GROSS	LATRINA	11/22/2019	11/25/2019	$270.00	THE HAMILTON GROUP	CBE/SBE	Office Equipment and Supplies
GROSS	LATRINA	12/02/2020	12/03/2020	$1,945.00	IN *BRIAR PATCH SHREDD	CBE/SBE	Professional Services
GROSS	LATRINA	12/05/2019	12/06/2019	$94.00	CUBICLE KEYS		Office Equipment and Supplies
GROSS	LATRINA	12/08/2020	12/09/2020	$1,194.05	KITCHEN TECH		Retail
GROSS	LATRINA	12/10/2020	12/11/2020	$1,020.00	IN *EASYAV	CBE/SBE	Maintenance Repair Operation
GROSS	LATRINA	12/15/2020	12/16/2020	$508.41	LOWES #03256		Retail
GROSS	LATRINA	12/17/2019	12/17/2019	$150.59	COMCAST		Utilities
GROSS	LATRINA	12/17/2019	12/18/2019	$175.00	KEYWAY LOCK SERVICE		Maintenance Repair Operation
GROSS	LATRINA	12/18/2019	12/19/2019	$182.95	FEDEX		Warehousing, Freight and Delivery
GROSS	LATRINA	12/25/2019	12/26/2019	$1,875.00	CALVIN PRICE GROUP	CBE/SBE	Print and Duplicating Services
GROSS	LATRINA	12/30/2020	12/31/2020	$18.54	FEDEX		Warehousing, Freight and Delivery
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020	$2,630.64	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/03/2020	01/06/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/14/2020	01/15/2020	$250.26	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/16/2020	01/17/2020	$360.84	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/21/2020	01/22/2020	$209.52	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/28/2020	01/29/2020	$285.18	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	01/30/2020	01/31/2020	$261.90	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	02/10/2020	02/11/2020	$291.00	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	02/12/2020	02/13/2020	$256.08	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	02/18/2020	02/19/2020	$215.34	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	02/19/2020	02/20/2020	$267.72	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	02/20/2020	02/21/2020	$308.46	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	02/25/2020	02/26/2020	$250.26	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	03/02/2020	03/03/2020	$232.80	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020	$2,840.16	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	04/07/2020	04/08/2020		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	05/12/2020	05/13/2020	$2,415.30	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	06/22/2020	06/23/2020	$337.56	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	06/23/2020	06/24/2020	$4,160.00	ORNER LAW LLC		Professional Services

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LEIHGEBER-CARPENTE	CODY	06/24/2020	06/25/2020	$1,129.08	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	06/30/2020	07/01/2020	$215.34	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	07/31/2020	08/03/2020	$256.08	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	07/31/2020	08/03/2020	$1,088.34	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	09/17/2020	09/18/2020	$1,548.12	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	09/17/2020	09/18/2020	$1,297.86	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	09/28/2020	09/29/2020	$430.68	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	09/30/2020	10/01/2020	$699.00	NATIONAL OFFICE SYSTEM		Print and Duplicating Services
LEIHGEBER-CARPENTE	CODY	09/30/2020	10/01/2020	$3,700.00	NATIONAL OFFICE SYSTEM		Print and Duplicating Services
LEIHGEBER-CARPENTE	CODY	10/10/2019	10/11/2019	$3,468.72	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	10/22/2019	10/23/2019	$678.75	TOUCAN	CBE/SBE	Print and Duplicating Services
LEIHGEBER-CARPENTE	CODY	10/30/2020	11/02/2020	$4,236.96	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/18/2019	11/20/2019	$511.77	TOTAL OFFICE PRODUCTS	CBE/SBE	Office Equipment and Supplies
LEIHGEBER-CARPENTE	CODY	11/18/2019	11/20/2019		TOTAL OFFICE PRODUCTS	CBE/SBE	Office Equipment and Supplies
LEIHGEBER-CARPENTE	CODY	11/26/2019	11/27/2019	$2,345.46	THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/26/2019	11/27/2019		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/26/2019	11/27/2019		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/26/2019	11/27/2019		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/26/2019	11/27/2019		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/26/2019	11/27/2019		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/26/2019	11/27/2019		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/26/2019	11/27/2019		THE WASHINGTON TIMES		Media and Advertising Services
LEIHGEBER-CARPENTE	CODY	11/30/2020	12/01/2020	$384.00	SMK		Professional Services
LEIHGEBER-CARPENTE	CODY	12/06/2019	12/09/2019	$384.00	SMK		Professional Services
LEIHGEBER-CARPENTE	CODY	12/11/2020	12/14/2020	$2,304.00	WALTON AND GREEN CONSU	CBE/SBE	Professional Services
LEIHGEBER-CARPENTE	CODY	12/11/2020	12/14/2020	$1,152.00	WALTON AND GREEN CONSU	CBE/SBE	Professional Services
LEIHGEBER-CARPENTE	CODY	12/17/2020	12/18/2020	$2,409.48	THE WASHINGTON TIMES		Media and Advertising Services
NWAGBARA	DANIEL	01/28/2020	01/30/2020	$129.00	NAPCP		Other
NWAGBARA	DANIEL	01/31/2020	02/03/2020	$536.64	UNIVERSAL STUDIOS STORE		Lodging
NWAGBARA	DANIEL	01/31/2020	02/03/2020	$536.64	UNIVERSAL STUDIOS STORE		Lodging
NWAGBARA	DANIEL	02/04/2020	02/06/2020	$129.00	NAPCP		Other
NWAGBARA	DANIEL	02/10/2020	02/11/2020	$3,800.00	6SIGMA.US		Other
NWAGBARA	DANIEL	02/10/2020	02/11/2020	$3,800.00	6SIGMA.US		Other
NWAGBARA	DANIEL	02/10/2020	02/11/2020	$3,800.00	6SIGMA.US		Other
NWAGBARA	DANIEL	02/11/2020	02/12/2020	($860.00)	6SIGMA.US		Professional Services
NWAGBARA	DANIEL	02/11/2020	02/12/2020	($860.00)	6SIGMA.US		Professional Services
NWAGBARA	DANIEL	02/11/2020	02/12/2020	($860.00)	6SIGMA.US		Professional Services
NWAGBARA	DANIEL	02/11/2020	02/12/2020	$990.00	THOMSON REUTERS LEGAL		Professional Services
NWAGBARA	DANIEL	02/24/2020	02/26/2020	$1,295.00	NAPCP		Other
NWAGBARA	DANIEL	02/24/2020	02/26/2020	$1,295.00	NAPCP		Other
NWAGBARA	DANIEL	02/26/2020	02/28/2020	$197.28	CAESARS PLACE ADV RSVN		Lodging
NWAGBARA	DANIEL	02/26/2020	02/28/2020	$197.28	CAESARS PLACE ADV RSVN		Lodging
NWAGBARA	DANIEL	02/26/2020	02/28/2020	$637.20	CAESARS PLACE ADV RSVN		Lodging
NWAGBARA	DANIEL	02/26/2020	02/28/2020	$637.20	CAESARS PLACE ADV RSVN		Lodging
NWAGBARA	DANIEL	03/18/2020	03/20/2020	($197.28)	CAESARS PLACE ADV RSVN		Lodging
NWAGBARA	DANIEL	03/18/2020	03/20/2020	($637.20)	CAESARS PLACE ADV RSVN		Lodging
NWAGBARA	DANIEL	03/18/2020	03/20/2020	($197.28)	CAESARS PLACE ADV RSVN		Lodging
NWAGBARA	DANIEL	03/18/2020	03/20/2020	($637.20)	CAESARS PLACE ADV RSVN		Lodging
NWAGBARA	DANIEL	05/01/2020	05/04/2020	($1,295.00)	NAPCP		Other
NWAGBARA	DANIEL	05/01/2020	05/04/2020	($1,295.00)	NAPCP		Other
NWAGBARA	DANIEL	09/30/2019	10/02/2019	$190.00	NIGP - IWEB		Other

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NWAGBARA	DANIEL	10/02/2019	10/04/2019	$326.75	LUCKY STRIKE WASHINGTO		Entertainment
NWAGBARA	DANIEL	10/03/2019	10/04/2019	$200.00	METRO FARE AUTOLOAD		Transportation - Other
NWAGBARA	DANIEL	10/03/2019	10/04/2019	$878.00	FORMOST ADVANCED CRE		Professional Services
NWAGBARA	DANIEL	10/04/2019	10/07/2019	$100.00	METRO FARE AUTOLOAD		Transportation - Other
NWAGBARA	DANIEL	10/07/2019	10/09/2019	$436.96	SOUTHWEST		Airline
NWAGBARA	DANIEL	10/10/2019	10/11/2019	$579.28	GAYLORD OPRYLAND RETAI		Lodging
NWAGBARA	DANIEL	10/25/2019	10/28/2019	$135.00	DC BAR		Other
NWAGBARA	DANIEL	10/25/2019	10/28/2019	$135.00	DC BAR		Other
NWAGBARA	DANIEL	10/25/2019	10/28/2019	$135.00	DC BAR		Other
NWAGBARA	DANIEL	10/25/2019	10/29/2019	$1,693.98	PBD*IIA INTRNLAUDITORS		Retail
NWAGBARA	DANIEL	10/29/2019	10/30/2019	$189.00	SOCIETYFORHUMANRESOURC		Professional Services
NWAGBARA	DANIEL	11/23/2019	11/25/2019	$95.37	AMZN MKTP US		Retail
NWAGBARA	DANIEL	11/24/2019	11/25/2019	$71.55	AMZN MKTP US		Retail
NWAGBARA	DANIEL	12/04/2019	12/05/2019	$300.00	NASPO		Professional Services
NWAGBARA	DANIEL	12/10/2019	12/12/2019	$176.60	AMERICAN AIRLINES		Airline
NWAGBARA	DANIEL	12/10/2019	12/12/2019	$176.60	AMERICAN AIRLINES		Airline
NWAGBARA	DANIEL	12/11/2019	12/12/2019	$495.00	MICROSTRATEGY SERVICES		Professional Services
NWAGBARA	DANIEL	12/11/2019	12/12/2019	$495.00	MICROSTRATEGY SERVICES		Professional Services
NWAGBARA	DANIEL	12/14/2019	12/16/2019	$178.88	UNIVERSAL STUDIOS STORE		Lodging
NWAGBARA	DANIEL	12/14/2019	12/16/2019	$178.88	UNIVERSAL STUDIOS STORE		Lodging
		02/01/2021	**03:39:34 PM**				

Memoranda of Understanding

Office of Contracting and Procurement

FY2020

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION, DIVISION OF STUDENT TRANSPORTATION
FOR
FUNDING OF PROCUREMENT SUPPORT AND PERSONNEL
FOR FISCAL YEAR 2020

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the Office of Contracting and Procurement (hereinafter "OCP" or "Seller Agency") and the District of Columbia Office of the State Superintendent of Education, Division of Student Transportation (hereinafter "OSSE DOT" or "Buyer Agency"), collectively referred to herein as the "Parties."

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k)

III. PROGRAM GOALS AND OBJECTIVES

A. In 2014, procurement services performed under the authority of the Chief Procurement Officer and the Procurement Practices Reform Act of 2010 were converted to the Delegated Procurement Authority operating structure. In accordance with this procurement reform initiative, designated agencies have been delegated the authority to manage full-service procurement operations, with the oversight and supervision of the Chief Procurement Officer (Director of the Office of Contracting and Procurement) (CPO).

B. OSSE DOT is a regional transportation system that transports eligible students with special needs to school each day. OSSE DOT oversees the day-to-day operations of four (4) bus terminals from which more than 1,100 bus drivers and attendants travel approximately 34,000 miles each day to transport students to schools in the District, Maryland, and Virginia. Pursuant to the procurement reform initiative, OSSE DOT has delegated procurement authority and is responsible for providing funding and support services for OCP procurement staff and attorneys so they can, in turn, support the programmatic and operational mandates of OSSE DOT.

IV. 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 hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. OCP shall provide support and personnel services to OSSE DOT, its director and the various program officials within OSSE DOT on procurement matters, including, but not limited to:

a) Assist agency staff in the planning and preparation of procurement-related documents;
b) Advise program staff on appropriate procurement methodology and solicitation management; and
c) Provide additional procurement support as necessary.

2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from OSSE DOT to OCP.
4. OCP projects the costs below for providing the services under this MOU.
5. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU.

PERSONNEL SERVICES

Contract Supervisor's – 1 FTEs

Salary	$ 118,602.39
Benefits	25,855.32

TOTAL PERSONNEL SERVICES: $144,457.71

B. RESPONSIBILITIES OF BUYER AGENCY

1. OSSE DOT shall budget for all services requested in this MOU.
2. OSSE DOT shall transfer an aggregate amount of $144,457.71.
3. OSSE DOT shall provide office space, conference space and file space for all procurement personnel assigned to OSSE DOT.
4. OSSE DOT shall provide facsimile machines, telephones, photocopiers, shredders and other office equipment to the OCP procurement staff.
5. OSSE DOT will provide on-site IT support services.

V. DURATION OF THIS MOU

The period of this MOU shall be from October 1, 2019 through September 30, 2020, unless terminated in writing by the Parties pursuant to Section XI of this MOU.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and services under this MOU shall not exceed $144,457.71 for Fiscal Year 2020. Funding for goods and services shall not exceed the actual cost of the goods and services provided based on the rates provided below.

PERSONNEL SERVICES

Contract Supervisor's – 1 FTEs

Salary	$ 118,602.39
Benefits	25,855.32

TOTAL PERSONNEL SERVICES: **$144,457.71**

B. PAYMENT

1. Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.

2. Seller Agency shall submit quarterly reconciliations which shall explain the amount billed for that period. The reconciliations shall include itemized quarterly claims based on the total amounts paid and shall not exceed the amount of this MOU ($144,457.71).

3. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU.

4. Seller Agency shall collect the advance and bill Buyer Agency through the Intra-District process only for those goods and/or services actually provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. MODIFICATIONS

This MOU may be modified only upon prior written agreement of the Parties. Modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

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

IX. COMPLIANCE AND MONITORING

Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

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

XI. 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. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

OSSE DOT:
Gretchen Brumley
Director
Division of Student Transportation
Office of the State Superintendent of Education (OSSE DOT)
1050 1st St NE – 2nd Floor
Washington, D.C. 20002
Desk: 202.724.5675
Email: gretchen.brumley@dc.gov

OCP:
Marvin Manassa
Associate Director, Business Resources
Office of Contracting and Procurement (OCP)
441 4th Street, N.W., Suite 700 South
Washington, DC 20001
Desk: 202.724.4933
Cell: 202.487-3807
Email: marvin.manassa@dc.gov

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of

Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, *et seq.*) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

Pursuant to section 865(c) of the CMPA, the Chief Financial Officer for the District of Columbia shall resolve any disputes regarding the exact amounts to be transferred to the OCP under this MOU.

XV. 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 the Buyer Agency.

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

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

Hanseul Kang
Superintendent

Date: 12/18/19

Gretchen Brumley
Director
Division of Student Transportation

Date: 11/27/19

OFFICE OF CONTRACTING AND PROCUREMENT

George A. Schutter, III
Chief Procurement Officer

Date: 15 Jan 20

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTS AND PROCUREMENT
AND
DC HEALTH
FOR
FISCAL YEAR 2019

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the DC Health (hereinafter "DC Health" or "buyer agency") and the Office of Contracts and Procurement (hereinafter "OCP" or "seller agency"), collectively referred to herein as the "Parties."

II. PURPOSE

The procurement reform strategy is to streamline processing operations by authorizing agencies to manage the purchase of the goods and services that are needed to perform agency functions – recognizing that many of the District's purchasing needs are "business" specific. This reform strategy will be implemented through delegated procurement authority, which is authorized by the District's Chief Procurement Officer. The purpose of this MOU is to provide for the intra-District transfer of funds to support the procurement reform initiative for Fiscal Year 2019.

III. PROGRAM GOALS AND OBJECTIVES

DC Health is a subordinate agency responsible for overseeing and coordinating a host of services to include: child adolescent and school health, vital records, improvement of the access to care for uninsured and underinsured and other major health care programs for District residents. Pursuant to the procurement reform initiative, DC Health will have delegated procurement authority and will be responsible for providing funding and support services for the DC Health procurement staff and attorneys, so they can, in turn, support the programmatic and operational mandates of DC Health.

IV. 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. OBLIGATIONS OF OCP

1. OCP shall provide support to the DC Health, its director and the various program officials within the DC Health on procurement matters, including, but not limited to:
    a) Assist agency staff in the planning and preparation of procurement-related documents;
    b) Advise program staff on appropriate procurement methodology and solicitation management; and
    d) Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DC Health to OCP.
4. OCP projects the costs below for providing the services under this MOU.
5. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU.
6. If the actual proportionate funds required are less than anticipated, OCP shall grant a refund to DC Health.

PERSONNEL SERVICES

Contract Specialist - 2 FTEs

Salary	$202,151.00
Benefits	$ 43,664.62
	$245,815.62

TOTAL PERSONNEL SERVICES : **$245,815.62**

B. OBLIGATIONS OF DC Health

1. DC Health shall budget for all services requested in this MOU.
2. DC Health shall transfer an aggregate amount of $245,815.62
3. The Buyer shall provide office space, conference space and file space for all procurement personnel assigned to DC Health.
4. DC Health shall provide facsimile machines, telephones, photocopiers, shredders and other office equipment to the procurement staff.
5. DC Health will provide on-site IT support services.

V. PAYMENT

1. Payment for all the services shall be made through an Intra-District advance by DC Health to the OCP based on the total amount of this MOU.

2. The OCP shall submit quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include personnel costs including benefits.

3. Advances to OCP for the services to be performed shall not exceed the amount of this MOU.

4. The OCP will receive the advance and bill DC Health through the Intra-District process only for those goods or services provided pursuant to the terms of this MOU. OCP will return any excess advance to DC Health by September 30 of the current fiscal year.

5. Total cost for goods and services under this MOU shall not exceed $245,815.62 for Fiscal Year 2019. Funding for goods and/or services shall not exceed the actual cost of the goods and services provided.

VI. DURATION OF MOU

The term of this MOU commences October 01, 2018 and continues through September 30, 2019.

VII. 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,as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VIII. RESOLUTION OF DISPUTES

Pursuant to section 865(c) of the CMPA, the Chief Financial Officer for the District of Columbia shall resolve any disputes regarding the exact amounts to be transferred to the OCP under this MOU.

IX. RECORDS AND REPORTS

The seller agency 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 DC Health and other officials as may be specified by the District of Columbia at its sole discretion.

X. MODIFICATION/AMENDMENTS

Any modification or amendment of this MOU shall be valid only when reduced to writing, duly signed, and attached to the original MOU. If changes to applicable District or federal laws and/or regulations require changes to this MOU, or if changes are necessitated by changes in pay levels of District of Columbia employees, the parties to this MOU shall make conforming amendments, in writing, to this MOU.

XI. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

XII. NOTICE

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

DC Health:
Keith A.M. Fletcher
Chief Operating Officer
DC Health
899 North Capitol Street, N.E., 5th floor
Washington, DC 20002
202-442-5863 (office)
202-591-5481 (cell)
202-442-4795 (fax)
Emil: keith.fletcher@dc.gov

OCP:
Marvin Manassa
Associate Director, Business Resources
Office of Contracting and Procurement (OCP)
441 4th Street, N.W., Suite 700 South
Washington, DC 20001
Desk: 202.724.4933
Cell: 202.487-3807
Email: marvin.manassa@dc.gov

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

DC HEALTH

LaQuandra S. Nesbitt, MD, MPH
Director

Date: 1/7/19

THE OFFICE OF CONTRACTS AND PROCUREMENT

George A. Schutter
Chief Procurement Officer

Date: 7 Jan 19

PO0 - OFFICE OF CONTRACTING AND PROCUREMENT

FY 2019 Agency List of Budgeted Positions - DOH (HC0)
With Salary, Salary/Step Increases and Fringe Benefits

Position No	Position Title	Name	Grade \ Step	Program Code2	Program Code3	Project / Ph
00035313	Contract Specialist	Withers,Renee	12 \ 6	2000	2010	PO0HC0/19
00078052	Contract Specialist	Manning,Daniel T	13 \ 7	2000	2010	PO0HC0/19
Total for PO0 - Office of Contracting and Procurement						

		Fiscal Year: 2019		
Fund Detail	FTE	Salary	Fringe Benefits	Total Salary + Fringe
1434	1.00	92,340.00	19,945.44	112,285.44
1434	1.00	109,811.00	23,719.18	133,530.18
	2.00	202,151.00	43,664.62	245,815.62

Deane, Adreana (OCFO DOH)

From: Husband, Phillip (DOH)
Sent: Tuesday, December 18, 2018 8:44 AM
To: Deane, Adreana (OCFO DOH)
Cc: Schmitz, Joseph (OCFO DOH)
Subject: FW: MOU-OCP/DOH FY19
Attachments: MOU between OCP and DOH FY19.pdf

Adreana,

This MOU is legally sufficient and may be executed by DC Health. Thanks.

Phillip L. Husband
General Counsel and Freedom of Information Officer
Office of the General Counsel (OGC)
O: 202-442-5970
M: 202-997-4943
899 North Capitol Street NE, 6th Fl, Washington, DC 20002
dchealth.dc.gov

DC HEALTH GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

Confidentiality Notice: This message is being sent by or on behalf of a lawyer. It is intended exclusively for each individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged, confidential, or otherwise legally exempt from disclosure. If you are not a named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you have received this message in error, please notify the sender immediately and delete all copies of the message.

From: Deane, Adreana (OCFO DOH) <adreana.deane@dc.gov>
Sent: Monday, December 17, 2018 7:10 PM
To: Husband, Phillip (DOH) <phillip.husband@dc.gov>
Subject: FW: MOU-OCP/DOH FY19

Good Afternoon Phil,

Can you please review for legal sufficiency.

Thanks,

Adreana Deane
Agency Fiscal Officer
Office of the Chief Financial Officer
Human Services Support Cluster
Department of Health & Office of Human Rights
899 North Capitol Street, NE / 5th Floor
Washington, DC 20002
adreana.deane@dc.gov
Office 202-442-9222
Mobile 202-684-5895
Fax 202-671-4998

INTRA-DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

GENERAL

MOU NUMBER: _____ DATE OF MOU: _____

SELLER INFORMATION

AGENCY: OFFICE OF CONTRACTING AND PROCUREMENT AGENCY CODE: PO0

NAME OF CONTACT: ALEMAYEHU AWAS, AFO

ADDRESS : 441 4TH STREET, NW, SUITE 890 N

WASHINGTON, DC 20001

TELEPHONE # : 202-727-6537

FAX # :

AUTHORIZING OFFICER _____ DATE: ___ / ___ / ___

BUYER INFORMATION

AGENCY: Department of Health AGENCY CODE: HC0

NAME OF CONTACT: ADREANA DEANE

ADDRESS : 899 NORTH CAPITOL STREET, NE 5TH FLOOR

WASHINGTON, DC 20002

TELEPHONE # : 202-442-9222

FAX # :

AUTHORIZING OFFICER Adreana G Deane DATE: 1 / 7 / 19

PLEASE NEXT PAGE FOR GOODS/SERVICES DESCRIPTON AND FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: Delegated Procurement Authority

DATE: _____ **TOTAL:** $245,815.62

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	PO0	2019			4600	4600					
BUYER	HC0	2019	ID990	10900	0506	0506	91IDCR/19				

GOOD/ SERVICE: Delegated Procurement Authority

DATE: _____ **TOTAL:** _____

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

GOOD/ SERVICE: _____

DATE: _____ **TOTAL:** _____

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

GOOD/ SERVICE: _____

DATE: _____ **TOTAL:** _____

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

Government of the District of Columbia
Department of Transportation

Office of the General Counsel

Inter-office Memorandum
Privileged and Confidential

MEMORANDUM

TO: Jeff Marootian
Director

CC: Jessica Headd
Resource Management Analyst

THROUGH: Dorinda Floyd
Chief Administrative Officer

FROM: Frank Seales, Jr.
General Counsel

DATE: February 4, 2020

SUBJECT: Legal Sufficiency Review of the Intra-District Memorandum of Understanding between the Office of Contracting and Procurement and the District Department of Transportation for Funding of Procurement Support and Personnel for Fiscal Year 2020 (3 NTEs totaling $423,806.61)

WD NO.: **4783** **PT NO: 6398**

Per your request for a legal sufficiency review of the above-referenced MOU, a review was completed; and, the MOU is legally sufficient.

Please provide the Office of the General Counsel with a copy of the MOU once it has been fully executed.

If further guidance or assistance is required, please let me know.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE DISTRICT DEPARTMENT OF TRANSPORTATION
FOR
FUNDING OF PROCUREMENT SUPPORT AND PERSONNEL
FOR FISCAL YEAR 2020

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the Office of Contracting and Procurement (hereinafter "OCP" or "Seller Agency") and the District Department of Transportation ("DDOT" or "Buyer Agency"), collectively referred to herein as the "Parties."

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k)

III. PROGRAM GOALS AND OBJECTIVES

A. In 2014, procurement services performed under the authority of the Chief Procurement Officer and the Procurement Practices Reform Act of 2010 were converted to the Delegated Procurement Authority operating structure. In accordance with this procurement reform initiative, designated agencies have been delegated the authority to manage full-service procurement operations, with the oversight and supervision of the Chief Procurement Officer (Director of the Office of Contracting and Procurement) (CPO).

B. DDOT is a subordinate agency responsible for developing and maintaining a cohesive sustainable transportation system that delivers safe, affordable, and convenient ways to move people and goods – while protecting and enhancing the natural, environmental and cultural resources of the District. Pursuant to the procurement reform initiative, DDOT will have delegated procurement authority and will be responsible for providing funding and support services for the OCP procurement staff so that they can, in turn, support the programmatic and operational mandates of DDOT.

IV. 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 hereby agree as follows:

A. RESPONSIBILITIES OF SELLER AGENCY

1. OCP shall provide support to DDOT, its director, and the various program officials within DDOT on procurement matters, including, but not limited to:

a) Assist agency staff in the planning and preparation of procurement-related documents;
b) Advise program staff on appropriate procurement methodology and solicitation management; and
c) Provide additional procurement support as necessary.

2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.

3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DDOT to OCP.

4. OCP will set up three FTEs, one CS-13 Contract Specialist, one CS-14 Senior Contract Specialist, and one MSS-14 Supervisory Contract Specialist in PeopleSoft.

5. OCP shall provide information technology support for PASS.

B. SERVICES TO BE PROVIDED

1. Contract Specialist - CS-13: Review and revise program packages for procurement issuance and to support program efforts to craft Statements of Work/Performance Work Statements, issue solicitations, conduct contract award and post-award activities.

2. Senior Contract Specialist – CS-14: Review, evaluate, and analyze cost and pricing proposals and schedules for all projects in the FY 2020 Transportation Plan of Contracts and contract activities in the FY 2020 OAPT, issue solicitations, conduct contract award and post-award activities.

3. Supervisory Contract Specialist (Senior Processor) – MSS-14: Contract support for primarily large-scale projects, issue solicitations, conduct contract award and post-award activities.

4. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU.

C. RESPONSIBILITIES OF BUYER AGENCY

1. DDOT shall provide office and meeting space, and file space for all personnel assigned to the DDOT worksite.

2. DDOT shall provide access to standard office equipment (such as computers, facsimile machines, telephones, photocopiers, printers, shredders) and other office supplies, as necessary, to procurement personnel assigned by OCP to the DDOT worksite. Subsequent replacements and upgrades of computers, computer equipment, and personal digital equipment shall be the responsibility of OCP.

3. DDOT shall provide on-site information technology support to all procurement personnel assigned by OCP to DDOT.

4. DDOT shall budget for all services in this MOU.

V. DURATION OF THIS MOU

A. PERIOD

The period of this MOU shall be from October 1, 2019 through September 30, 2020, unless terminated in writing by the Parties pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial or extension year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for goods and services under this MOU shall not exceed $423,806.61. for Fiscal Year 2020. Funding for goods and services shall not exceed the actual cost of the goods and services provided based on the rates provided below.

Contract Specialists (FTEs):

	Salary	Benefits	Total
CS13	$104,924.88	$22,873.62	$127,798.50
CS 14	$113,617.00	$24,768.51	$138,385.51
MSS14	$129,411.00	$28,211.60	$157,622.60

MOU TOTAL: **$423,806.61**

B. PAYMENT

1. Payment for the goods and/or services shall be made through an Intra-District advance by Buyer Agency to Seller Agency based on the total amount of this MOU.

2. Seller Agency shall submit quarterly reconciliations which shall explain the amount billed for that period. The reconciliations shall include itemized quarterly claims based on the total amounts paid and shall not exceed the amount of this MOU $423,806.61.

3. Advances to Seller Agency for the services to be performed and/or goods to be provided shall not exceed the amount of this MOU.

4. Seller Agency shall collect the advance and bill Buyer Agency through the Intra-District process only for those goods and/or services provided pursuant to the terms of this MOU. Seller Agency shall notify Buyer Agency within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. Seller Agency shall return any excess advance to Buyer Agency within thirty (30) days of the end of the current fiscal year.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. MODIFICATIONS

This MOU may be modified only upon prior written agreement of the Parties. Modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

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

IX. COMPLIANCE AND MONITORING

Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

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

XI. 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. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. NOTICES

The following individuals are the contact points for each Party:

For the Office of Contracting and Procurement
Marvin Manassa, Associate Director
Email: marvin.manassa@dc.gov
Phone: (202) 724-4933

For the District Department of Transportation
Dorinda Floyd, Chief Administrative Officer
Email: Dorinda.floyd@dc.gov
Phone: (202) 671-1494

XIII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, *et seq.*) to procure the goods or services.

XIV. RESOLUTION OF DISPUTES

The Chief Procurement Officer and the Director of DDOT, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall be referred to the City Administrator. The decision of the City Administrator related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of the Chief Financial Officer.

XV. 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 the Buyer Agency.

[The rest of this page is intentionally blank. Signatures appear on the following page]

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

DISTRICT DEPARTMENT OF TRANSPORTATION

Jeff Marootian
Director

2/13/2020
Date

OFFICE OF CONTRACTING AND PROCUREMENT

George A. Schutter, III
Chief Procurement Officer

11 Nov 20
Date

MEMORANDUM OF UNDERSTANDING

BETWEEN

DISTRICT OF COLUMBIA OFFICE OF CONTRACTING AND PROCUREMENT

AND

DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

FOR FISCAL YEAR 2020

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia Office of Contracting and Procurement ("OCP" or "Buyer") and the District of Columbia Department of Human Resources "(DCHR" or "Seller"), collectively known as the "Parties" and individually as a "Party."

II. PROGRAM GOALS AND OBJECTIVES

The objective of this MOU is to allow DCHR to provide OCP with executive level learning and development opportunities for OCP's senior-level employees ("Senior-Level Employees") and to establish the terms and conditions for reimbursing DCHR for the costs associated with administering an executive level learning and development program for Senior-Level Employees, hereafter referred to as the "Executive Leadership Program." The funds associated with this MOU are based upon the projected cost of the Executive Leadership Program and related services that will be rendered to OCP in FY2020.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties to carry out the program objectives expeditiously and economically, the Parties agree as follows:

A. RESPONSIBILITIES OF THE SELLER

In pursuit of the described objectives, DCHR shall:

1. Provide and/or procure instructor-led training sessions, employee development opportunities, and other resources related to the Executive Leadership Program for Senior-Level Employees; and

2. Upon completion of the Executive Leadership Program, update the records for participating employees to reflect the completed training programs that each employee attended.

B. RESPONSIBILITIES OF THE BUYER

In support of the above services, OCP shall:

1. Reimburse DCHR for all costs associated with instructor-led training sessions, employee development opportunities, and other resources related to the Executive Leadership Program; and

2. Provide DCHR, or ensure OCP employees provide DCHR, all documentation reasonably necessary to carry out its responsibilities under this MOU.

IV. DURATION OF THIS MOU

A. The period of this MOU shall be from October 1, 2019 through September 30, 2020 unless terminated in accordance with Section XI prior to the expiration.

B. The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period. The option period may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. OCP shall provide DCHR with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial term of this MOU.

C. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k) (2016 Repl.).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed twelve thousand five hundred dollars ($12,500.00) for Fiscal Year 2020.

2. The total cost of the goods and services is determined by multiplying the cost of the learning and development program ($12,500.00) by the number of participants (one) from OCP. Funding for goods and services shall not exceed the actual cost of the goods and services provided.

B. PAYMENT

1. Payment for the goods and services shall be made through an Intra-District advance by OCP to DCHR based on the total amount of this MOU.

2. DCHR shall receive the advance and bill OCP through the Intra-District process only for those goods and services provided pursuant to the terms of this MOU. DCHR shall notify OCP within thirty (30) days of the end of the current fiscal year if it has reason to believe that all the advance will not be billed during the current fiscal year. DCHR shall return any excess advance to OCP within thirty (30) days after the end of the current fiscal year.

3. OCP shall report all services received under this MOU in its monthly Financial Review Process ("FRP") report to the Office of Budget and Planning of the District of Columbia Office of the Chief Financial Officer.

4. Advances to DCHR for the services to be performed and goods to be provided shall not exceed the amount of this MOU ($12,500.00) in Fiscal Year 2020.

VII. 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 §§ 47-355.01-355.05 (2015 Repl. & 2017 Supp.); (iii) D.C. Official Code § 47-105 (2015 Repl.); and (iv) D.C. Official Code § 1-204.46 (2016 Repl.), as the foregoing statutes may be amended, regardless of whether a particular obligation has been expressly so conditioned.

VIII. COMPLIANCE AND MONITORING

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

IX. RECORDS AND REPORTS

DCHR shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three years from the date of expiration or termination of this MOU and, upon the request of OCP or another District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of OCP or the relevant District of Columbia government agency.

X. 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 this MOU shall remain the property of the Buyer.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving fifteen (15) calendar days advance written notice to the other Party. In the event of the termination of this MOU, the Seller shall return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XII. NOTICES

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

Buyer Contact:
Marvin Manassa, Director of Business Resources
District of Columbia Office of Contracting and Procurement
441 4th Street NW, Suite 700S
Washington, DC 20009
(202) 724-4993

Seller Contact:
Olutosin Burrell, HR Specialist, Center for Learning & Development
District of Columbia Department of Human Resources
1015 Half Street SE, 9th Floor
Washington, DC 20001
(202) 442-9700

XIII. AMENDMENTS AND MODIFICATIONS

The terms and conditions of this MOU may be amended or modified only upon prior written agreement by the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

XV. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, *et. seq.*) (2016 Repl.) to procure the goods or services.

XVI. RESOLUTION OF DISPUTES

The Parties' Directors, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred, in writing, to the Office of Financial Operations and Systems (OFOS) of the District of Columbia Office of the Chief Financial Officer. The decision of OFOS shall be final.

THE PARTIES hereto have executed this MOU as follows:

FOR THE DISTRICT OF COLUMBIA OFFICE OF CONTRACTING AND PROCUREMENT

George A. Schuster
Director

17 Dec 19
Date

FOR THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

Ventris C. Gibson
Director

12/10/19
Date

INTRA DISTRICT STANDARD REQUEST FORM

Government of the District of Columbia

PART I

MOU NUMBER: _____ DATE OF MOU _____

AGENCY: _____ AGENCY CODE _____

NAME OF CONTACT _____

ADDRESS _____

TELEPHONE (202) _____

FAX (202) _____

AUTHORIZING OFFICER _____ DATE _____

AGENCY: _____ AGENCY CODE _____

NAME OF CONTACT _____

ADDRESS _____

TELEPHONE (202) _____

FAX (202) _____

AUTHORIZING OFFICER _____ DATE _____

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

DATE:

SERVICE INFORMATION AND FUNDING CODES

All fields must be completed in their entirety

Good/ Service
Total Value $

	Agy	Year	Org Code	Index	PCA	Object	Agy Obj	Grant/Phase	Project/Phase
Seller									
Buyer									

Good/ Service
Total Value $

	Agy	Year	Org Code	Index	PCA	Object	Agy Obj	Grant/Phase	Project/Phase
Seller									
Buyer									

Good/ Service
Total Value $

	Agy	Year	Org Code	Index	PCA	Object	Agy Obj	Grant/Phase	Project/Phase
Seller									
Buyer									

Good/ Service
Total Value $

	Agy	Year	Org Code	Index	PCA	Object	Agy Obj	Grant/Phase	Project/Phase
Seller									
Buyer									

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE DEPARTMENT ON DISABILITY SERVICES
FOR
PROCUREMENT SERVICES
IN
FY 2020

This Memorandum of Understanding ("MOU") is entered into between the Department on Disability Services ("DDS" or "Buyer") and the Office of Contracting and Procurement ("OCP" or "Seller"), collectively referred to herein as the "Parties."

I. PURPOSE

The District government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions – recognizing that many of the District's purchasing needs are "business" specific. The reform strategy has been implemented through delegated procurement authority authorized by the District's Chief Procurement Officer. The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2020.

II. OBLIGATIONS OF THE PARTIES

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 OCP

1. OCP shall provide support to the DDS, its director and the various program officials within the DDS on procurement matters, including, but not limited to:
    a) Assist agency staff in the planning and preparation of procurement-related documents;
    b) Advise program staff on appropriate procurement methodology and solicitation management; and
    c) Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DDS to OCP.
4. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU.
5. If the actual funds required are less than anticipated, OCP shall grant a refund to DDS.

B. RESPONSIBILITIES OF DDS

1. DDS shall budget for all services requested in this MOU.
2. DDS shall transfer an aggregate amount of $486,233.49.
3. DDS shall provide office space, conference space and file space for all procurement personnel assigned to DDS.
4. DDS shall provide facsimile machines, telephones, photocopiers, shredders and other office equipment to the OCP procurement staff.
5. DDS will provide on-site IT support services.

III. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

IV. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for the goods and services under this MOU shall not exceed $486,233.49 for Fiscal Year 2020. Funding for the goods and services shall not exceed the actual cost of the goods and services provided, including labor, materials and overhead. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2020.

2. The estimated cost of this MOU is based on the total budget for the salaries and fringe benefits of the four (4) DDS procurement personnel.

3. In the event of termination of this MOU, payment to OCP shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for the services provided under this MOU shall be made through Intra-District advances by DDS to OCP in the amount set forth in the following chart:

Agency	No. of Employees	Salaries	Fringe	Total
DDS	4	$399,206.48	$87,027.01	$486,233.49

2. OCP shall submit quarterly reconciliations which shall describe the amounts billed for that period. The reconciliations shall include the amounts paid for services for that quarter.

3. Advances to OCP for the services to be performed under this MOU shall not exceed the amount of this MOU, as set forth in section IV.A.1.

4. OCP will collect the advance and bill DDS through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OCP will notify DDS within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. OCP will return any excess advance to DDS by September 30, 2020.

C. ANTI-DEFICIENCY CONSIDERATIONS

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

V. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2019 through September 30, 2020, unless terminated in writing by the Parties pursuant to Section IX of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer shall provide Seller with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the current year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. COMPLIANCE AND MONITORING

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

VII. RECORDS AND REPORTS

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

VIII. RESOLUTION OF DISPUTES

Pursuant to section 865(c) of the CMPA, the Chief Financial Officer for the District of Columbia shall resolve any disputes regarding the exact amounts to be transferred to the OCP under this MOU.

IX. CONFIDENTIAL INFORMATION

OCP and DDS shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU in accordance with all relevant federal and local statutes, regulations, and policies.

X. NOTICE

The following individuals are the contact points for OCP and DDS:

For the Office of Contracting and Procurement
Marvin Manassa
Email: marvin.manassa@dc.gov
Phone: (202) 724-4933

For the Department on Disability Services
T. Jared Morris, Chief of Staff
Email: thomas.morris@dc.gov
Phone: (202) 730-1548

XI. MODIFICATIONS

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

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

Department on Disability Services (Buyer):

Andrew P. Reese, Director — Date: 12/10/19

Office of Contracting and Procurement (Seller)

George A. Schutter III, Director — Date: 12 Dec 19

MODIFICATION NO. 1 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
AND
OFFICE OF CONTRACTING AND PROCUREMENT
FY 2020

This Modification amends Memorandum of Understanding signed by the Department of Consumer and Regulatory Affairs (DCRA) on July 2, 2019 and by the Office of Contracting and Procurement ("OCP") on July 3, 2019 ("MOU".) The Parties now desire to modify the MOU as follows:

I. **Section VI, DURATION:** Pursuant to Section VI.B, the Parties hereby agree to extend the term of this MOU for one year commencing on October 1, 2019 through September 30, 2020.

II. **Section VII. FUNDING PROVISIONS: Section VII. is hereby modified as follows:**

A. **COST OF SERVICES**

1. Total cost for goods and services under this MOU shall not exceed $157,622.91 for Fiscal Year 2020.

PERSONAL SERVICES

Supervisory Contract Specialist – 1 FTE

Salary	**$ 129,411.26**
Benefits	**$ 28,211.65**
	$ 157,622.91

TOTAL PERSONNEL SERVICES: $ 157,622.91

2. Funding for goods and services shall not exceed the actual cost of the goods and services.

3. Funding shall be applied only to the costs covered by this MOU.

B. **PAYMENT**

1. DCRA shall advance funds in the above amount through an Intra-District transfer to OCP for the amount specified in Paragraph A (Cost of Services) within 14 calendar days of the last signature on this Modification.

All other terms and conditions of this MOU remain the same as in the FY19.

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

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

Ernest Chrappah

Ernest Chrappah
Director

Date: 10-16-19

OFFICE OF CONTRACTING AND PROCUREMENT

George A. Schutter III
Director

Date: 25 Nov 19

INTRA-DISTRICT STANDARD REQUEST FORM
GOVERNMENT OF THE DISTRICT OF COLUMBIA

PART I

GENERAL

DATE OF MOU:

Services: FY 2020 on-site contracting support for DCRA. **AMOUNT: $157,622.91**

SELLER INFORMATION

AGENCY: Office of Contracting and Procurement **AGENCY CODE: PO0**

NAME OF CONTACT: Alemayehu Awas

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

TELEPHONE: (202) 727-6535

FAX

AUTHORIZING OFFICER: _____ **DATE:** 12/18/19

BUYER INFORMATION

AGENCY: Department of Consumer and Regulatory Affairs **AGENCY CODE: CR0**

NAME OF CONTACT: Shannon Spence
Budget Officer

ADDRESS: 1100 4th St., SW, Suite E-500
Washington, DC 20024

TELEPHONE: (202) 442-8681

FAX:

AUTHORIZING OFFICER: Shannon N. Spence **DATE:** 11/26/19

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

Buyer's Initials _____

Seller's Initials _____

PART II

MOU NUMBER:

GOODS/SERVICE: FY 2020 On-site contracting support for DCRA.

REQUEST DATE: **TOTAL: $157,622.91**

	AGY	YR	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH	AG1	AG2	AG3
SELLER	PO0	20	P09CR	00001	4600	4600		RODCR0/20			
BUYER	CR0	20	1000L	AMP90	0408	0408					

GOODS/SERVICE :

REQUEST DATE: **TOTAL :**

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

GOODS/SERVICE :

REQUEST DATE: **TOTAL :**

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

GOODS/SERVICE : _____

REQUEST DATE: **TOTAL :**

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

DISTRICT OF COLUMBIA

MEMORANDUM OF UNDERSTANDING BETWEEN DEPARTMENT OF ENERGY AND ENVIRONMENT AND OFFICE OF CONTRACTING AND PROCUREMENT

On-site contracting support – FY 19

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I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into by the Department of Energy and Environment (DOEE) and the Office of Contracting and Procurement (OCP), referred to individually as a "Party" and collectively the "Parties." DOEE requires additional support for its many procurements, particularly to meet requirements of technically specialized federally- and District-Council-mandated deadlines. OCP is expert in procurement, but ordinarily serves

District agencies as a generalist, and lacks the budget to provide DOEE with procurement support in excess of that ordinarily provided.

II. PROGRAM GOALS AND OBJECTIVES

DOEE has requested that OCP station a full time equivalent (FTE) contract specialist to provide additional contracting support at DOEE's headquarters. This would materially improve DOEE's substantial procurement activity, as the contract specialist learns the technical areas of DOEE's "book of business". This will be in addition to OCP personnel presently located at DOEE headquarters. DOEE will pay for the FTE and provide office support. The Parties will closely communicate to avoid breaks in service.

III. SCOPE OF SERVICES

A. RESPONSIBILITIES OF OCP

OCP shall:

1. Station an OCP FTE contract specialist at DOEE's central office.
2. The contract specialist shall be at the following professional level: Grade 13.
3. Assign this contract specialist to:
   a. Assist DOEE staff in the planning and preparation of procurement-related documents;
   b. Advise DOEE staff on appropriate procurement methodology and solicitation management; and
   c. Provide additional procurement support as the Parties agree is necessary.
4. Consult with and obtain DOEE's concurrence before finalizing staffing decisions.
5. Provide all professional supervision of the contract specialist assigned to DOEE.
6. Consult with DOEE's contact regarding plans for the contract specialist's annual leave, in light of work flow and deadlines
7. During a staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU. OCP will only use the reprogrammed funds to support OCP staff located at DOEE.

B. RESPONSIBILITIES OF DOEE

DOEE shall:

1. Pay OCP for the contract specialist's services during the duration of this MOU at the rate stated below.

2. Provide the contract specialist with office space, equipment, supplies and a functioning building access badge.

3. Plan so that the contract specialist will ordinarily receive a full workload without extraordinarily short deadlines.

4. Timely advise OCP of funding for prospective fiscal years.

5. Provide OCP with written notice of its intent to extend this MOU prior to the expiration of each year of this MOU.

IV. DURATION

A. This MOU shall be effective from the date of the last signature through September 30, 2019, unless terminated in writing by the Parties pursuant to Section XIII of this MOU.

B. The Parties may extend this MOU for up to four more fiscal years through one or more MOU amendments.

C. An extension is subject to the availability of funds at the time of the amendment.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF GOODS AND SERVICES

1. The total cost for goods and services shall be calculated at the rate of $115,717 for each fiscal year. OCP projects the costs below for providing the goods and services under this MOU for the remainder (six months) of Fiscal Year 2019.

PERSONAL SERVICES

Contract Specialist - 1 FTEs

Salary	$57,859
Benefits	$12,497
	$70,356
TOTAL PERSONNEL SERVICES :	**$70,356**

2. Funding shall not exceed the actual cost of the goods or services.

3. Funding shall be applied only to costs covered by this MOU.

B. PAYMENT

1. DOEE shall advance funds in the above amount through an Intra-District transfer to OCP for the amount specified in Paragraph A (Cost of Goods and Services) within 14 calendar days of the last signature on this MOU.

2. OCP shall submit to DOEE quarterly reconciliations for costs incurred pursuant to this MOU no later than the 10th day following the end of each fiscal quarter. The reconciliation shall include documentation of the costs specified in Paragraph A (Cost of Goods and Services).

3. OCP shall notify DOEE no later than August 1 if it has reason to believe that all of the advance will not be used during the current fiscal year.

4. OCP shall immediately return any excess advance to DOEE when it is determined that funds cannot be spent during the period of this MOU. In any event, OCP shall return all unspent funds to DOEE within 30 calendar days of the fiscal year end or after completion of reconciliation, whichever is earlier.

C. ANTI-DEFICIENCY

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that 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 the following laws, as amended: (1) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (2) the District of Columbia Anti-Deficiency Act of 2002, D.C. Official Code §§ 47-355.01-.08; (3) D.C. Official Code § 47-105; and (4) D.C. Official Code § 1-204.46, regardless whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

Performance by the Parties is subject to scheduled and unscheduled monitoring reviews by the funder(s) or other authorized officials.

VIII. RECORDS

A. The Parties shall maintain receipts and other records documenting the work performed and expenditures of all funds for at least three years from the end of this MOU.

B. A Party receiving funds shall make these receipts and records available for inspection by the funders or other authorized officials upon request.

IX. CONFIDENTIAL INFORMATION

The Parties will use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU in accordance with all relevant federal and District of Columbia statutes, regulations, and policies.

X. APPLICABLE LAW

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

XI. CONTACTS

The following individuals or their designees are the contact points under this MOU:

FOR DOEE

Jean Mitchell, Interim Deputy Director
Operations Services Administration
Department of Energy and Environment
1200 First Street NE, 5th Floor
Washington, DC 20002
Desk: 202.535.1904
Cell: 202.870.7235
Email: Jean.Mitchell2@dc.gov

FOR OCP

Marvin Manassa
Associate Director for Business Resources
Office of Contracting and Procurement (OCP)
441 4th Street, N.W., Suite 330 South
Washington, DC 20001
Desk: 202.724.4933

Cell: 202.487.3807
Email: marvin.manassa@dc.gov

XII. MODIFICATION

This MOU, including any attachment to this MOU, may be modified only through a written amendment signed by all Parties.

XIII. TERMINATION

A. A Party may terminate this MOU in whole or in part by giving at least 30 calendar days' written notice to the other Party.

B. A Party providing goods or services that receives notice of termination must immediately cease performance under this MOU, or, if that is not feasible, begin immediately to wind down performance.

C. After receiving notice of termination, a funded Party shall not be obligated to perform or provide further goods or services, other than winding down performance, supporting payment of invoices or fiscal reconciliation, complying with applicable laws, and honoring commitments to recordkeeping, reporting, monitoring, and confidentiality.

XIV. DISPUTE RESOLUTION

A. The Parties will make every effort to resolve any disputes concerning this MOU at the staff level.

B. If the dispute cannot be resolved at the staff level, a Party may raise the dispute to the Director level.

C. If the Directors are unable to resolve the dispute, a Party may refer the dispute to Office of the Chief Financial Officer for financial matters or to the Office of the City Administrator for other matters.

XV. SIGNING AND COUNTERPARTS

This MOU may be signed by hand or electronically on the original version or a copy or other exact duplicate. It may be signed in counterparts, each separately and together constituting one and the same document.

XVI. SIGNATURES

The Parties agree to this MOU.

DEPARTMENT OF ENERGY AND ENVIRONMENT

Tommy Wells
Director

Date: 4-24-19

Beth Mullin, for legal sufficiency
Deputy General Counsel

Date: 4/24/19

OFFICE OF CONTRACTING AND PROCUREMENT

George A. Schutter III
Chief Procurement Officer

Date: 1 May 19

Keysha Taylor, for legal sufficiency
General Counsel

Date: 1 May 19

Filename: 00 4438 mou doee ocp contracting support at doee fy19.docx

ROUTING SLIP FOR MOUs, CONTRACTS, AND OTHER DOCUMENTS

ROUTING SLIP # MOU-2008-4438

PROJECT NAME/TITLE: MOU Between OCP and DOEE

DOCUMENT TYPE: MOU

DATE BY WHEN DOCUMENT NEEDS TO LEAVE DOEE:

ORDER FOR DOCUMENT REVIEW:	INITIALS AND DATE
1. Originator: Mitchell, Jean / Seltzer Phone #: 535-1904	JMS 4-23-19
2. Proofreader: Keren Murphy	KM
3. Administration approver: Jean Mitchell	~~JMS~~ 4/23/19
4. Finance [1]: Robert Jose See funding on endorsed memo	4/24/19
5. Dep. Director, Operations Services Administration [2]: Jean Mitchell	~~JMS~~ 4/24/19
6. Office of General Counsel: Alan Barak OGC #: 4438	AJB 4/24/19

Note Section

Edna - Please return to Barbara Moore. -AJB

MOU Package - Document Checklist

- ð Memo to Director
- ð Director's Letter to Sub grantee
- ð MOU
- ð Attachments:
  - o Communications between agency staff that document and/or support the terms of the agreement
  - o Other as required by MOU

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[1] Finance review is only required for documents with funding.

[2] Dep. Director for Operations Services Administration review required for MOUs and contracts; not required for other documents.

[3] DDOE's EOM Liaison's review is only needed for non monetary documents (such as letters of support and public notices) to external entities. Otherwise, indicate "NA" in the routing slip row.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

MEMORANDUM

TO: Tommy Wells
Director, DOEE

FROM: Jeffrey Seltzer, Acting Deputy Director
Natural Resource Administration

DATE: April 23, 2019

SUBJECT: Memorandum of Understanding Between Department of Energy and Environment and Office of Contracting and Procurement

---

The attached MOU would allow OCP to station an additional contract specialist at DOEE to provide additional contracting support. DOEE will pay OCP for the contract specialist's services during the duration of the MOU. OCP projects the costs for providing the goods and services under the remainder of Fiscal Year 2019 is $70,356. If extended for Fiscal Year 20, The MOU will be updated to cover an annual cost of $115,727.00.

If you have any questions, please contact Jeffrey Seltzer at 202-535-1904.

FileName:00 4438 mou doee ocp memocover.docx

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE DEPARTMENT OF HEALTH
FOR
FISCAL YEAR 2020

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the District of Columbia Department of Health (hereinafter "DOH" or "buyer agency") and the Office of Contracting and Procurement (hereinafter "OCP" or "seller agency"), collectively referred to herein as the "Parties."

II. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k)

III. PROGRAM GOALS AND OBJECTIVES

A. The District government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions – recognizing that many of the District's purchasing needs are "business" specific. The reform strategy has been implemented through delegated procurement authority authorized by the District's Chief Procurement Officer. The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2020.

B. The DOH is a subordinate agency responsible for overseeing and coordinating a host of services to include: child adolescent and school health, vital records, improvement of the access to care for uninsured and underinsured and other major health care programs for District residents. Pursuant to the procurement reform initiative, DOH will have delegated procurement authority and will be responsible for providing funding and support services for the OCP procurement staff so they can, in turn, support the programmatic and operational mandates of DOH.

IV. 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. OBLIGATIONS OF OCP

1. OCP shall provide support to the DOH, its director and the various program officials within the DOH on procurement matters, including, but not limited to:
    a) Assist agency staff in the planning and preparation of procurement-related documents;
    b) Advise program staff on appropriate procurement methodology and solicitation management; and
    c) Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DOH to OCP.
4. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU.
5. If the actual funds required are less than anticipated, OCP shall grant a refund to DOH.
6. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2020:

PERSONNEL SERVICES

Contract Specialist - 2 FTEs

Salary	$193,335.96
Benefits	$42,147.24
	$235,483.20
TOTAL PERSONNEL SERVICES:	**$235,483.20**

B. OBLIGATIONS OF DOH

1. DOH shall budget for all services requested in this MOU.
2. DOH shall transfer an aggregate amount of $235,483.20.
3. DOH shall provide office space, conference space and file space for all procurement personnel assigned to DOH.
4. DOH shall provide facsimile machines, telephones, photocopiers, shredders and other office equipment to the procurement staff.
5. DOH will provide on-site IT support services.

V. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for the goods and services under this MOU shall not exceed $235,483.20 for Fiscal Year 2020. Funding for the goods and services shall not exceed the actual cost of the goods and services provided, including labor, materials and overhead.

2. The estimated cost of this MOU is based on the total budget for the salaries and fringe benefits of the two (2) OCP procurement personnel assigned to DOH.

3. In the event of termination of this MOU, payment to OCP shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for the services provided under this MOU shall be made through an Intra-District advance by DOH to OCP based on the total amount of this MOU.

2. OCP shall submit quarterly reconciliations which shall describe the amounts billed for that period. The reconciliations shall include the amounts paid for services for that quarter.

3. Advances to OCP for the services to be performed under this MOU shall not exceed the amount of this MOU.

4. OCP will collect the advance and bill DOH through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OCP will notify DOH within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. OCP will return any excess advance to DOH by September 30, 2020.

C. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that 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.

VI. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2019 through September 30, 2020, unless terminated in writing by the Parties pursuant to Section XI of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer shall provide Seller with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the current year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VII. MODIFICATIONS

This MOU may be modified only upon prior written agreement of the Parties. Modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

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

IX. COMPLIANCE AND MONITORING

Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

X. RECORDS AND REPORTS

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

XI. 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. In the event of termination of this MOU, payment to the Seller Agency shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. PROCUREMENT PRACTICES ACT

If a District of Columbia agency or instrumentality plans to utilize the goods and/or services of an agent, contractor, consultant or other third party to provide any of the goods and/or services under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-351.01, *et seq.*) to procure the goods or services.

XIII. NOTICES

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

DOH:
Keith A.M. Fletcher
Chief Operating Officer
Department of Health (DOH)
899 North Capitol Street, N.E., 5th floor
Washington, DC 20002
202-442-5863 (office)
202-591-5481 (cell)
202-442-4795 (fax)
Email: keith.fletcher@dc.gov

OCP:
Marvin Manassa
Associate Director, Business Resources
Office of Contracting and Procurement (OCP)
441 4th Street, N.W., Suite 330 South
Washington, DC 20001
Desk: 202.724.4933
Cell: 202.487-3807
Email: marvin.manassa@dc.gov

XIV. RESOLUTION OF DISPUTES

The Chief Procurement Officer and the Director of DOH, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the parties cannot resolve a dispute, the matter shall

be referred to the City Administrator. The decision of the City Administrator related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of the Chief Financial Officer.

XV. 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 the Buyer Agency.

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

DEPARTMENT OF HEALTH

Date: 11/26/2019

Dr. LaQuandra S. Nesbitt
Director

OFFICE OF CONTRACTING AND PROCUREMENT

Date: 10 Dec 19

George A. Schutter III
Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

MEMORANDUM

TO: Tommy Wells
Director, DOEE

FROM: Jeffrey Seltzer, Deputy Director
Natural Resource Administration

DATE: September 23, 2019

SUBJECT: Memorandum of Understanding Between Department of Energy and Environment and Office of Contracting and Procurement

---

The attached MOU would allow OCP to station an additional contract specialist at DOEE to provide additional contracting support. DOEE will pay OCP for the contract specialist's services during the duration of the MOU. OCP projects the costs for providing the goods and services under the remainder of Fiscal Year 2019 is $70,356. If extended for Fiscal Year 20, The MOU will be updated to cover an annual cost of $130,138.93.

Funding attributes:
Fund: 654
Project:SWA00610
Comp Obj: 0409
Index: SWDOE
PCA:2070A

If you have any questions, please contact Jeffrey Seltzer at 202-535-1904.

FileName:00 4629 mou doee ocp memocover.docx

MODIFICATION NO. 1 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF ENERGY AND ENVIRONMENT
AND
OFFICE OF CONTRACTING AND PROCUREMENT
FY 2020

This Modification amends Memorandum of Understanding signed by the Department of Energy and Environment ("DOEE") on April 24, 2019 and by the Office of Contracting and Procurement ("OCP") on May 1, 2019 ("MOU".) The Parties now desire to modify the MOU as follows:

I. **Section IV, DURATION:** Pursuant to Section IV.B, the Parties hereby agree to extend the term of this MOU for one year commencing on October 1, 2019 through September 30, 2020.

II. **Section VI. FUNDING PROVISIONS: Section VI. is hereby modified as follows:**

A. COST OF GOODS AND SERVICES

1. Total cost for goods and services under this MOU shall not exceed $ 130,138.93 for Fiscal Year 2020.

PERSONAL SERVICES

Contract Specialist – 1 FTE (CS-13 Step 5)

Salary	**$ 107,022.15**
Benefits	**23,166.78**
	$ 130,138.93

TOTAL PERSONNEL SERVICES: $ 130,138.93

2. Funding for goods and services shall not exceed the actual cost of the goods and services.

3. Funding shall be applied only to the costs covered by this MOU.

B. PAYMENT

1. DOEE shall advance funds in the above amount through an Intra-District transfer to OCP for the amount specified in Paragraph A (Cost of Goods and Services) within 14 calendar days of the last signature on this Modification.

All other terms and conditions of the MOU shall remain the same.

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

DEPARTMENT OF ENERGY AND ENVIRONMENT

_____ **Date:** 9-23-19
Tommy Wells FOR
Director

_____ Date: 9-23-19
Beth Mullin, Deputy General Counsel
For legal sufficiency

OFFICE OF CONTRACTING AND PROCUREMENT

_____ **Date:** 4 Oct 19
George A. Schuffer III
Director

_____ Date: 9/30/19
Keysha Taylor, General Counsel
For legal sufficiency

Filename: 00 4629 44438 mod 1 to mou ocp-doee fy20 staffer for nra.doc

MODIFICATION NO. 2 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE DEPARTMENT OF HEALTH CARE FINANCE
FOR
FISCAL YEAR 2020

This Modification amends Memorandum of Understanding for the same services signed by DHCF on January 7, 2019 and by OCP on December 27, 2018 (MOU). The Parties now desire to modify the MOU as follows:

I. **Section VI, DURATION OF MOU:** Pursuant to Section VI.B, the Parties hereby agree to extend the term of this MOU for one year commencing on October 1, 2019 through September 30, 2020.

II. **Section VII. FUNDING PROVISIONS: Section VIIA. is hereby modified as follows:**

A. COST OF SERVICES

Total cost for goods and services under this MOU shall not exceed $1,728,801.07 for Fiscal Year 2020. Funding for the goods and services shall not exceed the actual cost of the goods and services provided, including labor, materials and overhead. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2020:

PERSONNEL SERVICES

DHCF Funds

Contract Supervisors - 2 FTEs	
Salary	$292 039.91
Benefits	$63.664.70
	$355 704.61
Contract Specialists -7 FTEs	
Salary	$677,353.99
Benefits	$147.663.18
	$825,017.17
TOTAL DHCF PERSONNEL SERVICES:	**$1,180,721.78**

DCAS Funds

Contract Supervisors – 2 FTEs	
Salary	$246,927.50
Benefits	$53,830.20
	$300,757.70
Contract Specialists -2 FTEs	
Salary	$203,055.50
Benefits	$ 44,266.10
	$247,321.60
TOTAL DCAS PERSONNEL SERVICES:	**$ 548,079.30**
TOTAL PERSONNEL SERVICES:	**$1,728,801.08**

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this Modification No. 2 to MOU as follows:

DEPARTMENT OF HEALTH CARE FINANCE

Date: 3/17/20

Wayne Turnage
Director

OFFICE OF CONTRACTING AND PROCUREMENT

Date: 3/24/2020

George A. Schutter III
Chief Procurement Officer

Funding Attributes for MOU between DHCF & OCP - **FY20**

Progfam	F1,1nd	Index	**PCA**	Object	**Grant**	Allocation	:Amount
1000	0100	LM060	M0600	0409		55%	649,396.98
1000	8250	M00A0	M0600	0409	MMAD20/20	45%	531,324.80
300A	**8250**	D1RMF	A34M0	0409	MMAD20/20	42.75%	$ 63,262.05
300A	**0100**	D1RML	A34M0	0409		14.25%	$ 21,087.35
300A	**0711**	D1RFF	A34M0	0409		13.00%	$ 19,237.58
300A	**0100**	DIRFL	A34N0	0409		13.00%	$ 19,237.58
300A	**0100**	DIRTL	A34O0	0409		17.00%	$ 25,156.84
300A	**8250**	DIRMF	A34M0	0409	MMAD20/20	81.00%	$ 324,079.29
300A	**0100**	DIRML	A34M0	0409		9.00%	$ 36,008.81
300A	**0711**	DIRFF	A34M0	0409		5.00%	$ 20,004.89
300A	**0100**	DIRFL	A34N0	0409		5.00%	$ 20,004.89
TOTAL							1,728,801.08

PO0 -Offit:e of Contracting and Procurement
FY 2020 Agency List of Budgeted Positions
With Salary, Salary/Step Increases and Fringe Benefits

							Formulation Year: 2020						
Position No	Position Title	IN	Grade/Step	FTE	...	FY1 019	Salary	COLA Incr	Step	P11fJBonus Pay	Salary Incr-nos	Fringe-Benefits	Tot>. Sa +Fring
0002.259	Contract Specialist	Brown,Ashlee L	1118			79,135.00	79,135.00	2,377.05	1,977.00	2,965.50	88,451.55	18,5416«	105,297.9
000•SS60	Supvy Contract Specialist	Tibbs,Fiiiiiata	1511	1.00	PO9KT	H6,085.93	146,085.93	4,382.58	0.00	5,266.40	155,734.91	33,950.21	189 565,1
000.11203	Contract Specialist	S.A,Al>dol	1313	1.00	PO9HT	97,999.00	97,999.00	2,939.97	2,811.00	4,216.50	107,96 6.47	23,536.69	131505.16
OOOSI017	Contract Specialist	POddy!olo,Kalvin D	1315	1.00	PO9HT	103,905.00	103,905.00	3,11715	2,811.00	4,216.50	114,049.65	24,862.82	138,912,4
00051169	Contract Specialist	Wiiiirim Tn,cy	1314	1.00	PO9HT	100,952.00	100,952.00	3,028.56	2,811.00	4,216.50	111,008.06	24,199.76	135 .2078
00083251	Supvy Contract Specialist	W /gg!n,,JoTiuo J	141	1.00	PO9HT	106,000.00	106,000.00	3,180.00	0.00	4,980.00	114,160.00	24,886.88	IJ!I 046.8
00083259	Contract Specialist	C c1M¥Jr,P alnQii1	1213	1.00	PO9HT	84,894.00	84,894.00	2,546.82	2,36. 1.00	3,541.50	93,343.32	20,348.84	113,692.1
0008	Contract Specialist	Gray,Lydio	1314	1.00	PO9HT	100,952.00	100,952.00	3,028.56	2,611.00	4,216.50	111,006.06	24,199.76	135,207.8
00083275	Contract Specialist	Dorsey,Jarad	1213	1.00	PO9HT	84,894.00	64,894.00	2,546.82	2,361.00	3,541.50	93,343.32	20,348.84	113,692.1
00095258	Supvy Contract Specialist	Barbour,Helena C	1411	1.00	PO9HT	127,500.00	127,500.00	3,825.00	0.00	4,980.00	138,305.00	29,714.49	166,019 <
DOQ95269	Contract Specialist		1311	1.00	PO9HT	92,093.00	92,093.00	2,762.79	0.00	0.00	s, .655.79	20,676.56	115.5:IA.3
00098!161	Contract SpeciaWst		1311	1.00	P09HT	92,093.00	92,093.00	2,762.79	0.00	0.00	94,855.79	20,678.56	115.S:IA.3
00093982	Supvy Contract Specialist		1411	1.00	PO9HT	125,642.00	125,642.00	3,769.26	0.00	0.00	129,411.26	28,211.65	157 622.9
				13.00				40.26-t.35	17,8'3.00	<2,140.90	1.A-4 tA9J.1t	1 14,4" .51	1,754,956.6

MODIFICATION NO. 1 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
AND
OFFICE OF CONTRACTING AND PROCUREMENT
FY 2020

This Modification amends Memorandum of Understanding signed by the Department of Consumer and Regulatory Affairs (DCRA) on July 2, 2019 and by the Office of Contracting and Procurement ("OCP") on July 3, 2019 ("MOU".) The Parties now desire to modify the MOU as follows:

I. **Section VI, DURATION:** Pursuant to Section VI.B, the Parties hereby agree to extend the term of this MOU for one year commencing on October 1, 2019 through September 30, 2020.

II. **Section VII. FUNDING PROVISIONS: Section VII. is hereby modified as follows:**

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed $157,622.91 for Fiscal Year 2020.

PERSONAL SERVICES

Supervisory Contract Specialist – 1 FTE

Salary	$ 129,411.26
Benefits	$ 28,211.65
	$ 157,622.91

TOTAL PERSONNEL SERVICES: $ 157,622.91

2. Funding for goods and services shall not exceed the actual cost of the goods and services.

3. Funding shall be applied only to the costs covered by this MOU.

B. PAYMENT

1. DCRA shall advance funds in the above amount through an Intra-District transfer to OCP for the amount specified in Paragraph A (Cost of Services) within 14 calendar days of the last signature on this Modification.

All other terms and conditions of this MOU remain the same as in the FY19.

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

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

Ernest Chrappah

Ernest Chrappah
Director

Date: 10-16-19

OFFICE OF CONTRACTING AND PROCUREMENT

George A. Schutter III
Director

Date: 25 Nov 19

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE DEPARTMENT ON DISABILITY SERVICES
FOR
PROCUREMENT SERVICES
IN
FY 2020

This Memorandum of Understanding ("MOU") is entered into between the Department on Disability Services ("DDS" or "Buyer") and the Office of Contracting and Procurement ("OCP" or "Seller"), collectively referred to herein as the "Parties."

I. PURPOSE

The District government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions – recognizing that many of the District's purchasing needs are "business" specific. The reform strategy has been implemented through delegated procurement authority authorized by the District's Chief Procurement Officer. The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2020.

II. OBLIGATIONS OF THE PARTIES

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 OCP

1. OCP shall provide support to the DDS, its director and the various program officials within the DDS on procurement matters, including, but not limited to:
    a) Assist agency staff in the planning and preparation of procurement-related documents;
    b) Advise program staff on appropriate procurement methodology and solicitation management; and
    c) Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DDS to OCP.
4. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU.
5. If the actual funds required are less than anticipated, OCP shall grant a refund to DDS.

B. RESPONSIBILITIES OF DDS

1. DDS shall budget for all services requested in this MOU.
2. DDS shall transfer an aggregate amount of $486,233.49.
3. DDS shall provide office space, conference space and file space for all procurement personnel assigned to DDS.
4. DDS shall provide facsimile machines, telephones, photocopiers, shredders and other office equipment to the OCP procurement staff.
5. DDS will provide on-site IT support services.

III. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

IV. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for the goods and services under this MOU shall not exceed $486,233.49 for Fiscal Year 2020. Funding for the goods and services shall not exceed the actual cost of the goods and services provided, including labor, materials and overhead. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2020.

2. The estimated cost of this MOU is based on the total budget for the salaries and fringe benefits of the four (4) DDS procurement personnel.

3. In the event of termination of this MOU, payment to OCP shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for the services provided under this MOU shall be made through Intra-District advances by DDS to OCP in the amount set forth in the following chart:

Agency	No. of Employees	Salaries	Fringe	Total
DDS	4	$399,206.48	$87,027.01	$486,233.49

2. OCP shall submit quarterly reconciliations which shall describe the amounts billed for that period. The reconciliations shall include the amounts paid for services for that quarter.

3. Advances to OCP for the services to be performed under this MOU shall not exceed the amount of this MOU, as set forth in section IV.A.1.

4. OCP will collect the advance and bill DDS through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OCP will notify DDS within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. OCP will return any excess advance to DDS by September 30, 2020.

C. ANTI-DEFICIENCY CONSIDERATIONS

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

V. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2019 through September 30, 2020, unless terminated in writing by the Parties pursuant to Section IX of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer shall provide Seller with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the current year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. COMPLIANCE AND MONITORING

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

VII. RECORDS AND REPORTS

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

VIII. RESOLUTION OF DISPUTES

Pursuant to section 865(c) of the CMPA, the Chief Financial Officer for the District of Columbia shall resolve any disputes regarding the exact amounts to be transferred to the OCP under this MOU.

IX. CONFIDENTIAL INFORMATION

OCP and DDS shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU in accordance with all relevant federal and local statutes, regulations, and policies.

X. NOTICE

The following individuals are the contact points for OCP and DDS:

For the Office of Contracting and Procurement
Marvin Manassa
Email: marvin.manassa@dc.gov
Phone: (202) 724-4933

For the Department on Disability Services
T. Jared Morris, Chief of Staff
Email: thomas.morris@dc.gov
Phone: (202) 730-1548

XI. MODIFICATIONS

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

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

Department on Disability Services (Buyer):

Andrew P. Reese, Director — Date: 12/10/19

Office of Contracting and Procurement (Seller)

George A. Schutter III, Director — Date

Memoranda of Understanding

Office of Contracting and Procurement

FY2021

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT AND
THE DEPARTMENT OF EMPLOYMENT SERVICES
FOR
PROCUREMENT SERVICES IN
FY 2021

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the Department of Employment Services (DOES) and the Office of Contracting and Procurement (OCP), referred to herein individually as "Party" and collectively as "Parties."

The mission of OCP is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

DOES connects district residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES, a proud partner of the American Job Center, is an equal opportunity employer/service provider. Translation and interpretation services are available upon request to persons with limited or no English proficiency. Auxiliary aids and services are available upon request to persons with disabilities.

II. PURPOSE

The District government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions – recognizing that many of the District's purchasing needs are "business" specific. The reform strategy has been implemented through delegated procurement authority authorized by the District's Chief Procurement Officer (CPO). The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2021.

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 OCP

1. OCP shall provide support for the benefit of DOES on procurement matters, including, but not limited to:

i. Assist DOES staff in the planning and preparation of procurement-related documents;
ii. Advise DOES staff on appropriate procurement methodology and solicitation management; and
iii. Provide additional procurement support as necessary.

2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.

3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DOES to OCP.

4. OCP may, during staff vacancy lapse period, reprogram funds for non-personnel services to meet the service requirement under this MOU, after consultation with DOES. OCP will only use the reprogrammed funds to support OCP staff located at DOES.

5. OCP shall be responsible for contract compliance and provide DOES with quarterly compliance reports.

6. OCP shall provide computers, facsimile machines, telephones, cellphones, laptops, VPN, and other office equipment, as necessary to OCP staff assigned to the DOES worksite. OCP shall provide DOES with reports and analysis on procurement activity detailing executed contracts with amounts and period-of-performance; purchase order status; and acquisition plans.

7. OCP shall collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) customers and report this data to DOES Language Access Coordinator and the Program Point-of-Contact on a quarterly basis, using the Language Access Program Monthly Reporting System, Attachment A, if applicable.

8. OCP shall provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to the DOES Language Access Coordinator and Program Point-of-Contact on a quarterly basis using the Language Access Program Monthly Reporting System, Attachment A, if applicable.

9. OCP shall incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU, if applicable.

B. RESPONSIBILITIES OF DOES

1. DOES shall provide office space, conference space, and file space for all OCP personnel assigned to the DOES worksite.

2. DOES shall provide on-site information technology support with the availability of technical assistance provided by OCP.

3. DOES shall submit an agency acquisition plan via the Acquisition Planning Tool ("OAPT") in PASS for all planned procurements at a time prescribed by the CPO.

4. DOES shall be solely responsible for determining the requirements for all procurement actions and initiating all procurement requests via a requisition in PASS.

5. DOES shall identify Contract Administrators to be responsible for the day-to-day administration of procurements.

6. Provide DOES logos, taglines, identifiers and/or other branding for all products, programs, activities, services, resources and related property and materials created, pursuant to this MOU, if applicable.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2020 through September 30, 2021, unless terminated in writing by the Parties pursuant to Section XI of this MOU.

V. LEGAL AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k) and any other authority under the Parties' programs.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost for the goods and services under this MOU shall not exceed $979,944.45 for Fiscal Year 2021. Funding for the goods and services shall not exceed the total amount of this MOU or the actual cost of the goods and services, including labor, materials and overhead, whichever is less. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2021.

PERSONNEL SERVICES

DOES Staff Positions Filled - FY21							
Position Number	**Positon**	**Grade**	**Step**	**Compensation**	**Fringe @ 21.8%**	122,944.92	**Funding**
0075198	Contract Specialist	13	3	100,940.00	22,004.92	112,730.77	1434
00085898	Contract Specialist	12	5	92,554.00	20,176.77	126,648.86	1434
00075200	Contract Specialist	13	4	103,981.00	22,667.86	145,800.80	1434
00048212	Supvy Contract Specialist	14	0	119,705.09	26,095.71		0100
Position Number	**Position**	**Grade**	**Step**	**Compensation**	**Fringe@ 21.8%**	**Total Compensation**	**Funding**
00098979	Supvy Contract Specialist	15	0	143,646.00	31,314.83	174,960.83	0100
00009209	Contract Specialist	11	0	66,542.00	14,506.16	81,048.16	0100
00092083	Contract Specialist	12	0	82,326.00	17,947.07	100,273.07	0100
00074881	Contract Specialist	13	0	94,858.00	20,679.04	115,537.04	0100
TOTAL				**804,552.09**	**175,392.36**	**979,944.45**	

B. PAYMENT

1. Payment for all of the goods and services shall be made through an Intra-District advance by DOES to OCP based on the total amount of this MOU, or the actual cost of goods and services, whichever is less.

2. OCP shall submit quarterly reconciliations which shall explain the amounts billed for that period. The reconciliations shall include personnel costs including benefits.

3. Advances to OCP for goods and services shall not exceed the amount of this MOU.

4. OCP will receive the advance and bill DOES through the Intra-District process only for those goods or services provided pursuant to the terms of this MOU. OCP will return any excess advance to DOES by September 30 of the 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, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

VII. MODIFICATIONS

This MOU may be modified only upon prior written agreement of the Parties, prior to its expiration or termination. Modifications shall be dated and signed by the authorized representatives of the Parties.

VIII. CONSISTENT WITH LAW

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

IX. COMPLIANCE AND MONITORING

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

X. RECORDS AND REPORTS

OCP shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a minimum of three years from the date of expiration or termination of this MOU and, upon the District of Columbia's request, make these documents available for inspection by duly authorized representatives of DOES and other officials as may be specified by the District of Columbia in its sole discretion.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving sixty (60) calendar days advance written notice to the other Party and a written status report on all active and contemplated procurements. In the event of termination of this MOU, payment to the OCP shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the then current fiscal year.

XII. RESOLUTION OF DISPUTES

The Chief Procurement Officer and the Director of DOES, or their designees, shall resolve all disputes and/or adjustments resulting from goods or services provided under this MOU. In the event the Parties cannot resolve a dispute, the matter shall be referred to the City Administrator. The decision of the City Administrator related to any disputes referred shall be final. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems.

XIII. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided pursuant to 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 DOES.

XIV. NOTICE

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

OCP:
Marvin Manassa
Associate Director for Business Resources
Office of Contracting and Procurement (OCP)
441 4th Street, N.W., Suite 700 South
Washington, DC 20001
Desk: 202.724.4933
Cell: 202.487.3807
Email: marvin.manassa@dc.gov

DOES:
Nicole Chapple, Chief Operating Officer
Email: nicole.chapple@dc.gov
Phone: 202.671.3094

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

DEPARTMENT OF EMPLOYMENT SERVICES

_____ Date: 9-23-20

Dr. Unique N. Morris-Hughes
Director

OFFICE OF CONTRACTING AND PROCUREMENT

_____ for: George Date: 9/24/2020

George A. Schutter III
Chief Procurement Officer

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OFFICE OF CONTRACTING AND PROCUREMENT
AND
THE DEPARTMENT ON DISABILITY SERVICES
FOR
PROCUREMENT SERVICES
IN
FY 2021

This Memorandum of Understanding ("MOU") is entered into between the Department on Disability Services ("DDS" or "Buyer") and the Office of Contracting and Procurement ("OCP" or "Seller"), collectively referred to herein as the "Parties."

I. PURPOSE

The District government has implemented a procurement reform strategy to streamline processing operations by authorizing agencies to manage the purchase of goods and services that are needed to perform agency functions – recognizing that many of the District's purchasing needs are "business" specific. The reform strategy has been implemented through delegated procurement authority authorized by the District's Chief Procurement Officer. The purpose of this MOU is to provide for the intra-District transfer of funds to support procurement reform for Fiscal Year 2021.

II. OBLIGATIONS OF THE PARTIES

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 OCP

1. OCP shall provide support to the DDS, its director and the various program officials within the DDS on procurement matters, including, but not limited to:
    a) Assist agency staff in the planning and preparation of procurement-related documents;
    b) Advise program staff on appropriate procurement methodology and solicitation management; and
    c) Provide additional procurement support as necessary.
2. OCP shall ensure that the revenues for this project are reflected in the budget entry budget line item detail screen and the appropriate accumulators.
3. OCP shall establish an agency internal service fund with a corresponding index and PCA that ties to the fund and agency organization structure for the transfer of funds from DDS to OCP.
4. If the actual funds required are less than anticipated, OCP shall grant a refund to DDS.

B. RESPONSIBILITIES OF DDS

1. DDS shall budget for all services requested in this MOU.
2. DDS shall transfer an aggregate amount of $493,771.25.
3. DDS shall provide office space, conference space and file space for all procurement personnel assigned to DDS.
4. DDS shall provide facsimile machines, telephones, photocopiers, shredders and other office equipment to the OCP procurement staff.
5. DDS will provide on-site IT support services.

III. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k).

IV. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for the goods and services under this MOU shall not exceed $493,771.25 for Fiscal Year 2021. Funding for the goods and services shall not exceed the actual cost of the goods and services provided, including labor, materials and overhead. OCP projects the costs below for providing the goods and services under this MOU for Fiscal Year 2021.

2. The estimated cost of this MOU is based on the total budget for the salaries and fringe benefits of the four (4) DDS procurement personnel.

3. In the event of termination of this MOU, payment to OCP shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year**.**

B. PAYMENT

1. Payment for the services provided under this MOU shall be made through Intra-District advances by DDS to OCP in the amount set forth in the following chart:

Agency	No. of Employees	Salaries	Fringe	Total
DDS	4	$395,017.00	$98,754.25	$493,771.25

2. OCP shall submit quarterly reconciliations which shall describe the amounts billed for that period. The reconciliations shall include the amounts paid for services for that quarter.

3. Advances to OCP for the services to be performed under this MOU shall not exceed the amount of this MOU, as set forth in section IV.A.1.

4. OCP will collect the advance and bill DDS through the Intra-District process only for those services actually provided pursuant to the terms of this MOU. OCP will notify DDS within forty-five (45) days of the current fiscal year if it has reason to believe that all of the advance will not be billed during the current fiscal year. OCP will return any excess advance to DDS by September 30, 2021.

C. ANTI-DEFICIENCY CONSIDERATIONS

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

V. DURATION OF MOU

A. PERIOD

The period of this MOU shall be from October 1, 2020 through September 30, 2021, unless terminated in writing by the Parties pursuant to Section IX of this MOU.

B. EXTENSION

The Parties may extend the period of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a year. Buyer shall provide Seller with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the current year of this MOU. The exercise of an option is subject to the availability of funds at the time of the exercise of the option.

VI. COMPLIANCE AND MONITORING

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

VII. RECORDS AND REPORTS

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

VIII. RESOLUTION OF DISPUTES

Pursuant to section 865(c) of the CMPA, the Chief Financial Officer for the District of Columbia shall resolve any disputes regarding the exact amounts to be transferred to the OCP under this MOU.

IX. CONFIDENTIAL INFORMATION

OCP and DDS shall use, restrict, safeguard, and dispose of all information related to services provided pursuant to this MOU in accordance with all relevant federal and local statutes, regulations, and policies.

X. NOTICE

The following individuals are the contact points for OCP and DDS:

For the Office of Contracting and Procurement
Marc Scott, Chief Operating Officer
Email: marc.scott@dc.gov
Phone: v (202) 724-8759

For the Department on Disability Services
T. Jared Morris, Chief of Staff
Email: thomas.morris@dc.gov
Phone: (202) 730-1548

XI. MODIFICATIONS

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

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

Department on Disability Services (Buyer):

_____ October 3, 2020

Andrew P. Reese, Director Date

Office of Contracting and Procurement (Seller)

George A. Schutter/MAS 9/30/2020

George A. Schutter III, Director Date

MODIFICATION NO. 2 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
AND
OFFICE OF CONTRACTING AND PROCUREMENT
FY 2021

This Modification No. 2 to Memorandum of Understanding Between Department of Consumer and Regulatory Affairs and Office of Contracting And Procurement FY 2021 ("Modification No. 2") amends Memorandum of Understanding for FY 2019 signed by the Department of Consumer and Regulatory Affairs (DCRA) on July 2, 2019 and by the Office of Contracting and Procurement ("OCP") on July 3, 2019 ("MOU".) The Parties now desire to modify the MOU as follows:

I. **Section VI, DURATION:** Pursuant to Section VI.B, the Parties hereby agree to extend the term of this MOU for one year commencing on October 1, 2020 through September 30, 2021.

II. Section VII. FUNDING PROVISIONS: Section VII. is hereby modified as follows:

A. COST OF SERVICES

1. Total cost for the goods and services under this MOU shall not exceed $157,622.91 for Fiscal Year 2021. The estimated cost of this MOU is based on the total budget for the salary and fringe benefits of one (1) DCRA procurement personnel.

PERSONAL SERVICES
Supervisory Contract Specialist - 1 FTE

Salary	$129,411.26
Benefits	$ 28,211.65
	$ 157,622.91
TOTAL PERSONNEL SERVICES	**$ 157,622.91**

2. Funding for goods and services shall not exceed the actual cost of the goods and services.
3. Funding shall be applied only to the costs covered by this MOU.

B. PAYMENT

1. DCRA shall advance funds in the above amount through an Intra-District transfer to OCP for the amount specified in Paragraph A (Cost of Services) within 14 calendar days of the last signature on this Modification.

III. **Section XIII. NOTICES**: Section XIII. is hereby modified as follows:

For the Office of Contracting and Procurement

Marc Scott
Chief Operating Officer
Office of Contracting and Procurement (OCP)
441 4th Street, N.W., Suite 330 South
Washington, DC 20001
Desk: (202) 724-8759
Mobile: (202) 430-8227
Email: marc.scott@dc.gov
Except as provided herein, all terms and co

Modification No. 2 supersedes and replaces any prior modification to the MOU. All other terms and conditions of the MOU shall remain the same.

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

DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

Ernest Chrappah
Ernest Chrappah
Director

Date: 12-18-2020

OFFICE OF CONTRACTING AND PROCUREMENT

George A. Schutter/MAS
George A. Schutter III
Director

Date: 1/4/2021

DISTRICT OF COLUMBIA

MODIFICATION NO. 2 TO

MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF ENERGY AND ENVIRONMENT
AND
OFFICE OF CONTRACTING AND PROCUREMENT
FY 2021

This Modification amends Memorandum of Understanding signed by the Department of Energy and Environment ("DOEE") on April 24, 2019 and by the Office of Contracting and Procurement ("OCP") on May 1, 2019 ("MOU".) The Parties now desire to modify the MOU as follows, replacing the following sections with the following language:

I. **Section IV, DURATION:** Pursuant to Section IV.B, the Parties hereby agree to extend the term of this MOU for one year commencing on October 1, 2020 through September 30, 2021.

II. Section VI. FUNDING PROVISIONS: Section VI. is hereby modified as follows:

A. COST OF GOODS AND SERVICES

1. Total cost for goods and services under this MOU shall not exceed $ 140,0000 for Fiscal Year 2021. The Parties will exchange salary and benefits detail on this number.

2. Funding for goods and services shall not exceed the actual cost of the goods and services.

3. Funding shall be applied only to the costs covered by this MOU.

B. PAYMENT

1. DOEE shall advance funds in the above amount through an Intra-District transfer to OCP for the amount specified in Paragraph A (Cost of Goods and Services) within 14 calendar days of the last signature on this Modification.

All other terms and conditions of the MOU shall remain the same.

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

DEPARTMENT OF ENERGY AND ENVIRONMENT

_____ **Date:** _____
Tommy Wells
Director

_____ Date: _____
Alan J. Barak, Assistant General Counsel
For legal sufficiency

OFFICE OF CONTRACTING AND PROCUREMENT

_____ **Date:** 29 Sept 20
George A. Schutter III
Director

Keysha Taylor
_____ Date: 09/29/20
Keysha Taylor, General Counsel
For legal sufficiency

Filename: 01 5113 4629 44438 mod 2 to mou ocp-doee fy20 staffer for nra.doc

DISTRICT OF COLUMBIA

MODIFICATION NO. 2 TO

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE DEPARTMENT OF HEALTH

AND

OFFICE OF CONTRACTING AND PROCUREMENT

FY 2021

This Modification amends Memorandum of Understanding signed by the District of Columbia Department of Health (hereinafter "DOH" or "buyer agency") on November 26, 2019 and by the Office of Contracting and Procurement ("OCP") on December 10, 2019 ("MOU".) The Parties now desire to modify the MOU as follows, replacing the following sections with the following language:

I. Section IV, DURATION: Pursuant to Section IV.B, the Parties hereby agree to extend the term of this MOU for one year commencing on October I, 2020 through September 30, 2021.

II. Section VI. FUNDING PROVISIONS: Section VI. is hereby modified as follows:

A. COST OF GOODS AND SERVICES:

1. Total cost for goods and services under this MOU shall not exceed $240,752.50 for Fiscal Year 2021. The Parties will exchange salary and benefits details on this amount.

2. Funding for goods and services shall not exceed the actual cost of the goods and services.

3. Funding shall be applied only to the costs covered by this MOU.

All other terms and conditions of the MOU shall remain the same.

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

DEPARTMENT OF HEALTH

Keith Ruffin

Date: 11-23-2020

Dr. LaQuandra S. Nesbitt
Director

OFFICE OF CONTRACTING AND PROCUREMENT

Date: 5 Nov 20

George A. Schutter III
Chief Procurement Officer

Approp Year	2019
Approp Fund	(All)

FISCAL_YEAR	Project No	Project Title	Comp Source Group	Revised Budget	Total Expenditures	Available Balance
2020	**1PO01C**	ARIBA REFRESH	0011	1,436,976.67	1,003,725.46	433,251.21
			0014	313,260.91	215,172.35	98,088.56
			0041	14,126,832.42	4,601,654.98	10,512,888.82
			0000	-	-	-
			0013	-	1,620.40	(1,620.40)
	1PO01C Total			**15,877,070.00**	**5,822,173.19**	**11,042,608.19**
	1PO02C	CONTENT MANAGEMENT	0041	(300,000.00)	72,416.10	(91,794.17)
	1PO02C Total			**(300,000.00)**	**72,416.10**	**(91,794.17)**
	1PO03C	PROCESS AUTOMATION	0041	(86,580.00)	-	128,650.40
	1PO03C Total			**(86,580.00)**	**-**	**128,650.40**
	1PO04C	SUPPLIER ENABLEMENT	0041	(66,000.00)	-	(36,650.40)
	1PO04C Total			**(66,000.00)**	**-**	**(36,650.40)**
	1PO05C	TRANSPARENCY	0041	(172,500.00)	-	287,310.40
	1PO05C Total			**(172,500.00)**	**-**	**287,310.40**
	1PO06C	SECURITY	0041	(104,880.00)	-	169,049.60
	1PO06C Total			**(104,880.00)**	**-**	**169,049.60**
2020 Total				**15,147,110.00**	**5,894,589.29**	**11,499,174.02**
2021	**1PO01C**	ARIBA REFRESH	0011	-	303,341.02	(303,341.02)
			0014	-	62,114.75	(62,114.75)
			0041	(10,204,420.00)	444,111.58	(10,072,700.28)
	1PO01C Total			**(10,204,420.00)**	**809,567.35**	**(10,438,156.05)**
	1PO02C	CONTENT MANAGEMENT	0041	-	-	-
	1PO02C Total			**-**	**-**	**-**
	1PO03C	PROCESS AUTOMATION	0041	-	28,437.87	(28,437.87)
	1PO03C Total			**-**	**28,437.87**	**(28,437.87)**
	1PO05C	TRANSPARENCY	0041	-	8,928.00	(112,196.08)
	1PO05C Total			**-**	**8,928.00**	**(112,196.08)**
2021 Total				**(10,204,420.00)**	**846,933.22**	**(10,578,790.00)**
Grand Total				**4,942,690.00**	**6,741,522.51**	**920,384.02**

Comp Source Group (All)
GAAP Category (Multiple Items)

Values

Approp Fund	Approp Fund Title	Agy Fund	Agy Fund Title	Program Code 2	Program Code 2 Title	Program Code 3	Program Code 3 Title	2020 Approved Budget	2020 Revised Budget	2020 Total Expenditures	2020 Variance	FY 2020 Variance Explanation	2021 Approved Budget	2021 Total Expenditures
0100	LOCAL FUND	0100	LOCAL FUNDS	1000	AGENCY MANAGEMENT	1010	PERSONNEL	-	-	25.00	(25.00)			
						1015	TRAINING AND EMPLOYEE DEVELOPMENT	290,000.00	273,000.00	52,876.80	220,123.20	Variance is due to savings in the NPS budget. The savings are from professional services, employee training, membership fees and IT software maintenance. The surplus in this program is used to offset PS deficit under other agency program (Program Code 2000)	254,262.02	-
						1020	CONTRACTING AND PROCUREMENT	933,618.59	933,618.59	882,247.01	51,371.58		690,266.91	42,832.73
						1040	INFORMATION TECHNOLOGY	172,300.27	172,300.27	136,591.36	35,708.91		297,553.34	33,022.67
						1060	LEGAL	941,004.04	941,004.04	984,185.84	(43,181.80)		864,313.01	249,462.88
						1090	PERFORMANCE MANAGEMENT	315,371.79	315,371.79	321,343.49	(5,971.70)		320,635.02	91,817.76
				1000 Total				2,652,294.69	2,635,294.69	2,377,269.50	258,025.19		2,427,030.30	417,136.04
				2000	PROCUREMENT	2010	PROCUREMENT MANAGEMENT AND SUPPORT	16,463,170.92	13,317,788.91	15,487,404.07	(2,169,615.16)	The PS over spending under this program is offset by PS surplus in other program codes (program code 7000,8000, and 9000) and available PS budget balance under agency fund 0755. In addition, the NPS surplus under program code 1000 is used to offset the budget shortage under this program	16,841,622.27	4,098,776.13
						2055	PURCHASE CARD	238,970.25	210,274.02	306,759.30	(96,485.28)		251,016.78	77,253.15
						2070	EOM AND BOARDS CLUSTER/SIMPLIFIED ACQUIS							
				2000 Total				16,702,141.17	13,528,062.93	15,794,163.37	(2,266,100.44)		17,092,639.05	4,176,029.28
				7000	TRAINING	7020	LEARNING AND DEVELOPMENT	867,307.92	867,307.92	673,153.89	194,154.03	The variance is due to PS savings. The surplus under this program is used to offset PS shortage under program code 2000	718,664.15	153,577.97
				7000 Total				867,307.92	867,307.92	673,153.89	194,154.03		718,664.15	153,577.97
				8000	OPERATIONS	8010	PROCUREMENT INTEGRITY AND COMPLIANCE	622,500.63	720,488.41	550,494.49	169,993.92		656,667.96	182,541.81
						8020	OPERATIONS MANAGEMENT AND SUPPORT	772,211.48	771,894.42	680,290.62	91,603.80		773,537.02	164,415.14
						8030	CUSTOMER SERVICE AND COMMUNICATIONS	481,864.80	471,528.26	470,964.56	563.70	The variance is due to PS savings. The surplus under this program is used to offset PS shortage under program code 2000	561,302.37	144,408.77
						8050	TECHNOLOGY SUPPORT	673,424.55	672,140.15	753,433.74	(81,293.59)		758,957.86	213,609.18
						8060	HUMAN RESOURCE MANAGEMENT	543,987.72	542,957.68	455,175.49	87,782.19		540,461.93	121,293.96
						8070	ACQUISITION MANAGEMENT	344,718.08	329,778.33	335,616.31	(5,837.98)		345,827.05	96,038.48
				8000 Total				3,438,707.26	3,508,787.25	3,245,975.21	262,812.04		3,636,754.19	922,307.34
				9000	BUSINESS RESOURCES AND SUPPORT SERVICES	9010	SURPLUS PROPERTY	177,013.00	177,013.00	115,208.85	61,804.15	The variance is due to PS savings. The surplus under this program is used to offset PS shortage under program code 2000	176,543.24	50,780.67
						9020	SUPPORT SERVICES	349,107.59	331,820.74	330,726.53	1,094.21		361,179.36	100,324.49
				9000 Total				526,120.59	508,833.74	445,935.38	62,898.36		537,722.60	151,105.16
		0100 Total						24,186,571.63	21,048,286.53	22,536,497.35	(1,488,210.82)	Variance under this agency fund(fund 0100) is offset by the remaining balance under agency fund 0755. The net balance between the two funds is a positive balance of $50,334.59	24,412,810.29	5,820,155.79
		0754	CASH RESERVE FUNDING COVID19	8000	OPERATIONS	8040	PURCHASE CARD	-	42,945,921.36	42,945,921.36	0.00	The balance is the remaining COVID expenditures on Contingency Reserve Fund. Part of the expenditures are reclassified to fund 8150 and fund 7515 and HSEMA	-	12,336,696.97
				8000 Total				-	42,945,921.36	42,945,921.36	0.00		-	12,336,696.97
		0754 Total						-	42,945,921.36	42,945,921.36	0.00		-	12,336,696.97
		0755		2000	PROCUREMENT	2010	PROCUREMENT MANAGEMENT AND SUPPORT	-	1,672,744.51	134,199.10	1,538,545.41	Fund 0755 is created to track agencies' COVID-19 expenditures. Budget was allocated from agency fund 0100 to this fund, and expenditures were reclassified here through out the year. The expenditures were reclassified to fund 8150 during the year end. The available balance is offset by the by PS shortage under program code 2000.		
						2055	PURCHASE CARD	-	28,696.23	28,696.23	0.00			
				2000 Total				-	1,701,440.74	162,895.33	1,538,545.41			
				8000	OPERATIONS	8010	PROCUREMENT INTEGRITY AND COMPLIANCE	-	20,938.72	20,938.72	0.00			
						8020	OPERATIONS MANAGEMENT AND SUPPORT	-	317.06	317.06	(0.00)			
						8030	CUSTOMER SERVICE AND COMMUNICATIONS	-	10,336.54	10,336.54	(0.00)			
						8050	TECHNOLOGY SUPPORT	-	1,284.40	1,284.40	-			
						8060	HUMAN RESOURCE MANAGEMENT	-	1,030.04	1,030.04	-			
						8070	ACQUISITION MANAGEMENT	-	14,939.75	14,939.75	-	COVID related PS expenditures		
				8000 Total				-	48,846.51	48,846.51	0.00			
				9000		9020	SUPPORT SERVICES	-	17,286.85	17,286.85	0.00	COVID related PS expenditures		
				9000 Total				-	17,286.85	17,286.85	0.00			
		0755 Total						-	1,767,574.10	229,028.69	1,538,545.41			
		1734	CONTINGENCY RESERVE	8000	OPERATIONS	8040	PURCHASE CARD	-	266,580.85	266,580.85	(0.00)			
				8000 Total				-	266,580.85	266,580.85	(0.00)			
		1734 Total						-	266,580.85	266,580.85	(0.00)			

0100 Total								24,186,571.63	66,028,362.84	65,978,028.25	50,334.59		24,412,810.29	18,156,852.76
0150	FEDERAL PAYMENTS	8150	CORONAVIRUS RELIEF FUND	COV9	CORONAVIRUS RELIEF FUND	(blank)	(blank)	-	63,570,995.51	63,570,995.49	0.02		-	-
				COV9 Total				-	63,570,995.51	63,570,995.49	0.02		-	-
		8150 Total						-	63,570,995.51	63,570,995.49	0.02		-	-
0150 Total								-	63,570,995.51	63,570,995.49	0.02		-	-
0300	CAPITAL FUND - OTHER	0304	SHORT - TERM BONDS	2000	PROCUREMENT	(blank)	(blank)	15,147,110.00	15,147,110.00	5,894,589.29	11,499,174.02	Capital project fund carried over to FY2021. The balance is reduced in FY2021		
				2000 Total				15,147,110.00	15,147,110.00	5,894,589.29	11,499,174.02			
		0304 Total						15,147,110.00	15,147,110.00	5,894,589.29	11,499,174.02			
0300 Total								15,147,110.00	15,147,110.00	5,894,589.29	11,499,174.02			
0600	SPECIAL PURPOSE REVENUE FUNDS	0699	O TYPE COVID-19 EXPENSES	9000	BUSINESS RESOURCES AND	9010	SURPLUS PROPERTY	-	173,997.60	268,076.04	(94,078.44)	The expenditures are related to COVID PS expenditures. The shortage is covered by available balance in fund 4010		
				9000 Total				-	173,997.60	268,076.04	(94,078.44)			
		0699 Total						-	173,997.60	268,076.04	(94,078.44)			
		4010	DC SURPLUS PERSONAL PROPERTY SALES OPER.	1000	AGENCY MANAGEMENT	1070	FLEET MANAGEMENT	30,532.38	30,532.38	-	30,532.38	The PS expenditures are incurred under program code 9000. The excess budget under program code 1000 is used to cover PS expenditures under program code 9000	30,532.38	-
				1000 Total				30,532.38	30,532.38	-	30,532.38		30,532.38	-
				4000	ADMINISTRATION AND SUPPORT	4010	SURPLUS PROPERTY	-	-	(197.01)	197.01			
				4000 Total				-	-	(197.01)	197.01			
				9000	BUSINESS RESOURCES AND SUPPORT SERVICES	9010	SURPLUS PROPERTY	1,535,954.15	1,361,956.55	1,037,879.42	324,077.13	The excess budget is not supported by the total O-type revenue collected during FY 20202. In FY 2020, the agency collected an O-type revenue of $1,438,261 and incurred the same amount in expenditures. Therefore, the excess budget is the amount that is not supported by revenue collection.	1,606,888.49	248,457.42
				9000 Total				1,535,954.15	1,361,956.55	1,037,879.42	324,077.13		1,606,888.49	248,457.42
		4010 Total						1,566,486.53	1,392,488.93	1,037,682.41	354,806.52		1,637,420.87	248,457.42
		4011	ASSESSMENT FROM INDEPENDENT AGENCIES	2000	PROCUREMENT	2010	PROCUREMENT MANAGEMENT AND SUPPORT	-	132,502.72	132,502.72	0.00		233,750.96	60,223.34
				2000 Total				-	132,502.72	132,502.72	0.00		233,750.96	60,223.34
		4011 Total						-	132,502.72	132,502.72	0.00		233,750.96	60,223.34
0600 Total								1,566,486.53	1,698,989.25	1,438,261.17	260,728.08		1,871,171.83	308,680.76
0700	OPERATING INTRA-DISTRICT FUNDS	1434	DELEGATED PROCUREMENT AUTHORITY (DPA) II	2000	PROCUREMENT	2010	PROCUREMENT MANAGEMENT AND SUPPORT	3,137,368.41	3,489,438.13	2,761,890.58	727,547.55	Excess ID budget authority is due to vacancy savings. The excess advance is returned to buyer agency	3,762,708.75	797,163.08
				2000 Total				3,137,368.41	3,489,438.13	2,761,890.58	727,547.55		3,762,708.75	797,163.08
		1434 Total						3,137,368.41	3,489,438.13	2,761,890.58	727,547.55		3,762,708.75	797,163.08
		7515	FEMA PUBLIC ASSISTANCE	2000	PROCUREMENT	2010	PROCUREMENT MANAGEMENT AND SUPPORT	-	109,476,526.51	109,358,801.16	117,725.35	Excess budget authority from FEMA Public Assistance Fund. The expenditures reclassified to this fund is lower than the amount of budget		
				2000 Total				-	109,476,526.51	109,358,801.16	117,725.35			
		7515 Total						-	109,476,526.51	109,358,801.16	117,725.35			
		7530	PUBLIC HEALTH CRISIS RESPONSE	2000	PROCUREMENT	2010	PROCUREMENT MANAGEMENT AND SUPPORT	-	3,269,131.57	3,129,319.96	139,811.61	Excess ID budget is due to vacancy savings. The excess advance is returned to buyer agency		
				2000 Total				-	3,269,131.57	3,129,319.96	139,811.61			
		7530 Total						-	3,269,131.57	3,129,319.96	139,811.61			
		9150	REIMBURSEMENT FROM EP0	1000	AGENCY MANAGEMENT	1020	CONTRACTING AND PROCUREMENT	-	590.00	590.00	-			
				1000 Total				-	590.00	590.00	-			
				2000	PROCUREMENT	2010	PROCUREMENT MANAGEMENT AND SUPPORT	-	4,865.00	4,865.00	0.00			
				2000 Total				-	4,865.00	4,865.00	0.00			
				8000	OPERATIONS	8020	OPERATIONS MANAGEMENT AND SUPPORT							
				8000 Total										
		9150 Total						-	5,455.00	5,455.00	0.00			
0700 Total								3,137,368.41	116,240,551.21	115,255,466.70	985,084.51		3,762,708.75	797,163.08
Grand Total								44,037,536.57	262,686,008.81	252,137,340.90	12,795,321.22		30,046,690.87	19,262,696.60

Contracts and Purchase Orders — FY2020 and FY2021

Fiscal Year	Purchase Order	Contractor	CBE/Non-CBE	Competitive Bid (Yes or No)	Nature Of Contract/Service	PO Total Amount	Agency Contract Monitor	Funding Source
FY2020	PO624607-V6	SVCS	NON-CBE	Yes	FY'20 COVID-19 SERVICES-MAXIM	$11,722,467.20	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO628043	MEDSTAR HEALTH, INC	NON-CBE	Yes	COVID-19 - FY20 - MedStar Health	$1,693,628.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625112-V3	CLT Innovations LLC	NON-CBE	Yes	FY'20 COVID-19 SERVICES-Epicenter Innovation	$1,398,322.50	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625409-V2	ADVANCED NETWORK CONSULTING	CBE	Yes	FY'20 COVID-19 LAPTOPS FOR CONTACT TRACERS AT DOH	$1,036,200.00	Chi Hui Yi	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO610525-V2	CORP	NON-CBE	Yes	FY'19 Carasoft SAP Ariba Project Change Request	$978,320.00	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO626805	SECURITY ASSURANCE MANAGEMENT	CBE	Yes	FY19- COVID-19/ SAM - Security Assurance Management, Inc.- Emergency Security Guard Services	$964,853.58	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625951-V2	HOLOGIC INC.	NON-CBE	Yes	Hologic reagents required for COVID-19 testing.	$897,216.00	Kenneth Wallington	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO627829-V3	GROUP	CBE	Yes	062855	$809,969.91	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626927	INC	CBE	Yes	Crown Construction Inc- Enhanced Cleaning Services	$783,750.00	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625354	HENRY SCHEIN, INC.	NON-CBE	Yes	Vaccination/Serology Supplies	$770,770.00	Dorothy Hale	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO619705-V2	ARIBA INCORPORATED	NON-CBE	Yes	Option YR 2 - FY20 - OCTO - Ariba TSS Annual Renewal - IntraDistrict/Local-(Additional Funding Added)	$686,814.40	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO625890-V2	G-SIDA GENERAL SERVICES	CBE	Yes	COVID-19 - FY20 - DGS - Cleaning HAZMAT Cleaning - G-SIDA (DCAM-20-NC-EM-0048D)	$600,432.52		754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO627746	SVCS	NON-CBE	Yes	FY'20 COVID-19 SERVICES-MAXIM -(DOH)	$581,840.00	Dorothy Hale	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626699	Capitol Bridge LLC	NON-CBE	Yes	CAPITOL BRIDGE- Remote Skilled Call Center Staff Augmentation	$557,774.74	Alvin N Stith	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625888-V2	KPMG LLP	NON-CBE	Yes	Unemployment Insurance Robotic Process Automation Development	$557,300.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO624732-V4	Inc	NON-CBE	Yes	FY'20 COVID-19 SERVICES-22nd Century Technologies	$502,263.87	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO612155	CORP	NON-CBE	Yes	FY'20 SAP Government at Carahsoft Licenses	$487,633.84	Reginald Whitley	304-SHORT - TERM BONDS
FY2020	PO627701-V3	GMJ Facilities LLC	CBE	Yes	GMJ Facilities L.L.C. - Enhanced Cleaning Services	$443,284.30	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625934	RJH SUPPLY LLC	CBE	Yes	Refillable Hand Sanitizer Dispenser and Hand Sanitizer Gel	$432,620.00	RENELL N ROBERTS	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626948	SEQUOIA ROW CONSULTING	CBE	Yes	COVID 19 - FY20 - DGS - Comprehensive HAZMAT Cleaning - Sequoia Row - (DCAM-20-NC-EM-0048N)	$400,816.00	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626004-V2	CONSTRUCTION LLC	CBE	Yes	FY20\ COVID 19 - Blue Sky Construction - Enhanced Cleaning Services	$274,804.00	Tonia Nixon	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626353-V2	GNT GROUP LLC	CBE	Yes	COVID -19 - FY20 - DGS - Deep Cleaning Services - GNT Group (DCAM-20-NC-EM-0048R)	$264,490.40		754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625690	MCKINSEY AND COMPANY INC. DC	NON-CBE	Yes	FY'20 COVID-19 DC ReOpen Consulting Services-OCTO	$260,100.00	Chi Hui Yi	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO614036	ADVANCED NETWORK CONSULTING	CBE	Yes	Continuation - IT Consultants -FY20 - OCP Senior Project Manager - Local	$250,658.64	Reginald Whitley	304-SHORT - TERM BONDS
FY2020	PO628935	CORP	NON-CBE	Yes	AWS Call Centers (COVID-19) for DC Agencies	$250,000.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO629982-V2	KEYSTONE PLUS CONSTRUCTION COR	CBE	Yes	COVID-19 - Keystone Plus Construction- DGS DCAM-20-EM-0017	$250,000.00	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO624779	INC.	CBE	Yes	FY'20 COVID-19 SERVICES-MIDTOWN PERSONNEL INC.	$249,997.20	Sasha Bradford	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626946-V2	MICROSOFT CORPORATION	NON-CBE	Yes	Mobile enhance Test registration support application	$226,424.00	Chi Hui Yi	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626479-V3	WKM SOLUTIONS LLC	CBE	Yes	Services	$225,778.99	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO612163-V2	COMPUTER AID INC	96% Set Aside	Yes	Modification - IT Consultant (PIPELINE) - FY20 - OCP - Sharepoint Developer (Senior)- Local	$219,052.72	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO626634	BROUGHTON CONSTRUCTION CO LLC	CBE	Yes	COVID 19 - FY20 - DGS - Comprehensive HAZMAT Cleaning - Broughton (DCAM-20-NC-EM-0048A)	$206,852.50	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO628306-V2	PAINTING	CBE	Yes	COVID-19 - FY20 - R & R Janitorial, Painting & Bldgs Services Inc.	$193,654.75	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625590	Inc	NON-CBE	Yes	FY'20 COVID-19 SERVICES-22nd Century Technologies-(DOH)	$192,852.00	Renee Withers	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625224-V3	CEPHEID	NON-CBE	Yes	PCR testing	$192,500.00	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625562	theGROUP DC, LLC	NON-CBE	Yes	COVID-19 theGroup Advocacy Services	$190,000.00	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626947-V2	MICROSOFT CORPORATION	NON-CBE	Yes	Test registration support- Microsoft Professional Services	$175,548.00	Chi Hui Yi	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626729	STAR ENTERPRISES, INC	CBE	Yes	COVID 19 - FY20 - DGS - Comprehensive HAZMAT Cleaning - Star Enterprises (DCAM-20-NC-EM-0048K)	$171,000.00	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625407	Inc	NON-CBE	Yes	FY'20 COVID-19 SERVICES -(HSEMA)	$162,240.00	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO630273	WKM SOLUTIONS LLC	CBE	Yes	COVID-19 - WKM Solutions, LLC. DGS	$161,755.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626258	SOIL AND LAND USE TECHNOLOGY	CBE	Yes	Portable Wash Stations- SaLut-DCAM-20-NC-EM-0054	$159,168.40	Marc Scott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626003-V2	MANAGEMENT, LLC	CBE	Yes	FY20 - COVID 19/Deep Cleaning Services - Spectrum Mgmt LLC	$156,249.16	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO612260-V2	COMPUTER AID INC	96% Set Aside	Yes	Continuation - IT Consultants (PIPELINE) - FY20 - OCP - Business Process Consultant (Journeyman)-Local	$156,061.76	Chi Hui Yi	304-SHORT - TERM BONDS

Contracts and Purchase Orders — FY2020 and FY2021

Fiscal Year	Purchase Order	Contractor	CBE/Non-CBE	Competitive Bid (Yes or No)	Nature Of Contract/Service	PO Total Amount	Agency Contract Monitor	Funding Source
FY2020	PO629905	MECHANIC	CBE	Yes	COVID-19-RSC Electrical & Mechanic -DGS	$144,656.63	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO629981	G-SIDA GENERAL SERVICES	CBE	Yes	FY20 - COVID 19 - DGS - Enhanced Cleaning for DYRS Facilities - G-SIDA - (DCAM-20-NC-EM-0048D)	$143,782.40	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626831	CAPITAL CONSTRUCTION ENT INC	CBE	Yes	FY20-COVID 19-Capital Construction Enterprises, Inc.- ENHANCED CLEANING	$136,712.00	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO612276-V2	COMPUTER AID INC	96% Set Aside	Yes	Modification - IT Consultants (PIPELINE) - FY20 - OCP - Business Systems Analyst (Journeyman)-Local	$132,046.08	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO620874-V4	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification - IT Consultants -FY20 - OCP - Senior Program Analyst - Local -Courtney Lawton (12/2/2019-09/30/2020)	$128,740.30	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO628624	RAP, INC.	NON-CBE	Yes	COVID 19 - FY20 - DBH - SUD Quarantine Beds - RAP, Inc	$122,553.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO617673-V5	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification -IT Consultants -FY20 - OCP Contract Administrator - Dominica Barker (12/2/2019-09/30/2020)	$122,240.00	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO630480	STAR ENTERPRISES, INC	CBE	Yes	COVID-19 Star Enterprises - DGS	$116,318.26	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO606799-V3	LIMBIC SYSTEMS INC	CBE	Yes	FY'19 ARIBA PASS Refresh-DC Suply Schedule Online Enhancements	$115,500.00	Priscilla Mack	304-SHORT - TERM BONDS
FY2020	PO626813	DC CENTRAL KITCHEN INC	NON-CBE	Yes	Supplemental Fresh Produce Grocery Bags - DC Central Kitchen - CW81900	$110,780.00	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO617674-V5	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification - IT Consultants -FY20- OCP- System Engineer II- Local (Imani El-Amin)-10/29/2019-09/30/2020	$101,927.60	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO625516	THE CNA CORPORATION	NON-CBE	Yes	FY'20 COVID-19 SERVICES-Public Assistance Support Officer	$99,900.00	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO617678-V4	MIDTOWN PERSONNEL INC.	CBE	Yes	Continuation - IT Consultants -FY20- OCP- System Engineer II- Local (Elna Howard)	$95,878.40	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO630230	Fedresults Inc	NON-CBE	Yes	Renewal-FY'21 OCP Alteryx Software Licenses (Year Three)	$94,767.30	James Webb	304-SHORT - TERM BONDS
FY2020	PO629879	SERVICES	CBE	Yes	067268	$91,776.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO628069-V2	MAXIM HEALTHCARE SVCS	NON-CBE	Yes	COVID-19 - FY20 - Maxim Healthcare Services-INV#741330096, #2246870573, #108660401, #109040400	$89,115.00	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO617677-V5	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification - IT Consultants -FY20- OCP- System Engineer II- Local (Imani Mack- 12/1/2019-09/30/2020)	$88,892.00	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO614061-V2	WALTON AND GREEN CONSULTANTS	CBE	Yes	FY'20 OCP Temporary Staffing-Walton and Green-(CW51386)-Qty (6)	$80,947.20	James Webb	100-LOCAL FUNDS
FY2020	PO623437	MVS INC	CBE	Yes	DELL LATITUDE 5400 (QTY. 60) AND DELL DOCK-WD19 130 POWER DELIVERY 180W AC (QTY. 60)	$80,882.20	James Webb	100-LOCAL FUNDS
FY2020	PO612356-V2	COMPUTER AID INC	96% Set Aside	Yes	Modification - IT Consultants (PIPELINE) - FY20 - OCP - Help Desk Specialist (Senior)- Local	$77,970.64	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO619325	WALTON AND GREEN CONSULTANTS	CBE	Yes	FY'20 OCP Media Specialist III (12/5/2019 to 09/30/2020)	$69,290.00	James Webb	304-SHORT - TERM BONDS
FY2020	PO625784	ABBOTT LABORATORIES INC	NON-CBE	Yes	COVID 19 - FY20 - DFS - Reagents for Alinity iAnalyzer System - Abbott Laboratories	$68,787.00	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO623164	72 HOUR LLC	NON-CBE	Yes	FY20 White Cargo Truck for Surplus Property Division	$67,767.00	Tonia Nixon	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO629077	PREEMINENT PROTECTIVE SERVICES	CBE	Yes	COVID-19 - Preeminent Protective Services, Inc.	$65,470.67	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO627823	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA-070620-063137 -BOTA-071620-063640 -BOTA- 071120-063466 - BOTA- 071120-063468	$64,220.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626126	SERVICES	CBE	Yes	DYRS Facilities COVID-19 Disinfecting and Enhancement Cleaning	$61,184.00	Kimberly Gray	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO613025-V2	INC.	CBE	Yes	Local	$58,240.00	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO628307	ALLSTATE FLOORS OF DC, LLC	CBE	Yes	COVID-19 - FY20 - ALLSTATE FLOORS OF DC - BOTA-070920-063424 -BOTA- 060820-062227-BOTA- 060820-062227	$55,260.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO628188	DUNLAVEY, INC.	CBE	Yes	061496	$54,424.43	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO614060-V2	WALTON AND GREEN CONSULTANTS	CBE	Yes	FY'20-Material Handlers-Option Year Three Qty (5)	$53,196.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO628041	RWD CONSULTING LLC	CBE	Yes	RWD Consulting LLC- Enhanced Cleaning Services - Comprehensive HAZMAT Cleaning - RWD Consulting - (DCAM-20-NC-EM-0048I)	$51,586.82	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO628422	LAAKE ENTERPRISES INC	CBE	Yes	FEMS COVID-19 Fleet Maintenance - Horton Ambulance and Spartan Fire Apparatus	$50,000.00	Marvin Manassa	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO626922	R&R JANITORIAL PAINTING	CBE	Yes	COVID 19 - FY20 - DGS - Comprehensive HAZMAT Cleaning - R&R Janitorial - (DCAM-20-NC-EM-0052A)	$47,155.89	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO613022-V2	MIDTOWN PERSONNEL INC.	CBE	Yes	Continuation - IT Consultants -FY20- OCP- System Engineer II- Local (Imani Mack)	$41,180.00	Chi Hui Yi	304-SHORT - TERM BONDS

Contracts and Purchase Orders — FY2020 and FY2021

Fiscal Year	Purchase Order	Contractor	CBE/Non-CBE	Competitive Bid (Yes or No)	Nature Of Contract/Service	PO Total Amount	Agency Contract Monitor	Funding Source
FY2020	PO619775	CORP	NON-CBE	Yes	FY'20 Smart Sheet Licenses (Renewal)	$36,200.00	Wendell Atkinson	304-SHORT - TERM BONDS
FY2020	PO630660	INSURANCE AUTO AUCTIONS CORP	NON-CBE	Yes	FY'20 OCP Insurance Auto Auction (IAA) Services-Additional Funds Added	$35,000.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO628598	K. NEAL INTERNATIONAL TRUCK, I	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance- KNEAL-International	$35,000.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO628623	OP	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance - Tony	$35,000.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO614472	CORP	NON-CBE	Yes	FY'20 OCP Linkedin Software for Human Resources	$33,022.67	Priscilla Mack	100-LOCAL FUNDS
FY2020	PO620419	XEROX CORPORATION	NON-CBE	Yes	001	$31,643.52	James Webb	100-LOCAL FUNDS
FY2020	PO623515	WALTON AND GREEN CONSULTANTS	CBE	Yes	New- Consultant -FY20 -OCP General Clerk III (Jasmine Taylor)- Small Acquisitions(03/09/2020-09/30/2020)	$31,334.40	James Webb	100-LOCAL FUNDS
FY2020	PO627260	QUICKBASE INC.	NON-CBE	Yes	COVID-19 WebEOC #4659303 - FY20 - Quick Base-#QBASE746915	$29,940.00	Chi Hui Yi	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO619456	DUN AND BRADSTREET	NON-CBE	Yes	Year Three)	$27,500.00	Todd Allen	100-LOCAL FUNDS
FY2020	PO623498	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation- Consultant -FY'20 -OCP General Clerk III -PTI-(04/05/2020-09/30/2020)-Kiana Royster	$26,982.40	James Webb	100-LOCAL FUNDS
FY2020	PO622043	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation - Consultant -FY20 -OCP General Clerk III (Tanja Boney)-Human Resources (04/22/2020-09/30/2020)	$24,588.80	James Webb	100-LOCAL FUNDS
FY2020	PO625821	STAR ENTERPRISES, INC	CBE	Yes	COVID 19 - FY20 - DGS - Facility Janitorial Services for Pandemic Shelter in Place - Star Enterprises (DCAM-20-NC-EM-0065B)	$24,000.00	Xavier Epps	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO627868	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA- 051920-061509	$23,940.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO627826	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA- 052820-061839	$23,940.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO628123	STAR ENTERPRISES, INC	CBE	Yes	COVID-19 - FY20 - Star Enterprises -BOTA- 071120-063460	$23,265.00	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO622035	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation - Consultant -FY20 -OCP General Clerk III (Jalania Gaines)-Business Resources (05/01/2020-09/30/2020)	$23,065.60	James Webb	100-LOCAL FUNDS
FY2020	PO622036	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation - Consultant -FY20 -OCP General Clerk III (Tennelle Williams)- Records Management (05/01/2020-09/30/2020)	$23,065.60	James Webb	100-LOCAL FUNDS
FY2020	PO622042	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation - Consultant -FY20 -OCP General Clerk III (Sarah Spencer)- Small Acquisitions(05/01/2020-09/30/2020)	$23,065.60	James Webb	100-LOCAL FUNDS
FY2020	PO622045	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation - Consultant -FY20 -OCP General Clerk III (Shantel Pimble)- DPW (05/01/2020-09/30/2020)	$23,065.60	James Webb	100-LOCAL FUNDS
FY2020	PO615575	TRAINING	CBE	Yes	FY'20 OCP - Furniture Handlers (Qty. 2) for Surplus Property Division	$20,891.52	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO628596	DOWNTOWN GARAGE INC	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance - Downtown Garage	$20,000.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO620420	MANAGEMENT	CBE	Yes	FY'20 OCP Headquarters and SPD Relocation Services	$20,000.00	James Webb	100-LOCAL FUNDS
FY2020	PO627866	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA- 052820-061841	$19,950.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO613023	MIDTOWN PERSONNEL INC.	CBE	Yes	Continuation - IT Consultants -FY20- OCP- System Engineer II- Local (Imani El-Amin)	$19,880.00	Reginald Whitley	304-SHORT - TERM BONDS
FY2020	PO613020-V2	MIDTOWN PERSONNEL INC.	CBE	Yes	Continuation - IT Consultants -FY20- OCP- System Engineer II- Local (Elna Howard)	$19,880.00	Wendell Atkinson	304-SHORT - TERM BONDS
FY2020	PO627827	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA- 051220-061109	$19,844.05	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO614636-V2	WALTON AND GREEN CONSULTANTS	CBE	Yes	New- Consultant -FY20 -OCP General Clerk III - Surplus Property Division	$19,584.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO608530-V2	INC.	CBE	Yes	FY'19 ARIBA Refresh -Call Center Operations Manager	$18,360.00	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO623516	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation -Consultant -FY20 -OCP Material Coordinator - SPD - Brandon Sellman - (04/06/2020-07/06/2020)	$17,740.80	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO613889	WALTON AND GREEN CONSULTANTS	CBE	Yes	FY'20 OCP Temporary Staffing-Material Coordinator Lead for Surplus Property Division Warehouse	$17,186.40	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO627825	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA- 070120-063068 -BOTA-063020-063040	$17,100.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO619910	WALTON AND GREEN CONSULTANTS	CBE	Yes	New-Consultant -FY20 -OCP Material Coordinator - Surplus Property Division - (1/3/2020-4/03/2020)	$16,632.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO628469	INC.	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance- First Vehicle Services	$15,000.00	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO615897-V2	INSURANCE AUTO AUCTIONS CORP	NON-CBE	Yes	FY'20 OCP Insurance Auto Auction (IAA) Services	$15,000.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO615844	WALTON AND GREEN CONSULTANTS	CBE	Yes	FY'20 OCP Media Specialist III	$14,872.00	James Webb	304-SHORT - TERM BONDS
FY2020	PO622811	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation- Consultant -FY20 -OCP General Clerk III - Surplus Property Division-William Seals	$13,926.40	Priscilla Mack	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.

Contracts and Purchase Orders — FY2020 and FY2021

Fiscal Year	Purchase Order	Contractor	CBE/Non-CBE	Competitive Bid (Yes or No)	Nature Of Contract/Service	PO Total Amount	Agency Contract Monitor	Funding Source
FY2020	PO623504	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation - Consultant -FY20 -OCP General Clerk III (Adam Jordan)-SPD (05/01/2020-07/31/2020)	$13,926.40	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO620517	WALTON AND GREEN CONSULTANTS	CBE	Yes	New- Consultant -FY20 -OCP General Clerk III (Tanja Boney)- Human Resources (01/21/2020-04/21/2020)	$13,708.80	James Webb	100-LOCAL FUNDS
FY2020	PO619618-V3	WALTON AND GREEN CONSULTANTS	CBE	Yes	New- Consultant -FY20 -OCP General Clerk III (Sarah Spencer)- Small Acquistitions (02/03/2020 - 04/30/2020)	$13,491.20	Priscilla Mack	100-LOCAL FUNDS
FY2020	PO614062-V2	WALTON AND GREEN CONSULTANTS	CBE	Yes	FY'20 OCP Temporary Staffing-Walton and Green-(CW51386)-Procurement Training Institute	$13,491.20	James Webb	100-LOCAL FUNDS
FY2020	PO619615-V2	WALTON AND GREEN CONSULTANTS	CBE	Yes	New- Consultant -FY20 -OCP General Clerk III (Shantel Pimble)- DPW (02/03/2020 - 04/30/2020)	$13,491.20	James Webb	100-LOCAL FUNDS
FY2020	PO619561	WALTON AND GREEN CONSULTANTS	CBE	Yes	New- Consultant -FY20 -OCP General Clerk III (Jalania Gaines)-Business Resources (02/03/2020 - 04/30/2020)	$13,491.20	James Webb	100-LOCAL FUNDS
FY2020	PO619619	WALTON AND GREEN CONSULTANTS	CBE	Yes	New- Consultant -FY20 -OCP General Clerk III (Tennelle Williams)-Records Management (02/03/2020 - 04/30/2020)	$13,491.20	James Webb	100-LOCAL FUNDS
FY2020	PO619620	WALTON AND GREEN CONSULTANTS	CBE	Yes	New- Consultant -FY20 -OCP General Clerk III (Adam Jordan)- SPD (02/03/2020 - 04/30/2020)	$13,491.20	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO627867	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA- 051220-061022	$13,300.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO627824	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA-052820-061837	$13,300.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO627828	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA- 051420-061295	$13,300.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO619558-V2	WALTON AND GREEN CONSULTANTS	CBE	Yes	New-Consultant -FY'20 -OCP General Clerk III -PTI-(01/09/2020-04/03/2020)-Kiana Royster	$13,056.00	James Webb	100-LOCAL FUNDS
FY2020	PO627809	PMGL LLC	CBE	Yes	COVID-19 - FY20 - PMGL, LLC- DGS-BOTA- 062020-062746	$11,400.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO623654	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation-Consultant -FY20 -OCP Material Handler - SPD- Dontaye Pearson (04/13/2020-07/10/2020)	$10,639.20	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO623510	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation -FY20 -OCP Material Handler - SPD- Courtland Faconer (04/13/2020-07/10/2020)	$10,639.20	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO623508	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation Consultant -FY20 -OCP Material Handler - SPD- Antwan McClam (04/13/2020-07/10/2020)020-4/10/2020)	$10,639.20	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO623506	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation -Consultant -FY20 -OCP Material Handler - SPD- Eugene Burns (4/13/2020-07/10/2020)0/2020)	$10,639.20	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO623509	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuaation -FY20 -OCP Material Handler - SPD- Adrian Dandridge (4/13/2020-07/10/2020)	$10,639.20	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO619627	WALTON AND GREEN CONSULTANTS	CBE	Yes	New-Consultant -FY20 -OCP Material Handler - SPD- Courtland Faconer (1/16/2020-4/10/2020)	$10,296.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO619625	WALTON AND GREEN CONSULTANTS	CBE	Yes	New-Consultant -FY20 -OCP Material Handler - SPD- Adrian Dandridge (1/16/2020-4/10/2020)	$10,296.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO619623	WALTON AND GREEN CONSULTANTS	CBE	Yes	New-Consultant -FY20 -OCP Material Handler - SPD- Dontaye Pearson (1/16/2020-4/10/2020)	$10,296.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO619621	WALTON AND GREEN CONSULTANTS	CBE	Yes	New-Consultant -FY20 -OCP Material Handler - SPD- Eugene Burns (1/16/2020-4/10/2020)	$10,296.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO619622	WALTON AND GREEN CONSULTANTS	CBE	Yes	New-Consultant -FY20 -OCP Material Handler - SPD- Antwan McClam (1/16/2020-4/10/2020)	$10,296.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2020	PO608307-V2	COMPUTER AID INC	96% Set Aside	Yes	De-obligation of Funds- IT Consultants (PIPELINE) - FY19 - OCP - Business Systems Analyst (Journeyman)-Local Extension	$10,216.00	Chi Hui Yi	304-SHORT - TERM BONDS
FY2020	PO630681	ANDEAN CONSULTING SOLUTIONS	CBE	Yes	FY20 - COVID 19 - OCP - Translation Services - ACSI Translations	$10,000.00	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO628597	ENTERPRISES	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance - M&M FLEET	$10,000.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625372	MANAG.	CBE	Yes	(6)	$8,748.24	Chi Hui Yi	100-LOCAL FUNDS
FY2020	PO627862	FUTURE INC	CBE	Yes	FY'20 Adobe Sign Enterprise Licenses (3500)	$8,435.00	Reginald Whitley	100-LOCAL FUNDS
FY2020	PO622274	AND R	CBE	Yes	OCP FY20 Data Destruction Services	$8,059.00	James Webb	100-LOCAL FUNDS
FY2020	PO628423	PATRIOT FIRE LLC	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance - Patriot Fire	$8,000.00	Marvin Manassa	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO622571	SUPERIOR COURIERS, LLC	CBE	Yes	FY '20- OCP Courier Services	$6,500.00	James Webb	100-LOCAL FUNDS
FY2020	PO621018	ABSOLUTE SOLUTIONS AND ASSOC	NON-CBE	Yes	FY'20 OCP Renovation (Paint) Reeves Building Suite 100C	$5,330.00	James Webb	100-LOCAL FUNDS
FY2020	PO617816	WALTON AND GREEN CONSULTANTS	CBE	Yes	Continuation FY'20 OCP Media Specialist III (12/5/2019-12/24/2019)	$4,985.50	James Webb	304-SHORT - TERM BONDS
FY2020	PO615306	PERISCOPE HOLDINGS INC	NON-CBE	Yes	FY'20 NIGP 11 Digit Commodity Code Annual License	$4,608.05	James Webb	100-LOCAL FUNDS

Contracts and Purchase Orders — FY2020 and FY2021

Fiscal Year	Purchase Order	Contractor	CBE/Non-CBE	Competitive Bid (Yes or No)	Nature Of Contract/Service	PO Total Amount	Agency Contract Monitor	Funding Source
FY2020	PO628713	INC.	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance - Atlantic Lift Truck	$3,000.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO623281	CDW GOVERNMENT INC	NON-CBE	Yes	GCC P/U	$1,790.40	James Webb	304-SHORT - TERM BONDS
FY2020	PO618294	RELX Inc.	NON-CBE	Yes	FY'20 OCP LexisNexis - Account (4252Z9R8T) -Tier 1 Access	$1,424.64	James Webb	100-LOCAL FUNDS
FY2020	PO626952-V2	Stone Gate Construction Group	CBE	Yes	COVID 19 - FY20 - DGS - Comprehensive HAZMAT Cleaning - Stonegate Construction - (DCAM-20-NC-EM-0052C) - DEOBLIGATE	$0.00	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2020	PO625149-V2	CEPHEID	NON-CBE	Yes	Testing - COVID 19	$0.00	Heather Reynolds	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO635487-V3	MAXIM HEALTHCARE SVCS	NON-CBE	Yes	COVID-19-FY21 -MAXIM Healthcare Staffing Services, Inc.	$9,446,820.00	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO634002-V2	THE CNA CORPORATION	NON-CBE	Yes	COVID-19-FY 21-CNA CORPORATION-Temporary Public Health and E	$949,455.36	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO633936-V2	THE CNA CORPORATION	NON-CBE	Yes	COVID-19-FY 21-CNA CORPORATION-Temporary Public Health and E	$570,776.96	Todd Allen	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO638667	22nd Century Technologies, In	NON-CBE	Yes	FY'21 COVID-19 SERVICES-22nd Century Technologies	$456,373.27	Dorothy Hale	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO639525	MICROSOFT CORPORATION	NON-CBE	Yes	FY21 - OCP - COVID-19 Vaccination Registration and Administration So	$380,432.00	Chi Hui Yi	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO639709	GEORGE WASHINGTON UNI	NON-CBE	Yes	FY'21 OCP-The George Washington University-Center for Excellence in	$235,000.00	Todd Allen	100-LOCAL FUNDS
FY2021	PO637808	TRAILERLOGIC, LLC.	NON-CBE	Yes	COVID-19-Mortuary Response Solutions -Chief Medical Examiner	$156,400.00	Kenneth Wallington	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO637035	APEX RX SOLUTIONS LLC	NON-CBE	Yes	FY21 COVID-19 - Apex RX Solutions	$150,288.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO639336	COMPUTER AID INC	96% Set Aside	Yes	Modification - IT Consultant (Pipeline) - FY21 - OCTO - Enterprise Arch	$138,350.00	Chi Hui Yi	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO635405-V2	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification-IT Consultants -FY21 - OCP Senior Program Manager - Cap	$122,016.00	Chi Hui Yi	304-SHORT - TERM BONDS
FY2021	PO635030-V2	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification - IT Consultants -FY21- OCP- System Engineer II- Local	$113,600.00	Chi Hui Yi	304-SHORT - TERM BONDS
FY2021	PO633910-V3	COMPUTER AID INC	96% Set Aside	Yes	Modification - IT Consultant (PIPELINE) FY21 OCP - SharePoint Develo	$104,215.44	Chi Hui Yi	304-SHORT - TERM BONDS
FY2021	PO638535	VERITAS CONSULTING GRO	CBE	Yes	FY21 - COVID 19 - HSEMA - Installation of Security Control Devices - V	$94,901.00	James Webb	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO639347	COMPUTER AID INC	96% Set Aside	Yes	Modification - IT Consultant (Pipeline) - FY21 - OCTO - IT Consultant (I	$82,578.92	Chi Hui Yi	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO635028-V2	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification - IT Consultants - FY21 - OCP Contract Administrator - Loc	$78,720.00	Chi Hui Yi	100-LOCAL FUNDS
FY2021	PO633949-V2	COMPUTER AID INC	96% Set Aside	Yes	Modification - IT Consultant (PIPELINE) FY21 OCP - HelpDesk Speciali	$75,400.00	Chi Hui Yi	100-LOCAL FUNDS
FY2021	PO630209	RAP, INC.	NON-CBE	Yes	FY20 - COVID 19 - DBH - SUD Quarantine Beds - RAP, Inc	$68,085.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO635027-V2	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification - IT Consultants -FY21- OCP System Engineer II- Local	$55,891.20	Chi Hui Yi	100-LOCAL FUNDS
FY2021	PO635029-V2	MIDTOWN PERSONNEL INC.	CBE	Yes	Modification - IT Consultants -FY21- OCP- System Engineer II- Local	$55,891.20	Chi Hui Yi	100-LOCAL FUNDS
FY2021	PO634542-V2	WALTON AND GREEN CONS	CBE	Yes	Modification- Consultant -FY'21 -OCP General Clerk III -PTI-(01/1/2021	$54,617.60	James Webb	100-LOCAL FUNDS
FY2021	PO628420	ATLANTIC EMERGENCY SO	CBE	Yes	FEMS COVID-19 Fleet Maintenance -Pierce Fire Apparatus and Horton A	$45,000.00	Marvin Manassa	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO628419	R & S AUTO & TRUCK SPRIN	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance - R&S Spring Works	$40,000.00	Marvin Manassa	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO628985	JOHNSON TRUCK CENTER, I	NON-CBE	Yes	FEMS COVID-19 Fleet Maintenance - Johnson Truck Center	$40,000.00	Nicole Smith-McDermott	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO639615	PACIFICO FORD INC	NON-CBE	Yes	FY'21 OCP-SURPLUS PROPERTY DIVISION- White 2021 Ford Transit-	$39,597.00	Tonia Nixon	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2021	PO635025	MIDTOWN PERSONNEL INC.	CBE	Yes	Continuation - IT Consultants -FY21 - OCP - Senior Program Analyst - C	$38,236.64	Brenda Allen	304-SHORT - TERM BONDS
FY2021	PO633911	COMPUTER AID INC	96% Set Aside	Yes	Continuation - IT Consultants (PIPELINE) - FY21 - OCP - Functional An	$37,433.12	Funds Commit	304-SHORT - TERM BONDS
FY2021	PO638390	INSURANCE AUTO AUCTION	NON-CBE	Yes	FY'21 OCP Insurance Auto Auction (IAA) Services	$35,000.00	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2021	PO634343	CARAHSOFT TECHNOLOGY	NON-CBE	Yes	FY'21 OCP LinkedIn Software for Human Resources	$33,022.67	James Webb	100-LOCAL FUNDS
FY2021	PO633912	COMPUTER AID INC	96% Set Aside	Yes	Continuation - IT Consultants (PIPELINE) - FY21 - OCP - Business Syste	$31,669.60	Chi Hui Yi	304-SHORT - TERM BONDS
FY2021	PO638751	COMPUTER AID INC	96% Set Aside	Yes	Modification - IT Consultants (PIPELINE) - FY21 - OCP - Business Syste	$31,158.80	Chi Hui Yi	100-LOCAL FUNDS
FY2021	PO638847	DUN AND BRADSTREET	NON-CBE	Yes	FY'21 OCP Dun and Bradstreet Reporting Access Order 111765 (Contrac	$27,500.00	Todd Allen	100-LOCAL FUNDS
FY2021	PO635154	PUBLIC PERFORMANCE MA	CBE	Yes	OCP Adobe LGA Extension FY2021 POP: 11/14/2020-11/13/2021	$26,411.45	James Webb	100-LOCAL FUNDS
FY2021	PO638286	WALTON AND GREEN CONS	CBE	Yes	FY'21 OCP Media Specialist III	$23,994.00	James Webb	100-LOCAL FUNDS
FY2021	PO636113	XEROX CORPORATION	NON-CBE	Yes	FY'21 Xerox Copier Leasing Services-Contract #7176103-001	$17,813.76	James Webb	304-SHORT - TERM BONDS
FY2021	PO634543	WALTON AND GREEN CONS	CBE	Yes	Continuation - Consultant -FY21 -OCP General Clerk III (Shantel Pimble)	$13,491.20	James Webb	100-LOCAL FUNDS
FY2021	PO634350	WALTON AND GREEN CONS	CBE	Yes	Continuation - Consultant -FY21 -OCP General Clerk III(Tanja Boney)- E	$13,491.20	James Webb	100-LOCAL FUNDS
FY2021	PO637931	WALTON AND GREEN CONS	CBE	Yes	New - Consultant - FY21 -OCP General Clerk III -Surplus Property Divisi	$12,838.40	James Webb	4010-DC SURPLUS PERSONAL PROPERTY SALES OPER.
FY2021	PO626963-V2	PFC ASSOCIATES LLC	CBE	Yes	COVID 19 - FY20 - MPD - COVID 19 Healthcare Testing Provider Servi	$10,000.00	Margaret Desper	754-CONTINGENCY CASH RESERVE FUNDING COVID19
FY2021	PO634588	WALTON AND GREEN CONS	CBE	Yes	FY'21 OCP Media Specialist III (10/1/2020-11/12/2020)	$9,999.73	James Webb	100-LOCAL FUNDS
FY2021	PO637680	PERISCOPE HOLDINGS INC	NON-CBE	Yes	FY'21 OCP NIGP 11 DIGIT COMMODITY Code License-Renewal	$4,790.77	James Webb	100-LOCAL FUNDS
FY2021	PO628053-V3	CAPITAL BUSINESS SOLUTI	CBE	Yes	COVID-19 - FY20 - Capital Business Solutions-#062620DGS03L	$0.00	Tia Mercer	754-CONTINGENCY CASH RESERVE FUNDING COVID19

Pending Lawsuits Naming OCP as a Party

Case No.	Title	Grounds	Filing Date	Potential Agency Impact	Status	Whether Contract Award or Contract Execution has been Halted
P-0924	Protest of MorphoTrust USA, Inc.	Challenge to award on the basis that solicitation improperly tailored to one particular offeror and included overly restrictive requirements.	07/30/12	Resolicitation and award of new contract.	The District moved the Board to extend the deadline for re-soliciting and awarding the contract to July 15, 2021	No
	Appeal to DCCA No. 17-CV-1123 Beale and Cofield	Claim of failure to give RIFed employee priority consideration for rehire and whether employees were properly separated from positions of record	Appealed Superior Court decision upholding the RIF. Appeal filed October 2, 2017. Superior Court case filed March 20, 2013.	Seeking reinstatement, back pay, and attorneys' fees	Argued in DCCA in September 2019; awaiting decision.	N/A
	OCP Employee v. District of Columbia 2017 CA 003755 B	Discrimination	05/28/17	Emotional damages and attorneys' fees	In discovery	N/A
	OCP Employee v. District of Columbia 2018 CA 002541 B	Unlawful termination	04/10/18	Reinstatement, back pay	Awaiting decision on District's Motion for Summary Judgement	N/A
D-1545	Appeal of New Beginnings, LLC.	Appeal of Contracting Officer's denial of settlement proposal	12/26/18	$450,301.18 plus interest	Trial date TBD. The Contracting Officer is considering an offset for re-procurement costs.	N/A
	OCP Employee v. OCP, (i) Office of Human Rights Matter No.: 20-270 DC (CN) and EEOC Charge No. 10C-2020-00243 and (ii) OHR Matter No. 20-271 DC (DCFMLA)	Unlawful termination, retaliation	10/24/19	Compensatory and emotional damages.	Before Office of Human Rights.	N/A

Pending Lawsuits Naming OCP as a Party

Case No.	Title	Grounds	Filing Date	Potential Agency Impact	Status	Whether Contract Award or Contract Execution has been Halted
P-1131	Protest of Trillian Technologies Inc.	Challenge to a proposal that was found nonresponsive as it did not meet the subcontracting plan requirements.	11/25/20	Potential Re-solicitation	Under review before the CAB.	Yes
	OCP Employee v. OCP, (i) Office of Human Rights Matter No.: 20-003 DC (CN) and EEOC Charge No. 10C-2020-00005 and (ii) OHR Matter No. 20-052 DC (DCFMLA)	Unlawful termination, retaliation	11/14/19	Reinstatement	Before Office of Human Rights.	N/A
P-1120	Protest of Conduent State Healthcare, LLC.	Challenge to award based on failure to comply with subcontracting requirements.	04/14/20	The District was ordered to either re-evaluate proposals or re-procure	Protest sustained 08/20/20 but remains open until the District advises the Board on whether OCP will re-evaluate proposals or re-procure.	Yes
P-1122	Protest of Health Management Systems, Inc.	Challenge to award of contract due to OCP's alleged failure to meaningfully and fairly evaluate proposals.	04/15/20	The Board ordered the District to re-evaluate proposals	OCP is currently re-evaluating proposals.	Yes
P-1128	Protest of Amerigroup District of Columbia, Inc.	Protest arising from the solicitation for the MCO contracts	07/16/20	The District was ordered to re-evaluate the competitive range offerors' proposals.	Protest sustained. Awaiting CAB ruling on District's Motion for Reconsideration.	No

Pending Lawsuits Naming OCP as a Party

Case No.	Title	Grounds	Filing Date	Potential Agency Impact	Status	Whether Contract Award or Contract Execution has been Halted
Sup. Ct. # 2020 CA 003738 2	District vs. New Beginnings, LLC Sup. Ct. # 2020 CA 005047 2	District's petition for judgment on Contracting Officer's Final Decision for District's recovery of payment based on nonperformance of contractor.	08/11/20	District is seeking $28,816.42 plus interest.	Awaiting ruling on District's Petition for Final Judgment	No
D-1563	Appeal of Clean Team Janitorial Service, Inc.	Breach of contract for failure to pay invoiced amount of $50,836.75	09/30/20	Potential impact of $50,836.75	Settlement discussions	No
D-1566	Appeal of Technopref Industries, Inc.	Appeal of Contracting Officer's denial of contract claim	11/13/20	Potential impact to DDOT: $13mil plus interest and other costs	Answer filed; Partial Motion to Dismiss is pending; Commencing discovery.	No
Sup. Ct. # 2020 CA 005047 2	District vs. New Beginnings, LLC Sup. Ct. # 2020 CA 005047 2	District's petition for judgment on Contracting Officer's Final Decision for District's recovery of payment for software licenses (OSSE)	11/19/20	District is seeking $69,797.73 plus interest	District seeking to effect service; Initial hearing scheduled for February 16, 2021.	No
D-1560	Appeal of New Beginnings, LLC	Appeal of Contracting Officer's Final Decision for recovery of District overpayments to subcontractors and penalties.	12/05/20	$87,160.00.	Awaiting decision on District's Motion to Dismiss	No
D-1567	Appeal of Xerox Corporation	Breach of contract for failure to pay invoices	12/09/20	Potential impact to District: $248,488.51 plus interest and charges	Xerox submitted MORCA, OCTO, DOC claims to COs. Xerox withdrew claim against DCPL. District's Motion to Dismiss pending.	No

Administrative Compaints or Grievances - FY20 & FY21, to Date

Source	Title	Grounds	Filing Date	Process Utilized for Response	Status	Change to Agency Policy or Procedures
Contract Appeals Board D-1567	Appeal of Xerox Corporation	Breach of contract for failure to pay invoices	12/09/20	Agency partnered with Office of the Attorney General to represent the District	Xerox submitted MORCA, OCTO, DOC claims to COs. Xerox withdrew claim against DCPL. District's Motion to Dismiss pending.	None – case pending
Contract Appeals Board D-1563	Appeal of Clean Team Janitorial Service, Inc.	Breach of contract for failure to pay invoiced amount of $50,836.75	09/30/20	Agency partnered with Office of the Attorney General to represent the District	Settlement discussions	None – case pending
Contract Appeals Board D-1566	Appeal of Technopref Industries, Inc.	Appeal of Contracting Officer's denial of contract claim	11/13/20	Agency partnered with Office of the Attorney General to represent the District	Answer filed; Partial Motion to Dismiss is pending; Commencing discovery.	None – case pending
Contract Appeals Board P-1128	Protest of Amerigroup District of Columbia, Inc.	Protest arising from the solicitation for the MCO contracts	07/16/20	Agency partnered with Office of the Attorney General to represent the District	Protest sustained. Awaiting CAB ruling on District's Motion for Reconsideration.	Under review
Contract Appeals Board P-1113	Protest of Aetna Life Insurance Company and Aetna Health, Inc.	Challenge to award of multiple-award contract claiming that one awardee's bid did not conform to the requirements of the RFP.	11/12/19	Agency partnered with Office of the Attorney General to represent the District	Denied and dismissed with prejudice 03/04/20.	None

Contract Appeals Board P-1120	Protest of Conduent State Healthcare, LLC.	Challenge to award based on failure to comply with subcontracting requirements.	04/14/20	Agency partnered with Office of the Attorney General to represent the District	Protest sustained 08/20/20 but remains open until the District advises the Board on whether OCP will re-evaluate proposals or re-procure.	Policy change with respect to RFPs to not allow correction of subcontracting plans once submitted as part of a proposal.
Contract Appeals Board P-1122	Protest of Health Management Systems, Inc.	Challenge to award of contract due to OCP's alleged failure to meaningfully and fairly evaluate proposals.	04/15/20	Agency partnered with Office of the Attorney General to represent the District	OCP is currently re-evaluating proposals.	None – case pending
Contract Appeals Board P-1131	Protest of Trillian Technologies Inc.	Challenge to a proposal that was found nonresponsive as it did not meet the subcontracting plan requirements.	11/25/20	Agency partnered with Office of the Attorney General to represent the District	Under review before the CAB.	None – case pending
Contract Appeals Board D-1560	Appeal of New Beginnings, LLC	Appeal of Contracting Officer's Final Decision for recovery of District overpayments to subcontractors and penalties.	12/05/20	Agency partnered with Office of the Attorney General to represent the District	Awaiting decision on District's two Motions to Dismiss.	None – case pending
Contract Appeals Board D-1565	Appeal of New Beginnings, LLC	Appeal of Contracting Officer's Final Decision for District's recovery of payment for software licenses (OSSE)	11/02/20	Agency partnered with Office of the Attorney General to represent the District	Dismissed with prejudice.	None
Contract Appeals Board D-1557	Appeal of Covanta Fairfax, Inc.	Appeal of Contracting Officer's Final Decision denying Covanta's claim for recovery of funds alleged to be improperly withheld from invoices.	10/07/19	Agency partnered with Office of the Attorney General to represent the District	Settled	None

Contract Appeals Board P-1130	Protest of CODICE-ONPOINT JOINT VENTURE	Protest arising from award of contract for modernized unemployment insurance tax system	10/23/20	Agency partnered with Office of the Attorney General to represent the District	Dismissed with prejudice	None
Contract Appeals Board P-1114	Protest of Global Enterprise Technologies Corp	Protest alleging District improperly prevented protestor from submitting a proposal in the Driver's License procurement based on an alleged patent ambiguity in the solicitation and alleging District failed to properly notify protestor about the solicitation.	11/25/19	Agency partnered with Office of the Attorney General to represent the District	Dismissed and corrective action taken	None
Contract Appeals Board P-1129	Protest of Thyssenkrupp Elevator Corporation	Protest challenging the award of a DOC contract alleging unlawful failure to competitively procure the contract or publicize actions.	10/02/20	Agency partnered with Office of the Attorney General to represent the District	Dismissed and corrective action	None
Contract Appeals Board P-1111	AmeriNational Community	Protest of DHCD acquisition of vendor to help procure vacant and abandoned	10/22/19	Agency partnered with Office of the Attorney General to represent the District	Dismissed with prejudice	None
Contract Apeals Board P-1112	Protest of CODICE – OnPoint Joint Venture	Protest of contract award for DOES PFL unemployment insurance tax system alleging violation of procurement and CBE laws.	10/24/19	Agency partnered with Office of the Attorney General to represent the District	Dismissed with prejudice	None

Office of Human Rights	OCP Employee v. OCP, (i) Office of Human Rights Matter No.: 20-270 DC (CN) and EEOC Charge No. 10C-2020-00243 and (ii) OHR No.: 20-271 DC (DCFMLA)	Unlawful termination, retaliation	10/24/19	Agency partnered with Office of the Attorney General to represent the District	Ongoing before Office of Human Rights.	None – case pending
Office of Human Rights	OCP Employee v. OCP, (i) Office of Human Rights Matter No.: 20-003 DC (CN) and EEOC Charge No. 10C-2020-00005 and (ii) OHR Matter No. 20-052 DC (DCFMLA)	Unlawful termination, retaliation	11/14/19	Agency partnered with Office of the Attorney General to represent the District	Ongoing before Office of Human Rights.	None – case pending
Employee Grievance	OCP Employee	Proposed Termination	07/29/19	Proposed Termination was referred to a District Hearing Officer. Based on findings of the Hearing Officer, a final agency decision was issued. Union filed a Step 4 Grievance in March 2020.	Employee terminated.	None

Sole Source Procurements

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Determinations and Findings

Office of Contracting and Procurement

FY 2020

Sole Source Procurements FY2020

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
9/29/20	10/9/20	The District of Columbia Board of Elections ("the Board") is in need of renewing Election Management Consulting Services' (EMCS) election management software and support maintenance for the Board's Voter Registration "Integrity" system. EMCS' list management technology will make it possible to improve the quality of the voter registration lists. The Board will need EMCS to continue the support maintenance of the Board's voter registration database. The projects listed in the requirements section of the SOW will allow for the Board's compliance with the NVRA (National Voter Registration Act) and the Help America Vote Act (HAVA) and help to minimize errors in the voter registration lists.	Election Management Consulting Services (EMCS) Determination & Findings	Office of Contracting and Procurement on behalf of the District of Columbia Board of Elections	Denise.burton@dc.gov	$ 442,802.00
9/25/20	10/5/20	Seagrave Repair and Maintenance - The District of Columbia's Fire and Emergency Medical Services Department has a need for a licensed and certified contractor to provide maintenance to its fleet of Seagrave fire apparatus.	Seagrave Fire Apparatus, LLC. Determination & Findings	Fire and Emergency Medical Services	Sherman.squire2@dc.gov	$ 500,000.00
9/24/20	10/4/20	BMW Motorcycles - The Metropolitan Police Department seeks a Contractor to provide BMW motorcycles for the 2021 Presidential Inauguration Parade.	Bob's BMW Motorcycles Determination & Findings	Metropolitan Police Department	Shantel.Pimble@dc.gov	$ 990,000.00
9/21/20	10/1/20	Horton Ambulances - The DC Fire and Emergency Medical Services (FEMS) has a need for a contractor to provide Horton "Custom" Model 533 Medium Duty Ambulances that meet the federal standards for ambulances and the District's established standard specifications.	Laake Enterprises, Inc. dba FESCO Emergency Sales Determination & Findings	Fire and Emergency Medical Services	Sherman.squire2@dc.gov	$ 830,712.00
9/16/20	9/26/20	MPD CCTV MAINTENANCE AND SUPPORT The Metropolitan Police Department (MPD has a continuing need to provide CCTV Maintenance, Support and configuration of fifty-seven (57) cameras, on an as needed basis. The period of performance will be for October 1, 2020 through February 28, 2021	Hitachi Data Systems Determination & Findings	Metropolitan Police Department (MPD)	Bridgette.Crowell@dc.gov	$ 100,000.00
9/11/20	9/21/20	Customer Service Center Due to the COVID-19 emergency, there is a compelling urgency to maintain and enhance the existing CSC to meet the needs of DC residents. The Government of the District of Columbia, on behalf of the Department of Health Care Finance ("the District"), has an urgent need for Cerida Investment Corp dba AnswerNet to continue to provide a tier one customer service center (CSC). The CSC is the initial point of contact for tier one inquiries regarding the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families Program (TANF), District of Columbia Mobile Application and technical support inquiries on behalf of District of Columbia Access System (DCAS). Without the CSC, the ability for the District to continue to process applicant benefits in a timely and efficient manner would be greatly reduced, resulting in a delay of benefits to District residents. A competitive solicitation would result in delayed services for highly vulnerable populations in the District of Columbia.	Cerida Investment Corp dba AnswerNet Determination & Findings	Department of Health Care Finance	Laura.vargas@dc.gov	$ 3,784,800.00
8/24/20	9/3/20	The Office of Contracting and Procurement (OCP) on behalf of the Mayor's Office on Volunteerism and Partnerships (Serve DC) is seeking to continue the technology support with Stockbridge Consulting for the continuation of the multisector volunteer portal which supports the Serve DC recovery volunteer engagement portal and the Serve DC volunteer portal this work began at the onset of the public health emergency.	Stockbridge Consulting Determination & Findings	Mayor's Office on Volunteerism and Partnerships (Serve DC)	tiffany.starks@dc.gov	$ 59,750.00

Sole Source Procurements FY2020

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
8/21/20	8/31/20	Scholastic Assessment Test (SAT) and Advanced Placement (AP) Testing Services for FY21 Administration The Office of Contracting and Procurement (OCP) on behalf of the Office of the State Superintendent of Education (OSSE) seeks to contract with The College Board to provide the Scholastic Assessment Test (SAT) testing services for Grades 11 and 12 students and the Advanced Placement (AP) testing services for Grades 8th—12th Free and Reduced Meals (FARMs) students. SAT School Day testing for 12th grade students is scheduled on October 14, 2020, make-up testing date is on October 28, 2020. SAT School Day testing for 11th grade students is scheduled on March 3, 2021, make-up testing day is scheduled on March 24, 2021. The AP testing dates are scheduled on May 3-14, 2021. These include all aspects of student test registrations and setup, with support to both OSSE and directly to Local Education Agencies (LEAs). The College Board is the sole source owner and the only entity that can provide the SAT and AP testing administration services.	The College Board Determination & Findings	Office of the State Superintendent of Education (OSSE)	daniel.manning@dc.gov	$ 499,929.50
8/17/20	8/27/20	The Criminal Justice Coordinating Council (CJCC) via the Office of Contracting and Procurement, require the services of a qualified Contractor to conduct a problem analysis during FY 2020 and FY 2021, which will involve specific data collection and analysis exercises. The problem analysis shall: (a) determine the specific nature and drivers of gun violence in the District; and (b) identify the characteristics of groups and individuals involved in gun violence to whom intervention efforts should be targeted.	National Institute for Criminal Justice Reform (NICJR) Determination & Findings	Criminal Justice Coordinating Council (CJCC)	tiffany.starks@dc.gov	$ 50,000.00
8/7/20	8/17/20	The DC Board of Elections (BOE) has an immediate need to add on additional proprietary election equipment for the tabulation of mail in ballots for the 2020 November Presidential General election. It is the intent of the Board of Elections to acquire Elections Services & System (ES&S) voting equipment in time for the 2020 November Presidential General election cycle.	Election Systems & Software Determination & Findings	Office of Contracting and Procurement on behalf of the District of Columbia Board of Elections	Denise.burton@dc.gov	$ 908,837.50
8/6/20	8/16/20	Employment Tax and Consultation Services The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Human Resources (DCHR), has need for follow on services under the previously awarded Tax and Consultation Services contract for the period of July 1, 2020 through September 30, 2020.	KPMG Determination & Findings	DCHR	sasha.bradford@dc.gov	$ 64,058.00
7/31/20	8/10/20	Pharmacy Benefit Manager The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Health Care Finance ("the District"), has a need for a Contractor to serve as the District's Pharmacy Benefits Manager (PBM). The PBM shall administer the Point of Sale (POS) component, Pharmacy Benefit Programs and Pharmacy Support Services for eligible District beneficiaries. The purpose of the proposed sole source contract is to allow the District to continue to provide critical pharmacy benefits without disruption in this service would cause great harm to the residents of the District who utilize this service as Magellan provides all Medicaid fee-for-service recipients immediate access to needed pharmaceuticals, and timely and accurate payment of prescription claims to pharmacies through the "real time" verification of beneficiaries' eligibility, drug coverage, and reimbursement levels.	Magellan Medicaid Administration Determination & Findings	Department of Health Care Finance	Tracy.williams2@dc.gov	$ 3,082,851.00
7/29/20	8/8/20	Zodiac Milpro SRMN 500 Inflatable Boat - The District of Columbia Office of Contracting and Procurement on behalf of the DC Fire and Emergency Medical Services (FEMS) is seeking a vendor to provide one (1) Zodiac Milpro SRMN 500 Inflatable Boat. FEMS is the primary response agency for fire and emergency response service coverage along the navigable waterways of the Anacostia and Potomac rivers from the Woodrow Wilson Memorial bridge to the south and from the city borders to the north along each river. A significant portion of both rivers are only navigable by boats that have minimum draft, power to overcome swift water, and great maneuverability. The Zodiac inflatable boat meets all these requirements. This vessel will be placed in that role to better serve the District.	Zodiac of North America Determination & Findings	Fire and Emergency Medical Services (FEMS)	janet.concepcion2@dc.gov	$ 34,000.00

Sole Source Procurements FY2020

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
7/15/20	7/25/20	Literacy Adult & Community Education System (LACES) and Data Vault (DV) Hosting, Maintenance, & Modifications The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Office of the State Superintendent of Education, Adult and Family Education (OSSE, AFE), seeks to contract with Literacy Pro Systems (LPS) to provide hosting, maintenance and modifications to the Literacy Adult Community Education System (LACES) and the Data Vault (DV). The LACES is used to collect and report student progress and outcomes on an annual basis. OSSE, in collaboration with the Department of Employment Services (DOES) and other agency partners, uses the DV system to track customer participation and outcomes, to refer and direct DC residents to the appropriate adult learning opportunities.	Literacy Pro Systems Determination & Findings	Office of the State Superintendent of Education (OSSE)	Tamera.anderson@dc.gov	$ 915,552.00
7/8/20	7/18/20	CW83733 – Purchase and Installation of Fuel Rings - The District of Columbia Department of Public Works (DPW) requires a contractor to provide fuel rings compatible with the existing fuel management system at DPW fueling stations. DPW policy requires all newly acquired vehicles have a fuel ring installed.	EJ Ward Determination & Findings	Department of Public works	Josephine.White@dc.gov	$ 250,000.00
6/23/20	7/3/20	The Office of Planning (OP) and the Department of Housing and Community Development (DHCD), via the Office of Contracting and Procurement, require the services of a contractor to produce a housing cost analysis of the Far Southeast/Southwest Planning Area to assess land use development economics in relation to the District's land use plans, policies and zoning. Conttactor services will analyze the housing market and how households have been affected since the COVID-19 event. This planning area includes low-income and minority residents that have been hardest hit by COVID-19. Study findings would support and inform a Congress Heights planning study. This is a follow-on study to a Construction Cost Analysis described further in Section 4 below. The work must be completed by the end of September 2020.	Partners for Economic Solutions (PES), Determination & Findings	Office of Planning	jossette.mercer@dc.gov	$ 50,000.00
6/19/20	6/29/20	The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Health (DC Health), HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) has an immediate need to enter into a Sole Source Contract with TriZetto Provider Solutions® LLC a registered trademark of the Cognizant Company, (Contractor) to provide a Medical Claims Clearinghouse software for DC Health's eClinicalWorks Practice Management System. The period of performance shall be 12 months from the date of award.	TriZetto Provider Solutions® LLC Determination & Findings	DC Health, Office of Contracting and Procurement (OCP)	Ivone.Gopaul@dc.gov	$ 200,000.00
6/12/20	6/22/20	DC Ending the HIV Epidemic (ETE) Dashboard - The District of Columbia Office of Contracting and Procurement, on behalf of Department of Health (DC Health), Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), Hepatitis, Sexually Transmitted Disease, and Tuberculosis Administration (HAHSTA) is seeking approval to award a firm fixed priced Sole Source contract to CUNY to develop and operate a DC Ending the HIV Epidemic (ETE) Dashboard to track the District's metrics and advances on ending the HIV epidemic in Washington, DC. The period of performance shall be for one year from the date of award.	City University of New York (CUNY) Graduate School for Public Health and Health Policy, Institute for Implementation Science in Public Health (ISPH) Determination & Findings	Department of Health	monica.bailey-delissaint@dc.gov	$ 360,000.00

Sole Source Procurements FY2020

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
6/9/20	6/19/20	Administrative Services Organization Contract (PCG) • The District of Columbia (District) Department of Health Care Finance (DCHF) has a need for (PCG) to verify Medicaid claims from Partner Agencies before submission to the Fiscal Agent for processing as well as conduct quarterly audits of the paid Medicaid claims and associated documentation. In addition add the operations and the implementation of Administrative Service Organization (ASO) functions for the Office of the State Superintendent for Education (OSSE) to review Medicaid claims submitted by non public schools and early intervention programs administered by OSSE.The current vendor, Public Consulting Group (PCG), verifies these claims via an automated process using software that is proprietary to PCG. • PCG Software must be used for the contract services referenced above because PCG designed and built PCG Software to the District's specifications for the contract services. As a result, PCG Software is necessary to meet the District's needs for the contract services. For example, PCG designed PCG Software to ensure that in the course of processing the Medicaid claims disallowances are reduced, and the monies provided to each agency are appropriate. In addition, PCG Software can be augmented to increase or decrease the number of validations of Medicaid claims as needed. • It would be prohibitive in terms of time and cost for the District to use software other than PCG software for the work at issue here. In order to use off the shelf software instead of PCG software, the District would have to pay a vendor to significantly modify the off the shelf software to meet the District's needs and specifications for the contract services. This would result in significant costs to the District, and delays in providing the contract services. • The District agreed that only PCG will be permitted to perform contract services that require use of PCG Software as it is proprietary to PCG, while a competitively procurement award is sought.	Public Consulting Group Determination & Findings	Department of Health Care Finance	Kalvin.paddyfote@dc.gov	$	**1,518,641.00**
6/5/20	6/15/20	The Metropolitan Police Department (MPD) seeks a contractor to provide body-worn camera systems and accessories, to include warranty, maintenance, support, cloud storage, and unlimited storage for all videos and evidence mobile uploads. MPD seeks to include software licenses and maintenance and support of its body-worn camera system. In addition to the body-worn camera systems, MPD seeks to replace the existing X2 Taser Program, Conducted Energy Weapon (CEW). The CEW program should work in tandem with the BWC program so that all digital evidence is stored and maintained in a common digital evidence platform.	AXON Enterprise, Incorporate Determination & Findings	METROPOLITAN POLICE DEPARTMENT	gloriad.cephas@dc.gov	$	**2,988,126.90**
5/19/20	5/29/20	Cellular Phone Payment Method – Digital Parking Meters - The District of Columbia Office of Contracting and Procurement ("OCP"), on behalf of the District Department of Transportation ("DDOT") (the "District") has an immediate need to modify the contract and exercise Option 1 of the contract for the software and payment service that continues to support the fully functional integrated digital parking solution ("Requirement") utilizing cellular phone technology as the payment method for metered curbside spaces within the District. Option 1 was for a 6-month period of performance from July 2nd 2020 to January 1st 2021. The Contract was modified to add 6 months to the Option Period. During this time, the District will issue a solicitation for a multimodal, open network, mobility wallet type solution as the new method of digital payment for parking and transit related services throughout the region.	Parkmobile USA, Inc. Determination & Findings	District Department of Transportation	Carol.hessler@dc.gov	$	**4,000,000.00**

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Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
5/19/20	5/29/20	Next Generation (NG)311 Salesforce Licenses with GovCloud Platform Solution The Office of Contracting and Procurement, on behalf of the Office of Unified Communications (OUC), is seeking to establish a new contract to continue the use of the Salesforce licenses to include the GovCloud Platform solution to support the District's current 311Customer Relationship Management CRM solution. The contractor shall support the current 311 solution which is a Salesforce branded cloud-based platform that promotes ease of use, enhanced communication capabilities, and data interoperability while maintaining the highest levels of security. The licensing and access to the technology is necessary for crisis management support and public safety. The OUC is the District's agency for ensuring public safety technologies are ready, available and interoperable among District agencies. District technology solutions must also be compatible with nearby jurisdictions for security and public safety missions.	Carahsoft Technology Corporation Determination & Findings	Office of Unified Communications	damion.jones@dc.gov	$ 615,000.00
5/14/20	5/24/20	Recycling Collection Program Services - the Department of Public Works (DPW) has an immediate need for an extension to Contract No. CW36154 with the current contractor, WM Recycle America, to transport, process and market recyclables from the District's residential recycling collection program along with materials drop off facilities located at the District's Fort Totten transfer station (4900 Bates Road, NE) and the Benning Road transfer station (3200 Benning Road, NE).	WM Recycle America Determination & Findings	Department of Public Works	Josephine.white@dc.gov	$ 2,500,000.00
5/12/20	5/22/20	Class D&F for Engineer of Record (EOR) Services - The Government of the District of Columbia, Department of Transportation ("District") has a continuing need for the proposed contractors to continue to provide construction support services, including supplemental design, value engineering and Engineer-of-Record ("EOR") services for various projects. These are federal-aid highway projects funded in part by the U.S. Department of Transportation, Federal Highway Administration, under Title 23 of the U.S. Code. The proposed period of performance is one year from Date of Award.	Various Firms Determination & Findings	DDOT	Jeralyn.johnson@dc.gov	$ 757,913.59
5/11/20	5/21/20	PARCC Assessment Content The Office of the State Superintendent of Education (OSSE), on behalf of the Division of Data, Assessments, and Research (DAR) is seeking to enter into a contract with New Meridian Corporation to provide English language arts/literacy (ELA) and Mathematics summative content (test items), for the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments, the District of Columbia's statewide summative assessments. The District of Columbia has been a governing state for the PARCC Consortium since 2011 and has administered PARCC assessments to eligible students since 2014.	New Meridian Corporation Determination & Findings	the Office of the State Superintendent of Education (OSSE)	tamera.anderson@dc.gov	$ 4,859,822.00
5/8/20	5/18/20	DC-NET Metropolitan Area Network Man-Based Telephony - The District of Columbia's Office of the Chief Technology Officer (OCTO) has a continuous need for the current Contractor, Science Applications International Corporation (SAIC), to provide support to DC-Net Metropolitan Area Network ManBased Telephony project. This contract provides the critical services needed to support DC-Net's fiber network and ensure continued expansion of its telecommunications network deployment to District government offices and agencies, federal government agencies, and to non-commercial entities operating within the District. This contract shall be for a period of one (1) year from award date, plus four (4) option years.	Science Applications International Corporation (SAIC) Determination & Findings	Office of the Chief Technology Officer	Georgette.Johnson@dc.gov	$ 13,000,000.00

Sole Source Procurements FY2020

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
5/7/20	5/17/20	IT Staff Augmentation Services (Pipeline) - The District of Columbia ("District") has a need to extend its existing contract with Computer Aid, Inc. ("CAI") from October 1, 2020 through September 30, 2021. This extension will allow continuity of Information Technology Staff Augmentation ("Pipeline") services provided to the District for mission-critical operations for twentythree (23) District Government agencies. This extension will also permit the District, led by the efforts of the District of Columbia Office of the Chief Technology Officer ("OCTO"), the opportunity to conduct a comprehensive review of the District's Pipeline program to create a refined scope of work that will meet the District's ongoing IT temporary personnel requirements comprehensively.	Computer Aid, Inc. Determination & Findings	Office of the Chief Technology Officer	Georgette.Johnson@dc.gov	$ 52,000,000.00
4/27/20	5/7/20	Southeast Boulevard Environmental Assessment - The Government of the District of Columbia, Department of Transportation ("District") has an immediate continuing need for Environmental Services to complete the Southeast Boulevard Environmental Assessment (EA). The project is a federal-aid highway project funded in part by the U.S. Department of Transportation, Federal Highway Administration, under Title 23 of the U.S. Code. The proposed period of performance is Date of Award through 12 months from the date of award.	Kimley-Horn Associates Determination & Findings	DDOT	jeralyn.johnson@dc.gov	$ 199,900.00
4/7/20	4/17/20	CW281741/ Transition of Loan Services - The District of Columbia Office of Contracting and Procurement (OCP), on behalf of Department of Housing and Community Development (DHCD) has an immediate need for the incumbent contractor, AmeriNational Community Services dba/ AmeriNat, to transition the current loan services after the current contract CW78371 expires on April 30, 2020 until fully closeout all District's loan records. AmeriNat has performed satisfactory loan services at the DHCD since 2014.	AmeriNational Community Services dba/ AmeriNat Determination & Findings	Department of Housing and Community Development	rebecca.young@dc.gov	$ 885,286.60
3/16/20	3/26/20	Graffiti Removal Services - The Office of Contracting and Procurement (OCP) on behalf of the Department of Public Works (DPW)/Solid Waste Management Administration (SWMA) and District Department of Transportation (DDOT) has an immediate need of Graffiti Removal Services. The Contractor needs to provide all labor, materials, supplies, tools, equipment and transportation necessary to perform graffiti removal services to public and private properties located through the district on an as needed basis on second, third story buildings, bridges and overhandling road signs. The services shall include, but not limited to pressure washing, chemical removal and painting.	Clean City, LLC Determination & Findings	Department of Public Works	Evelyn.lancion@dc.gov	$ 100,000.00
3/16/20	3/26/20	Pharmacy Benefit Manager The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Health Care Finance ("the District"), has a need for a Contractor to serve as the District's Pharmacy Benefits Manager (PBM). The PBM shall administer the Point of Sale (POS) component, Pharmacy Benefit Programs and Pharmacy Support Services for eligible District beneficiaries. The purpose of the proposed sole source contract is to allow the District to continue to provide critical pharmacy benefits without disruption in this service would cause great harm to the residents of the District who utilize this service as Magellan provides all Medicaid fee-for-service recipients immediate access to needed pharmaceuticals, and timely and accurate payment of prescription claims to pharmacies through the "real time" verification of beneficiaries' eligibility, drug coverage, and reimbursement levels.	Magellan Medicaid Administration Determination & Findings	Department of Health Care Finance	Tracy.williams2@dc.gov	$ 3,954,223.71
3/16/20	3/26/20	CAPTION: Kony Platform Phase 3 Office of the Chief Technology Officer (OCTO), is requesting a vendor to create an agile based development team to design, develop and deploy mobile applications for the Apple iOS and Android mobile marketplace integrating with DMV (Department of Motor Vehicles) District Application - Destiny	PROPOSED CONTRACTOR: Kony Determination & Findings	PROGRAM AGENCY: (OCTO)	april.molley@dc.gov	$ 248,000.00

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Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
3/13/20	3/23/20	Records Storage and Retrieval Services The Office of Contracting and Procurement (OCP) on behalf of the Department of Employment Services (DOES) has an immediate need to maintain document storage for approximately 7,000 boxes of workman's compensation files until re-boxing, indexing and relocation to the Federal Records Center is complete.	Iron Mountain Information Management, LLC (Iron Mountain) Determination & Findings	Department of Employment Services (DOES)	Rashonna.conteh2@dc.gov	$ 100,000.00
3/13/20	3/23/20	Pilot for a Fiscal Risk Mediation Software	Fiscal Technologies Determination & Findings	OCFO – Government Services Cluster/Department of Public Works	Tonia.Nixon@DC.Gov	$ 100,000.00
3/4/20	3/14/20	The D.C. Fire and Emergency Medical Services Department (FEMS) has an immediate need for a contractor to purchase and provide training and (possible) repair for Paratech (manufacturer) struts (to include associated products) from a Paratech certified dealer, to accommodate the provision of properly trained repairmen and to prevent the voiding of equipment warranties. In a letter dated July 20, 2019, in addition to selling Paratech struts, the company attests that the Fire and Rescue Products company "is authorized to perform In Service instruction and warranty Repair on the complete line of Paratech products", and their territory includes the District of Columbia. As the only authorized dealer serving Washington, D.C., Fire & Rescue Products is the sole source for the purchase of Paratech struts, as well as factory authorized training and inspection/repair services for Paratech products in the District of Columbia. Services shall be provided on a scheduled/as-needed basis. FEMS intends to enter into a sole source contract/purchase order with Fire and Rescue Products, with a Not-To-Exceed amount of nineteen thousand, seven hundred and forty-five dollars and fifty-nine cents ($19,745.59).	Fire and Rescue Products, Inc. (parent company = Legacy Trucks) Determination & Findings	D.C. Fire and Emergency Medical Services Department	Peter.jones3@dc.gov	$ 19,745.59
3/3/20	3/13/20	Construction Engineering Support Services for Reconstruction of Florida Ave NW and 9th Street from T Street to Barry Place	CV, Inc. Determination & Findings	Department of Transportation	Jeralyn.johnson@dc.gov	$ 70,000.00
3/2/20	3/12/20	Support and Maintenance for SWMA's MyDPW Web Portal and Mobile App - The Department of Public Works (DPW) has a continuing need to have a Sole Source IT Consultant to provide professional technology services to DPW Solid Waste Management Administration (SWMA) using MyDPW, a citizen experience and data maturity software along with its mobile app which are currently used by DPW Parking Enforcement Management Administration (PEMA).	Polka Dot Sky Publishing, LLC Determination & Findings	Department of Public Works	janet.concepcion2@Ddc.gov	$ 100,894.00
2/28/20	3/9/20	The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Department of Motor Vehicles (DMV) has a need to continue services awarded under the Ticket Processing contract for the period of May 16, 2020 through January 2, 2021. These services are currently provided under contract number POKV-2006-C-0064.	Conduent State & Local Solutions, Inc. Determination & Findings	Department of Motor Vehicles	Yolanda.Smith4@dc.gov	$ 4,300,000.00
2/7/20	2/17/20	The District of Columbia Office of Contracting and Procurement, on behalf of the DC Office of Zoning (OZ), seeks the continued engagement with Optimal Solutions Technologies, Inc. (OST), who since 2005 has been maintaining, supporting, and enhancing the Office of Zoning's Interactive Zoning Information System (IZIS). IZIS is an enterprise suite of integrated modular workflow applications designed to electronically capture and process the information submitted by District applicants seeking a change to the District's zoning regulations or relief from the zoning regulations. The system electronically processes all applications for hearings before the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) and manages other administrative processes that are essential to the agency's mission and program administration, and thus is critical to their daily operations. OZ utilizes the systems capabilities to process and accept cases filed online, allow applicants to respond to requests for additional documentation, enable users to track the progress of their cases online, permit online filing and tracking of ZC and BZA cases by applicants, and grant the electronic processing and management of the cases by the OZ staff; all of which reinforce the importance and need of its continued functionality. As such, the agency must continue its relationship with OST to sustain the ongoing system and technical expertise used to support a user friendly and efficient process environment. OST's previous contract CW57372 expired on January 15, 2020.	Optimal Solutions Technologies Inc. (OST) Determination & Findings	DC Office of Zoning (OZ)	edrica.taylor@dc.gov	$ 295,697.45

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Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
1/28/20	2/7/20	Construction Engineering Support Services for the Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to 4th Street SE- Phase 1	STV, Inc. Determination & Findings	Department of Transportation	Jeralyn.johnson@dc.gov	$ 150,000.00
1/23/20	2/2/20	FY20 Specialized Prisoner Transport Marked Van Units - MPD seeks Mavron Inc. to provide equipment and installation of five (5) prisoner transport units, built in accordance to the District's standard specifications.	Mavron, Inc. Determination & Findings	DC Metropolitan Police Department	Sherman.Squire2@dc.gov	$ 118,000.00
1/15/20	1/25/20	The Department of Corrections (DOC), has a continuing need for Pre-release Community Correctional services, residential custody, safekeeping, care, substance, supervision, treatment rehabilitation and other services, for male residents held under the authority of any United States or District of Columbia statute, or any other lawful authority entrusted by the District, in facilities operated, managed, owned/leased and maintained by Hope Village Inc. for District of Columbia Inmates. Period of Performance May 1, 2020 through November 30, 2020.	Hope Village, Inc. Determination & Findings	Department of Corrections	Keia.brooks2@dc.gov	$ 634,725.00
1/14/20	1/24/20	The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO) has a need to continue services awarded under the Man-Based Telephony contract for the period of March 1, 2020 through February 29, 2021. These services are currently provided under contract number CW25961.	Science Applications International Corporation (SAIC) Determination & Findings	OCTO	Georgette.Johnson@dc.gov	$ 13,000,000.00
1/6/20	1/16/20	IT consultant to provide professional services - The Department of Public Works (DPW) has a continued need to have a Sole Source IT Consultant to provide professional technology services on in-house software applications through September 30, 2020.	KZN Consulting Determination & Findings	Department of Public Works	janet.concepcion2@Ddc.gov	$ 275,000.00
1/6/20	1/16/20	The Office of Contracting and Procurement (OCP on behalf of the DC Board of Ethics and Government Accountability (BEGA) is seeking to continue using the services of its current vendor, Abstract Evolutions, LLC, to continue to provide systems analysis, integration and configuration services including code creation and application development in connection with its Financial Disclosure State (FDS) e-Filing system for a period of approximately twelve (12) weeks.	Abstract Evolutions, LLC Determination & Findings	DC Board of Ethics and Government Accountability (BEGA).	Karen.mahoney@dc.gov	$ 73,000.00
12/24/19	1/3/20	Instructional Culture Insight Survey Description: Contractor to provide the Instructional Culture Insight Survey©, the online survey tool used to collect, analyze, and report staffing data to meet data collection requirements related to the recruitment, distribution, and retention of District of Columbia teachers, including teachers of students with disabilities.	TNTP Inc. Determination & Findings	Office of the State Superintendent of Education (OSSE)	Rodney.aytch@dc.gov	$ 99,010.00
12/17/19	12/27/19	Continuing IT Development Support Services - The Office of Contracting and Procurement (OCP) on behalf of the Department of Consumer and Regulatory Affairs (DCRA) is seeking to extend services with the current vendor, Limbic Systems to continue providing software development support services for the following applications: Project Dox, FileNet, CPMS. DCRA is re-competing this work and requires continuation of services to avoid disruption of services until the new contract is awarded.	Limbic Systems Determination & Findings	Department of Consumer and Regulatory Affairs (DCRA)	Sonia.Neblett@dc.gov	$ 40,000.00
12/11/19	12/21/19	Commuter Benefits Program/Flexible Spending Administration The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Human Resources (DCHR), has need to continue services awarded under the Commuter Benefits Program/Flexible Spending Administration contract for the period of January 1, 2020 through December 31, 2020. These services are currently provided under contract number CW38983.	Benefit Resource Inc. (BRI) Determination & Findings	DCHR	Nicole.smith-mcdermott@dc.gov	$ 250,000.00
12/5/19	12/15/19	HIV Test Kits - The District of Columbia Office of Contracting and Procurement, on behalf of Department of Health (DC Health), Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), Hepatitis, Sexually Transmitted Disease, and Tuberculosis Administration (HAHSTA) is seeking a contractor to provide OraQuick ADVANCE Rapid HIV-1/2 Antibody Test kits. An indefinite quantity of the OraQuick ADVANCE Rapid HIV-1/2 Antibody Test kits will be procured. The period of performance shall be for one year from the date of award.	Orasure Technologies, Inc. Determination & Findings	Department of Health	Jewell.Miles@dc.gov	$ 600,000.00

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Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
12/5/19	12/15/19	INSTI HIV Test Kits and Controls - The District of Columbia Office of Contracting and Procurement, on behalf of Department of Health (DC Health), Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), Hepatitis, Sexually Transmitted Disease, and Tuberculosis Administration (HAHSTA) is seeking a contractor to provide Rapid INSTI-HIV-1 antibody tests and controls, to assist in reducing the transmission of the HIV/AIDS disease and to provide care and treatment to persons with the disease. A primary focus for HAHSTA is providing effective routine HIV/AIDS testing for District residents. An indefinite quantity of test and control kits will be procured.	Biolytical Laboratories Determination & Findings	Department of Health	Jewell.Miles@dc.gov	**$ 250,000.00**
12/5/19	12/15/19	Competency Testing for Nurse Aides, Home Health Aides, and Medication Aide - The Government of the District of Columbia, Department of Health, Health Regulation and Licensing Administration (HRLA) seeks to enter into a sole source contract with NCS Pearson dba Pearson VUE to continue providing a full service Nurse Aide, Home Health Aid and Medication Aide Competency Testing Program which includes use of an Integrated Competency Evaluation System to screen and process Certificed Nursing Assistants' (CNAs) applications.	NCS Pearson dba Pearson VUE Determination & Findings	Department of Health	Jewell.Miles@dc.gov	**There are no cost associated with the District as participants pay for testing fees.**
12/4/19	12/14/19	The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Office of the State Superintendent of Education, Postsecondary Education seeks to contract with NAF to continue the ongoing operation of the existing seventeen (17) academies and the establishment of one (1) new academy within District local education agencies (LEAs). Additionally, NAF will provide professional development training to Career Academy teachers and administrators, and provide technical assistance and/or mentoring to the NAF Academies' Executive Advisory Board (EAB).	NAF Determination & Findings	the Office of the State Superintendent of Education (OSSE)	marilou.holandez@dc.gov	**$ 62,700.00**
11/27/19	12/7/19	CW28642 / Loan Services - The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development (the "District") has an immediate need to extend the period of performance for the current loan services contract CW28642. The District needs the current contractor to provide loan services, loan collection, lease services, lease collection and foreclosure services during the transitioning of all records and closeout phase of the contract. The period of performance shall be January 1, 2020 through April 15, 2020.	AmeriNational Community Services dba/ AmeriNat Determination & Findings	Department of Housing and Community Development	rebecca.young@dc.gov	**$ 880,000.00**
11/14/19	11/24/19	Preventive Maintenance and Repair of Surveillance Camera Networks - The Department of Public Works (DPW) has a continued need to have a preventative maintenance, monitoring and repair of all hardware and software associated with the Surveillance Camera Networks located at various DPW facilities through September 30, 2020.	ICI Systems, Inc. Determination & Findings	Department of Public Works	Evelyn.lancion@dc.gov	**$ 106,640.00**
11/13/19	11/23/19	The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Health (DC Health), HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) has an immediate need to enter into a sole source contract with Whitman-Walker Health (Contractor) to expand gonorrhea surveillance, through the submission of gonococcal specimens for the Gonococcal Isolate Surveillance Project (GISP). The Contractor shall screen prospective male patients with symptomatic gonorrhea and collect specimens. The Contractor shall store the specimens in specially designated materials, collect patient demographic information, and have the specimens available for pick up by the DC Public Health Laboratory. The period of performance shall be 12 months from the date of award with two one (1) year option periods.	Whitman Walker Health Determination & Findings	DOH Office of Contracting and Procurement (OCP)	Yvonne.Gopaul@dc.gov	**$ 30,000.00**
11/6/19	11/16/19	The District of Columbia Office of Contracting and Procurement, on behalf of The District of Columbia's Department of Corrections (DOC) (the "District") is seeking ThyssenKrupp Elevator, Corporation to continue to provide regular preventive maintenance, repair and software upgrades to the elevators located at the Department of Corrections Central Detention Facility (CDF) and Central Treatment Facility (CTF). Period of Performance: Date of Award through September 30, 2020	ThyssenKrupp Elevator Corporation Determination & Findings	Department of Corrections	Keia.brooks2@dc.gov	**$ 330,605.28**

Sole Source Procurements FY2020

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
11/4/19	11/14/19	The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Department of Motor Vehicles (DMV) has a need to continue services awarded under the Ticket Processing contract for the period of January 3, 2020 through January 2, 2021. These services are currently provided under contract number POKV-2006-C-0064.	Conduent State & Local Solutions, Inc. Determination & Findings	DMV	Yolanda.Smith4@dc.gov	$ 9,689,000.00
10/31/19	11/10/19	Citywide Parking Meter Asset Management Services - The District of Columbia Office of Contracting and Procurement ("OCP"), on behalf of the District Department of Transportation ("DDOT") (the "District") has an ongoing need for parking meter services during the development of a new solicitation including construction and maintenance, meter equipment, meter revenue collections, and parking meter management services ("Asset Management Services") until December 19, 2020.	Conduent State & Local Solutions, Inc. Determination & Findings	District Department of Transportation	kyle.cox@dc.gov	$ 10,000,000.00
10/30/19	11/9/19	Community Sentiment Survey Tool: The Office of Contracting and Procurement (OCP), on behalf of the Metropolitan Police Department ("MPD") seeks a contractor to provide a subscription for a software-as-a-service solution to collect frequent, ongoing, and real-time community sentiment data about policing and to visualize community sentiment indices on a web-based analytics platform. The Contractor shall have a proven and rigorous multi-modal methodology for opinion data collection of a representative sample size in the District of Columbia. The Contractor shall quantify multiple dimensions of community sentiment at a fine granularity of geography, time and specific demographic subgroups in an area into a community sentiment index or indices. The Contractor shall provide a web-based custom platform used to visualize the community sentiment indices alongside existing data streams, enabling custom alerts, reports of neighborhood sentiment indices and changes over time, and actionable insight around sentiment trends and correlations to other data. The Contractor shall have demonstrated experience and success in collecting large volumes of ongoing opinion data about policing in major cities for law enforcement agencies to use as a performance management metric. The SaaS would enable MPD to regularly and consistently track how the District's neighborhoods feel about three measures: trust in police, satisfaction with police and public safety services, and perception of safety. Community sentiment data will provide a more holistic measure of the community's perception about the police and public safety, while providing our executive and command staff, as well as our mid-level managers, with critical information to be more responsive to our resident's needs.	ELUCD Determination & Findings	Metropolitan Police Department	Emmaniece.Gordon@dc.gov	$ 200,000.00
10/29/19	11/8/19	The District of Columbia Criminal Justice Coordinating Council (CJCC) wishes to enter into a contractual arrangement with Mindcubed, LLC so they can continue providing services related to the development of the DC Justice Statistical Analysis Tool (JSAT).	Mindcubed, LLC Determination & Findings	Criminal Justice Coordinating Council (CJCC)	edrica.taylor@dc.gov	$ 800,000.00
10/25/19	11/4/19	The Department of Human Services (DHS, Economic Security Administration (ESA), is seeking a vendor to provide transportation services to single and indigent singles and families.	Traveler's Aid International, Inc. Determination & Findings	Department of Human Services	tiffany.starks@dc.gov	$ 30,000.00
10/24/19	11/3/19	Contract CW55344 Employment Verification Services. The Department of Human Services/Economic Security Administration (ESA) has a need for a web-based employment verification system to provide immediate verification of employment for customers receiving public benefits. The system must allow instant web accessibility with up to date payroll information from both national and local employers.	TALX Corporation, a Provider of Equifax Workforce Solutions (The Work Number) Determination & Findings	DEPARTMENT OF HUMAN SERVICES	Nicole.Starwood@dc.gov	$ 456,500.00

Sole Source Procurements FY2020

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
10/22/19	11/1/19	The District of Columbia, Office of Contracts and Procurement, on behalf of the DC Workforce Investment Council (WIC), has an immediate need for an experienced consultant to provide expert data governance services to large government entities related to the implementation of customized needs assessments and analysis, as well as developing recommendations for the creation of: (1) a new workforce development data governance structure, (2) data management provisions, (3) local and federal data analytics requirements, and (4) data system processes. The Contractor will create a data architecture design plan that responds to the WIC's data requirements, which spreads across and integrates with multiple District agencies, and draft an implementation plan providing a roadmap and recommendation that includes project sequencings, capacities, skills, software, data architecture specifications, policy recommendations, and other deliverables related to implementing enterprise data architecture and governance system(s).	SAS Institute Determination & Findings	DC Workforce Investment Council (WIC)	edrica.taylor@dc.gov	$ 125,000.00
10/21/19	10/31/19	Construction Management and Related Services for the Metropolitan Branch Trail Design-Build, South Segment	Delon Hampton & Associates, Chartered (DHA) Determination & Findings	District Department of Transportation (DDOT)	donnetta.butler@dc.gov	$ 903,942.60
10/15/19	10/25/19	The District of Columbia Office of Contracting and Procurement, on behalf of the Metropolitan Police Department (MPD) (the "District") has a continuing need for a Contractor to provide Axon Body Worn Camera systems, to include warranty, maintenance and support; and shall also provide trade-in for current body cameras. These services are provided currently through a contract between the District of Columbia Government and AXON Enterprise, Inc. (formerly TASER International, Inc.) The Metropolitan Police Department (MPD) has determined that the TASER Axon Body Camera System best meets its needs because it provides an all-in-one solution including: two camera models and accessories; automated docking stations that upload video and charge simultaneously; and, of significant importance, a data management system that allows MPD to manage and share digital evidence without needing local storage infrastructure or software. The TASER solution uniquely offers the capability for Officers to tag videos using a mobile application, allowing them to remain in the field. The TASER solution provides the MPD with cloud based data storage through Evidence.com. Using Evidence.com, the Department has already stored tens of thousands of videos. The Department would incur significant cost to transfer and store this data with another provider. AXON Enterprise, Inc. (formerly TASER International, Inc.) is the sole manufacturer and distributor of the TASER Digital Evidence Solution. TASER is also the sole developer and Offeror of the Evidence.com data management services. Evidence.com is both a division of TASER and a data management product solution offered by TASER. Evidence.com is not a separate corporate entity.	TASER International, Inc. Determination & Findings	Metropolitan Police Department	Emmaniece.Gordon@dc.gov	$ 3,611,040.00
10/10/19	10/20/19	The Department of Human Services (DHS, Economic Security Administration (ESA), is seeking a vendor to provide transportation services to single and indigent singles and families.	Traveler's Aid International, Inc. Determination & Findings	Department of Human Services	tiffany.starks@dc.gov	$ 30,000.00
10/9/19	10/19/19	Certified Addiction Counselor Training - The Government of the District of Columbia, on behalf of the Department of Behavioral Health (DBH) State Opioid Response (SOR) grant, is seeking to award a non-competitive contract to Catholic Charities DC. The Provider has a specialized Professional Counseling Education Program (PCEP) that is required to become a Certified Addiction Counselor (CAC) in DC. PCEP provides a comprehensive training and education series that includes CAC I pre-requisites, six-month instruction (270 contact hours), and is university affiliated to further postgraduate work experience for students. The specialized services provided by PCEP will enhance the knowledge and skills of those who work with persons with substance use disorders (SUD) including opioid use disorders (OUD).	Catholic Charities of the Archdioceses of Washington Determination & Findings	Department of Behavioral Health	Tonya.Mills@dc.gov	$ 121,275.00

Sole Source Procurements FY2020

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
10/4/19	10/14/19	The Department of Corrections (DOC), has continuing need for Pre-release Community Correctional services, residential custody, safekeeping, care, substance, supervision, treatment rehabilitation and other services, for male residents held under the authority of any United States or District of Columbia statute, or any other lawful authority entrusted by the District, in facilities operated, managed, owned/leased and maintained by Hope Village Inc. for District of Columbia Inmates. Period of Performance November 1, 2019 through April 30, 2020	Hope Village, Inc. Determination & Findings	Department of Corrections	Keia.brooks2@dc.gov	$ 634,725.00
10/2/19	10/12/19	CW75738 – Movable Barrier Transfer Machine - The District Department of Transportation seeks to purchase a movable barrier transfer machine, which is a heavy vehicle used to transfer concrete lane dividers, such as jersey barriers, which are used to relieve traffic congestion during rush hours or during temporary construction work.	Lindsay Transportation Solutions Determination & Findings	Department of Transportation	Shantel.Pimble@dc.gov	$ 2,035,000.00

Determinations and Findings

Office of Contracting and Procurement

FY 2020

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

AGENCY:	D.C. Fire and Emergency Medical Services Department
REQUISITION NO:	RK142186
CAPTION:	Special Operations Paratech Struts
CONTRACTOR:	Fire and Rescue Products, Inc.

FINDINGS

1. **AUTHORIZATION:**

   D.C. Official Code §2-354.04; 27 DCMR 1304, 1700 and 1701

2. **MINIMUM NEED:**

   The D.C. Fire and Emergency Medical Services Department (FEMS) has an immediate need to procure the services of a contractor to purchase equipment, provide training, and perform inspection/repair services (and parts) for Paratech struts, and associated products.

   Any contractor recommended for an award from this requisition must be authorized by the equipment manufacturer, Paratech, to provide the required training/repair services.

3. **ESTIMATED FAIR AND REASONABLE COST:**

   FEMS intends to award a sole source contract/purchase order with the Fire and Rescue Products, Inc., with a Not-To-Exceed amount of Nineteen Thousand, Seven Hundred Forty-Five Dollars and Fifty-Nine Cents ($19,745.59). Pricing is considered to be fair and reasonable to the District.

4. **FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:**

   FEMS has an immediate need for a contractor to purchase, provide training, and perform inspection/repair services (and parts) for Paratech struts and associated equipment to prevent the voiding of equipment warranties. Additionally, any contractor recommended for an award from this requisition must be authorized by the equipment manufacturer, Paratech.

   In a letter dated July 10, 2019, Paratech stated that that Fire and Rescue Products of Harrisburg, PA is authorized to perform in-service instruction and warranty repair on the complete line of Paratech products in Pennsylvania, Maryland and Washington, D.C. As such, Fire and Rescue Products is the only source for factory authorized inspection, repair and parts of Paratech products in the District of Columbia.

   Based upon Paratech's authorization letter, a market survey was not conducted.

   A required 10-day OCP Website posting was initiated on March 4, 2020. There were no

responses to the Website posting.

5. CERTIFICATION BY AGENCY DIRECTOR:

I hereby certify that the above findings are true, correct and complete.

4/15/20
Date

Gregory M. Dean
Fire and EMS Chief

6. CERTIFICATION BY CONTRACTING OFFICER:

Based on the above findings, and in accordance with Section 404 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §2-354.04 (2011 Repl.); 27 DCMR 1700, I hereby certify that the above findings are correct and complete, and that this procurement is reasonable and responsible.

4/15/20
Date

Tyranny A. Hunter
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practicable to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO:	CW85241
CAPTION:	Customer Service Center
PROPOSED CONTRACTOR:	Cerida Investment Corp dba AnswerNet (AnswerNet)
PROGRAM AGENCY:	Department of Health Care Finance (DHCF)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR Sections 1304, 1700, and 1701

2. MINIMUM NEED:

Due to the COVID-19 emergency, there is a compelling urgency to maintain and enhance the existing CSC to meet the needs of DC residents. The Government of the District of Columbia, on behalf of the Department of Health Care Finance ("the District"), has an urgent need for Cerida Investment Corp dba AnswerNet to continue to provide a tier one customer service center (CSC). The CSC is the initial point of contact for tier one inquiries regarding the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families Program (TANF), District of Columbia Mobile Application and technical support inquiries on behalf of District of Columbia Access System (DCAS). Without the CSC, the ability for the District to continue to process applicant benefits in a timely and efficient manner would be greatly reduced, resulting in a delay of benefits to District residents.

3. ESTIMATED REASONABLE PRICE:

The estimated cost for this service is $3,784,800.00. The period of performance is from the date of award through one year thereafter.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The following facts justify the Sole Source Procurement:

A. As a result of the COVID-19 public health emergency, an emergency competitive procurement was completed and AnswerNet was awarded a contract to provide a tier one CSC. The tier one CSC provided information and assistance to District residents using the District of Columbia Mobile Application. The CSC support is still needed to provide continued assistance to District residents and will remain the point of contact for tier one inquiries regarding SNAP and TANF benefits. The CSC will provide residents with support navigating the DC Mobile Application and will respond to inquiries for technical support received by telephone, chat, and email, for DCAS programs.

B. The CSC increases the District's capabilities and support activities, adding flexibilities to improve customer service, reduce applicant and participant wait times, decrease the workload on agency employees, and allows for better coordination across multiple human service programs. The CSC expanded activities will include:

- Providing general information regarding requests for assistance, appeals, complaints, language line, etc.;
- Providing locations and referrals for health and human services support programs;
- Responding to requests for blank applications; and
- Providing the following read-only information from the system: case status, application status, receipt of documentation, benefit amount and date, and case denial reason.

C. District residents have the capability to apply for SNAP and TANF benefits through an easy to use and intuitive mobile application for Android and Apple devices. The mobile application speeds entry of their benefit applications as the application dynamically displays questions relevant to their situation and need, as well as uploads verification documents easily. DC residents are able to use the mobile application in Spanish and Amharic. DC residents obtain help within the mobile application and through e-mail, in addition to existing methods of support, which is provided by the CSC. The mobile application has expanded access to the benefit application process for DC residents that may not have had the ability to apply via the traditional in person or paper application process. The CSC enhances that process by assisting those residents having trouble with the mobile application to quickly apply for benefits.

D. The DC mobile application supports caseworkers by:

- Ensuring resident applications have more detailed information which limits call backs;
- Seamless integration between Document Imaging Management System (DIMS) and Pathway Operating System (PathOS);
- Automated upload of documents to DIMS;
- Automated creation of person records for new customers; and
- Pre-populated applications in DCAS that make the application intake process easier.

The CSC supports the ability of caseworkers to process benefit applications by assisting DC residents with the DC mobile application. The assistance provided by the CSC reduces the number of questions received by caseworkers and increases the information available to them thereby increasing the efficiency of processing benefits.

B. AnswerNet's services must be used for the contract services referenced above to minimize any disruption in agency operation and to increase the efficiency of the benefit application process. Without the CSC, the ability for the District to process benefits quickly would be reduced.

D. Due to time and cost constraints, it is not feasible to conduct a competitive procurement, award a contract and transition services prior to the expiration date of

the current emergency contract. The sole source award ensures continuation of service without disruption to DC residents during the COVID-19 public health emergency. To avoid disruption of this essential service the District has determined it is in the best interest to enter into a Sole Source Contract with AnswerNet to continue to provide a tier one CSC. The sole source contract for these services is proposed for a one (1) year base period, with four (4) one-year option periods. All mandatory terms and conditions shall be enforced and remain the same.

E. The anticipated costs to the District are considered fair and reasonable.

F. A market survey was not conducted for this sole source procurement because it was determined to be in the best interest of the District to utilize the incumbent vendor due to the nature of the services provided to vulnerable District residents.

G. Public Notice of OCP's intent to award a sole source contract was posted to OCP's website for ten (10) calendar days pursuant to the requirements of D.C. Official Code 2-354.04. The posting was submitted to OCP's website on September 11, 2020 for ten (10) calendar day with no responses.

H. AnswerNet has performed the required services satisfactorily since it was awarded the emergency contract.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Wayne Turnage
Director, DHCF

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Lydia S. Gray
Contracting Officer

7. CERTIFICATION BY CHIEF CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: CW85032
CAPTION: Scholastic Assessment Test (SAT) and Advanced Placement (AP) Testing Services for FY21 Administration
PROPOSED CONTRACTOR: The College Board
PROGRAM AGENCY: Office of the State Superintendent of Education (OSSE)
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

1. MINIMUM NEED:

The Office of Contracting and Procurement (OCP) on behalf of the Office of the State Superintendent of Education (OSSE) seeks to contract with The College Board to provide the Scholastic Assessment Test (SAT) testing services for Grades 11 and 12 students and the Advanced Placement (AP) testing services for Grades 8th—12th Free and Reduced Meals (FARMs) students. SAT School Day testing for 12th grade students is scheduled on October 14, 2020, make-up testing date is on October 28, 2020. SAT School Day testing for 11th grade students is scheduled on March 3, 2021, make-up testing day is scheduled on March 24, 2021. The AP testing dates are scheduled on May 3-14, 2021. These include all aspects of student test registrations and setup, with support to both OSSE and directly to Local Education Agencies (LEAs).

The Period of Performance will be from the date of award until one year thereafter.

2. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is $499,929.50.

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. In accordance with the "Raising the Expectations for Education Outcomes Omnibus Act of 2012" (DC Law 19-142, DC Official Code 38-752.01 et seq), the Council of the District of Columbia requires each student attending public school to take the Scholastic Assessment Test (SAT) or American College Testing (ACT) exam before graduating.

B. The College Board, a non-profit organization is the only entity that can provide the Scholastic Assessment Test (SAT) and Advanced Placement (AP) Test and test administration services and supporting materials as they are the sole source owner and copyright holder of certain programs, examinations, publications and software, which include tangible and intangible related services and materials collectively referred to as

"Official College Board Offerings", which includes the SAT and Advanced Placement (AP) Program.

C. Market research was not necessary or conducted because the College Board is the only entity that can provide access to the SAT and AP testing services. There are no District Certified Business Enterprises (CBE's) that can provide the services.

D. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Hanseul Kang
Superintendent of Education

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Daniel Manning
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURE PROCUREMENT

CONTRACT NO.:	**TBD**
CAPTION:	Gonococcal Isolate Surveillance Project
PROPOSED CONTRACTOR:	Whitman-Walker Health
AGENCY:	Department of Health (DC Health), HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Health (DC Health), HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) seeks to enter into a sole source contract with Whitman-Walker Health (Contractor) to expand gonorrhea surveillance, through the submission of gonococcal specimens for the Gonococcal Isolate Surveillance Project (GISP).

These clinics also serve primarily racial and ethnic minorities, sexual minorities such as men who have sex with men, and those who are socioeconomically disadvantaged who are disproportionately affected by gonorrhea.

The Contractor shall screen prospective male patients with symptomatic gonorrhea and collect specimens. The Contractor shall store the specimens in specially designated materials, collect patient demographic information, and have the specimens available for pick up by the DC Public Health Laboratory.

The period of performance shall be 12 months from the date of award with two one (1) year option periods.

3. BACKGROUND

Public health surveillance is the ongoing systematic collection, analysis, and interpretation of data, closely integrated with the timely dissemination of this data to those responsible for preventing and controlling disease and injury. Such surveillance can serve as an early warning system for impending public health emergencies; document the impact of an intervention, or track progress towards specified goals; and monitor and clarify the epidemiology of health problems, to allow priorities to be set and to inform public health policy and strategies. States and jurisdictions define the diseases that are

reportable, which can include select health practices, such as laboratory tests, to enhance the context of the disease. In the District of Columbia, gonorrhea is among the reportable diseases.

The US Centers for Disease Control and Prevention has funded the District to participate in the GISP, which aims to ascertain gonorrhea that could be resistant to antibiotic treatment. This is an essential public health surveillance project that informs clinical guidance for treatment of gonorrhea and research on antibiotic development. The potential for the emergence of antibiotic resistant gonorrhea poses an impactful threat to jurisdictions and populations.

In 2017, there were 5,070 cases of gonorrhea reported to the District of Columbia Department of Health (DC Health), HIV/AIDS, Hepatitis, STD and TB Administration (HAHSTA), Strategic Information Division (SID). This represents a 55.5% increase from 3,260 cases reported in 2013. Among gonorrhea cases reported in 2017, 71.4% occurred in men. Low-barrier categorical STD clinics serve an integral role within the health system for diagnosis and treatment in the District of Columbia. These clinics also serve primarily racial and ethnic minorities, sexual minorities such as men who have sex with men, and those who are socioeconomically disadvantaged who are disproportionately affected by gonorrhea.

The District of Columbia started to operate as a GISP site in September 2018, with sample collection occurring beginning in November 2018. Use of susceptibility and surveillance data from GISP allows for active monitoring of gonococcal susceptibilities in the region. Furthermore, implementation of GISP activities has developed a closer synergy between the DC Public Health Laboratory and sentinel sites allowing for further collaboration and clinical process improvement.

4. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price shall not exceed $30,000 annually.

5. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Whitman-Walker Clinic has the only sexual health clinical program that meets the qualifications of a categorical STD clinic to collect gonococcal specimens for the Gonococcal Isolate Surveillance Project (GISP) as outlined, within the Epidemiology and Laboratory Capacity for Infectious Disease CDC RFA CK190194 Project T – Gonococcal Isolate Surveillance Project for which DC Health received funding.

B. Whitman-Walker Health is the only ambulatory site within the District of Columbia that has a proven higher burden than the DC Health and Wellness Center for STI diagnosis. This makes them the optimal vendor to conduct the GISP due to a high number of men seeking care for symptomatic urethritis at the Whitman-Walker Clinic.

C. Additionally, Whitman-Walker Health is unique in their ability to have laboratory services on site, have access to providers with extensive training in the outpatient

diagnosis of gonorrhea, have the availability of staff to attend to established quality management metrics as outlined within the CDC cooperative agreement, and have agreed data sharing agreements with DC Health disease surveillance epidemiologists.

D. HAHSTA conducted market research by assessing the availability of other clinical programs that would prove optimal for the effectiveness of this project and none other exists.

6. CERTIFICATION OF FINDINGS:

I hereby certify that the above findings are true, correct, and complete.

_____ _____

Date LaQuandra Nesbitt, MD, MPH
Director, Department of Health

7. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Dorothy Hale
Contracting Officer

_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

PROPOSED CONTRACT NO: CW81741
CAPTION: Loan Services
CONTRACTOR: AmeriNational Community Services dba/ AmeriNat
PROGRAM AGENCY: Department of Housing and Community Development

FINDINGS

1. **AUTHORIZATION:**

DC Official Code §2-354.04, 27 DCMR §§1304, 1700, and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of Department of Housing and Community Development (DHCD) has an immediate need for the incumbent contractor, AmeriNational Community Services dba/ AmeriNat, to transition the current loan services after the current contract CW78371 expires on April 30, 2020 until fully closeout all District's loan records. AmeriNat has performed satisfactory loan services at the DHCD since 2014.

3. ESTIMATED REASONABLE PRICE:

The estimated fair reasonable not-to-exceed total price: $885,286.60.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The current loan services being performed under contract CW78371 expires on April 30, 2020.

B. Originally, Tax Credit Asset Management (TCAM) was awarded a new contract on October 1, 2019 for one-base year period and four one-year options after receiving DC Council approval. Due to the protest CAB no. P-111 filed against the contract award on October 2, 2019, the Contracting Officer ceased work performance and suspended all activities under the new contract.

C. After resolution achieved from the DC Contract Appeals Board, the new contractor was directed to resume work performance. The Contracting Officer issued a new effective date of the contract on February 3, 2020.

D. DHCD needs loan services activities and all loan file records to achieved a smooth and timely transition from the AmeriNat to the newly awarded contractor. AmeriNat is the only contractor that has the institutional knowledge regarding the programs, established stakeholder relationships and adequate resources and personnel at the DHCD to provide the services without any interruption during this transition of confidential loan records.

Until the transitional and closed out services is completed, a sole source award to AmeriNat is the only way to ensure that the District does not experience an interruption of services. Any disruption in service would jeopardize the District's effort to provide the current loan services for its current and future amortized and deferred loans for eleven housing assistance and rehabilitation programs in the District of Columbia.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Mary R. (Polly) Donaldson
Director,
Department of Housing and Community Development

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source contract method under the cited authority. I certify that the notice of intent to award a sole source contract extension was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). No responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract action.

_____ _____

Date Heather Reynolds
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, it is further determined that the District is justified in using the sole source method of procurement for this proposed sole source contract is in the best interest of the District of Columbia.

_____ _____

Date

George A. Schutter
Chief Procurement Officer
Office of Contracting and Procurement

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT

Program Agency:	Office of Unified Communications
Proposed Contractor:	Carahsoft Technology Corporation
Contract Number:	TBD
Caption:	Next Generation (NG)311 Salesforce Licenses with GovCloud Platform Solution

AUTHORITY

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

1. **MINIMUM NEED:**

The Office of Contracting and Procurement, on behalf of the Office of Unified Communications (OUC), is seeking to establish a new contract to continue the use of the Salesforce licenses to include the GovCloud Platform solution to support the District's current 311Customer Relationship Management CRM solution.

The contractor shall support the current 311 solution which is a Salesforce branded cloud-based platform that promotes ease of use, enhanced communication capabilities, and data interoperability while maintaining the highest levels of security. The licensing and access to the technology is necessary for crisis management support and public safety.

The OUC is the District's agency for ensuring public safety technologies are ready, available and interoperable among District agencies. District technology solutions must also be compatible with nearby jurisdictions for security and public safety missions.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The total available funding to be allocated for the Contractor services is in the amount approximately $615,000.00. The price shall cover the GovCloud Salesforce Licenses, maintenance and support (labor). There was limited market research completed as the Salesforce manufacturer notified the District of the exclusive use of a sole vendor for the products the District is seeking continuation of the licensing/access to existing technologies.

3. FACTS SUPPORTING SOURCE SELECTION:

- The District has conducted market research with the manufacturer to confirm their exclusive use of Carahsoft Technology Corporation for the GovCloud product. Salesforce does allow for authorized resellers of other products except for the GovCloud platform.

- The cloud-based solution is mission critical for communications among local and nearby jurisdictions. The District has invested in the current solution and must be able to continue the technology and ensure District agencies who provide or support public safety goals have the necessary infrastructure to perform effectively and maintain public safety.

-

- The technology was determined through market research with the manufacturer as being incapable of separating the GovCloud solution from the Salesforce licenses which precludes other resellers from selling the government cloud solution.

- Carasoft is not the owner of the technology and therefore a sole source procurement is necessary for the District to continue use of the technologies which the District has invested funding and other resources.

- The contractor has the necessary financial resources, business alliance, and expertise to be able to provide the licenses. The contractor has been awarded contracts under Federal Supply Schedules and with other state/local public entities.

- The contractor was verified as being in good standing with the manufacturer. Furthermore, the contractor has performed satisfactorily under District and non-District contracts per market research.

Therefore, it is in the District's best interest to issue a sole source procurement for licenses and access to the Salesforce branded products to support the District in delivering solutions to support the administration of NG311 call center operations.

4. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Karima Holmes Date
Agency Director
Office of Unified Communications

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that [no response was received] [the response received was rejected because _____]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Margaret T. Desper, CPPB Date
Contracting Officer

Richard Owens
Chief Contracting Officer
Public Safety Cluster

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

George A. Schutter, III
Chief Procurement Officer

Date

DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT

RK
Caption: **Election Systems & Software (ES&S) Voting Equipment Products**
Contractor: **Election Systems & Software (ES&S)**
Program Agency: **District of Columbia Board of Elections (BOE)**

1. **Authorization:**

   D.C. Official Code Section 2-354.04, 27 DCMR 1304, 1700 and 1701.

2. **Minimum Need**:

- The DC Board of Elections (BOE) has an immediate need to add on additional proprietary election equipment for the tabulation of mail in ballots for the 2020 November Presidential General election. It is the intent of the Board of Elections to acquire Elections Services & System (ES&S) voting equipment in time for the 2020 November Presidential General election cycle.

3. **Estimated Reasonable Cost:**

   The estimated reasonable cost to support the purchase of the voting equipment is as follows: $908,837.50.

   Facts Which Justify Sole Source Procurement:

   A. The Board's voting equipment vendor is Election Systems & Software (ES&S). ES&S' equipment is used by the DC Board of Elections to permit registered voters to cast their ballots and have them tabulated by the ES&S DS200 optical scanning system, the ES&S Express Votes touch screen voting system, and the DS 850 High Speed Digital imaging scanner which are proprietary to ES&S. ES&S is the sole provider of these voting systems and products. In October 2018, after the lease expiration, BOE entered into a contract with ES&S to purchase the voting equipment, and was successful in using the equipment during the November 2018 election cycle and thereafter.

   B. Elections Systems & Software (ES&S) is the sole–proprietor and owner of the Express Vote, Universal Voting System, the DS200 optical scanning system and the DS850 High speed digital imaging scanner. The ballot marking system is included as proprietary software with the Express Vote Universal Voting System. In addition, the ballot tabulation system necessary for tallying all the votes recorded during an election must be able to communicate with the prescribed hardware which is orchestrated by ES&S. To ensure accuracy of the ballot tabulation for each election, there must be complete compatibility between the ballots used, the

equipment used to record the voter's choices and the system used for the ballot tabulation. The voting equipment, associated voting system products/supplies, and ballot tabulation software are all proprietary to ES&S.

C. As we move toward the November 2020 Presidential General election cycle and based on current inventory, BOE will need to purchase the following

Quantity	ExpressVote Ballot Marking Device (BMD):
130	ExpressVote BMD Terminal (Includes Terminal, Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Cord, and One (1) Standard 4GB Memory Device)
130	ExpressVote BMD Kiosks
130	ExpressVote BMD Kiosk Upgrades:
	ExpressVote Tabulator:
	ExpressVote Tabulator Kiosk Upgrades (ON-SITE INSTALL):
277	Barcode Scanners
277	Installation (Per Upgrade Selected/Per Unit)
50	Model DS200 Precinct Scanner:
	Paper Rolls
1	Model DS850 High Speed Digital Image Scanner

- Equipment Installation
- 1 Year Hardware and Software Warranty (to be included in base year)
- Shipping & Handling
- Annual Post-Warranty Hardware Maintenance and Support Fees
- Annual Post-Warranty Firmware License and Maintenance and Support Fees

D. ES&S is the only vendor that owns and distributes DS 200 Optical scanning voting equipment, the Express Vote, Universal Voting System, and the DS 850 Digital Image scanner which are proprietary to ES&S and currently in use by the DC Board of Elections.

Also, ES&S is the only vendor with the ability to provide the voting equipment in the timeframe required for the administration of the District of Columbia's 2020 November Presidential General election.

4. Certification by Agency Head:

I certify that the above findings are true, correct and complete.



_____ _____

Alice P. Miller
Executive Director, BOE

Date

5. Certification by the Contracting Officer:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Contracting Officer

Certification by the Contracting Officer:

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code Section 2-354.02 or 2-354.05). (D.C. Law 6-85; D.C. Official Code Section 2-303.3). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO:	N/A
CAPTION:	BEGA Financial Disclosure Statement (FDS) e-Filing System Enhancements
PROPOSED CONTRACTOR:	Abstract Evolutions, LLC
PROGRAM AGENCY:	DC Board of Ethics and Government Accountability

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Office of Contracting and Procurement (OCP) on behalf of the DC Board of Ethics and Government Accountability (BEGA) is seeking to continue using the services of its current vendor, Abstract Evolutions, LLC, to continue to provide systems analysis, integration and configuration services including code creation and application development in connection with its Financial Disclosure Statement (FDS) e-Filing system for a period of approximately twelve (12) weeks.

3. ESTIMATED REASONABLE PRICE:

The estimated cost for the extension period is as follows:

$73,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. BEGA is requesting to continue using the services of Abstract Evolutions, LLC in its efforts to improve the performance and reliability of its FDS e-Filing system for individuals who use the e-Filing system to submit their required Public Financial Disclosure Statements and avoid disruption during the upcoming FDS filing season for Calendar Year 2019 which begins on or about May 1, 2020.

B. The vendor selected to provide systems analysis, integration and configuration services under this contract began doing so at the end of FY2019, allowing it to acquire invaluable knowledge of the e-Filing system's current system architecture and configuration that no other potential vendor possesses or could obtain quickly enough

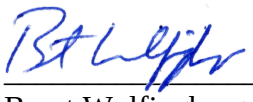
to complete the identified enhancements in time for the upcoming FDS filing season for Calendar Year 2019.

C. The execution of this sole source contract extension shall permit the continuation of services from the vendor without interruption and allow BEGA to provide Public FDS filers with the means to submit their Public Financial Disclosure Statements to BEGA in compliance with 3 DCMR § 5702.1 which mandates that such Statements be filed electronically.

D. Pursuant to D.C. Official Code §1–1162.24, BEGA is required to receive Financial Disclosure Statements for Calendar Year 2019 from public officials no later than May 15, 2020; to publicly disclose no later than June 2, 2020 the names of those individuals who have filed such reports and to publish no later than 11:59 p.m. on June 15, 2020 the names of each public official who has (1) filed such a report; (2) sought and received an extension of the filing deadline and the reason for the extension; and (3) not filed a report and the reason for not filing, if known. BEGA uses its FDS e-Filing system to comply with these statutory requirements. Therefore, through this extension of the systems analysis, integration and configuration services provided by the vendor, both BEGA and the individuals who use its FDS e-Filing system will be better enabled to comply with their respective legal requirements.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and that the proposed contract is in the best interest of the District of Columbia.



12/27/2019

Brent Wolfingbarger
DC Board of Ethics and Government Accountability
Director of Government Ethics

Date

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404 (c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04 and 27 DCMR 1304 and that [no response was received] [the response received was rejected because _____]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter
Chief Procurement Officer

INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE PROCUREMENT

1. AUTHORIZATION

D.C. Official Code § 2-354.04; There is only one source for the required goods or services. Cite 27 DCMR 1304 and 27 DCMR 1700 and 1701 as applicable.

2. MINIMUM NEED

Describe the program agency's requirement for a stated minimum need (scope of work) and time frame within which work must be performed. List in detail the precise nature and scope of the services or supplies required. The time frame must be justified in detail when sole source justification is time based.

3. ESTIMATED REASONABLE PRICE

The estimated price of the contract (the amount the contractor is anticipated to receive).

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT

Indicate the facts which establish that there is only one available source. You **must** include the unique nature of the proposed procurement, the proposed contractor's unique qualifications or any other factors that qualify the proposed contractor as a sole source for the procurement.

You **must** include a description of the market survey or the reason why a market survey was not conducted.

You **must** include a list of the potential sources that you contacted, and if none a discussion of why not. Discuss which potential sources expressed an interest in the procurement and describe their interest and why they were rejected.

5. CERTIFICATION BY AGENCY HEAD

The head of the program agency, by signature, certifies factually the findings.

6. CONTRACTING OFFICER CERTIFICATION

The contracting officer, by signature, certifies (1) factually the findings and recommends that an official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified, and (2) that the notice of intent to award a sole source contract was published and that no viable response was received. The contracting officer must state that either no response was received or briefly explain why a response was not viable.

7. DETERMINATION

An official with written delegated authority determines, by signature, that the use of the sole source procurement method is justified. The Chief Procurement Officer, or an official delegated authority in writing to sign on behalf of the Chief Procurement Officer, must sign the determination if the procurement is in excess of five thousand dollars ($5,000).

INSTRUCTIONS FOR THE D & F FOR A SOLE SOURCE EXTENSION OR RENEWAL PROCUREMENT

Use the same D&F template with the following changes:

1. Replace the heading with:

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF
CONTRACT

2. Replace the Authorization with:

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT EXTENSION BEYOND FIVE (5) YEARS

Agency: Department of Public Works

Contract: CW36154

Contractor: WM Recycle America

Caption: Recycling Collection Program Services

Findings

1. Authorization

D.C. Code Section 2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b).

2. Minimum Need

The Office of Contracting and Procurement on behalf of the Department of Public Works (DPW) has an immediate need for an extension to Contract No. CW36154 with the current contractor, WM Recycle America, to transport, process and market recyclables from the District's residential recycling collection program along with materials drop off facilities located at the District's Fort Totten transfer station (4900 Bates Road, NE) and the Benning Road transfer station (3200 Benning Road, NE).

3. Estimated Reasonable Cost

$2,500,000.00 Increase to Option Year #4 past the 5-year duration

4. Facts that Justify a Sole Source Procurement:

In deciding to extend the contract past the five (5) year threshold, we have taken into account the District's need for continuity of service and the potential cost of disrupting operations. The District requires continuity of services because of the following reasons:

1. The final option of the current contract, Option Year Four (4), expires August 31, 2020. Extending the contract with WM Recycle America assures Solid Waste Management Administration/Office of Waste Diversion can continue to provide recycling collection services to the citizens of the District of Columbia without disruption.

2. After substantial feedback from our Office of the Attorney General and the agency's desire to maximize competition to the fullest extent possible, the solicitation requirements were revised and multiple pre-proposal meetings were held. The Agency is now currently resoliciting to replace the current contract. The solicitation no. Doc381607 was issued March 5, 2020 for a period of thirty (30) days and the closing date for the solicitation has been extended until May 28, 2020 which does not allow for sufficient time to receive and evaluate proposals in an efficient manner to ensure the District obtains the proper recycling services required.

3. WM Recycle America has provided these services satisfactorily for the last five (5) years and is intricately familiar with the District's day to day operations, to include, the pick-up and disposal of recycling waste collection. Continuation of these services with the current contractor assures no lapse or delay in services, while the new solicitation and award process runs its course. Given the timing of the contract expiration and the closing date of the solicitation, it is not possible that the new award can be made in time for a seamless transition.

4. Given these factors and that the services to be provided are critical to the health, safety and operations of the District; it is in the District's best interest to extend the contract with WM Recycle America.

5. CERTIFICATION BY THE AGENCY DIRECTOR:

I hereby certify that the above findings are correct and complete to the best of my knowledge.

_____ _____

Date Christopher Geldart, Director
Department of Public Works

7. CERTIFICATION BY THE CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that [no response was received] [the response received was rejected because _____]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter, III
Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

DETERMINATION AND FINDINGS FOR SOLE SOURCE PROCUREMENT

AGENCY: Department of Health (DC Health)

CONTRACT NO.: TBD

OFFEROR: Biolytical Laboratories

CAPTION: INSTI HIV Test Kits and Controls

FINDINGS

1. AUTHORIZATION:

DC. Official Code Section 2-354.04 and 27 DCMR Sections 1304, 1700, and 1701.

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Health (DC Health), Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), Hepatitis, Sexually Transmitted Disease, and Tuberculosis Administration (HAHSTA) is seeking a contractor to provide Rapid INSTI-HIV-1 antibody tests and controls, to assist in reducing the transmission of the HIV/AIDS disease and to provide care and treatment to persons with the disease. A primary focus for HAHSTA is providing effective routine HIV/AIDS testing for District residents. An indefinite quantity of test and control kits will be procured.

The period of performance shall be for one year from the date of award.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated reasonable price shall not exceed $250,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. INSTI Rapid HIV Test is a rapid in vitro qualitative test for the detection of antibodies to HIV/AIDS Type 1 or 2 in human whole blood, fingerstick blood, or plasma. Such testing methods are becoming more commonly used because of the

significant benefits resultant of their use which includes: ease of use, fast results, and accuracy. Unlike currently available rapid HIV testing technology which requires approximately 10 to 20 minutes to generate results, Biolytical Laboratories' cutting edge technology, INSTI utilizes flow-through testing technology, which produces results in as little as 60 seconds. There is no other rapid HIV test available in the industry that provides results in 60 seconds. This offers the potential of significant reductions in office visit times and labor costs, thus saving the District additional health care costs.

B. Through extensive market research, it was determined that aside from Biolytical, there are no other agents or dealers authorized to represent this product. The Biolytical INSTI HIV-I tests and controls are manufactured, sold and distributed exclusively by Biolytical laboratories.

C. Public health officials have advocated for making HIV testing more widely accessible as increasing the number of people who know their status may be the most effective way to curb the spread of HIV/ AIDS. It is widely accepted that when people are aware of their HIV status, may be less likely to engage in risky behavior and spread the virus. Additionally, when HIV positive people are on antiretroviral therapy and have undetectable levels of the virus, their ability to transmit the virus may be significantly reduced.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date LaQuandra S. Nesbitt, MD, MPH
Director, Department of Health

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Dorothy Hale
Contracting Officer

_____	_____
Date	Wil Giles Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____	_____
Date	George Schutter. Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

PROGRAM AGENCY: District Department of Transportation

CONTRACT NO: DCKA-2020-S-0600

PROPOSED CONTRACTOR: Conduent State & Local Solutions, Inc.

CAPTION: Citywide Parking Meter Asset Management Services

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement ("OCP"), on behalf of the District Department of Transportation ("DDOT") (the "District") has an ongoing need for parking meter services during the development of a new solicitation including construction and maintenance, meter equipment, meter revenue collections, and parking meter management services ("Asset Management Services") until December 19, 2020.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is $10,000,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The District intends to enter into a sole source contract with Conduent State & Local Solutions, Inc. ("Conduent") to continue providing parking meter Asset Management Services for 11,000 parking meter assets across the District. These Services are the second highest non-tax based revenue generator for the District, generating approximately $462,000 in weekly revenue. In the absence of ongoing Asset Management Services, District residents and visitors will be unable to pay for parking at many locations, the District will be unable to collect parking revenue, and all parking meter maintenance, repairs and relocations would be suspended.

The primary goal of the Asset Management Services follow-on contract is to increase the satisfaction of the user experience and expand the technologies available to administer

the Asset Management Services. Due to the continued increase in demand for efficient electronic payment methods for parking and the evolution of technologies available to meet the District's Asset Management Services requirement, the District has continued to engage a Subject Matter Expert (SME) to advise on leading practices, and assist in exploring additional technologies that will meet the District's requirements for Asset Management Services. Based on the ongoing market research, DDOT and OCP believe that an additional 12 months of Asset Management Services will suffice to complete the development of the requirements documents, allow sufficient procurement lead-time, and complete the contract award process in order to receive Council of the District of Columbia approval of the new requirements contract award.

In addition, the highly technical nature and volume of the Asset Management Services prohibits the District from temporarily self-performing the requirement. Furthermore, only Conduent possesses the proprietary software capable of efficiently managing and maintaining the District's existing parking system and the specialized expertise related to the District's parking assets and daily operations. At this time, it is impracticable for another firm to assume Conduent's duties or develop the software control system. Therefore, in the interim, the Contracting Officer determines a Sole Source contract is necessary and in the best interest of the District to continue critical Asset Management Services and avoid monetary and physical losses to the program and inconvenience to District residents and visitors.

In light of the market research efforts for the new contract, no market survey was conducted for this sole source requirement.

CONTINUED ON NEXT PAGE

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct, and complete.

_____ _____

Date Jeffrey M. Marootian
Director, DDOT

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date William E. "Bill" Sharp
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

CLASS DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NOS:	DCKA-2017-T-0051 DCKA-2017-T-0081 DCKA-2017-T-0023 DCKA-2017-T-0079 DCKA-2017-T-0106 DCKA-2017-T-0038
CAPTION:	Construction Engineering Support Services for Various Continuing Projects
PROPOSED CONTRACTORS:	Various Construction Engineering Support and Design Consultants
PROGRAM AGENCY:	District Department of Transportation (DDOT)

AUTHORITY

D.C. Code § 2-354.04, 27 DCMR 1304, 1205.1, 1700 and 1701

FINDINGS

1. MINIMUM NEED:

The Government of the District of Columbia, Department of Transportation ("District") has a continuing need for the proposed contractors to continue to provide construction support services, including supplemental design, value engineering and Engineer-of-Record ("EOR") services for various projects. These are federal-aid highway projects funded in part by the U.S. Department of Transportation, Federal Highway Administration, under Title 23 of the U.S. Code. The proposed period of performance is one year from Date of Award.

2. ESTIMATED FAIR AND REASONABLE PRICES:

The estimated fair and reasonable prices for each project is determined using procedures required for qualifications-based selection processes mandated by federal and local Brooks Act requirements. Prices are negotiated on a level-of-effort basis using approved labor rates.

3. FACTS JUSTIFYING SOLE SOURCE PROCUREMENT:

A. Each of the Contractors completed construction design services for the above-referenced projects as the result of a Task Order competition awarded against the Contractor's DDOT Architectural/Engineering Services ("A/E") contract. As the Design Engineer of the project, the Contractors became fully responsible for design of the subject project that will be constructed by the construction contractor.

B. During the construction phase, the District needs additional assistance from the design engineer including, for example, partial redesign and EOR work in reviewing construction shop drawings, reviewing bid documents, responding to construction Requests for Information and other construction design and engineering-related matters.

C. As the EOR, each Contractor is the only one capable of modifying its design without shifting associated liability to the District.

D. As a Class D&F, the attached list of design consultants serving as EOR will be updated as these needs require. Such updates will be periodically posted online and announced to the public.

E. For the above-stated reasons, the District did not conduct a market survey.

CERTIFICATION BY CHIEF ENGINEER

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Dawit Muluneh, P.E.
Chief Engineer, DDOT

CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

_____ _____

Date

Jeffrey M. Marootian
Director, DDOT

CERTIFICATION BY CONTRACT SPECIALIST

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Jeralyn Johnson
Contract Specialist
Office of Contracting & Procurement ("OCP")

CERTIFICATION BY CONTRACTING OFFICER AND RECOMMENDATION

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the Class D&F was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for these proposed contracts.

_____ _____

Date

William E. Sharp, Jr.
Contracting Officer, OCP

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §§ 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter, III
Chief Procurement Officer

Design Consultants serving as Engineer of Record:

DCKA-2017-T-0051	HNTB
DCKA-2017-T-0081	Precision Systems, Inc.
DCKA-2017-T-0023	AECOM Technical Services, Inc.
DCKA-2017-T-0079	Pennoni
DCKA-2017-T-0106	STV
DCKA-2017-T-0038	CV, Inc.

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT EXTENSION

AGENCY: Department of Human Resources (DCHR)

CONTRACT NO.: CW38983

CONTRACTOR: Benefit Resource Inc. (BRI)

CAPTION: Commuter Benefits Program/Flexible Spending Administration

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27DCMR Section 1304, 1700, 1701, 2008 and Section 2005.2(b)

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Human Resources (DCHR), has need to continue services awarded under the Commuter Benefits Program/Flexible Spending Administration contract for the period of January 1, 2020 through December 31, 2020. These services are currently provided under contract number CW38983.

3. ESTIMATED REASONABLE PRICE:

The estimated price of the contract extension shall not exceed $250,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The current Commuter Benefits Program/Flexible Spending Administration contract period of performance expires on December 31, 2019. A sole source contract extension is needed to ensure a continuation of specialized assistance services as the District prepares a new solicitation for competition. Benefit Resource, Inc. (BRI) performance under the current contract has been satisfactory.

BRI administer the District's Flexible Spending and Commuter Benefit Programs for approximately 18,500 District employees, in accordance with IRS regulation Section 132(f).

BRI has provided flexible spending and commuter benefits programs to the District's employees continuously since September 3, 2015 and has been a valued District partner satisfying the requirement and providing quality services in a manner consistent with the terms of their contract.

Awarding a contract to another source at this stage in the contracting process would cause delay in fulfilling the DCHR's current requirements. Furthermore, any interruption in the continued delivery of these specialized services could result in apparent and unforeseen consequences that result when these important support services are not available to employees with a critical need. Therefore, continuation of services under the current contract is in the best interest of the District.

BACKGROUND:

On September 17, 2019, the Office of Contracting and Procurement (OCP) solicited a request for proposal for flexible spending and commuter benefits, but no responsive bids were received at the closing date and time. The District is facilitating a new solicitation and has implemented a plan for award of new contract. A request for proposal solicitation for a new commuter benefits contract will be issued to allow award of the contract by September 1, 2020. Under this approach, services under the existing contract must remain in operation during the solicitation, award, and transition phases of the new contract.

When the new flexible spending and commuter benefits contract is awarded it will contain a four (4) month, no-cost Base Period to allow coordination with the new provider and a smooth transition to fully integrate and operational services. Subsequent to the four (4) month Base Period there will be four (4) one-year Option Periods that will be concurrent with the District's delivery of Healthcare Benefits to Government employees and their dependents.

5. FACTS THAT JUSTIFY THE SOLE SOURCE CONTRACT EXTENSION

The Office of Contracting and Procurement (OCP) has provided the Contractor written notice of the District's intent to extend the contract terms for a one (1) year period commencing January 1, 2020 through December 31, 2020.

In determining to exercise the option, the Contracting Officer considered the following:

a) The requirement covered by the option fulfills an existing District need;
b) Sufficient budget authority is available;
c) The exercise of the option will be the most advantageous method of fulfilling the District's need, when price and other factors are considered; and
d) The need for and importance to maintain continuity in the delivery of these critical services.

6. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Ventris C. Gibson
Director
Department of Human Resources

7. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and no response was received. I recommend the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Nicole Smith-McDermott
Contracting Officer

8. DETERMINATION:

Based on the above findings and in accordance with the cited authority, I hereby determine it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04 and 27 DCMR sec. 2005.6(b). Accordingly, I determine the District is justified in using the sole source method of procurement. The justification to use sole source is in the best interest of the District.

_____ _____

Date George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT EXTENSION

AGENCY: Department of Motor Vehicles (DMV)
CONTRACT NO.: POKV-2006-C-0064
CONTRACTOR: Conduent State & Local Solutions, Inc. (Conduent)
CAPTION: Ticket Processing

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR Section 1304, 1700, 1701, 2008 and Section 2005.2(b)

2. MINIMUM NEED:

The District of Columbia, on behalf of the Department of Motor Vehicles has a need to continue services awarded under the Ticket Processing contract for the period of January 3, 2020 through January 2, 2021. These services are currently provided under contract number POKV-2006-C-0064.

3. ESTIMATED REASONABLE PRICE:

The estimated price of the contract is a not-to-exceed (NTE) $4,994, 179.40 for the partial extension from May 16, 2020 through January 2, 2021.

A partial extension from January 3, 2020 through May 16, 2020 was approved for $4,300,000.

The estimated price of the contract is an NTE $9,294,179.40 for the one-year period from January 3, 2020 through January 2, 2021.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Ticket processing services are an essential function that enables the enforcement of the District's traffic laws and regulations through issuing tickets for moving and parking violations. In total, over thirty public safety entities within the District that enforce these law and regulations are supported by the services detailed in this contract. Failure to continue ticket processing services would impede the District's ability to enforce its traffic laws and regulations through the issuance of tickets and fines and have a significant impact on the District financial resources in lost revenue. The estimated annual revenue from collecting fines from tickets issued by the District and processed by

Conduent will exceed $160 million annually. The continuation of services under the current contract is in the best interest of the District.

The current contract period of performance expires on January 2, 2020. A sole source contract extension is needed to ensure continuity services. In determining whether to contract on a sole source basis, the contracting officer considered whether the costs is fair and reasonable, the proposed vendor is the only source of the required services, and the result of a market survey.

The estimated not-to-exceed contract price of $9,294,179.40 is deemed fair and reasonable. The fixed per ticket price increased by 3%. Due to anticipated increases in ticket issuances estimated during the upcoming contract period, the cost reimbursable expenses increased by approximately $340,000. The estimated overall contract price, inclusive of the fixed per ticket price and cost reimbursable expenses, increased by 6.38% in comparison to the prior overall contract price of $8,736,368.00. Price reasonableness was determined by using the District's historical pricing data paid for previous contracted services.

Conduent is the only source in the marketplace that has a comprehensive understanding of the District's existing ticket processing automated and manual systems. Additionally, over the course of the contract, Conduent has developed and modified several of the contracted program applications; specifically for the District and awarding a contract to another contractor would be complex and time-consuming. As a result, Conduent is the only source that can provide uninterrupted ticket processing services to the District. Conduent's performance under the contract has been satisfactory.

BACKGROUND:

Conduent has provided service to the District since 1985. In 2012, the Office of Contracting and Procurement (OCP) solicited a replacement contract, but no responsive bids were received. Since this time, Conduent has provided ticket processing services for the District without interruption. In 2018, OCP solicited a replacement contract, but the District determined that its requirements were antiquated and has devised a plan to review and document its business processes that support ticket processing and adjudication services prior to resoliciting competitive proposals. The District is moving forward with documenting its business processes and refining its requirements. Under this phased approach, services underneath the existing contract must remain in until a new contract is awarded. In the interim, it is in the best interest of the District to continue ticket processing services under the current contract on a sole source basis.

5. FACTS THAT JUSTIFY THE SOLE SOURCE CONTRACT EXTENSION

The Office of Contracting and Procurement (OCP) has provided the Contractor written notice of the District's intent to extend the contract term from May 16, 2020 through January 2, 2021.

6. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

2/26/20
Date

Gabriel Robinson
Director
Department of Motor Vehicles

7. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and no response was received. I recommend the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Reginald C. Whitley
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371 and D.C. Official Code § 2-354.04. Accordingly, I determine based on the authority on 27 DCMR 2005.2 (b), the District is justified in using the sole source method for this procurement. The justification to use sole source is in the best interest of the District.

Date

George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF
CONTRACT

CONTRACT NO:	**CW71382**
CAPTION:	**Seagrave Maintenance**
PROPOSED CONTRACTOR:	**Seagrave Fire Apparatus LLC.**
PROGRAM AGENCY:	**Fire and Emergency Medical Services Department**

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

2. MINIMUM NEED:

The District of Columbia's Fire and Emergency Medical Services Department has a need for a licensed and certified contractor to provide maintenance to its fleet of Seagrave fire apparatus.

3. ESTIMATED REASONABLE PRICE: $500,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Seagrave Fire Apparatus LLC is the sole source provider for all Seagrave parts and service in the DC area.

B. Per correspondence from Seagrave Fire Apparatus LLC, repairs made by an unauthorized service center or made using non-factory parts will void any or all the limited warranties.

C. No CBEs were identified as a result of our search of firms on the DSLBD website under NIGP code 9284756

D. As such, award is recommended to be made to Seagrave Fire Apparatus LLC.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date John Donnelly, Interim Fire Chief
Fire and Emergency Medical Services
Department

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR §1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or § 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter III
Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

AGENCY: Department of Health (DC Health),

CONTRACT NO.: TBD

OFFEROR: City University of New York (CUNY) Graduate School for Public Health and Health Policy, Institute for Implementation Science in Public Health (ISPH)

CAPTION: DC Ending the HIV Epidemic (ETE) Dashboard

FINDINGS

1. AUTHORIZATION:

DC. Official Code Section 2-354.04 and 27 DCMR Sections 1304, 1700, and 1701.

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Health (DC Health), Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), Hepatitis, Sexually Transmitted Disease, and Tuberculosis Administration (HAHSTA) is seeking approval to award a firm fixed priced Sole Source contract to CUNY to develop and operate a DC Ending the HIV Epidemic (ETE) Dashboard to track the District's metrics and advances on ending the HIV epidemic in Washington, DC.

The period of performance shall be for one year from the date of award.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated reasonable price shall not exceed $360,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The District of Columbia has made ending the HIV epidemic a public health priority. In 2016, Mayor Bowser released the 90/90/90/50 Plan to End the HIV Epidemic in the District of Columbia by 2020. Since its release the District has continued to make

progress toward achieving the goals of 90% of people with HIV knowing their status, 90% of people diagnosed with HIV on treatment, 90% of people on treatment achieving viral load suppression, and a 50% reduction in new HIV diagnoses. The plan included an intention to develop a data dashboard to track the District's metrics and advances.

B. DC Health is a member of both the National Institute for Health (NIH) Center for AIDS Research (CFAR) and the DC Center for AIDS Research (DC CFAR). The DC CFAR was successful in receiving four awards from NIH. DC CFAR learned that the State of New York's Health Department commissioned an ETE Dashboard by the CUNY Institute for Implementation Science in Public Health (ISPH) and contacted CUNY for collaboration opportunities as part of this national effort.

C. CUNY is the developer and sole proprietor of the ETE Dashboard. CUNY developed new proprietary technology to establish the dashboard with integrated features for graphical representations of data and interactive elements for users. The dashboard allows users to rapidly integrate disparate datasets, present the data in tabular and geographic formats and detect data trends. CUNY will customize and operate DC Health's ETE Dashboard. DC Health explored other options dashboards, but none had the technology components comparable to the ETE Dashboard. Further market research determined that no other software system or team offers the level of customization and disease-specific detail that CUNY can provide.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____	_____
Date	LaQuandra S. Nesbitt, MD, MPH Director, Department of Health

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

_____	_____
Date	Dorothy Hale Contracting Officer
_____	_____
Date	Wil Giles Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____	_____
Date	George Schutter. Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
PRICE REASONABLENESS

AGENCY: District Department of Corrections
CAPTION: Pre-Release Community Correctional Services
CONTRACT NO.: CW30868
CONTRACTOR: Hope Village, Inc.

1. AUTHORIZATION:

27 DCMR Chapter 16, Section 1642.1

MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of the Department of Corrections (DOC) (the "District") has a need for Hope Village to continue to provide Pre-release Community Correctional Services, residential custody, safekeeping, care, supervision, treatment rehabilitation and other services, for male residents held under the authority of any United States or District of Columbia statute, or any other lawful authority entrusted to the District, in facilities operated, managed, owned/leased and maintained by the Contractor.

2. FAIR AND REASONABLE COST:

The total proposed fair and reasonable funding increase M0016 is being proposed to increase spending in the amount not to exceed $634,725.00, period of performance from May 1, 2020 through November 30, 2020.

3. FACTS WHICH JUSTIFY PRICE REASONABLENESS:

a. Hope Village current per diem of $71.35, which is below the market rate for 2019;

b. We were unable to locate market research in the Procurement IQ system (IBIS) for residential or halfway housing.

c. The CO researched BOP's per diem for Hope Village and determined that the market rate for 2019 is between $115.60 - $122.99 per diem;

d. Sufficient budget authority is available.

e. The proposed extension for additional funding will be the most advantageous method of fulfilling the District's needs when price and other factors are considered.

f. Based on these factors, it is in the best interest of the District to increase funding on contract CW30868.

4. CERTIFICATION BY CONTRACT SPECIALIST:

I hereby certify that the above findings are correct and complete to the best of my knowledge.

_____ _____

Date Keia J. Brooks
Contract Specialist

DETERMINATION

Based on the certified findings and authority 27 DCMR Section 1642.1, it is hereby determined that the proposed cost is considered to be fair and reasonable.

_____ _____

Date Deborah J. White
Contracting Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT EXTENSION

CONTRACT NO.: CW25961

CAPTION: DC-NET Metropolitan Area Network Man-Based Telephony

CONTRACTOR: Science Applications International Corporation (SAIC)

AGENCY: Office of the Chief Technology Officer

FINDINGS

1. AUTHORIZATION:

D.C. Code §2-354.04; 27 DCMR §§ 1304, 1700, 1701, and 2005.6(b)

2. MINIMUM NEED:

The District of Columbia's Office of the Chief Technology Officer (OCTO) has a continuous need for the current Contractor, Science Applications International Corporation (SAIC), to provide support to DC-Net Metropolitan Area Network Man-Based Telephony project. This contract provides the critical services needed to support DC-Net's fiber network and ensure continued expansion of its telecommunications network deployment to District government offices and agencies, federal government agencies, and to non-commercial entities operating within the District. This extension shall be for a period of one-year, from March 1, 2020 through February 28, 2021.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable price shall not-exceed $13,000,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. OCTO requires a 12-month extension to the existing competitively bid District Government Task Order awarded to SAIC under a master contract awarded and administered by the General Services Administration (GSA). The purpose of this extension is to ensure that the following complex, mission-critical and time-sensitive projects required by the District government of which SAIC is the primary contractor remain on track for successful completion by the end of FY20.

- **District Data Center Relocation** – OCTO must migrate all District equipment, facilities, agency applications and services supported from the current data center by September 30, 2020 to enable the Deputy Mayor for Planning and Economic

Development (DMPED) to begin its scheduled reconstruction project at the site. Applications and services for public safety and other key government operations will require relocation without disruption of services. Meeting the mandated short timeframe is contingent on key equipment procurements and the coordination of sub-contractor tasks that require the use of OCTO's existing contractor.

- **OCTO Core Network Infrastructure Upgrade** – Completion of the Data Center Relocation and key agency upgrade projects are contingent on OCTO transitioning from end-of-life and oversubscribed network hardware at core site locations to meet agencies' increased service demands. This infrastructure upgrade also includes support for HVAC maintenance at core sites. Any impact on construction services will impact District agency telecommunications services and could negatively impact District government operations. OCTO requires the use of its existing contractor to ensure continuity of service over this time.

- **On-Boarding of (6) New Federal Agencies** – Completion of the final design, implementation and activation of critical Cyber Security Services (MTIPS – Managed Trusted Internet Protocol Services / aka "Secure Internet") for (6) new Federal Agency customers.

B. Under the current contract, beginning March 1, 2013, SAIC has provided reliable essential core services that support, maintain, and expand the DC-Net telecommunications network serving virtually all District government agencies, 16 existing federal agencies, 6 new federal agencies (currently on-boarding) and over 50 District-based non-profits providing health and education services to District residents. SAIC's services include: troubleshooting and restoring fiber outages for aerial, underground network components, and building premise equipment; installation of in-building low-voltage cabling for DC-Net telephony and wireless services: and maintenance, troubleshooting, and emergency repair of electrical and HVAC systems that are core components of DC-Net telecommunications services.

C. As the District government's telecommunications provider, DC-Net must operate 24/7 without interruption to maintain secure government and public safety communications. Public safety agencies, including the Office of Unified Communications, Metropolitan Police Department (MPD), and Fire and Emergency Medical Services (FEMS), among others, depend on DC-Net and, by extension SAIC, for reliable and uninterrupted telecommunications services. Such government and public safety services would be significantly compromised if SAIC services to DC-Net are interrupted, creating a possible risk to the safety of District residents.

D. In addition to the District data center relocation and network infrastructure upgrade projects listed in Section 4.A. SAIC resources are deeply engaged in design and implementation phases of the following critical projects listed below:

- OCTO Citywide Outdoor Wi-Fi expansion to support agency operations, bridge the digital divide, and foster economic growth;

- Major network infrastructure upgrade for FEMS includes new cabling, network switch equipment, and indoor and outdoor Wi-Fi deployment at over 35 fire stations;
- Major network infrastructure upgrade for Department of Parks and Recreation includes new cabling, network equipment and Wi-Fi deployment at over 20 DPR sites; and
- MPD closed-circuit video (CCTV) surveillance backhaul – per MPD's request that OCTO build network infrastructure to support the bandwidth demands of real-time viewing of critical events from newly deployed CCTV cameras.

E. Extension of the contract is the only way to ensure that the District data center relocation and network infrastructure upgrade are completed on time and that critical services to District government agencies are provided without interruption.

ANTICIPATIONS:

The Office of Contracting and Procurement (OCP) is working with OCTO to complete a phased approach plan to the development of a new solicitation. Under this phased approach, services of the existing contract must remain in operation. The anticipated contract will be a multi-year and is expected to be awarded prior to expiration date of this extension. In the interim, it is in the best interest of the District to continue the services under the current contract on a sole source basis.

5. FACTS THAT JUSTIFY THE SOLE SOURCE CONTRACT EXTENSION

The Office of Contracting and Procurement (OCP) has provided the Contractor written notice of the District's intent to extend the contract terms for a twelve (12) month period commencing March 1, 2020 through February 28, 2021.

In determining to extend the contract, the Contracting Officer has considered the following:

a) The requirement covered by the contract fulfills an existing District need;
b) Sufficient budget authority is available;
c) The extension of the contract will be the most advantageous method of fulfilling the District's need, when price and other factors are considered; and
d) The need for and importance to maintain continuity in the delivery of these critical services.

6. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

_____ _____

Lindsey Parker Date
Chief Technology Officer
Office of the Chief Technology Officer

7. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and no response was received. I recommend the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Derrick White Date
Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine it is within the best interest of the District and not feasible nor practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04 and 27 DCMR sec. 2005.6(b). Accordingly, I determined that the District is justified in the sole source extension method of procurement.

_____ _____

George A. Schutter III Date
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE EXTENSION

AGENCY: District Department of Corrections
CAPTION: Pre-Release Community Correctional Services
CONTRACT NO.: CW30868
CONTRACTOR: Hope Village, Inc.

Findings

1. Authorization

D.C. Official Code §2-354.04, 27 DCMR Chapter 13 1304.1, 1700, 1701, 2005.2(b)

2. Minimum Need

The District of Columbia (the "District") Office of Contracting and Procurement, on behalf of the Department of Corrections (DOC), is seeking to extend the incumbent contractor to provide Pre-release Community Correctional services, residential custody, safekeeping, care, subsistence, supervision, treatment rehabilitation and other services, for male and female residents held under the authority of any United States or District of Columbia statute, or any other lawful authority entrusted to it by the District, in facilities operated, managed, owned/leased and maintained by the Contractor, for District of Columbia Inmates. It is DOC's belief that the inmate is an integral part of the community while incarcerated, as well as when he returns to society upon release. Providing support and managing the detention of male, female and juvenile pre-trial detainees and sentenced misdemeanants, is vital, this also includes managing parole violators awaiting a final revocation hearing, intermittent short-term sentenced felons, and long-term sentenced felons awaiting transfer to the Federal Bureau of Prisons (FBOP) which are confined by the department.

3. Estimated Fair and Reasonable Cost

The estimated fair and reasonable cost is not to exceed $634,725.00, period of performance from November 1, 2019 through April 30, 2020.

4. Facts that Justify a Sole Source Extension of Contract

Hope Village contract with BOP has been extended until contract award on or before April 30, 2020. BOP contract has been subsidizing the District contract.

1. On August 14, 2014, Hope Village, Inc., was awarded the contract to provide Pre-release Community Correctional services, residential custody, safekeeping, care, subsistence, supervision, treatment rehabilitation and other services for DOC;

2. The Office of Contracting and Procurement has determined that it is in the best interest of the District to extend the current contract with Hope Village, Inc. from November 1, 2019 through April 30, 2020, to continue providing Pre-Release Community Correctional services for DC Department of Corrections inmates and staff as defined under the original contractual agreement.

3. OCP solicitation for Pre-Release Community Correctional services closed Friday, June 21, 2019 at 10:00am.

4. The incumbent that is currently providing Pre-Release Community Correctional services to the Department of Corrections is vital to the District and this service must be continued without interruption.

5. We were unable to locate any data for residential or halfway housing in the Procurement IQ system. The CO researched the BOP's per diem for Hope Village and determined that the market rate for 2019 is between $115.60 and $122.99; therefore, the incumbent is the most advantageous to the District to provide this service. This is a continuation of service against the current contract CW18948 with an increase in the per diem price to reflect the market rate.

6. The current contractor is providing satisfactory services and is uniquely positioned to ensure continuity of services.

7. A sole source extension is the most advantageous method to minimize disruption to overall facility operations, it is essential that the District maintain an efficient pre-release community correctional services.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Quincy L. Booth Date
Director, Department of Corrections

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the D.C. Official Code §2-354.04, 27 DCMR Chapter 13 1304.1, 1700, 1701, 2005.2(b). I certify that the notice of intent to award a sole source contract was published in accordance with the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Deborah J. White Date
Contracting Officer

7. CERTIFICATION BY CHIEF CONTRACTING OFFICER:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Richard Owens Date
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under the D.C. Official Code §2-354.04, 27 DCMR Chapter 13 1304.1, 1700, 1701, 2005.2(b). The District of Columbia Procurement Practices Reform Act of 2010; D.C. Official Code §2-354.04). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

George A. Schutter Date
Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF TECHNOLOGY OFFICER

DETERMINATION AND FINDINGS
FOR SOLE SOURCE EXTENSION

Agency:	Office of the Chief Technology Officer (OCTO)
Contract No.:	CW46503
Caption:	Information Technology Staff Augmentation Services (Pipeline)
Contractor	Computer Aid, Inc.

1. Authority

D.C. Code § 2-354.04; 27 DCMR §§ 1304, 1700, 1701, and 2005.2(b)

2. Minimum Need

The District of Columbia ("District") has a need to extend its existing contract with Computer Aid, Inc. ("CAI") from October 1, 2020 through September 30, 2021. This extension will allow continuity of Information Technology Staff Augmentation ("Pipeline") services provided to the District for mission-critical operations for twenty-three (23) District Government agencies. This extension will also permit the District, led by the efforts of the District of Columbia Office of the Chief Technology Officer ("OCTO"), the opportunity to conduct a comprehensive review of the District's Pipeline program to create a refined scope of work that will meet the District's ongoing IT temporary personnel requirements comprehensively.

As of May 1, 2020, the District has engaged two hundred seventy-seven (277) Pipeline resources to perform mission-critical services for the daily business operations of twenty-three (23) District agencies. A vast majority of the services performed by Pipeline resources support the District's citywide infrastructure, enterprise applications, and telecommunications systems, federally mandated and funded projects.

The table below describes in further detail the Pipeline resources currently engaged by twenty-three (23) District agencies, in addition to Pipeline resources engaged to provide services related to.

Agency	# Engagements
CFSA	9
DBH	2
DCPS	13
DCRA	3
DDOT	9
DFHV	1
DHCF	27
DHS	6
DMV	2
DOEE	6
DOES	14
DOH	1
DPW	3
MPD	6
OAG	21
OCFO	25
OCP	4
OCTO	101
OLCG	1
ORM	1
OSSE	21
OUC	1
SCDC	1

The services provided by these resources to these agencies must continue beyond September 30, 2020.

3. Estimated Fair and Reasonable Price

The estimated fair and reasonable price to provide the required services for an additional one (1)-year period is a minimum amount of Thirty-Nine Million Dollars ($39,000,000.00). The maximum order during this contract period is Not-To-Exceed (NTE) Fifty-Two Million Dollars ($52,000,000.00).

4. Facts That Justify a Sole Source Extension:

The extension of the CAI Contract is required to ensure continuity of mission-critical business operations for several District agencies, while the District conducts a comprehensive review of its Pipeline program and next generation options for acquisition of IT temporary personnel services. This extension will also eliminate the exhaustive and costly efforts of transitioning to another vehicle before a long-term decision is made following the comprehensive study. OCTO's goal during and beyond the twelve (12)-month extension is to develop a blend of deliverables based and staff augmentation contract vehicles that have the flexibility to better manage project outcomes.

Importantly, the CAI Contract has a 95% set aside for District-based Certified Business Enterprises ("CBE"). Since its inception in March 2017, the CAI Contract has expended close to 96.2% of the total contract amount with CBE's. This extension will allow Hundred Eleven (111) CBE vendors to continue doing business with the District.

The termination or disruption of this contract would critically impair the District's ability to provide health, safety, emergency, and other services to District residents and government agencies should all Pipeline resources under the CAI Contract stop working as of September 30, 2020. The District's COVID-19 Response has increased the need for technical skill sets with institutional knowledge of the District's operational processes and data bases. During this pandemic, the CAI contract has allowed agencies to seamlessly:

- Manage Control over staff;
- Integrate with internal processes;
- Leverage existing resources;
- Access specialist expertise;
- Adopt rapidly changing staffing needs;
- Reduce cost of acquiring skills;
- Meet aggressive project timelines; and

Without the extension of the current contract, it would take months to re-solicit or resume the services of the resources described in Paragraph 2 above under individual contracts. Further, as described in greater detail below, the District

would lose productivity, miss operational and legal deadlines, and may delay or even fail in its obligations to District residents and partners, including federal agencies.

The Pipeline program managed by OCTO has been operational for three (3) years, and OCTO is conducting a review of this program to determine where further modification is warranted. This information remains critical in evaluating the next generation of contract vehicle options to ensure OCTO successfully meets the future IT needs of the District.

Following is an illustrative summary highlighting a sample of District agencies that rely on the Pipeline program and the CAI Contract to deliver critical services:

Office of the Chief Technology Officer (OCTO)

1) The DC-Net team provides District-wide managed, mission-critical communications infrastructure to include voice, data, and video wire-based and wireless services to all District and some Federal government agencies over a secure, highly redundant, and high capacity fiber optic telecommunications platform. Without the extension, the DC-Net team would impede in responding to disaster or storm damage, supporting school modernization efforts, and/or maintaining essential network connectivity problems across the District, including public safety.

2) The Procurement Automated Support System ("PASS") team that supports mission-critical PASS, used by 3,700 users in over 70 agencies, would not be able to ensure uninterrupted operational support of this District-wide enterprise system that handles procurement, contracts and supply schedules, As a result, procurements could be delayed, resulting in delays and/or missed deadlines for critical projects District-wide.

3) The PeopleSoft team supports the mission-critical District-wide PeopleSoft human resources (HR) system, including payroll for 38,000 employees, benefits, time and attendance, human capital management, online learning, workers compensation, and performance management. In the absence of an extension, the PeopleSoft team would not be able to ensure uninterrupted operational support of this essential enterprise system. As a result, hiring of key personnel could be delayed, and the District could be late in fulfilling its HR obligations to current employees and retirees.

4) The mission-critical Citywide Messaging team would not be able to ensure the uninterrupted operation of the District's email and virus protection systems. As a result, District agencies could suffer communications delays and interruptions that could slow key projects and also result in missed deadlines for services and legal filings.

5) The mission-critical Cyber Security team could be impeded in fulfilling its duties to protect the District's computers, computer networks, and information from unintended or unauthorized access changes; destruction; denial of service attacks; cyber terrorism; unplanned events; and natural disasters.

6) The Enterprise Cloud and Infrastructure Services ("ECIS") group would be severely impeded in fulfilling its duties to manage the majority of the District's servers, storage area networks, load balancers and data centers.

7) The Web Maintenance team's system administrators for the *dc.gov* website (including all agencies' websites) would not be able to ensure the uninterrupted operation of the District's public-facing website, including the numerous alerts posted there. In addition, the timely maintenance and support of numerous *dc.gov* websites, including the health benefits exchange site where residents obtain health insurance, would be seriously compromised. As a result, District residents could suffer delays or denials of essential services.

8) The District-wide Call Center and ITSERVUS would be significantly impacted, resulting in slower response times. These groups assist government personnel with technology related issues and maintain technological equipment (landlines, cell phones, tablets, wireless PDAs, laptops and desktop computers,

9) The DMV Application Solutions team that maintains the District's Destiny system would be short-handed in supporting the applications supporting driver's license issuance and renewal, driver registration, real ID card, the ticket adjudication system, parking ticket payments.

10) Project based deliverables for multiple agency endeavors in the District would cease, including projects involving DC Public Schools, the Department of Corrections, the Sentencing Commission, and several Federal Agencies.

11) The DC Geospatial Information System team that handles the District's geospatial data and applications would be compromised in its delivery of Internet-based mapping solutions that enable the public and the District to query information, see change, plan for emergencies, and prepare for the future.

Office of Chief Financial Officer (OCFO)

OCFO relies on the CAI contract to augment its team with resources providing critical support skills. The CAI contract has allowed OCFO to engage help desk support technicians, network engineers, telecom specialists, quality assurance specialists, asset management specialists and business analysts to assist in the collection of tax revenue, maintaining the security of OCFO's network, and safeguarding the safety of sensitive District data. The resources are essential members supporting the financial accounting and reporting functions of the OCFO, and there would be significant risk to the continuity of business

operations if OCFO were unable to continue utilizing the existing CAI contract for their services.

Department of Health Care Finance (DHCF)

The DHCF DCAS program utilizes the CAI contract for supplemental staffing needs within the Operations and Maintenance team. This contracting vehicle allows DCAS to add specialty Information Technology staff to continue its support and maintenance for the application, as well as to ensure that the infrastructure to support it meets Federal, State, and Local requirements and guidelines. This contract vehicle has allowed DCAS to ramp up resources when other contracts have reached their resource ceiling. It also greatly decreases the amount of time needed to bring these resources onboard.

Department of Human Services (DHS)

DHS has been supported by resources augmented by the CAI contract for several successful projects for the past couple of years. Several hard to find resources, including IT Developers, Software Testers, Training Specialists, and Business Analysts, were provided to DHS through this contract who proved to be assets to the DHS OIS IT Team and helped implement applications that included internal and external stakeholders.

Currently, six (6) resources are engaged with DHS on several projects that are in progress, including several COVID-19 related initiatives. These resources are providing support to DHS OIS on specialty software development using IBM Filenet, Mobile Application Development, .NET, and SQL Server applications. Interruption of the CAI contract may cause delays in the projects that are aimed at helping the ever-growing customer needs of receiving DHS benefits.

Department of Employment Services (DOES)

DOES is currently supported by fourteen (14) full time resources who contribute to the District's initiatives for modernization of the Unemployment Tax ("UI") collection system; Employment Services/Department of Human Services joint venture; Paid Family Leave projects; DOES Agency wide database management; the Agency Security and UI Sides Project (development and implementation of the SIDES data exchanges). A reliable and knowledgeable contracting staff is crucial in DOES' support of the needs of the District.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Lindsey V. Parker Date
Chief Technology Officer

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Derrick White Date
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

George A. Schutter Date
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO:	**CW75738**
CAPTION:	**Movable Barrier Transfer Machine**
PROPOSED CONTRACTOR:	**Lindsay Transportation Solutions**
PROGRAM AGENCY:	**District Department of Transportation**

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04; 27 DCMR §§ 1304, 1700 and 1701

2. MINIMUM NEED:

The District Department of Transportation seeks to purchase a movable barrier transfer machine, which is a heavy vehicle used to transfer concrete lane dividers, such as jersey barriers, which are used to relieve traffic congestion during rush hours or during temporary construction work.

3. ESTIMATED REASONABLE PRICE:

$2,035,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. DDOT's Street and Bridge Maintenance Field Operations Branch performs immediate and preventive road, sidewalk, bridge and alley maintenance work to ensure safe passage while preserving the District's transportation system.

B. As part of its Bridge Maintenance efforts, the Operations Branch often has to maneuver the large concrete barriers adjacent to several of the District's bridges when repairs or replacement is necessary. Movement of the barriers can only be handled by the barrier transfer machine; DDOT's responsibility is to move barriers on a daily basis, if required.

C. The agency's current machine is more than twenty-five (25) years old; the average life expectancy for a new machine is fifteen (15) years. A replacement machine is needed.

D. Market research indicates that Lindsay Transportation Systems is the sole manufacturer and supplier of the required machine in the United States. The vendor has provided supporting documentation to substantiate this fact. Given this, it is determined to be in the best interest of the District to procure the needed machine from Lindsay Transportation Solutions.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Jeff Marootian
Director
District Department of Transportation

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR §1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date

Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or § 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT

AGENCY: District Department of Corrections
CAPTION: Elevator Maintenance Services
CONTRACT NO.: CW76851
CONTRACTOR: ThyssenKrupp Elevator, Corporation

Findings

1. Authorization

D.C. Official Code §2-354.04, 27 DCMR Chapter 13 1304.1, 1700, 1701

2. Minimum Need

The District of Columbia Office of Contracting and Procurement, on behalf of The District of Columbia's Department of Corrections (DOC) (the "District") is seeking ThyssenKrupp Elevator, Corporation to continue to provide regular preventive maintenance, repair and software upgrades to the elevators located at the Department of Corrections Central Detention Facility (CDF) and Central Treatment Facility (CTF).

3. Estimated Fair and Reasonable Cost

The estimated fair and reasonable cost is not to exceed $330,605.28, period of performance from date of award through September 30, 2020.

4. Facts that Justify a Sole Source Extension of Contract

a.) Currently Department of General Services (DGS) has a contract (DCAM-19-CS-EM-0002) with ThyssenKrupp to upgrade elevators located at the Central Detention Facility and Central Treatment Facility. Thyssenkrupp will furnish and install new stainless-steel cars doors, new zone locking clutches, drive blocks, interlocks, door restrictors, switches, rollers, cabling and miscellaneous items needed to complete this modernization. ThyssenKrupp will also upload new software/ security provisions and parameters which would be necessary in the event of a power outage.

b.) ThyssenKrupp TAC32 Controllers that were installed during the modernization of CTF and CDF are considered proprietary control systems. While other competitors would be able to perform the routine maintenance, they would not be able to upload software or security provisions and parameters which would be necessary in the event of power outage, CPU board replacements IOC board replacements and other controller related components. ThyssenKrupp also from time to time receive safety related software upgrades from their factory that they upload and install under the service contract. ThyssenKrupp's staff is specially trained and certified to program and maintain the elevator software and systems.

c.) Market research provided the fact that TAC32 Controllers are a proprietary control system; therefore, no other vendor(s) are trained and certified to maintain the elevator software system.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Quincy L. Booth Date
Director, Department of Corrections

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304.

_____ _____

Deborah J. White Date
Contracting Officer

7. CERTIFICATION BY CHIEF CONTRACTING OFFICER:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Richard Owens Date
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

George A. Schutter Date
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: **CW78668**

CAPTION: **IT Consultant to Provide Professional Services**

PROPOSED CONTRACTOR: **KZN Consulting**

PROGRAM AGENCY: **Department of Public Works**

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Department of Public Works (DPW) has a continued need to have a Sole Source IT Consultant to provide professional technology services on in-house software applications through September 30, 2020. KZN Consulting, Inc. is the Sole Source contractor who will service the following systems and services, to include, but not limited to;

A. A customized Enterprise Service Bus (ESB) built and managed in-house
B. Manage and update existing interfaces with DPW specific applications
    - Snow removal system integration and reporting
        - StormTrak – Logistics
        - Trakster – Time and Attendance
        - Faster – Vehicle maintenance
    - AGOL Collector and Mapillary for Leaf Collections
    - DPW Grounds Maintenance Salesforce Application
    - Trakster for SWMA collections
    - DPW Dispatch and Lot Management System impound data with National Crime Insurance Bureau
    - DPW towing data with the Accio Alerts system
C. Assist with creating a strategy to begin pushing data to OCTO's Data Warehouse.

3. ESTIMATED REASONABLE PRICE:

NTE $275,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Since 2016, KZN Consulting provided IT Consulting services through the District's Mission Oriented Business Integrated Services (MOBIS) contract CW59559. KZN Consulting, Inc. coded and custom built an Enterprise Service Bus (ESB) and supported the Data Warehouse (DW) for DPW. The Contractor has developed code, which is unique to the firm's experience and knowledge of the agency's ESB and DW systems.

B. For the past three (3) years, KZN has customized and served as the sole source to code, maintain, and support several of DPW's application, which is housed in the DW. As the centralized repository and authority of data for DPW, the ESB/DW provides access to data that allows DPW and other agencies, such as Office of Administrative Services for transferring Sanitation Notices of Violation. Each agency has data housed in an independent system, which is exchanged with DPW and managed on behalf of the agency, by KZN Consulting. The Contractor has knowledge and experience with DPW's systems that cannot be transferred to another firm.

C. KZN Consulting, Inc. has customized, built, coded, and supported DPW's applications for the past three (3) years. No other firm has the knowledge and experience to continue maintaining the ESB & DW without risking significant downtime and potential damage resulting in critical systems not working.

D. OCP has reviewed the Contractor's quote and based on previous contract pricing, the price for is determined reasonable.

E. KZN, Inc. will continue rendering services to ensure no lapse in service and to allow time for DPW to cross-train and transfer knowledge to existing and future employees to effectively support the ESB/DW system.

F. For the reasons stated above, the District did not conduct a market survey.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Christopher Geldart
Director
Department of Public Works

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date

Courtney B. Lattimore
Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18- 371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter, III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: **CW80625**

CAPTION: **Support and Maintenance for SWMA's MyDPW Web Portal and Mobile App**

PROPOSED CONTRACTOR: **Polka Dot Sky Publishing, LLC**

PROGRAM AGENCY: **Department of Public Works**

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Department of Public Works (DPW) has a continuing need to have a Sole Source IT Consultant to provide professional technology services to DPW Solid Waste Management Administration (SWMA) using MyDPW, a citizen experience and data maturity software along with its mobile app which are currently used by DPW Parking Enforcement Management Administration (PEMA).

Polka Dot Sky Publishing, LLC is the Sole Source contractor who will provide the following services:

A. Ongoing support and maintenance of the MyDPW web portal, mobile application, alert processing and message delivery, as it relates to implemented SWMA campaigns, including Street Sweeping, Leaf Collection, and any/all campaigns to be added.

B. Implement additional Unified Alerts and campaigns for DC residents and/or SWMA staff.

C. Initial Crewgistics implementation for SWMA.

D. Integrate with TOPS system data to streamline Service Interruption Management.

3. ESTIMATED REASONABLE PRICE:

The estimated total price is $100,894.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Since July 11, 2017, Polka Dot Publishing, LLC (PDSP) has been supporting DPW Parking Enforcement Management Administration (PEMA) in implementing multiple personalized information campaigns for the District residents under contract no. CW53123. PDSP has created and implemented MyDPW solution called "MyDPW DC" for PEMA. The solution is configured to reflect DPW's brand, business rules, content and preferences. On June 21, 2018, the contract was modified for system enhancement to allow DPW Solid Waste Management Administration (SWMA) to use the system for their own programs which include leaf, trash and recyclables collections. SWMA would like to continue using the same MyDPW solution for existing programs and expand use of the program to include various campaigns like, street sweeping, leaf collection and any other campaigns that SWMA requires during the contract period.

B. The MyDPW solution is part of PDSP's product line, developed for DPW marketplace. The software, including all of its supporting components, and implementation support are only available through Polka Dot Sky Software. There are no other vendors approved to resell it.

C. PDSP has customized, built, coded, and supported MyDPW solution for SWMA for the past one (1) and a half years. No other firm has the knowledge and experience to continue maintaining this solution without risking significant downtime and potential damage resulting in critical systems not working.

D. OCP has reviewed the Contractor's quote and based on current contract pricing, the price is determined fair and reasonable.

E. For the reasons stated above, the District did not conduct a market survey.

F. A Notice of Intent to Award a Sole Source Contract shall be posted at the OCP website for ten days.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Christopher Geldart
Director
Department of Public Works

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date

Tonia C. Nixon
Deputy Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18- 371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter, III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: CW81262
CAPTION: Pharmacy Benefit Manager
PROPOSED CONTRACTOR: Magellan Medicaid Administration
PROGRAM AGENCY: Department of Health Care Finance (DHCF)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 27 Sections 1304, 1700, 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Health Care Finance ("the District"), has a need for a Contractor to serve as the District's Pharmacy Benefits Manager (PBM). The PBM shall provide and administer a Pharmacy Benefits Management System (PBMS) which is to include a Point of Sale (POS) component, Pharmacy Benefit Programs and Pharmacy Support Services for eligible District beneficiaries.

3. ESTIMATED REASONABLE PRICE:

The estimated cost for this service is $3,082,851.00. The period of performance is from October 16, 2020 through July 19, 2021.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The following facts justify the Sole Source Procurement:

A. As a result of a competitive procurement Magellan Medicaid Administration (Magellan) was awarded the contract to provide pharmacy benefit services for the District's Medicaid eligible fee-for-service recipients through the pharmacy benefit manager which includes a POS pharmacy system allowing eligible District Medicaid and Medicaid waiver beneficiaries immediate access to needed pharmaceuticals, and timely and accurate payment of prescription claims to pharmacies through the "real time" verification of beneficiaries' eligibility, drug coverage, and reimbursement levels. Magellan processes the pharmacy benefit services using software that is proprietary to their company.

B. Magellan's software must be used for the contract services referenced above because Magellan designed and built the PBM system using their platform and software according to the District's specifications. Magellan designed the software to ensure that the PBM system delivered immediate access to the District's Medicaid recipients' pharmaceutical needs. It delivered timely and accurate payment of prescription claims to pharmacies through the "real-time" verification of beneficiaries' eligibility, drug coverage, and reimbursement levels,

and minimize any disruption in agency operation, whereas, the contractor shall continue to operate with a valid contract.

C. It would be prohibitive in terms of time and cost for the District to use software other than Magellan's. To use off-the-shelf software instead of Magellan's software, the District would inherit an insurmountable cost to have a new vendor significantly modify the current software to meet the District's needs and specifications.

D. To avoid disruption of this essential service the District has determined it is in the best interest to enter into a Sole Source Contract with Magellan to continue providing pharmacy benefit services as defined under the original contractual agreement. The sole source contract of these services is proposed for a one (1) year base period, with one (1) year option period starting July 20, 2020 and ending on July 19, 2022. All mandatory terms and conditions shall be enforced and remain the same.

E. Due to time constraints it is not feasible to conduct a competitive procurement and award a contract prior to the expiration date. The sole source award ensures continuation of service while the District prepares a solicitation for competition and award of a contract with a three year base and two option years upon Council approval.

F. Public Notice of OCP's intent to award a sole source contract was posted to OCP's website for ten (10) calendar days pursuant to the requirements of D.C. Official Code 2-354.04. The posting was submitted to OCP's website on March July 31, 2020.

G. Magellan has performed the required services satisfactorily since it was awarded the contract.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Wayne Turnage
Director, DHCF

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Helena C. Barbour

Contracting Officer

7. CERTIFICATION BY CHEIF CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: CW81262
CAPTION: Pharmacy Benefit Manager
PROPOSED CONTRACTOR: Magellan Medicaid Administration
PROGRAM AGENCY: Department of Health Care Finance (DHCF)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 27 Sections 1304, 1700, 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Health Care Finance ("the District"), has a need for a Contractor to serve as the District's Pharmacy Benefits Manager (PBM). The PBM shall provide and administer a Pharmacy Benefits Management System (PBMS) which is to include a Point of Sale (POS) component, Pharmacy Benefit Programs and Pharmacy Support Services for eligible District beneficiaries.

3. ESTIMATED REASONABLE PRICE:

The estimated cost for this service is $3,954,223.71. The period of performance is from July 20 2020 through July 19, 2021.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The following facts justify the Sole Source Procurement:

A. As a result of a competitive procurement Magellan Medicaid Administration (Magellan) was awarded the contract to provide pharmacy benefit services for the District's Medicaid eligible fee-for-service recipients through the pharmacy benefit manager which include a point of sale (POS) pharmacy system allowing eligible District Medicaid and Medicaid waiver beneficiaries' immediate access to needed pharmaceuticals, and timely and accurate payment of prescription claims to pharmacies through the "real time" verification of beneficiaries' eligibility, drug coverage, and reimbursement levels.

B. The pharmacy benefit services are necessary to ensure continuity and avoid any disruption of services for the District's Medicaid recipients immediate access to needed pharmaceuticals, and timely and accurate payment of prescription claims to pharmacies through the "real time" verification of beneficiaries' eligibility, drug coverage, and reimbursement levels, and minimize any serious disruption in agency operation, whereas, the contractor shall continue to operate with a valid contract.

C. To avoid disruption of this essential service the District has determined it is in the best interest to enter into a Sole Source Contract with Magellan to continue providing pharmacy benefit services as defined under the original contractual agreement. All mandatory terms and conditions shall be enforced and remain the same.

D. Due to time constraint it is not feasible to conduct a competitive procurement and award a contract prior to the expiration date. The sole source award ensures continuation of service while the District prepares a solicitation for competition and awards a three base years and two option years contract upon Council approval.

E. Public Notice of OCP's intent to award a sole source contract was posted to OCP's website for ten (10) calendar days pursuant to the requirements of D.C. Official Code 2-354.04. The posting was submitted to OCP's website on March 16, 2020.

F. Magellan has performed the required services satisfactorily since it was awarded the contract.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Wayne Turnage
Director, DHCF

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Helena C. Barbour
Contracting Officer

7. CERTIFICATION BY CHEIF CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT

CONTRACT NO.: CW82657

CAPTION: DC-NET Metropolitan Area Network Man-Based Telephony

CONTRACTOR: Science Applications International Corporation (SAIC)

AGENCY: Office of the Chief Technology Officer

FINDINGS

1. AUTHORIZATION:

D.C. Code §2-354.04; 27 DCMR §§ 1304, 1700, 1701, and 2005.6(b)

2. MINIMUM NEED:

The District of Columbia's Office of the Chief Technology Officer (OCTO) has a continuous need for the current Contractor, Science Applications International Corporation (SAIC), to provide support to DC-Net Metropolitan Area Network Man-Based Telephony project. This contract provides the critical services needed to support DC-Net's fiber network and ensure continued expansion of its telecommunications network deployment to District government offices and agencies, federal government agencies, and to non-commercial entities operating within the District. This contract shall be for a period of one (1) year from award date, plus four (4) option years.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable price shall not-exceed $13,000,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. OCTO requires a 12-month contract to the existing competitively bid District Government Task Order awarded to SAIC under a master contract awarded and administered by the General Services Administration (GSA). The purpose of this contract is to ensure that the following complex, mission-critical and time-sensitive projects required by the District government of which SAIC is the primary contractor remain on track for successful completion in FY21.

- **District Data Center Relocation** – OCTO must migrate all District equipment, facilities, agency applications and services supported from the current data center in FY21 to enable the Deputy Mayor for Planning and Economic Development

(DMPED) to begin its scheduled reconstruction project at the site. Applications and services for public safety and other key government operations will require relocation without disruption of services. Meeting the mandated short timeframe is contingent on key equipment procurements and the coordination of sub-contractor tasks that require the use of OCTO's existing contractor.

- **OCTO Core Network Infrastructure Upgrade** – Completion of the Data Center Relocation and key agency upgrade projects are contingent on OCTO transitioning from end-of-life and oversubscribed network hardware at core site locations to meet agencies' increased service demands. This infrastructure upgrade also includes support for HVAC maintenance at core sites. Any impact on construction services will impact District agency telecommunications services and could negatively impact District government operations. OCTO requires the use of its existing contractor to ensure continuity of service over this time.

- **On-Boarding of Six (6) New Federal Agencies** – Completion of the final design, implementation and activation of critical Cyber Security Services (MTIPS – Managed Trusted Internet Protocol Services / aka "Secure Internet") for six (6) new Federal Agency customers.

B. Under the current contract, beginning March 1, 2013, SAIC has provided reliable essential core services that support, maintain, and expand the DC-Net telecommunications network serving virtually all District government agencies, 16 existing federal agencies, six new federal agencies (currently on-boarding) and over 50 District-based non-profits providing health and education services to District residents. SAIC's services include: troubleshooting and restoring fiber outages for aerial, underground network components, and building premise equipment; installation of in-building low-voltage cabling for DC-Net telephony and wireless services: and maintenance, troubleshooting, and emergency repair of electrical and HVAC systems that are core components of DC-Net telecommunications services.

C. As the District government's telecommunications provider, DC-Net must operate 24/7 without interruption to maintain secure government and public safety and health communications not only under normal operations, but also during emergencies and throughout ongoing nationally declared disasters such as the current COVID-19 pandemic. Public safety agencies, including the Office of Unified Communications, Metropolitan Police Department (MPD), Fire and Emergency Medical Services (FEMS), Emergency Operations Centers, and DC Health locations, and others depend on DC-Net and, by extension SAIC, for reliable and uninterrupted telecommunications services. In addition to District government public safety and health locations, DC-Net also provides critical telecommunications services to hospitals, health clinics, and social services providers in the District that are on the front-line in the fight against COVID-19. Such government, public safety, and health services would be significantly compromised if SAIC services to DC-Net are interrupted, creating a possible risk to the health and safety of District residents.

D. As all District agencies respond to new and altered demands for services under the COVID-19 pandemic, DC-Net must quickly support agency requirements for uninterrupted telecommunications services. Having SAIC in place ensures that DC-Net is positioned to effectively help agencies maintain continuity of critical operations and scale as needed per demands. SAIC knows OCTO practices and procedures and can quickly adjust to modifications caused by COVID-19; it has familiarity with different facilities and customer requirements within each facility, thus expediting DC-Net response in supporting DC agencies' COVID-19 response.

E. In addition to the District data center relocation and network infrastructure upgrade projects listed in Section 4.A. SAIC resources are deeply engaged in design and implementation phases of the following critical projects listed below:

- OCTO Citywide Outdoor Wi-Fi expansion to support agency operations, bridge the digital divide, and foster economic growth;
- Major network infrastructure upgrade for FEMS includes new cabling, network switch equipment, and indoor and outdoor Wi-Fi deployment at over 35 fire stations;
- Major network infrastructure upgrade for Department of Parks and Recreation includes new cabling, network equipment and Wi-Fi deployment at over 20 DPR sites; and
- MPD closed-circuit video (CCTV) surveillance backhaul – per MPD's request that OCTO build network infrastructure to support the bandwidth demands of real-time viewing of critical events from newly deployed CCTV cameras.

F. This contract is the only way to ensure that the District data center relocation and network infrastructure upgrade are completed on time and that critical services to District government agencies are provided without interruption.

5. FACTS THAT JUSTIFY THE SOLE SOURCE CONTRACT

The Office of Contracting and Procurement (OCP) has provided the Contractor written notice of the District's intent to contract terms for one (1) year from date of award, plus four (4) option years.

In determining this contract, the Contracting Officer has considered the following:

a) The requirement covered by the contract fulfills an existing District need;
b) Sufficient budget authority is available;
c) This contract will be the most advantageous method of fulfilling the District's need, when price and other factors are considered; and
d) The need for and importance to maintain continuity in the delivery of these critical services.

6. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

_____ _____

Lindsey Parker Date
Chief Technology Officer
Office of the Chief Technology Officer

7. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and no response was received. I recommend the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Derrick White Date
Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine it is within the best interest of the District and not feasible nor practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04 and 27 DCMR sec. 2005.6(b). Accordingly, I determined that the District is justified in the sole source procurement method of procurement.

_____ _____

George A. Schutter III Date
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: CW83461
CAPTION: Administrative Services Organization Contract
PROPOSED CONTRACTOR: Public Consulting Group
PROGRAM AGENCY: Department of Health Care Finance (DHCF)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR Sections 1304, 1700, 1701.

2. MINIMUM NEED:

The District of Columbia (District) Department of Health Care Finance (DHCF) has a minimum need for a vendor to verify Medicaid claims from Partner Agencies before submission to the Fiscal Agent for processing as well as conduct quarterly audits of the paid Medicaid claims and associated documentation. The current vendor, Public Consulting Group (PCG), verifies these claims via an automated process using software that is proprietary to PCG.

3. ESTIMATED REASONABLE PRICE:

The estimated cost for this service is $1,518,641.00. The period of performance is from September 13, 2020 to September 12, 2021.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The following facts justify the Sole Source Procurement:

A. The award of this Sole Source Procurement is required to ensure continuity and avoid interruption of the District's validation of processing Medicaid claims for services provided until a long term contract can be competitively awarded. The interruption of these vital services would pose a major threat to the District and jeopardize the health, welfare and safety of DC residents.

B. PCG software must be used for the contract services referenced above because PCG designed and built the software to the District's specifications. As a result, the software is necessary to meet the District's needs for the contract services. For example, PCG's software uniquely ensures that in the course of processing the Medicaid claims disallowances are reduced, and the monies provided to each agency are appropriate. In addition, the software can be augmented to increase or decrease the number of validations of Medicaid claims as needed.

C. PCG is the only entity that is permitted to provide the required services because the software used is proprietary to PCG.

D. It would be prohibitive in terms of time and cost for the District to use software other than PCG software for the work at issue. In order to use off the shelf software instead of PCG software, the District would have to pay a vendor to significantly modify off the shelf software to meet the District's needs and specifications. This would result in significant costs to the District, and delays in providing the contract services. PCG proprietary software is another factor as to why they are the only vendor capable of performing these services.

E. Public Notice of OCP's intent to award a sole source contract was posted to our website for ten (10) calendar days pursuant to the requirements of D.C. Official Code 2-354.04. The posting was submitted to OCP's website on June 9, 2020, no responses were received.

F. A market survey was not performed for this procurement because PCG owns the software that is used to perform the required services. PCG is the only Contractor available to continue providing this immediate requirement at the current level of expertise, without experiencing an interruption in these critical health services for District residents. PCG has performed responsibly, been responsive to the ASO population and has been found most suitable to provide services on an extended term.

G. There would be an impact to other DC Government agencies like District of Columbia Public Schools (DCPS), Department of Disability Services (DDS) and the Office of the State Superintendent of Education (OSSE) who rely on these services to process their claims to claim federal funding for services they provide. The District's ability to issue prior authorizations for medically needed services and reporting spending to the federal government would be severely impacted.

H. The current contract expires on September 12, 2020. The sole source contract of these services is proposed for a one (1) year base period from September 13, 2020 through September 12, 2021. The one year base period will allow time for transition should a new Contractor receive the award and require an extended implementation period.

I. The transition time required from the current Contractor to a new awardee is estimated at a minimum of seven months. This transition period is necessary to ensure compatibility and acceptance by the federal government. This process for developing and implementing the revised Statement of Work including the total time for solicitation and updating ASO may realistically take up to one year.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Wayne Turnage
Director, DHCF

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Helena C. Barbour
Contracting Officer

7. CERTIFICATION BY CHIEF CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS

FOR A

SOLE SOURCE PROCUREMENT

AGENCY: District Department of Transportation

CONTRACT NO.: DCKA-2019-C-0062

CONTRACTOR: Parkmobile USA, Inc.

CAPTION: Cellular Phone Payment Method – Digital Parking meters

AUTHORITY

D.C. Code 2-254.04, 27 DCMR 1304, and 1700 and 1701

FINDINGS:

1. **MINIMUM NEED**:

The District of Columbia Office of Contracting and Procurement ("OCP"), on behalf of the District Department of Transportation ("DDOT") (the "District") has an immediate need to modify the contract and exercise Option 1 of the contract for the software and payment service that continues to support the fully functional integrated digital parking solution ("Requirement") utilizing cellular phone technology as the payment method for metered curbside spaces within the District. Option 1 was for a 6-month period of performance from July 2nd 2020 to January 1st 2021. The Contract was modified to add 6 months to the Option Period. During this time, the District will issue a solicitation for a multimodal, open network, mobility wallet type solution as the new method of digital payment for parking and transit related services throughout the region.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price is $4,000,000.00

3. FACTS JUSTIFYING AWARD OF A SOLE SOURCE CONTRACT:

Parkmobile USA, Inc ("Parkmobile") currently provides the software and payment services that manage approximately 20,000 metered spaces across 11,000 parking meter assets including applicable parking related signage and decals. Under normal circumstances the District generates $481,000.00 per week in digital parking meter revenues and up to $25,000,000.00 each program year. In the absence of ongoing digital parking payment solution series, District residents and visitors will be unable to digitally pay for parking at many locations, and the District will be unable to collect electronic parking revenue.

On July 6, 2016, Parkmobile was awarded a contract through a solicitation utilizing full and open competition. Part of the contract required Parkmobile to provide new software and data integration systems to manage digital parking meter revenue collection and digital parking meter enforcement. The Parkmobile software implemented at DDOT is not publicly available due to the customizations needed to facilitate the integration of the Parkmobile software with existing District information technology systems. The integration effort spanned two years and required significant programmatic

and Parkmobile resources to implement. While the data stored on the Parkmobile system is owned by the District the software is not. The absence of the Parkmobile software would render the DDOT Asset Management program incapable of collecting digital meter revenue resulting in significant loss of programmatic resources.

In early 2019, the program concluded that a migration to a new software system that will enable users to use one application to access a multitude of regional parking facilities is in the best interest of the District. This conclusion was based on customer feedback that prescribed regional integration, and the availability of emerging, innovative technologies. As a result, the District recognized a need to overhaul the requirements documents for the follow-on solicitation.

The District engaged a Subject Matter Expert ("SME") to advise on leading practices and assist in exploring additional technologies that will meet the District's evolving requirement for a regionally integrated digital parking solution. Based on work of the SME, the complexity of the emerging technologies and market research, DDOT and OCP believe that an additional 12 months of the Parkmobile support will be required to complete rewriting the requirements documents, allow sufficient procurement led time, and receive Council of the District of Columbia approval of the follow on contract award.

Due to the widespread integrations required and the digital nature of the payment collections, DDOT is unable to self-perform the Requirement. As a result, Parkmobile is the only firm capable of fulfilling the Requirement.

The anticipated cost to the District is based on Parkmobile's existing contractual fee structure and will yield a fair and reasonable cost to the District.

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CERTIFICATION BY ASSOCIATE DIRRECTOR OF THE PARKING AND GROUND TRANSPORTATION DIVISION

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

Date

Evian Patterson, Associate Director
Parking and Ground Transportation Division
District Department of Transportation

CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

Date

Jeffrey Marootian
Director, DDOT

CERTIFICATION BY THE CONTRACT SPECIALIST

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

Date

Steven H Whishod
Contracting Officer

CERTIFICATION BY CONTRACTING OFFICER AND RECOMMENDATION

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority, I certify that the notice of intent to award a sole source contract was published in accordance with Section 4 © of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Codes 2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

William E. "Bill" Sharp
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A Schutter, III
Chief Procurement Officer

CLASS DETERMINATION AND FINDINGS
FOR
EMERGENCY PROCUREMENTS

PROGRAM AGENCY: **Department of Public Works (DPW)**
District Department of Transportation (DDOT)

CAPTION: **Graffiti Removal Services**

PROPOSED CONTRACTOR: **Clean City, LLC**

FINDINGS

1. Authorization:

D.C. Official Code Section 2-354.05 and 27 DCMR Section 1702

2. Minimum Need:

The Office of Contracting and Procurement (OCP) on behalf of the Department of Public Works (DPW)/Solid Waste Management Administration (SWMA) and District Department of Transportation (DDOT) has an immediate need of Graffiti Removal Services. The Contractor needs to provide all labor, materials, supplies, tools, equipment and transportation necessary to perform graffiti removal services to public and private properties located through the district on an as needed basis on second, third story buildings, bridges and overhandling road signs. The services shall include, but not limited to pressure washing, chemical removal and painting.

3. Estimated Fair and Reasonable Cost:

Not to exceed amount is $100,000.00

4. Facts that Justify an Emergency Procurement:

A. Previously, The District had a BPA not to exceed $100,000.00 with Ultimate Services for Graffiti Removal. While the BPA was in Option Year three (3), SWMA decided not to renew and to rebid the services, resulting in the BPA ending June 29, 2019.

B. Prior to the BPA ending, SWMA provided a SOW with revised requirements, to include, bridges and varying heights for Graffiti Removal services. On April 12, 2019, OCP issued Solicitation No. Doc437658 to open market with twenty-six (26) vendors invited. The solicitation closed April 30, 2019 with five (5) bid respondents. The solicitation was cancelled September 12, 2019, because

a new solicitation with revised requirements to include both DDOT and SWMA's needs will be prepared and issued in fiscal year 2020. The anticipated contract will have a minimum of a million dollar contract ceiling.

C. From October 1, 2019 to December 29, 2019 an emergency procurement was established to cover Graffiti Removal Services while there was no contract in place. Since the end of the emergency procurement, requirements have changed to combine DDOT and SWMA's needs. A new solicitation will be issued to reflect both agencies current and anticipated needs.

D. SWMA is currently without a contract mechanism to absorb the 135 Graffiti Removal Service tickets. As such, an emergency procurement is requested to cover these services for the next 60 days, with the option to extend for an additional 30 days, affording time to prepare and re-issue a new solicitation.

5. <u>Certification of Agency Head</u>:

I hereby certify that the above findings are correct and complete to the best of my knowledge.

_____ _____

Date Christopher Geldart, Director
Department of Public Works

6. <u>Certification of Contracting Officer</u>:

I hereby certify that the above findings are correct and complete to the best of my knowledge.

_____ _____

Date Tonia C. Nixon
Deputy Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that emergency circumstances exist and the District is justified in using the emergency method of procurement under Section 405 of the Procurement Practices Reform Act of 2010.

_____ _____

Date George A. Schutter, III
Chief Procurement Officer
Office of Contracting & Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CAPTION:	**Continuing IT Development Support Services**
CONTRACTOR:	**Limbic Systems**
PROGRAM AGENCY:	**Department of Consumer and Regulatory Affairs (DCRA)**

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. **MINIMUM NEED:**

The Office of Contracting and Procurement (OCP), on behalf of the Department of Consumer and Regulatory Affairs (DCRA) is seeking to extend services with the current vendor, Limbic Systems to continue providing software development support services for the following applications: Project Dox, FileNet, CPMS. DCRA is re-competing this work and requires continuation of services to avoid disruption of services until the new contract is awarded.

3. **ESTIMATED REASONABLE PRICE:**

The estimated cost for the extension period is $40,000.00

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

DCRA serves as a regulatory agency for a variety of industries that include beauty, construction, entertainment, housing, mortuary services and retail sales. The agency offers a peek into the District's economic future through its issuance of business licenses, professional licenses, permits and corporate registrations. The bulk of these documents are requested and distributed through several of the agency's online portals while some customers prefer in-person interaction at the permit center. Customers also utilize intermediaries to act on their behalf.

In addition to this service, DCRA also enforces codes and standards through inspections, investigations, citations, denials, revocations and suspensions. These corrective actions are used to encourage pro-social behaviors to protect consumers from bad business practices and residents from unsafe housing conditions.

DCRA currently uses the Project Dox system to facilitate plan reviews, Abacus to manage cases before the Office of Administrative Hearings (OAH), FileNet to provide online availability of permitting information.

DCRA has also developed and application program interface (API) library which allows separate systems to share data via a standard uniformed REST based web service architecture.

The agency's existing and newly developed customer relationship management (CRM) systems utilize this API to allow interoperability with DCRA land management permitting system (Accela).

Disruption of these services would have a significant impact on DCRA's ability to service our customers, especially in the area of permit issuance. It would also delay the implementation of the new CRM system. Extending a continuation of these services until the new contract is awarded would allow DCRAs work to continue without interruption.

DCRA is working with OCP/OCTO on a new solicitation and extending these services would support the agency as we work to issue a new contract. OCP/OCTO's timeline to formulate a new contract is pending; we hope to award by 2nd week of January.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

12/16/19
Date

Ernest Chrappah
Ernest Chrappah, Director, DCRA

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT EXTENSION

CONTRACT NO:	CW28642
CAPTION:	Loan Services
PROPOSED CONTRACTOR:	AmeriNational Community Services dba/ AmeriNat
PROGRAM AGENCY:	Department of Housing and Community Development

FINDINGS

1. **AUTHORIZATION:**

DC Official Code §2-354.04, 27 DCMR §§1304, 1700, 1701, and 2005.2 (b)

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development (the "District") has an immediate need to extend the period of performance for the current loan services contract CW28642. The District needs the current contractor to provide loan services, loan collection, lease services, lease collection and foreclosure services during the transitioning of all records and closeout phase of the contract.

The period of performance shall be January 1, 2020 through April 15, 2020.

3. ESTIMATED REASONABLE PRICE:

The estimated fair reasonable not-to-exceed total price: $880,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The current contract CW28642 for loan services expires on December 31, 2019.

B. The District of Columbia Office of Contracting and Procurement, on behalf of Department of Housing and Community Development issued a new Request for Proposal solicitation Doc400175 for loan services and collections management for DHCD housing assistance programs on November 8, 2018.

C. A new contract was awarded to Tax Credit Asset Management (TCAM) on October 1, 2019 for one-base year period and four one-year options after receiving DC Council approval.

D. On October 22, 2019, AmeriNational Community Services LLC dba/ AmeriNat filed a protest CAP No. P-111 against the contract awarded to TCAM through the DC Contract Appeals Board. The contractor request to continue the work performance until the protest is resolved. The Board approved the request. On October 23, 2019, the Contracting Officer ceased performance under the new loan services contract and suspended any related activities with TCAM. In addition, notice of the protest was issued to the other offerors as interested parties.

E. A market research survey was conducted due the protest filing and direction of the DC Contract Appeals Board. Until the resolution of the protest, AmeriNational Community Services dba/ AmeriNat is the only loan service provider that has the adequate resources already established at the Department of Housing and Community Development to provide the current services during the extension period of performance.

F. Until the protest is resolved and the activities outline in the work requirements of the transitional/closed out period of the existing contract is completed, a sole source extension of the current services is the only way to ensure that the District does not experience an interruption of loan services. A break in service would jeopardize the District's effort to provide the current loan services for its current and future amortized and deferred loans for eleven housing assistance and rehabilitation programs in the District of Columbia.

G. Amerinational Community Services dba/ AmeriNat has performed satisfactory loan services at the Department of Housing and Community Development since 2014. By being only bidder responding to prior loan service solicitation and received annual waivers of CBE subcontracting plan requirements, the contractor is well-adjusted and has conformed to the District Government's process in loan servicing.

H. Public Notice of OCP's intent to award a sole source contract extension was posted to our website for ten (10) calendar days pursuant to the requirements of Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010. The public notice was posted to OCP's website on November 27, 2019.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Mary R. (Polly) Donaldson
Director,
Department of Housing and Community Development

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source contract method under the cited authority. I certify that the notice of intent to award a sole source contract extension was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04). No responses were received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract action.

_____ _____

Date Heather Reynolds
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process and that the proposed extension of Contract CW28642 with AmeriNational Community Services dba/ AmeriNat is justified. Accordingly, it is further determined that the District is justified in using the sole source method of procurement for this proposed sole source contract extension is in the best interest of the District of Columbia.

_____ _____

Date George A. Schutter
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: TBD

CAPTION: BMW Police bikes

PROPOSED CONTRACTOR: Bob's BMW Motorcycles

PROGRAM AGENCY: Metropolitan Police Department

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Metropolitan Police Department seeks a Contractor to provide BMW motorcycles for the 2021 Presidential Inauguration Parade.

3. ESTIMATED REASONABLE PRICE: $990,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. For decades the Metropolitan Police Department (MPD) has exclusively utilized the Harley Davidson (HD) FLHTP for dignitary escorts, funeral escorts, parades, patrol functions and community events. However, the Department's findings have found that the BMW W R1250RT-P motorcycle is a safer police motorcycle based multiple standard features and overall performance. MPD requires 33 new BMW motorcycles for the upcoming presidential inauguration.

B. OCP conducted market research by reaching out to five BMW motorcycle across the county; no other vendors are capable of providing the required motorcycles within the District's deadline. Both OCP and MPD have reviewed the Contractor's quote and determined the price to be fair and reasonable.

C. As such, it is in the best interest of the District to obtain the motorcycles from the proposed contractor.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____	_____
Date	Peter Newsham, Chief Metropolitan Police Department

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that [no response was received] [the response received was rejected because _____]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____	_____
Date	Courtney B. Lattimore Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____	_____
Date	George A. Schutter Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CAPTION:	**FY20 Specialized Prisoner Transport Marked Van Units**
PROPOSED CONTRACTOR:	**Mavron, Inc.**
PROGRAM AGENCY:	**Metropolitan Police Department (MPD)**

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. **MINIMUM NEED:**

MPD seeks Mavron Inc. to provide equipment and installation of five (5) prisoner transport units, built in accordance to the District's standard specifications;

- Units will be installed into five (5) Ford Transit 350, (furnished by MPD) 132" wheel base cargo vans, with Ford 62C prep package.
- Prisoner containment units shall be aluminum construction, to reduce weight, improve fuel mileage and for easy cleaning.
- Units will be of split (dual) cell structure, 9-12 prisoner capacity, and have the capability to be transferred to another vehicle, if required.

3. **ESTIMATED REASONABLE PRICE:**

$118,000.00

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

A. MPD requires a vendor to provide the equipment and installation of prisoner transport units into transit vans, provided by the agency. The District has well-defined specifications for the transport units that have been in use since 2012.

B. Mavron, Inc. is the sole manufacturer of the transport, center mounted, vertical lift prisoner transport safety bar, which is integral to the construction of the unit. No other vendor has the capability of constructing these components in accordance with the District's specifications. The Contractor is also the only manufacturer with Drop-Ship authorization at the Ford assembly center, where the van is manufactured, which streamlines the fabrication process. Mavron's parts are authorized for receipt in the Ford plant where the District's vans are constructed. This allows the District to

receive a fully constructed vehicle, which can be put into service upon delivery.

C. The District has conducted market research and has not found any other vendors capable of providing this equipment and installation, in accordance with the District's requirements and without obtaining critical components from Mavron, Inc. As such it is determined to be in the District's best interest to purchase these transport units from Mavron, Inc.

D. OCP has reviewed the Contractor's quote and based on previous contract pricing, the price for is determined reasonable.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Peter Newsham
Chief of Police
Metropolitan Police Department

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date

Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

AGENCY: Office of Planning
CAPTION: Housing cost analysis
CONTRACT NO.: RK151050
CONTRACTOR: Partners for Economic Solutions

FINDINGS

1. **Authorization:**

   D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

2. **Minimum Need:**

   The Office of Planning (OP) and the Department of Housing and Community Development (DHCD), via the Office of Contracting and Procurement, require the services of a contractor to produce a housing cost analysis of the Far Southeast/Southwest Planning Area to assess land use development economics in relation to the District's land use plans, policies and zoning. Consultant services will analyze the housing market and how households have been affected since the COVID-19 event. This planning area includes low-income and minority residents that have been hardest hit by COVID-19. Study findings would support and inform a Congress Heights planning study. This is a follow-on study to a Construction Cost Analysis described further in Section 4 below. The work must be completed by the end of September 2020.

3. **Estimated Fair and Reasonable Price:**

   The estimated fair and reasonable price to complete this work is approximately $50,000, based on OP and DHCD's estimate of time and effort spent on studies of this sort in the past.

4. **Facts That Justify Single Available Source Procurement:**

   A. Neither OP nor DHCD has the in-house capabilities or capacity to complete the required analysis.

   B. This requirement is a follow-on task to a Construction Cost Analysis procured by the DC Housing Finance Agency. The work is being conducted as part of a multi-agency, multi-initiative program designed to increase affordable housing production and preservation across the District. The overarching program is a Mayoral initiative, and day-to-day work is being led by DCHFA, OP, and DHCD. OP and DHCD provided funding to the DCHFA for the Construction Cost Analysis.

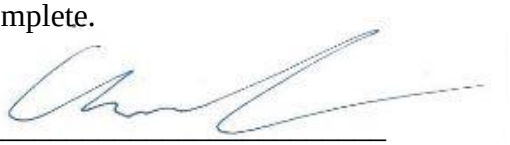
C. Timing is critical. As described above, this is a follow-on requirement that must quickly commence because the findings are needed to inform the design of FY 2021 policy and program tools including a DHCD Notice of Funding Availability and potential amendments to the zoning code, as well as a Congress Heights planning study.

D. Partners for Economic Solutions (PES), which is conducting the Construction Cost Analysis described above, is ideally suited to continue with this follow-on requirement. This contractor has an unparalleled understanding of current construction costs in the District of Columbia because they are conducting the related Construction Cost Analysis. A highly detailed knowledge of construction costs is the most important success factor in the Far Southeast/Far Southwest Housing Cost Analysis because those costs determine which types of building construction types are market viable. Construction costs vary significantly from market to market due to labor market conditions, material costs, and regulatory structures. Clearly understanding market viability of each major housing type is needed to estimate where new housing can be produced and where existing affordable housing is vulnerable to redevelopment. Specific insight from the Construction Cost Analysis being conducted by PES is needed to calibrate estimates of how much additional value is needed to spur new construction or redevelopment, which can vary by 200 to 400 percent.

E. PES's work with OP and DHCD in this area leads OP to believe that no other contractor could do this important work for the District. If directed to choose another contractor for this project, it would result in untimely work that would not be useful, as OP would have to spend considerable time to get the new contractor up to speed.

6. <u>Certification by the Agency Head:</u>

I certify that the above findings are correct and complete.



6-18-2020

Date

Andrew Trueblood
Director, Office of Planning

CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____

Date

James Webb
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18- 371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____

Date

George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CAPTION: Interstate Bus Transportation – Travelers Aid
PROPOSED CONTRACTOR: Travelers Aid International Inc.
PROGRAM AGENCY: Department of Human Services, Economic Security Administration, Office of Administrative Support

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27DCMR 1304, 1700, 1701 and 2005.2(b)

2. **MINIMUM NEED:**

The Department of Human Services (DHS) is seeking a vendor to provide services to indigent individuals and families to return to their home communities. The period of performance will be from the date of contract award until September 30, 2019 .

3. **ESTIMATED REASONABLE PRICE:**

The cost of $30,000 is fair and reasonable to the District of Columbia Government.

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

Having helped stranded travelers in Washington since 1913, Travelers Aid is one of the oldest social service agencies in the city. It is an affiliate of Travelers Aid International and has established connections nationwide for assessing the needs of and identifying help for travelers-in-need from all across the country. While other organizations offer casework services to indigent and homeless persons, only Travelers Aid is specifically geared to helping individuals and families travel back home or to other communities where they can obtain the help they need. The anticipated cost to the District will be fair and reasonable. No market research was conducted.

Travelers Aid has established a relationship with Greyhound which discounts tickets for its clients by 25 percent, a savings that will be passed on to the District under this purchase order. Travelers Aid staff and volunteers are on site at Union Station and at the major airports to assist stranded travelers. The Union Station location is only seven blocks from the Economic Security Administration's 645 H Street, N.E., Decentralized Service Center.

Failure to approve this vendor will prevent the District from providing these case management services.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

10/2/2019
Date

Anthea Seymour
Anthea Seymour, Administrator
DHS, Economic Security Administration

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____
Date

_____
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____
Date

_____
George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CAPTION: Interstate Bus Transportation – Travelers Aid
PROPOSED CONTRACTOR: Travelers Aid International Inc.
PROGRAM AGENCY: Department of Human Services, Economic Security Administration, Office of Administrative Support

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27DCMR 1304, 1700, 1701 and 2005.2(b)

2. **MINIMUM NEED:**

The Department of Human Services (DHS) is seeking a vendor to provide services to indigent individuals and families to return to their home communities. The period of performance will be from the date of contract award until September 30, 2020.

3. **ESTIMATED REASONABLE PRICE:**

The cost of $30,000 is fair and reasonable to the District of Columbia Government.

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

Having helped stranded travelers in Washington since 1913, Travelers Aid is one of the oldest social service agencies in the city. It is an affiliate of Travelers Aid International and has established connections nationwide for assessing the needs of and identifying help for travelers-in-need from all across the country. While other organizations offer casework services to indigent and homeless persons, only Travelers Aid is specifically geared to helping individuals and families travel back home or to other communities where they can obtain the help they need. The anticipated cost to the District will be fair and reasonable. No market research was conducted.

Travelers Aid has established a relationship with Greyhound which discounts tickets for its clients by 25 percent, a savings that will be passed on to the District under this purchase order. Travelers Aid staff and volunteers are on site at Union Station and at the major airports to assist stranded travelers. The Union Station location is only seven blocks from the Economic Security Administration's 645 H Street, N.E., Decentralized Service Center.

Failure to approve this vendor will prevent the District from providing these case management services.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

10/2/2019
Date

Anthea Seymour
Anthea Seymour, Administrator
DHS, Economic Security Administration

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS

FOR A

SOLE SOURCE PROCUREMENT

CAPTION: Records Storage and Retrieval Services

CONTRACTOR: Iron Mountain Information Management, LLC (Iron Mountain)

PROGRAM AGENCY: Department of Employment Services (DOES)

FINDINGS

1. AUTHORIZATION:

D.C. OFFICIAL CODE §2–354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Government of the District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Department of Employment Services Office Labor Standards Bureau (DOES) has an immediate need for Iron Management Information Management, LLC (Iron Mountain) to continue providing records storage and retrieval services of approximately 7,000 existing boxes of workman's compensation program files, while simultaneously re-boxing the (in accordance with Office of Public Records boxing guidelines), indexing and relocating the files to the Federal Records Center in Suitland, MD.

The Period of Performance shall be from date of award through one year thereafter.

3. ESTIMATED REASONABLE COST:

The government estimated cost of $100,000 has been deemed fair and reasonable to meet the requirements of this procurement.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Market Research was conducted and there are no CBEs or SBEs DC Supply Schedule that can provide the services. While there are other GSA Schedule vendors who offer document storage and retrieval services, many of their price schedules offer pricing for the labor of related services but not rates for the specified services needed.

B. Iron Mountain currently provides records storage and retrieval services for 7,000 existing boxes of workman's compensation program files. The time and expenses to possibly award to another vendor and relocate the files to a new vendor's location would not be cost effective or advantageous to the District.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____	_____
Date	Unique Morris-Hughes Director

6. CERTIFICATION BY THE CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____	_____
Date	Alvin N. Stith Contracting Officer

7. DETERMINATION:

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act 2010 (D.C. Law 18-371; (D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____	_____
Date	George A. Schutter, III Chief Procurement Officer

DETERMINATION AND FINDINGS

FOR

SOLE SOURCE EXTENSION PROCUREMENT

Agency: Metropolitan Police Department (MPD)

Contract No.: CW39581

Caption: **MPD CCTV MAINTENANCE AND SUPPORT**

Contractor: Hitachi Data Systems

FINDINGS

1. AUTHORIZATION:

D.C. Code § 2-354.04; DCMR § 1304, 1700, 1701, and 2005.2(b)

2. MINIMUM NEED:

The Metropolitan Police Department (MPD has a continuing need to provide CCTV Maintenance, Support and configuration of fifty-seven (57) cameras, on an as needed basis. The system provides law enforcement with real-time, visual information during major events such as demonstrations, presidential inaugurations and marches. An interruption in the services currently being provided can have immediate and/or long term effects on the residents and visitors of the District. The period of performance will be October 1, 2020 through February 28, 2021.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable is $100,000.00 based on Option Year 4 pricing. Facts that justify a Sole Source Extension are the rates that have been previously determined fair and reasonable based on current monthly rates paid by the District for the same or similar services.

4. FACTS THAT JUSTIFY A SOLE SOURCE EXTENSION PROCUREMENT:

MPD's goal is to have 24-hour camera surveillance of high crime areas. MPD is currently understaffed to provide adequate support of its existing CCTV camera network, which consist of 222 deployed cameras throughout the District. Without the continued contractual support of qualified CCTV technicians, MPD significantly increases its risk of network downtime. . In addition, responding to service outages and network support issues would overwhelm our CCTV Team and affect their ability to perform daily operational duties. The CCTV Team relies heavily on our existing CCTV Support contractors to clear service tickets, which allows MPD staff to closely monitor the network, evaluate and implement new CCTV technologies and support MPD members with crime investigations.

Contracting Officer has determined that the Contractor is capable, qualified and responsible in order to be able to continue providing these critical services with minimal risk.

Failure to extend the Contract will prevent the District from monitoring public spaces around key installations that are at risk of terrorist attacks, without having to assign a large number of uniformed officers. Therefore a six (6) month extension is necessary to continue the current services.

The District hereby determines that these services are critical to the Metropolitan Police Department (MPD)and it is in the best interest of the District to extend the term beyond the total term specified in the Contract in order to continually provide CCTV Maintenance, Support and configuration of fifty-seven (57) cameras, on an as needed basis.

5. CERTIFICATION BY THE AGENCY HEAD:

I hereby certify that the above findings are true, correct, and complete.

_____ _____

Peter Newsham, Chief of Police
Chief Executive Officer Date
Metropolitan Police Department

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that sufficient funds are available, as certified by the Agency Fiscal Officer, that the prices proposed are fair and reasonable and that therefore, it is in the best interest to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a Sole Source Contract was published in accordance with 27 DCMR 1304. Also, I recommend that the Chief Procurement Officer approve the use of the Sole Source procurement method for this proposed contract

_____ _____

Margaret Desper, CPPB Date
Contracting Officer

_____ _____

Richard Owens Date
Chief Contracting Officer
OCP - Public Safety & Justice Cluster

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04). Accordingly, I determine that the District is justified in using the Sole Source method of procurement.

_____ _____

George A. Schutter, III
Chief Procurement Officer
Office of Contracting and Procurement

Date

DRAFT DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: DCKA-2017-T-0039, Proposed Task Order

CAPTION: Construction Management and Related Services for the Metropolitan Branch Trail Design-Build, South Segment

PROPOSED CONTRACTOR: Delon Hampton & Associates, Chartered (DHA)

PROGRAM AGENCY: District Department of Transportation (DDOT)

AUTHORITY

D.C. Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

FINDINGS

1. MINIMUM NEED:

The Government of the District of Columbia, Department of Transportation ("District" or "DDOT") has an immediate need for the Proposed Contractor to provide construction management, construction inspection, and design review services (collectively, "CM and related services") to complete the Design Build construction and closeout for the above-captioned project, which began in late 2017 and is scheduled to be completed by December 2020. The project is funded in part from the federal Highway Trust Fund administered by the U.S. Department of Transportation, Federal Highway Administration. The proposed period of performance for this task order is 395 days from the Date of Award.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price is $ 903,942.60, based on negotiated labor rates and other direct costs under the Proposed Contractor's Architectural/Engineering ("A/E") contract.

3. FACTS JUSTIFYING SOLE SOURCE PROCUREMENT:

(a) The Metropolitan Branch Trail Design Build, South Segment is a multi-phase, Design-Build project, currently in active construction.

(b) The CM and related services required by the District were performed by another contractor ("Prime Contractor") from July 27, 2017 through January 27, 2019, with the assistance of a number of subcontractors including the Proposed Contractor, who was a major subcontractor to the Prime Contractor during that period and had substantial

participation in performing many of the CM and related services provided through the Prime Contractor.

(c) The Prime Contractor's task order has expired and the Prime Contractor is no longer available to continue to perform these tasks. The District still needs a contactor to provide Design-Build CM and related services through project completion and closeout, including reviewing shop drawings and plan designs, resolving field construction problems, reviewing and responding to Requests for Information (RFIs) from the Design-Builder, analyzing change order requests, performing community engagement support services, and various other related project tasks. A contractor is required that has thorough command of a range of CM-related skills and credentials to handle contract and project administration specific to the Design-Build alternative project delivery method, in the absence of defined District rules governing the administration of this contract type.

(d) Given its participation in performing almost all of the required services on this project to date as a major subcontractor to the former Prime Contractor, no contractor other than the Proposed Contractor is able to continue to provide these services without incurring a significant project delay while new consulting personnel are selected and become familiar with the details of the project.

(e) For the above-stated reasons, the District did not conduct a market survey.

CERTIFICATION BY CHIEF ENGINEER

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Dawit Muluneh, P.E.
Chief Engineer, DDOT

CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

_____ _____

Date

Jeffrey M. Marootian
Director, DDOT

CERTIFICATION BY CONTRACT SPECIALIST

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Donnetta Butler
Contract Specialist
Office of Contracting & Procurement (OCP)

CERTIFICATION BY CONTRACTING OFFICER AND RECOMMENDATION

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

DRAFT

_____ _____

Date

William E. Sharp, Jr.
Chief Contracting Officer, Infrastructure (OCP)

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §§ 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT

AGENCY:	Criminal Justice Coordinating Council
CONTRACT NO.:	**CW76861**
CAPTION:	Information Technology Consultant related to JSAT Development Continuation
CONTRACTOR:	Mindcubed, LLC

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Criminal Justice Coordinating Council (CJCC) wishes to enter into a contractual arrangement with Mindcubed, LLC so they can continue providing services related to the development of the DC Justice Statistical Analysis Tool (JSAT).

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price of the contract is not to exceed $800,000.00 (Base year: $400,000; Option Year 1: $200,000.00; Option year 2: $200,000.00)

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Mindcubed is an SBE certified information and technology software and services company headquartered in the District of Columbia. They excel at delivering creative solutions quickly and cost effectively in the areas of Big Data Analytics, Mobile Apps Development, Agile System Engineering, and Cybersecurity. They have developed an Enterprise Big Data Software Platform – GRID™ for Agile Analytics and Compliance. The GRID™ provides a unique combination of agile analytics, business compliance, and statistical simulation capabilities that enables organizations to understand trends, predict outcomes, and make data-driven decisions. Furthermore, Mindcubed has a history of working with the District and partnering agencies in creating plans that leverage the current data available to the District systems and other data sources in order to develop processes that allow for the query and analyzation of data pools. Since 2016 Mindcubed has been working with CJCC and partnering agencies on the development of the JSAT platform.

In addition to the development of its GRID™ technology, Mindcubed has worked closely with the District and partnering agencies through federal and grant funds to create the CJCC JSAT platform, using its patented GRID™ technology software, which was configured to meet the CJCC's system requirements. Mindcubed retains the ownership,

trademark, and all pending and current patents in its GRID™ technology and software features which are essential in this engagement to continue the development and enhancements of the JSAT platform. JSAT was created to provide CJCC and its partners and the public with an overview of the justice system statistics and information. JSAT has two components: (1) the DC JSAT Enterprise Portal for CJCC partner agencies and (2) the DC JSAT Public Portal for the general public. Both portals allow users to view and interact with available criminal justice data using filters such as geographic information (ward and neighborhood information) and demographic information (race, age group and gender). It was designed for public entities to learn about justice system activity within the District as a whole, or their respective wards or neighborhoods. Information made available on the DC JSAT Public Portal is the result of a collaborative effort of the District's federal and local justice system agencies. Both portals were configured and deployed utilizing Mindcubed's proprietary GRID™ software as its underlining technology. As such, Mindcubed is the only entity that can provide the software and associated technical support needed for the continued use and functionality of the JSAT platform, likewise, they are the only firm authorized to implement any changes or updates to the platform necessary to meet the ongoing and future needs of the agency for enhancements or the deployment of new technology capabilities.

It is critical and imperative that we maintain the business partnership with Mindcubed as their patented technology not only fosters the JSAT program platform, but it also cultivates its companion platform, the Justice Information System (JUSTIS), which is a web-based system that provides equally critical information that allows local and federal criminal justice agencies in the District to share information related to arrests, case status, incarcerations, and releases in a secure environment via a common user interface.

Mindcubed services are an integral part of the JSAT program and they have been heavily engaged in this federally and grant funded project since 2016; they are the only source of the technology and combined expertise and background who can timely provide the required services. The agency would like to continue JSAT's development during FY 2020 through FY 2022 by awarding additional federal and grant funds to Mindcubed to further develop the system and ensure that it is compliant with the Federal Information Security Management Act of 2002 (FISMA).

For the above stated reasons, it is in the District's best interest to award the sole source contract to Mindcubed, as the services are the natural continued progression for the project and a logical follow on to the services provided by the contractor.

5. CERTIFICATION BY CONTRACT SPECIALIST:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date Edrica Taylor
Contract Specialist

DETERMINATION

Based on the above findings, it is determined that the Contractor is in compliance with the above referenced sections and is thus determined to be responsible.

_____ _____

Date Todd Allen
Contracting Office

6. **CERTIFICATION BY CHIEF PROCUREMENT OFFICER:**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-37; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement, and that this determination and finding has fulfilled the 10 day notice requirement in Section 1304.1

_____ _____

Date George A. Schutter III
Chief Procurement Officer for the Office
of Contracting and Procurement

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

AGENCY: Department of Health (DC Health)

CONTRACT NO.: TBD

OFFEROR: NCS Pearson dba Pearson VUE

CAPTION: Competency Testing for Nurse Aides, Home Health Aides, and Medication Aide

FINDINGS

1. AUTHORIZATION:

DC. Official Code Section 2-354.4 and 27 DCMR Sections 1304, 1700, and 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, Department of Health, Health Regulation and Licensing Administration (HRLA) seeks to enter into a sole source contract with NCS Pearson dba Pearson VUE to continue providing a full service Nurse Aide, Home Health Aid and Medication Aide Competency Testing Program which includes use of an Integrated Competency Evaluation System to screen and process Certificed Nursing Assistants' (CNAs) applications.

The period of performance shall be for one year from the date of award.

3. ESTIMATED FAIR AND REASONABLE PRICE:

There are no cost associated with the District as participants pay for testing fees.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The Board of Nursing, a division within the HRLA, is responsible for the licensure and regulation of registered nurses (RNs), licensed practical nurses (LPNs), advanced practice registered nurses (APRNs) (i.e., nurse midwives, nurse anesthetists, clinical nurse specialists and nurse practitioners), and nursing assistive

personnel (NAPs) (i.e., dialysis techs (DTs), certified nursing assistants (CNAs), and home health aides (HHAs). The Board also approves and regulates the education and training programs of the health care providers listed above.

B. The Board of Nursing utilizes the National Nurse Aide Assessment Program (NNAAP) to certify CNAs in the District. The NNAAP is the largest nurse aide certification exam program in the United States (U.S.) with over 200,000 paper and practical exams administered annually. The District of Columbia Board of Nursing utilizes the NNAAP to license Certified Nurse Aides (CNAs) in the District. The exam content is owned and developed by the National Council of State Boards of Nursing (NCSBN).

C. The NCSBN is the credentialing body for the NNAAP exam with the mission to protect the public's health and welfare by assuring that safe and competent care is provided by certified nurse aides. The NCSBN is the only provider of this exam (oral/written). The NCSBN is a not-for-profit organization whose members include the boards of nursing in the fifty (50) states, the District of Columbia and four (4) U.S. territories.

D. Pearson VUE is the sole test vendor administering the NNAAP exam, on behalf of the NCSBN. The NCSBN has designated Pearson VUE to administer the NNAAP, associated testing, and administration services to those candidates seeking licensure as CNAs with the District of Columbia Board of Nursing. Pearson VUE has delivered the NNAAP exams for 25 years. Pearson VUE's extensive experience in the licensing business and vigilant monitoring of the individual candidate experience has allowed DC Health to refine our administrative processes to better serve the public. The NNAAP is administered annually at a Pearson VUE testing center.

E. A market survey was not conducted since NCSBN has designated only Pearson VUE to administer the NNAAP, associated testing, and administration services to those candidates seeking licensure.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

LaQuandra S. Nesbitt, MD, MPH
Director, Department of Health

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____
Date Dorothy Hale
Contracting Officer

_____ _____
Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____
Date George Schutter.
Chief Procurement Officer

FINAL

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

Caption: Problem Analysis to Assess Gun Violence in the District of Columbia

Proposed Contractor: National Institute for Criminal Justice Reform (NICJR)

Program Agency: Criminal Justice Coordinating Council (CJCC)

FINDING

1. **AUTHORIZATION**: D.C. Official Code §2-354.04; 27 DCMR §§1304 and 1702

2. **MINIMUM NEED**: Six (6) Months

3. **ESTIMATED REASONABLE PRICE**: $50,000.00

4. **FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT**: The Criminal Justice Coordinating Council (CJCC), an independent agency, serves as the District of Columbia's forum for District and federal members to identify cross-cutting local criminal and juvenile justice system issues to achieve coordinated solutions. The agency facilitates and supports CJCC member-identified priorities, strategies and initiatives to improve public safety and the related criminal and juvenile justice services for District residents, visitors, victims and justice-involved individuals.

   During calendar years 2018 and 2019, the District experienced a 12% increase in the number of shootings and a 40% increase in the number of homicides compared to 2017, most of which involved a firearm. Over the past 12 years, the District has only experienced similar numbers of homicides during two other calendar years -- 2008 and 2015. This is the first time in recent history that the District has experienced two consecutive years with such high homicide numbers.

In light of the number of shootings and homicides that have occurred during 2020, to date, the District once again is on pace to record a third consecutive year of high homicides.

CJCC's members, which include the senior leaders of local and federal criminal justice agencies in the District, have identified "reducing shootings" as their priority goal, and have implemented several violence reduction strategies to accomplish this goal. However, to ensure the effectiveness of existing efforts, and to determine what additional strategies should be deployed, it is important for stakeholders to have a clear and common understanding of the factors driving gun violence in the District.

Therefore, CJCC seeks to hire a qualified Contractor to conduct a problem analysis during FY 2020 and FY 2021, which involves specific data collection and analysis. The problem analysis shall: (a) determine the specific nature and drivers of gun violence in the District; and (b) identify the characteristics of groups and individuals involved in gun violence to whom intervention efforts should be targeted.

CJCC would like to hire the National Institute for Criminal Justice Reform (NICJR; https://nicjr.org/) to provide this service. NICJR provides technical assistance, consulting, training research and organizational development in the fields of juvenile and criminal justice, youth development and violence prevention. The organization provides consultation, program development, technical assistance, and training to an array of organizations including government agencies, non-profit organizations, and philanthropic foundations.

NICJR and its partners have conducted similar problem analyses for Oakland, California; Stockton, California; and Portland, Oregon, and is currently conducting analyses in Indianapolis, Indiana and San Francisco, California.

NICJR has received funding from the Public Welfare Foundation to support the efforts of the CJCC, ONSE, and other local agencies to develop a gun violence reduction strategy. This funding is intended to partially support the completion of this contract.

David Muhammad, NICJR's Executive Director, has extensive experience working with and in juvenile and criminal justice systems, as well as developing systemic violence reduction strategies. While serving as the Executive Director of The Mentoring Center in Oakland, he was contracted by the city of Richmond, Virginia to help design the Office of Neighborhood Safety, which has been credited for bringing significant reductions in violence to that city. NICJR is currently works with several police departments to develop successful gun violence reduction strategies, including Oakland and Stockton, California; Portland, Oregon; Indianapolis, Indiana; and Washington, DC with the District's Office of Neighborhood Safety and Engagement (ONSE).

NICJR currently serves as the Federal court Monitors of the Illinois Department of Corrections, and serves on the team of the Federal Monitors of the Los Angeles County Sheriff's Department. In addition, NICJR and its partner organization, California Partnership for Safe Communities, have helped develop and deliver the Procedural Justice training for Oakland and Stockton, California police departments.

David Muhammad, NICJR's Executive Director, served for many years as a detention and community corrections administrator in Washington, DC, New York City and Alameda County, including overseeing the entire adult probation department in New York City -- the second largest probation department in the country -- and leading the probation department in Alameda County.

CJCC believes the price is fair and reasonable based upon market research.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

8.14.2020
Date

Mannone A. Butler
Executive Director
Criminal Justice Coordinating Council

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO:	RK145385
CAPTION:	Kony Platform Phase 3
PROPOSED CONTRACTOR:	Kony
PROGRAM AGENCY:	Office of the Chief Technology Officer (OCTO)

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304 and 1702

2. **MINIMUM NEED:**

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf, of the Office of the Chief Technology Officer (OCTO), seeks to leverage its investment in the Kony Platform by creating mobile applications for both The District Enterprise and The District constituents.

Office of the Chief Technology Officer (OCTO), is requesting a vendor to create an agile based development team to design, develop and deploy mobile applications for the Apple iOS and Android mobile marketplace integrating with DMV (Department of Motor Vehicles) District Application - Destiny

3. **ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price is $248,000.00

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

- OCTO manages the proprietary KONY platform for the Department of Motor Vehicle (DMV) exclusively to host the design, development and deployment of web, desktop and mobile applications for the District residents
- OCTO owns and operates an existing proprietary Kony Mobile Application Development Platform. This application includes Kony Visualizer, proprietary

Software Development Kit (SDK) and Kony Mobile Fabric. These tools allow OCTO to provide a stable, modern and secure on-premise platform.

- This application helps Department of Motor Vehicles (DMV) customers keep up with the frantic pace of digital transformation. The Kony platform has helped accelerate DMV's digital success with its leading-edge technology that has helped build and deploy solutions with ease and has helped DMV take its business to a new level of digital excellence. This platform has helped deliver applications at a lower cost and in a shorter time.
- The district has a need to continue to build additional functionalities into the existing DMV mobile application by Kony.
- Kony has delivered multiple mobile app transaction for the DMV. Their expertise in the DMV business transaction workflow is unique for the District. Kony Developers are the subject matter experts (SME) for the current DMV domain. Therefore, Kony is the only authorized entity that can make changes to the existing platform.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

3/12/2020
Date

Lindsey V. Parker
Chief Technology Officer

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Director, [Insert Agency]

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that [no response was received] [the response received was rejected because _____]. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date Nancy Hapeman
Interim Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

AGENCY: Department of Health (DC Health)

CONTRACT NO.: TBD

OFFEROR: Orasure Technologies Inc.

CAPTION: HIV Test Kits

FINDINGS

1. AUTHORIZATION:

DC. Official Code Section 2-354.04 and 27 DCMR Sections 1304, 1700, and 1701.

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of Department of Health (DC Health), Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS), Hepatitis, Sexually Transmitted Disease, and Tuberculosis Administration (HAHSTA) is seeking a contractor to provide OraQuick ADVANCE Rapid HIV-1/2 Antibody Test kits. An indefinite quantity of the OraQuick ADVANCE Rapid HIV-1/2 Antibody Test kits will be procured.

The period of performance shall be for one year from the date of award.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated reasonable price shall not exceed $600,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The OraQuick ADVANCE Rapid HIV-1/2 Antibody Test is a FDA-approved oral rapid test that require low-resource settings for patients that may not go to a clinic for testing. This simple and accurate test is ideal for screening programs in public health and outreach settings, emergency departments, laboratories and physician

offices. Centers for Disease Control and Prevention (CDC) guidelines call for routine testing in all healthcare settings to identify all HIV positive people and connect them to care. The key advantage of rapid HIV testing is that 100 percent of people may receive their results on the spot and can be linked to care.

B. Orasure is the only rapid oral HIV test on the market that can deliver results in 20 minutes. This rapid testing technology has enabled individuals with HIV to become aware of their health status and to take appropriate precautions to preserve their health. The availability of oral fluid based rapid tests may also permit expansion of testing while reducing the biohazard associated with finger prick or venous blood draws. The use of Oral Fluid testing for HIV antibody testing has been researched since the 1980's and has recently been suggested as an alternative to the use of blood samples.

C. OraSure is the sole source distributor of both the OraQuick ADVANCE Rapid HIV-1/2 Antibody Test (the "OraQuick Test") and OraQuick HCV Rapid Antibody Test kits/controls to Public Health Departments. These products are not available for resale or distribution to Public Health Departments from any other source, including web sites. Sales of these products by other vendors are not authorized by OraSure Technologies, Inc.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date LaQuandra S. Nesbitt, MD, MPH
Director, Department of Health

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Dorothy Hale
Contracting Officer



_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George Schutter.
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT

AGENCY:	DC Office of Zoning
CONTRACT NO.:	**TBD**
CAPTION:	Office of Zoning Interactive Zoning Information System
CONTRACTOR:	Optimal Solutions Technologies, Inc.

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of the DC Office of Zoning (OZ), seeks the continued engagement with Optimal Solutions Technologies, Inc. (OST), who since 2005 has been maintaining, supporting, and enhancing the Office of Zoning's Interactive Zoning Information System (IZIS). IZIS is an enterprise suite of integrated modular workflow applications designed to electronically capture and process the information submitted by District applicants seeking a change to the District's zoning regulations or relief from the zoning regulations. The system electronically processes all applications for hearings before the Zoning Commission (ZC) and the Board of Zoning Adjustment (BZA) and manages other administrative processes that are essential to the agency's mission and program administration, and thus is critical to their daily operations. OZ utilizes the systems capabilities to process and accept cases filed online, allow applicants to respond to requests for additional documentation, enable users to track the progress of their cases online, permit online filing and tracking of ZC and BZA cases by applicants, and grant the electronic processing and management of the cases by the OZ staff; all of which reinforce the importance and need of its continued functionality. As such, the agency must continue its relationship with OST to sustain the ongoing system and technical expertise used to support a user friendly and efficient process environment. OST's previous contract CW57372 expired on January 15, 2020.

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable cost of the labor hour engagement will not exceed $295,697.45 annually.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

For the past 15 years, OST has provided dependable, transformational technologies and world-class forward-thinking IT solutions using advanced methodology and automation related to the development and enhancement of the OZ's IZIS system. OST's technology and engineering expertise were built on adopting and developing the right tools and

equipment, which has positioned them to provide innovative, reliable, system processes that are equivalent to the evolution of the IZIS.

OST has a history of working with the District and several of its agencies on projects similar in nature and for the past 15 years has worked with OZ in support of the IZIS since its inception. To date they have: (1) maintained, updated and enhanced all applications and OZ websites to keep information compatible and current to industry trends; (2) provided technical support for system issues identified through user feedback and (3) worked on the development of mobile applications.

OZ requires the continued services of OST in order to: (1) maintain, enhance, and support the agency's system and all its component applications; (2) provide ongoing technical support and manage the existing applications they developed for the agency; and (3)implement user identified enhancements to improve performance as well as the implementation of all processes related to District residents' access to the IZIS.

OZ and OST, through an ongoing refresh process, have invested a significant amount of intellectual capital and District funds in the development of IZIS, its features, and tools, including reengineering the ZC and BZA processes as necessary over the past 15 years.

The technical capabilities and expertise possessed by OST related to the system, their knowledge of ZC and BZA processes, and their ability to interpret and present zoning data based upon their years of implementing and enhancing the system, uniquely qualifies them to continue this effort; and to not utilize them at this point would be inefficient and a misuse of the District's resources with unnecessary cost and performance impacts, such as:

1. disruption of operations related to both the BZA and the ZC, creating a case backlog;
2. prevention of District Citizens form accessing pertinent zoning information;
3. delaying projects that have been in the pipeline for months; and
4. negatively impacting OZ's contribution to the economic development in the City.

Given OST's familiarity with the system and their knowledge as the implementer and maintainer of IZIS, they are the only source with the combined expertise and background who can continue to provide in a cost effective, timely and efficient manner the services required to meet the agency's needs while avoiding any interruptions.

For these reasons, it is in the District's best interest to award the sole source contract to OST.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Sara Bardin
Director Office of Zoning

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are enough to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404 of the District of Columbia Procurement Practices Reform Act (PPRA) of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Todd Allen
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (DC Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the Sole Source method of procurement. Accordingly, I determine that the District is justified in using the sole source method of procurement and that this determination and finding has fulfilled the 10-day notice requirement in Section 1304.1

_____ _____

Date George A. Schutter III
Chief Procurement Officer for the Office
of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: CW82048
CAPTION: PARCC Assessment Content
PROPOSED CONTRACTOR: New Meridian Corporation
PROGRAM AGENCY: Office of the State Superintendent of Education (OSSE)
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

1. MINIMUM NEED:

The Office of the State Superintendent of Education (OSSE), on behalf of the Division of Data, Assessments, and Research (DAR) is seeking to enter into a contract with New Meridian Corporation to provide English language arts/literacy (ELA) and Mathematics summative content (test items), for the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments, the District of Columbia's statewide summative assessments.

The District of Columbia has been a governing state for the PARCC Consortium since 2011 and has administered PARCC assessments to eligible students since 2014.

The period of performance will be one year base period with four one-year option periods, as follows:

Base Year: July 1, 2020 – June 30, 2021
Option Year 1: July 1, 2021 – June 30, 2022
Option Year 2: July 1, 2022 – June 30, 2023
Option Year 3: July 1, 2023 – June 30, 2024
Option Year 4: July 1, 2024 – June 30, 2025

2. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for the Base year period is $301,251.00.
Option Year 1: $301,251.00
Option Year 2: $1,395,435.00
Option Year 3: $1,417,769.00
Option Year 4: $1,444,116.00

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

1. New Meridian, an education non-profit corporation is the sole entity authorized to deliver the state summative assessment program for grades 3-12 English language arts/literature and Mathematics.

2. The Council of Chief State School Officers (CCSSO) LLC is the intellectual property owner of the PARCC test forms, and ancillary materials, as well as the newly developed test items and related materials based on the foregoing assessment content. As such, CCSSO, LLC has entered into a master licensing agreement with New Meridian Corporation, making New Meridian Corporation the exclusive licensee of the Assessment Content, and has tasked New Meridian with sublicensing the Assessment Content for use in summative assessment programs. New Meridian Corporation is the only organization with the rights to negotiate and enter into formal license agreements for states or organizations who wish to utilize PARCC assessment content and/or materials.

3. New Meridian is also the only vendor authorized to make changes to the assessment content, to authorize the release of content for public use and to determine what content will be developed.

4. New Meridian is the sole distributor of the content.

5. District of Columbia Certified Business Enterprises cannot provide the licensed content.

4. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Hanseul Kang
Superintendent of Education

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Tamera Anderson
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SPECIAL PILOT PROCUREMENT

CONTRACT NO:	**CWXXXX**
CAPTION:	**Pilot for a Fiscal Risk Mediation Software**
PROPOSED CONTRACTOR:	**Fiscal Technologies**
PROGRAM AGENCY:	**Office of the Chief Financial Officer (OCFO)**

FINDINGS

1. **AUTHORIZATION:**

27 DCMR 2900, 2901 and 2999

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of the Office of the Chief Financial Officer (OCFO) of the Government Services Cluster (GSC) and the Department of Public Works, is seeking a contractor to implement a small scale test pilot project of a software solution that provides "Procure to Pay Transactional Risk" analysis of the cluster's accounts payable disbursements.

3. ESTIMATED REASONABLE PRICE: $100,000.00

4. FACTS WHICH JUSTIFY PILOT PROCUREMENT:

A. The software is a Procure Transactional Risk Mediation Software for Procure to Pay (P2P) Vendor Risk and Maintenance Profiling, Transactional Risk, Anti-Fraud Controls in an Artificial Intelligence Driven Environment.

B. The software is driven by an "Artificial Intelligence" engine and/or process that will allow the GSC to identify possible fraudulent payment activity, both internally and from the vendors utilized by the District of Columbia.

C. Cloud Access: The software should include access to the software utilized over the internet, include robust data protection protocols and provide secure access to data, reports and analytical documents.

D. Supports Consistent and Proactive Maintenance of Supplier Master File. Reduce fraud by cross checking vendor and transaction data. Reducing duplicate payments by detecting incorrect or fraudulent vendors.

E. The term of the pilot is for one (1) year beginning from date of award. This term is determined to be reasonable to test and evaluate the use of this technology.

F. As this is a method never before implemented by the District, the use of the pilot program is the best means for the District to test this process and system and make a determination if this is a worthwhile undertaking for the city. If the District intends to continue with the use of this technology, a competitive solicitation will be issued to acquire the product and services.

5. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the pilot program method of procurement under the cited authority. I certify that the notice of intent to award a pilot contract was published in accordance with 27 DCMR 2900 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the pilot program procurement method for this proposed contract.

_____ _____

Date

Tonia C. Nixon
Deputy Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under Section 408 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 12-124; D.C. Official Code § 1-616.51. Accordingly, I determine that the District is justified in using the special pilot method of procurement.

_____ _____

Date

George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT EXTENSION

AGENCY: Department of Motor Vehicles (DMV)
CONTRACT NO.: POKV-2006-C-0064
CONTRACTOR: Conduent State & Local Solutions, Inc. (Conduent)
CAPTION: Ticket Processing

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR Section 1304, 1700, 1701, 2008 and Section 2005.2(b)

2. MINIMUM NEED:

The District of Columbia, on behalf of the Department of Motor Vehicles has a need to continue services awarded under the Ticket Processing contract for the period of January 3, 2020 through January 2, 2021. These services are currently provided under contract number POKV-2006-C-0064.

3. ESTIMATED REASONABLE PRICE:

The estimated price of the contract is Not-to-Exceed (NTE) $9,689,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Ticket processing services are an essential function that enables the enforcement of the District's traffic laws and regulations through issuing tickets for moving and parking violations. In total, over thirty public safety entities within the District that enforce these law and regulations are supported by the services detailed in this contract. Failure to continue ticket processing services would impede the District's ability to enforce its traffic laws and regulations through the issuance of tickets and fines and have a significant impact on the District financial resources in lost revenue. The estimated annual revenue from collecting fines from tickets issued by the District and processed by Conduent will exceed $160 million annually. The continuation of services under the current contract is in the best interest of the District.

The current contract period of performance expires on January 2, 2020. A sole source contract extension is needed to ensure continuity services. In determining whether to contract on a sole source basis, the contracting officer considered whether the costs is fair and reasonable, the proposed vendor is the only source of the required services, and the result of a market survey.

The estimated contract price NTE $9,689,000.00 is deemed fair and reasonable. Due to increased ticket issuances estimated during the upcoming contract period, the estimated contract price increases by 5.262% in comparison to the current contract price of $9,204,686.00. Price reasonableness was determined by using the District's historical pricing data paid for previous contracted services.

Conduent is the only source in the marketplace that has a comprehensive understanding of the District's existing ticket processing automated and manual systems. Additionally, over the course of the contract, Conduent has developed and modified several of the contracted program applications; specifically for the District and awarding a contract to another contractor would be complex and time-consuming. As a result, Conduent is the only source that can provide uninterrupted ticket processing services to the District. Conduent's performance under the contract has been satisfactory.

BACKGROUND:

Conduent has provided service to the District since 1985. In 2012, the Office of Contracting and Procurement (OCP) solicited a replacement contract, but no responsive bids were received. Since this time, Conduent has provided ticket processing services for the District without interruption. In 2018, OCP solicited a replacement contract, but the District determined that its requirements were antiquated and has devised a plan to review and document its business processes that support ticket processing and adjudication services prior to resoliciting competitive proposals. The District is moving forward with documenting its business processes and refining its requirements. Under this phased approach, services underneath the existing contract must remain in until a new contract is awarded. In the interim, it is in the best interest of the District to continue ticket processing services under the current contract on a sole source basis.

5. FACTS THAT JUSTIFY THE SOLE SOURCE CONTRACT EXTENSION

The Office of Contracting and Procurement (OCP) has provided the Contractor written notice of the District's intent to extend the contract terms for a twelve (12) month period commencing January 3, 2020 through January 2, 2021.

In determining to exercise the option, the Contracting Officer considered the following:

a) The requirement covered by the option fulfills an existing District need;
b) Sufficient budget authority is available;
c) The exercise of the option will be the most advantageous method of fulfilling the District's need, when price and other factors are considered; and
d) The need for and importance to maintain continuity in the delivery of these critical services.

6. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

10/30/2019
Date

Gabriel Robinson
Director
Department of Motor Vehicles

7. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and no response was received. I recommend the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Derrick White
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371 and D.C. Official Code § 2-354.04. Accordingly, I determine based on the authority on 27 DCMR 2005.2 (b), the District is justified in using the sole source method for this procurement. The justification to use sole source is in the best interest of the District.

Date

George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: RK139853
CAPTION: NAF Academy Support and Professional Development
PROPOSED CONTRACTOR: NAF
PROGRAM AGENCY: Office of the State Superintendent of Education (OSSE)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Office of the State Superintendent of Education, Postsecondary Education seeks to contract with NAF to continue the ongoing operation of the existing seventeen (17) academies and the establishment of one (1) new academy within District local education agencies (LEAs). Additionally, NAF will provide professional development training to Career Academy teachers and administrators, and provide technical assistance and/or mentoring to the NAF Academies' Executive Advisory Board (EAB).

The period of performance is from the date of award through September 30, 2020.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for the Base Year only contract is $62,700.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. In School Year 2013-2014, the District partnered with NAF to establish NAF Academies at DC Public and Public Charter high schools to provide courses, curriculum and assessments across four themes:

1) Academy of Hospitality and Tourism
2) Academy of Finance
3) Academy of Information Technology

4) Academy of Health Sciences

The District desires to continue the existing seventeen (17) NAF Academies and establish one (1) new academy. The NAF Academy is a copyright model which incorporates academy development and structure; advisory board; curriculum and instruction; professional development; and work-based learning and internships.

B. NAF is the only provider and copyright owner for the products and services utilized in implementing and maintaining the NAF Model which includes the courses, curriculum, and assessments; professional development, advisory board development, and supporting tools and resources.

C. NAF does not intend to delegate authority of NAF materials to any other entities; therefore, there are no qualified CBE's that can provide the services.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Hanseul Kang
State Superintendent, OSSE

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approves the use of the sole source procurement method for this proposed contract.

_____ _____

Date Tamera Anderson
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT

AGENCY: DC Workforce Investment Council (WIC)
CONTRACT NO.: **CW76654**
CAPTION: Data Governance and Management Consultant Services
CONTRACTOR: SAS Institute

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia, Office of Contracts and Procurement, on behalf of the DC Workforce Investment Council (WIC), has an immediate need for an experienced consultant to provide expert data governance services to large government entities related to the implementation of customized needs assessments and analysis, as well as developing recommendations for the creation of: (1) a new workforce development data governance structure, (2) data management provisions, (3) local and federal data analytics requirements, and (4) data system processes. The Contractor will create a data architecture design plan that responds to the WIC's data requirements, which spreads across and integrates with multiple District agencies, and draft an implementation plan providing a roadmap and recommendation that includes project sequencings, capacities, skills, software, data architecture specifications, policy recommendations, and other deliverables related to implementing enterprise data architecture and governance system(s).

3. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable cost will not exceed $125,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

With over 40 years of analytics innovation, SAS Institute Inc. ("SAS") is a proven trusted analytics powerhouse for organizations seeking immediate value from their data. SAS has been applying analytics to the toughest business problems for decades and through the power of analytics, SAS transforms a world of data into a world of intelligence.

SAS is the sole provider of the SAS software (the "Software") that will be utilized by WIC during the engagement and by the agency as part of the enterprise data architecture and governance system. The Software features are essential in achieving the goals of the effort and in fulfilling the District's needs and specifications in establishing and implementing a data network infrastructure necessary to best integrate a workforce

system with all relevant District agencies. Additionally, the Software has the unique ability to combine different technologies and functions into a single source allowing for functionality between multiple records and between multiple agencies, and has the ability to establish an integrated platform covering all stages of the analytics life cycle related to the WIC project. The Software is proprietary to SAS; thus, they are the only entity that can provide the Software and associated technical support.

The District's current workforce system is utilized by multiple stakeholder agencies such as, the Office of the State Superintendent of Education and the Department of Disability Services, each governed and/or regulated by different privacy laws and regulations. SAS has a history and proven track record, through their current and on-going agency engagements, with developing and implementing system remedies that would permit a seamless shared data solution across several agencies and comply with these local and federal requirements. The WIC project requires not only consulting services to apprise future investment in data infrastructure, but also the ability to instruct the development of a data governance structure including appropriate policies, and mechanisms that will support implementation across several District agencies. The timeliness of this project is crucial since these and other agencies are already in the process of evaluating and procuring updated data systems and infrastructures with SAS, hence there is a compelling opportunity that exists to inform and ensure alignment between these and other workforce systems throughout the District.

Further, it is critical and imperative that the analysis and recommendations developed for the WIC through this engagement and the resulting deliverables related to the implementation and development of data infrastructure for the workforce's system, be compatible with these other stakeholder agencies to inform and ensure alignment amongst the workforce systems and to foster seamless integration between records. As such, it would be prohibitive in terms of time and cost to the District to use Software other than the software currently being used by the other stakeholder agencies.

Our research indicates that along with their current activities related to similar existing projects throughout the District agencies, the SAS team will also support the WIC project with a local team of policy experts, analytic engineers, technical architects, and quality assurance analysts. This project will require experience in all of these diverse areas of expertise to advise the agency on the development and implementation of a cohesive cross agency data governance strategy.

Market research regarding this project was conducted by WIC and OCP by assembling a potential vendor list that included potential integrated solution providers from the DC Supply Schedule and DSLBD CBE Portal, which contains all registered SBE and CBE's in the District, and evaluating those vendors against specific requirements associated with the project including:

- software and ongoing support that promotes the development of a centralized cross-agency workforce system;

- software that channels holistic data solutions which comply with District local and federal requirements;
- software which allows data to support an infrastructure path that can connect and align with the necessary workforce systems, to include multiple agencies and governance structures; and
- software and ongoing support that promotes the development of a data governance structure and mechanisms that support cross agency implementation.

While several vendors met some of the requirements, such as providing consulting on data management systems, or conducting data landscape analyses, SAS is the only firm that met all requirements. Also, there are several firms that only provide management or data consulting, or the implementation of data management systems however there are no firms that can meet all requirements stated above and including: (1) software solutions that allow for successful data dissemination across multiple embedded workforce system agencies, (2) software that can combine technologies and functions in a single source enabling the ability for cross agency record affiliation and (3) customized support from an experienced team of policy, technical architects, analytic engineers and quality assurance analyst experts.

For the above stated reasons, it is in the District's best interest to award the sole source contract to SAS.

5. CERTIFICATION BY CONTRACT SPECIALIST:

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date Edrica Taylor
Contract Specialist

DETERMINATION

Based on the above findings, it is determined that the Contractor is in compliance with the above referenced sections and is thus determined to be responsible.

_____ _____

Date Todd Allen
Contracting Officer

6. **CERTIFICATION BY CHIEF PROCUREMENT OFFICER:**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-37; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement, and that this determination and finding has fulfilled the 10 day notice requirement in Section 1304.1

_____ _____

Date

George A. Schutter III
Chief Procurement Officer for the Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT

AGENCY: Department of Human Resources

CONTRACT NO.: CW84512

CONTRACTOR: KPMG

CAPTION: Employment Tax and Consultation Services

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27DCMR Section 1304, 1700, and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of the Department of Human Resources (DCHR), seeks the continued engagement with KPMG who since 2017 has performed tax related analysis of current employees as well as former employees identified as undetermined as to their eligibility for inclusion in specific retirement and/or pension plans and advising DCHR on which plan each individual should be aligned and determining the level of required employer and employee contributions.

Once impacted employees have been identified, KPMG converted applicable tax data of those employees in closed tax years into a multiple DCHR deliverables compatible with Social Security Administration (SSA) standards as found in specifications for filing forms W-2c. In order to complete the services, KPMG must utilize their licensed/proprietary software that they normally use to provide tax remediation services. The previous contract expired on May 16, 2020 in which services were not fully completed due to unexpected tax concerns. The agency must continue its relationship with KPMG as they are currently the only vendor that can continue to provide the required services and ongoing tax consulting without further interruption. KPMG is fully engrained within the District's tax review processes and systems as well as with agencies such as The DC Office of Tax and Revenue and The Office of the Chief Financial Officer. To procure a new vendor would have a detrimental impact to the DCHR's daily operations and cause significant time delay by having to implement a phase-out and strategy as well as indoctrinate a new vendor in a short period of time.

3. ESTIMATED REASONABLE PRICE:

The estimated the contract will have an annual not-to-exceed of $64,058.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

With over 50 years of providing accounting among other analytic innovative services, KMPG has been helping other organizations mitigate risks and grasp opportunities, with a proven track record of sustainable change.

KPMG's tax and accounting expertise were built on adopting and developing the right analysis for various issues, which has positioned them to provide innovative and reliable, solutions. Their team also possess required certifications in both tax and accounting standards related to the various tax and retirement issues and concerns within the District. As well as has a history of working with the District and several of its agencies on projects similar in nature. To date they have: (1) performed an analysis of identified employees to determine eligibility/applicability for inclusion in specific retirement/pension plans and advise on the plan to which each individual should be aligned and determine need/level of required employer and employee contributions.; (2) reviewed both former and current employees for retirement accuracy (3) once impacted employees have been identified, convert tax data of impacted employees in closed tax years into a text file compatible with SSA standards.

KPMG, through an ongoing process, have identified a significant amount of retirement tax issues within the District. Hence, it is important to sustain the business partnership with KPMG for the continued use and features of their evaluating systems and processes in order to meet federal mandates and continue the ongoing remediation services needed.

Currently they are the only vendor with familiarity and institutional knowledge related to all the relevant files and records at DCHR, they are the only entity familiar with the District's systems and processes which uniquely qualifies them to continue this effort.

It is imperative for the services to continue, and without them the agency, would incur unnecessary cost and performance impacts such as:

1. Fees associated with the removal of software implemented within the District;
2. Prevention of scanning and logging all consents that had been received and or returned;
3. Failure to complete mandated Federal Employer Forms 941-X, Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund, Forms 843, Claim for Refund and Request for Abatement, and related documents as applicable with respect to the years and quarters being amended. These forms will be completed using data KPMG analyzed; and
4. Further delay in calculating the total overpayment for each employee who requested a refund including interest.

For these reasons, it is in the District's best interest to award the sole source contract to KPMG who have the in-depth knowledge of DCHR's requirements based on their work on the project, and experience regarding the District's processes and procedures.

Secondly, KPMG understands the complexity of the remaining work.

Finally, with KPMG providing previous services that directly relate to the remaining minimum need, it would be a misuse of District resources to not utilize them, causing an even further delay in completing the prior project as the services are a logical follow on.

6. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Ventris C. Gibson
Director
Department of Human Resources

7. CERTIFICATION BY CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Todd Allen
Sr. Contracting Officer

8. DETERMINATION:

Based on the above findings and in accordance with the cited authority, I hereby determine it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04 and 27 DCMR sec. 2005.6(b). Accordingly, I determine the District is justified in using the sole source method of procurement and that this determination and finding have fulfilled the 10-day notice requirement in Section 1304.1.

_____ _____

Date George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: DCKA-2017-T-0038

CAPTION: Construction Engineering Support Services for the Reconstruction of Florida Ave. NW and 9th St. from T St. to Barry Place

PROPOSED CONTRACTOR: CV, Inc.

PROGRAM AGENCY: District Department of Transportation (DDOT)

AUTHORITY

D.C. Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

FINDINGS

1. MINIMUM NEED:

The Government of the District of Columbia, Department of Transportation ("District") has an immediate need for the Proposed Contractor to provide construction support services for the above-captioned project. The project is a federal-aid highway project funded in part by the U.S. Department of Transportation, Federal Highway Administration, under Title 23 of the U.S. Code. The proposed period of performance is Date of Award through three hundred sixty-five (365) calendar days.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price is $70,000.00

3. FACTS JUSTIFYING SOLE SOURCE PROCUREMENT:

A. The Contractor completed roadway rehabilitation design services for the above-referenced project on December 31, 2019 as the result of a Task Order awarded from the Contractor's Architectural and Engineering Services ("A/E") contract. As the Design Engineer of the project, the Contractor became fully responsible for design of the subject project that will be constructed by the Construction Contractor.

B. During the construction phase, the District needs assistance from the EOR in reviewing construction shop drawings, review bid documents, respond to construction Requests for Information and other construction engineering related matters. The Contractor has intimate knowledge of the project.

C. The Contractor, as the Engineer of Record, is the only one capable of modifying their design without shifting associated liability to the District.

D. For the above-stated reasons, the District did not conduct a market survey.

CERTIFICATION BY CHIEF ENGINEER

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Dawit Muluneh, P.E.
Chief Engineer, DDOT

CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

_____ _____

Date

Jeffrey M. Marootian
Director, DDOT

CERTIFICATION BY CONTRACT SPECIALIST

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Jeralyn Johnson
Contract Specialist
Office of Contracting & Procurement (OCP)

CERTIFICATION BY CONTRACTING OFFICER AND RECOMMENDATION

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date William E. Sharp, Jr.
Contracting Officer, OCP

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §§ 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: CW84050
CAPTION: Literacy Adult & Community Education System (LACES) and Data Vault (DV) Hosting, Maintenance & Modifications
PROPOSED CONTRACTOR: Literacy Pro Systems (LPS)
PROGRAM AGENCY: Office of the State Superintendent of Education (OSSE)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Office of the State Superintendent of Education, Adult and Family Education (OSSE, AFE), seeks to contract with Literacy Pro Systems (LPS) to provide hosting, maintenance and modifications to the Literacy Adult Community Education System (LACES) and the Data Vault (DV). The LACES is used to collect and report student progress and outcomes on an annual basis. OSSE, in collaboration with the Department of Employment Services (DOES) and other agency partners, uses the DV system to track customer participation and outcomes, to refer and direct DC residents to the appropriate adult learning opportunities.

The period of performance will be one 12-month base year with two one-year option years, as follows:

Base Year: October 1, 2020 – September 30, 2021
Option Year 1: October 1, 2021 – September 30, 2022
Option Year 2: October 1, 2022 – September 30, 2023

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for the base year is $297,850.00 and as follows for the subsequent years:

Option Year 1: $305,064.00
Option Year 2: $312,638.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Literacy Pro Systems is the sole owner of the intellectual property rights of the entire LACES and DV web-based systems.

B. All LPS code is proprietary and they do not offer any distributor agreements; therefore, the LACES and DV systems are not available through any other entity.

C. LPS' team of developers and analysts provide all specifications and requirements associated with the applications and are solely responsible for the maintenance, support and management (proprietary technology and open source code enterprise class solution), which ensures effective and timely performance and management.

D. Because the LACES and DV systems are existing software currently used by the District, no market research was performed. There are no District Certified Business Enterprises (CBE's) that can provide the services.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Hanseul Kang
State Superintendent, OSSE

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approves the use of the sole source procurement method for this proposed contract.

_____ _____

Date Tamera Anderson
Sr. Supervisory Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: **RK138307**

CAPTION: **Community Sentiment Survey Tool**

PROPOSED CONTRACTOR: **ELUCD**

AGENCY: **Metropolitan Police Department ("MPD")**

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Office of Contracting and Procurement (OCP), on behalf of the Metropolitan Police Department ("MPD") seeks a contractor to provide a subscription for a software-as-a-service solution to collect frequent, ongoing, and real-time community sentiment data about policing and to visualize community sentiment indices on a web-based analytics platform.

The Contractor shall have a proven and rigorous multi-modal methodology for opinion data collection of a representative sample size in the District of Columbia. The Contractor shall quantify multiple dimensions of community sentiment at a fine granularity of geography, time and specific demographic subgroups in an area into a community sentiment index or indices. The Contractor shall provide a web-based custom platform used to visualize the community sentiment indices alongside existing data streams, enabling custom alerts, reports of neighborhood sentiment indices and changes over time, and actionable insight around sentiment trends and correlations to other data.

The Contractor shall have demonstrated experience and success in collecting large volumes of ongoing opinion data about policing in major cities for law enforcement agencies to use as a performance management metric. The SaaS would enable MPD to regularly and consistently track how the District's neighborhoods feel about three measures: trust in police, satisfaction with police and public safety services, and perception of safety. Community sentiment data will provide a more holistic measure of the community's perception about the police and public safety, while providing our executive and command staff, as well as our mid-level managers, with critical information to be more responsive to our resident's needs.

3. ESTIMATED REASONABLE PRICE:

The estimate fair and reasonable price is $200,000

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Elucd is the sole owner of the intellectual property rights of the entire Community Sentiment Survey Tool platform with the following enhanced features;

- Elucd Public Safety Sentiment Indexes, which are a unique public opinion dataset, collected by Elucd technology, that quantify multiple dimensions of community sentiment about policing (Trust and Perception of Safety) at a fine granularity of geography and time. These indexes are designed to serve as performance management metrics, and enable benchmarking both internally (neighborhood by neighborhood) and externally (City A versus B.)

- The second is the Elucd Public Safety Platform, which is a web-based data analysis platform used to visualize the Sentiment Indexes alongside demographic and concern data, enabling reports, alerts, and actionable insight around sentiment trends.

- Elucd uses technology to leverage public perception as a continuous source of actionable information that can be deployed to improve public safety iteratively, instead of as static, infrequent studies that are ultimately not actionable.

B. Elucd offers license to both the unique data stream and platform, which provides seamless and continuous updates and upgrades as new features and enhancements are rolled out. There are no additional costs for improvements to these two products.

C. Only Elucd technology professionals with direct knowledge and expertise of the Community Sentiment Survey Tool can administer maintain and furnish the necessary services, maintenance and support.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

10/30/2019
Date

Peter Newsham
Chief of Police, MPD

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approves the use of the sole source procurement method for this proposed contract.

_____ _____

Date Yvonne Howerton
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF
CONTRACT

CONTRACT NO:	**CW53496**
CAPTION:	**Horton Ambulances**
PROPOSED CONTRACTOR:	**Laake Enterprises, Inc. dba FESCO Emergency Sales**
PROGRAM AGENCY:	**Fire & Emergency Medical Services**

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

2. MINIMUM NEED:

The DC Fire and Emergency Medical Services (FEMS) has a need for a contractor to provide Horton "Custom" Model 533 Medium Duty Ambulances that meet the federal standards for ambulances and the District's established standard specifications.

3. ESTIMATED REASONABLE PRICE:

$830,712.00 based on historical pricing.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The District has developed a standard specification for ambulances for the DC Fire and Emergency Medical Services fleet. These are customized vehicles that cannot be manufactured, sold or maintained by outside, commercial dealers. The highly technical nature of the vehicles requires intense training at both the sales and service levels; in most cases, dealerships are limited to one per state or even per region depending on the geographic area.

B. The only authorized dealer in the Mid-Atlantic region for the Horton Ambulance is Laake Enterprises, Inc. dba FESCO Emergency Sales. The contractor's proposal was reviewed and accepted by the program office. The contractor has been determined to be responsible. The pricing Laake Enterprises is offering the District is comparable to that offered to other vendors in the region.

C. As such, award is recommended to be made to Laake Enterprises, Inc. dba FESCO Emergency Sales.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Chief John Donnelly
Interim Fire and EMS Chief

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: TBD

CAPTION: Axon Body Worn Camera Systems

PROPOSED CONTRACTOR: Axon Enterprise, Incorporated

PROGRAM AGENCY: Office of Contracting and Procurement (OCP) on behalf of the Metropolitan Police Department.

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701, PPRA § 404

2. MINIMUM NEED:

The Office of Contracting and Procurement (OCP) on behalf of the Metropolitan Police Department (MPD) ("the District") has a need to purchase Axon Body Worn Camera systems, to include warranty, maintenance and support.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is $ 2,988,126.90

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The Office of Contracting and Procurement on behalf of the Metropolitan Police Department will utilize "***PPRA Sec 413. Competition Exemptions/(8) – maintenance and support of existing software and technology to the extent that the creator of the intellectual property is still protected and is the only source of the maintenance and support of the existing software and technology"*** to process the request as a sole source or noncompeting procurement.

Background:

Since December, 2016, all MPD patrol officers have been equipped with a body-worn camera (BWC). Axon has been the supplier of both the necessary hardware and software for MPD's BWC program since its initial stages. Additionally, Axon was selected for the Electronic Control

Device (ECD) for use by MPD personnel. Both the ECDs and BWCs use the evidence.com digital evidence management platform maintained and developed by Axon.

Sole Source Qualification:

Axon Enterprise (Axon) is the sole owner and the sole distributor of TASER branded ECDs, the Axon Body 2 BWC, Axon Body 3 BWC, and Axon Body docks. Axon is the only contractor qualified to undertake the requirements MPD has for both its ECD and BWC programs and the integration between the distinct hardware.

Axon developed and has exclusive ownership of the evidence.com digital evidence management platform and is the only authorized distributor and maintenance provider for all software and hardware used by the ECD and BWC programs.

MPD is reliant upon Axon to provide support services for the following:

A) X2 and TASER 7 Electronic Control Devices
B) Axon Body 2 BWC
C) Axon Body 3 BWC
D) Axon Body 2 Dock
E) Axon Body 3 Dock
F) Dcmetro.Evidence.com

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Peter Newsham
Interim Chief of Police

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend

that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Yvonne Howerton
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
EXTENSION OF SOLE SOURCE CONTRACT

PROGRAM AGENCY: Metropolitan Police Department (MPD)
CONTRACT NO: DCFA-2016-SS-7460/CW39505
CAPTION: MPD Body Worn Camera
CONTRACTOR: AXON Enterprise, Inc. (formerly TASER International, Inc.)

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701

2. **MINIMUM NEED:**

The District of Columbia (the "District") Office of Contracting and Procurement ("OCP"), on behalf of the Metropolitan Police Department ("MPD"), has a continuing need for a Contractor to provide Taser Axon body-body and flex-body worn camera systems, to include warranty, maintenance, support and unlimited storage for all AXON videos and evidence mobile uploads and Taser's proprietary cloud based software license, Evidence.com ("Contract"). These services are provided currently through a contract between the District of Columbia Government and AXON Enterprise, Inc. (formerly TASER International, Inc.).

The period of performance shall be from November 13, 2019, to November 12, 2020.

3. **ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price to provide the required services during the contract period November 13, 2019, through November 12, 2020, in the amount of $3,611,040.00.

4. **FACTS WHICH JUSTIFY SOLE SOURCE EXTENSION OF AN OPTION:**

A. The exercise of the option is in accordance with the terms of the contract. The attached letter, which notifies the Contractor of the exercise of the option, cites the option provision in the contract as authority for the exercise of the option.

B. The exercise of the option will be the most advantageous method of fulfilling the District's need when price and other factors are considered.

C. Sufficient budget authority is available.

D. In deciding to exercise the option, I have taken into account the District's need for continuity of operations. The District requires continuity of service in order to ensure full access to Evidence.com, software upgrades, service, and support.

E. MPD does not have the capacity, facilities or personnel resources to provide the required service.

F. AXON has performed the required services satisfactorily since it was awarded the contract in 2015. Due to the current contract since November 13, 2015, no further market survey has been conducted, and the estimated price is found to be fair and reasonable based on the current contract.

4. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

10/08/19
Date

Peter Newsham
Agency Head

5. CERTIFICATION BYCONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole-source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Yvonne Howerton
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: CW83733

CAPTION: Fuel Rings

PROPOSED CONTRACTOR: EJ Ward

PROGRAM AGENCY: Department of Public Works (DPW)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Department of Public Works (DPW) requires a contractor to provide fuel rings compatible with the existing fuel management system at DPW fueling stations. DPW policy requires all newly acquired vehicles have a fuel ring installed.

3. ESTIMATED REASONABLE PRICE: $250,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. DPW has been procuring EJ Ward fuel rings under an existing contract. District owned and leased vehicles are equipped with these rings in order to monitor fuel consumption.

B. DPW currently has the EJ Ward fuel management system and software installed at its fuel sites.

C. Only EJ Ward rings are compatible with the existing EJ Ward fuel management system. See attached memo from the District's Fuel Management Officer.

D. It is cost prohibited and not practical to replace the current fuel management system

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Christopher Geldart, Director
Department of Public Works

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
A SOLE SOURCE PROCUREMENT

Agency: Department of Behavioral Health
Contract No.:
Contractor: Catholic Charities of the Archdiocese of Washington, Professional Counseling Education Program
Caption: Training toward Certified Addiction Counseling Eligibility

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1700, 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, on behalf of the Department of Behavioral Health (DBH) State Opioid Response (SOR) grant, is seeking to award a non-competitive contract to Catholic Charities DC. The Provider has a specialized Professional Counseling Education Program (PCEP) that is required to become a Certified Addiction Counselor (CAC) in DC. PCEP provides a comprehensive training and education series that includes CAC I pre-requisites, six-month instruction (270 contact hours), and is university affiliated to further postgraduate work experience for students. The specialized services provided by PCEP will enhance the knowledge and skills of those who work with persons with substance use disorders (SUD) including opioid use disorders (OUD).

The sole source procurement will allow for the District to provide training and scholarships to support the development of individuals seeking to become CACs in Washington, DC.

3. ESTIMATED FAIR AND REASONABLE PRICE:

Currently, PCEP is offered to the public for $2,450.00 per person trained during a predetermined schedule (six months total). The total for forty-five (45) participants would be $110,250.00. DBH is asking for adjustments to the typical process for registration and the curriculum (more emphasis on treating individuals with OUD, administration of scholarships, and schedule to accommodate 45 participants who meet the criteria under this agreement). In addition, this will require the management and administration of scholarships for the 45 individuals attending the training and connecting them with agencies that are providing training to CAC interns. The administrative cost for this would be 10% of the total cost ($11,025.00). The estimated fair and reasonable price is projected for six months not to exceed $121,275.00.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:

- The Department of Behavioral Health is the Single State Authority (SSA) responsible for oversight, access and delivery of behavioral health services and programs for consumers and their families. Currently, there is a critical need to increase the number of qualified CACs in Washington, DC.

- Current best practices per Chapter 34 Mental Health Rehabilitation Services, require CACs as part of the Assertive Community Treatment teams, which work to improve outcomes for people with severe mental illness who are most vulnerable to homelessness and hospitalization. CACs are also fundamental in delivering services under Chapter 63 Substance Use Disorder Services in the District of Columbia, especially to individuals with an OUD. Without qualified and well-trained CACs in our system, the District is unable to provide the needed services in compliance with best practices.

- Providers in the District's network of care advise DBH that they are constantly looking for CACs and are unable to fill their vacant positions. Lack of qualified service providers and high turnover in the behavioral health system of care directly impact the services that can be delivered.

- In an effort to build the capacity of the District's CAC workforce, contracting with the vendor will facilitate connection of qualified individuals with available training, internship connections, and a pathway for obtaining addiction counseling certification.

- The Contractor has the necessary infrastructure, training, technical expertise and facility to comply with the terms and conditions of CAC I credentialing.

- The Contractor currently has capacity to admit forty-five (45) individuals and can expeditiously implement the certified training curriculum, meaning they would be able to begin work immediately.

- In order to become a Certified Addiction Counselor I (CACI) individuals must participate in the National Association for Alcoholism and Drug Abuse Counselors (NAADAC) program or a program at an accredited college or university. Market research concluded that several NAADAC-approved education providers are available, however, CCDC's PCEP program is the only organization in the District that provides comprehensive training courses, prerequisites and supervision requirements for certification readiness.

- The program includes six (6) month in-class instruction and 270 hours of graduate contact hours. Further, co-locating the prerequisite instruction and contact hours promotes graduate retention, a network of quality CAC professionals, and sustainability beyond the life of the SOR grant. Additionally, creating education opportunities within a continuum of care infrastructure is integral in maintaining reputable training components and ensuring professional workforce development.

- PCEP also provides access to continuing education that builds upon the CAC I fundamentals. The Catholic University of America (CUA) Metropolitan School of Professional Services (MSPS) will allow PCEP graduates to apply their 270 contact hours as a prerequisite to work toward an Associate of Science or Bachelor's Degree in Human Services, which can continue to bolster the workforce contributing to the District's continuum of care.

- As a result of the findings above, the SOR Principal Investigator and Project Director have determined it would be in the best interest of the District to issue a sole source contract to meet the District's CAC training program needs.

5. <u>CERTIFICATION BY THE AGENCY HEAD</u>:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Barbara J. Bazron, Ph.D. Date
Director- Department of Behavioral Health

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. The Notice of Intent to Award Sole Source procurement was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approves the use of the sole source procurement method for this proposed contract.

_____ _____
Margaret T. Desper Date
Contracting Officer

_____ _____
Wil Giles Date
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the Sole Source method of procurement.

_____ _____
George A. Schutter III Date
Chief Procurement Officer

DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT

Caption: **EMCS Voter Registration Software and Support**
Contractor: **Election Management Consulting Service**
Program Agency: **DC Board of Elections**

1. **Authorization:**

D.C. Official Code Section 2-303.05(a) (1) and 27 DCMR Section 1702.1.

2. **Minimum Need**:

The District of Columbia Board of Elections (BOE) will need the Election Management Consulting Service (EMCS) team to continue providing election management software and support maintenance to the Board's Voter Registration "Integrity" system. EMCS has an in-depth understanding of the "Integrity" database structure, and the voter registration and election management processing. EMCS' list management technology will also make it possible to improve the quality of the voter registration lists. EMCS is the originator of the source code for the current software and have been maintaining and enhancing the Integrity system for years. EMCS is the only entity that has access to the source code and familiarity with the database structures of the Integrity system. In addition, the projects listed in the requirements section of the SOW will allow for the Board's compliance with the NVRA (National Voter Registration Act) and the Help America Vote Act (HAVA) and help to minimize errors in the voter registration lists.

3. **Period of Performance:** Base Year plus two (2) option years.

4. **Estimated Reasonable Cost:** $442,802.00

5. **Facts Which Justify Sole Source Procurement:**

The Board is the independent Charter agency responsible for conducting elections in the District of Columbia ("the District"). Federal law requires each election jurisdiction to promote the fundamental right to vote by providing access to its voting program. The District's population is approximately 700,000 residents. There are approximately 500,000 registered voters in the District.

The Voter Registration system ("Integrity') is the backbone of election administration in the District of Columbia. The voter registration list facilitates the operation of elections at the

precinct level, communications by election officials and candidates and parties with voters and auditing of election results. The most salient use of the voter registration lists is to authenticate a person at the polling place or election office, or in response to a request for an absentee ballot. The voter registration list is the official list against which poll workers and election officials' check identifying information, including name, address, and age. However, registration lists are integral to the entire administration process. The Board also uses voter registration:

- To set up precincts and to assign voters to voting locations.
- To communicate with voters. Election offices use registration lists to inform voters of the location of their polling places and the dates of upcoming elections, and to distribute voter materials.
- To distribute ballots. For overseas, military and absentee and mail ballot voters, the information on the voter registration list is the address to which ballots are sent. Also, the registration lists are essential for making sure that each voter uses the correct ballot, and the lists must be prepared for the appropriate precinct.
- To audit elections.

Accurate voter lists, then, are essential to the management of elections. The quality of the list can affect the ability of people to vote, the ability of election offices to detect problems, and the ability of courts and others monitoring elections to detect election fraud, such as double voting. Voter registration lists are also vitally important to political campaigns. These lists are available to candidates and parties to facilitate participation. It is impossible to hold elections without a conventional registration list.

The Board relies exclusively on EMCS to manage, secure and maintain its registration database, and a high-quality registration system improves the ability to administer elections and communications with voters.

Over the past decade the District has moved rapidly to the adoption of new ways of managing the voter registration list. Not only must the lists change continually to stay current, but District laws and technologies are changing very quickly. The most significant of these changes are (1) the introduction of On-Line registration and Same Day Registration in the District, (2) the development by private organizations of national registration lists, and (3) the creation of new technologies for managing large databases and matching and tracking individual records.

The Voter Registration system ("Integrity") offered by EMCS is a system that is built on the Board's current server and system platform consisting of a backend SQL 2008 R2 database along with a proprietary software system.

EMCS is the only vendor who can supply support to the Board's Integrity Voter Registration and Election Management software. Per the Help America Vote Act of 2002 (HAVA), all states

must maintain a voter registration database. The District of Columbia is considered a state for HAVA purposes. Thus, D.C. Board of Elections complies with this provision by maintaining all voter registration in its Integrity system.

EMCS are the originators of the source code for the software and have been maintaining and enhancing it for years. They are the only entity that has access to the source code and familiarity with the database structures of the Integrity system. Further, EMCS has been a valuable partner to the Board in the development of additional software features and continues to partner with DC Board of Elections to improve and maintain the quality of the software system. The maintenance of the software and database is an essential function for the BOE in that this software manages not only the voter registration data but also all the other aspects of election management such as absentee balloting, maintenance of streets, district and precincts, poll worker recruitment, training and assignments. In addition, this software interfaces with all the other third party software utilized by the DCBOE such as providing the data for the electronic poll books and the processing of DMV voter registration records and web site interactions. EMCS is also responsible for the application configuration and understands DC BOE's voting registration processing and the laws and procedures governing the process.

Based on the facts presented above, EMCS is the only vendor that can provide the DC Board of Elections with the functionality needed within our "Integrity" Voter Registration and Election Management system. EMCS understands not only the database and software functionality but also understands the uniqueness of Washington DCs existing workflow requirements. EMCS is not only the designers and developers of the Board's current Voter Registration and Election Management software but they have been providing customer service and support on the product since its installation. Thus, EMCS has an in depth understanding of not only the software's database but also many years in Voter registration and election management. In addition, EMCS understands the uniqueness of the BOE's policies and processes and would be able to seamlessly integrate any changes within the existing software. No other company or database developer could demonstrate the depth of experience that EMCS possesses related to the BOE and its policies and processes.

6. <u>Certification by Agency Head:</u>

I certify that the above findings are correct and complete.

_____ _____

Date

Alice P. Miller
Executive Director, BOE

7. Certification by the Contracting Officer:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR §1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract

_____ _____

Date Tia Mercer
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code Section 2-354.02 or 2-354.05). (D.C. Law 6-85; D.C. Official Code Section 2-303.3). Accordingly, I determine that the District is justified in using the sole source method of procurement

_____ _____

Date George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: DCKA-2017-T-0106

CAPTION: Construction Engineering Support Services for the Revitalization of Martin Luther King Jr. Avenue SE from Milwaukee Place SE to 4th Street SE- Phase 1

PROPOSED CONTRACTOR: STV, Inc.

PROGRAM AGENCY: District Department of Transportation (DDOT)

AUTHORITY

D.C. Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

FINDINGS

1. MINIMUM NEED:

The Government of the District of Columbia, Department of Transportation ("District") has an immediate continuing need for the proposed Contractor to provide construction support services for the above-captioned project. The project is a locally funded project. The proposed period of performance is Date of Award through 464 consecutive calendar days to parallel the project's construction activity.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price for this extension is $150,000.00

3. FACTS JUSTIFYING SOLE SOURCE PROCUREMENT:

A. The Contractor completed roadway, utility undergrounding and bridge replacement design services for the above-referenced project on February 28, 2018 as the result of a Task Order awarded from the Contractor's Architectural and Engineering Services ("A/E") contract. As the Engineer of Record (EOR) for the project, the Contractor is fully responsible for structural design of the subject bridge that will be constructed by the construction contractor.

B. During the construction phase, the District needs assistance from the EOR in reviewing construction shop drawings, review bid documents, respond to construction Requests for Information and other construction engineering related matters. The Contractor has intimate knowledge of the project.

C. The Contractor, as the Engineer of Record, is the only one capable of modifying their design without shifting associated liability to the District.

D. For the above-stated reasons, the District did not conduct a market survey.

CERTIFICATION BY CHIEF ENGINEER

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Dawit Muluneh, P.E.
Chief Engineer, DDOT

CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

_____ _____

Date

Jeffrey M. Marootian
Director, DDOT

CERTIFICATION BY CONTRACT SPECIALIST

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Jeralyn Johnson
Contract Specialist
Office of Contracting & Procurement (OCP)

CERTIFICATION BY CONTRACTING OFFICER AND RECOMMENDATION

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date William E. Sharp, Jr.
Contracting Officer, OCP

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §§ 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: DCKA-2017-T-0058

CAPTION: Southeast Boulevard Environmental Assessment

PROPOSED CONTRACTOR: Kimley-Horn

PROGRAM AGENCY: District Department of Transportation (DDOT)

AUTHORITY

D.C. Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

FINDINGS

1. MINIMUM NEED:

The Government of the District of Columbia, Department of Transportation ("District") has an immediate continuing need for Environmental Services to complete the Southeast Boulevard Environmental Assessment (EA). The project is a federal-aid highway project funded in part by the U.S. Department of Transportation, Federal Highway Administration, under Title 23 of the U.S. Code. The proposed period of performance is Date of Award through 12 months from the date of award.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price is $199,900.

3. FACTS JUSTIFYING SOLE SOURCE PROCUREMENT:

~~(a)~~ The Contractor commenced work on the EA as the result of a Task Order awarded from the Contractor's Architectural and Engineering Services ("A/E") contract with the District. The original task was issued to assist the District Department of Transportation with environmental and multimodal planning as well as the development of a preferred alternative to improve mobility in the Southeast Boulevard and Barney Circle area in accordance with the National Environmental Policy Act (NEPA).

(b) In May 2018 the District submitted a draft EA's to the Federal Highway Administration (FHWA) for review and comment. After receiving comments, a second draft EA was submitted to FHWA on October 19, 2018. In March 2019, FHWA provided the District additional comments to the second draft EA submission.

(c) The District is responding to the latest FHWA comments and preparing a third draft for submission to FHWA. In addition, finalizing the EA process will require coordination with various stakeholders, a NEPA public hearing and issuance of a NEPA decision document. The volume of FHWA comments requiring multiple draft EA submissions was not anticipated in the original task.

(d) Having responded to the FHWA comments and preparing multiple drafts, the Contractor is the only one with the effective knowledge and data to complete the required EA which is necessary to proceed with Southeast Boulevard and Barney Circle project.

(e) . For the above-stated reasons, the District did not conduct a market survey.

CERTIFICATION BY AGENCY DIRECTOR

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date Jeffrey Marootian
Director, DDOT

CERTIFICATION BY CONTRACTOR OFFICER AND RECOMMENDATION

I reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Steven H. Wishod
Contracting Officer, OCP

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible of practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §§ 2-354.04 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE

AGENCY: MAYOR'S OFFICE ON VOLUNTEERISM AND PARTNERSHIPS (SERVE DC)
CONTRACT NO.:
CAPTION: Technology, Portal Support
PROPOSED CONTRACTOR: Stockbridge Consulting

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

2. MINIMUM NEED:

The Office of Contracting and Procurement (OCP) on behalf of the Mayor's Office on Volunteerism and Partnerships (Serve DC) is seeking to continue the technology support with Stockbridge Consulting for the continuation of the multisector volunteer portal which supports the Serve DC recovery volunteer engagement portal and the Serve DC volunteer portal this work began at the onset of the public health emergency.

3. ESTIMATED REASONABLE COST:

The estimated cost for the period is as follows: $59,750. Serve DC has conducted market research and this price is fair and reasonable.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Serve DC is requesting continued contracting with Stockbridge Consulting for the further development and management of the volunteer portal, which is a multisector portal that supports volunteer engagement in a steady state and the continued support needed during a health emergency (non-steady state).

B. The vendor selected to provide the continuation of the volunteer portal work was in direct contact with providing assistance during the declared public health emergency. They served as the main point of contacts to complete a recovery volunteer engagement portal which allowed residents to be connected to critical resources. The vendor has knowledge of this project given past experience from phase 1. This is why SDC would want to work with them for phase 2 of the critical work.

C. The execution of this sole source contract shall permit the continuation of services from the vendor without interruption to the strategic approach the agency has taken in developing a comprehensive volunteer portal for the District. During the formulation/completion of the recovery volunteer engagement portal Stockbridge identified areas that it would be beneficial

to build out separate and that includes the DC Snow Portal and the CERT portal. Their continued contract is essential to ensuring that the work is done properly.

D. Serve DC as the authority for volunteerism in the District need to have the best technology available in order to empower residents to discover and engage with specific initiatives/projects that are driven by the Executive Office of the Mayor. This is part of the commitment the administration has to engage residents from all 8 wards.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.



____ _____ ____8/21/20_____

Ayris Scales Date
Director
Mayor's Office on Volunteerism and Partnerships (Serve DC)

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source extension of contract as a method of procurement under the cited authority. I certify that the notice of intent to award a sole source extension of contract was published in accordance with section 404 (c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354-04). I recommend that the Chief Procurement Officer approve the use of the sole source extension for this proposed contract.

_____ _____

Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2—354-03). Accordingly, I determine that the District is justified in using the sole source extension of contract as a method of procurement.

_____ _____

George A. Schutter, III Date
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO:	**CW32702**
CAPTION:	**Preventive Maintenance and Repair of Surveillance Camera Networks**
PROPOSED CONTRACTOR:	**ICI Systems, Inc.**
PROGRAM AGENCY:	**Department of Public Works**

FINDINGS

1. **AUTHORIZATION:**

   D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. **MINIMUM NEED:**

   The Department of Public Works (DPW) has a continued need to have a preventive maintenance, monitoring and repair of all hardware and software associated with the Surveillance Camera Networks located at various DPW facilities through September 30, 2020.

3. **ESTIMATED REASONABLE PRICE:**

   NTE$106,640.00

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

   A. ICI Systems, Inc. was previously awarded Contract No. CW32702 on October 27th, 2014, as a result of a competitive solicitation, based on functional specifications, requiring a Contractor provide Preventive Maintenance & Repair of Surveillance Camera Networks located at various DPW facilities. The contract expired October 26, 2019 and DPW requires the vendor to continue rendering services through September 30, 2020.

   B. Over the past seven (7) years, ICI Systems, Inc. developed software and management processes and integrated a traditional surveillance system with cloud-based surveillance system for DPW. The firm has also developed in-house tools and procedures that allow ICI Systems to effectively maintain the system. No other firm has the proprietary knowledge of the firm's in-house surveillance system.

C. ICI Systems, Inc. is the sole manufacturer and service provider for the software Developed, installed, and Preventive Maintenance and Repairs made of the Surveillance Camera Networks located at various DPW facilities.

D. OCP has reviewed the Contractor's quote and based on previous contract pricing, the price for is determined reasonable.

E. ICI Systems, Inc. will continue rendering services to ensure no lapse in service to allow time for a solicitation, with updated technology requirements to be developed, issued, and awarded by November 25, 2019.

F. For the reasons stated above, the District did not conduct a market survey.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Christopher Geldart
Director
Department of Public Works

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that (no response was received) (the response received was rejected because _____). I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date

Courtney B. Lattimore
Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____
Date

_____
George A. Schutter
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

AGENCY:	Department of Human Services (DHS)
CONTRACT NO:	**CW55344**
PROPOSED CONTRACTOR:	TALX Corporation, a Provider of Equifax Workforce Solutions (The Work Number)
CAPTION:	Employment Verification Services

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701

2. **MINIMUM NEED:**

The Department of Human Services/Economic Security Administration (ESA) has a need for a web-based employment verification system to provide immediate verification of employment for customers receiving public benefits. The system must allow instant web accessibility with up to date payroll information from both national and local employers.

The period of performance for **Option Year Two (2) is November 8, 2019 to November 7, 2020.**

3. **ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable price to provide the required services for the option period one is $456,500.00. The prices have been determined fair and reasonable based on current rates paid by the District.

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

A. DHS has used The Work Number (TALX) to successfully reduce error rates and increase accuracy for both TANF as well as the Food Stamp program. The Work Number is the largest proprietary service of authentic, up-to-date employment and income data. The Work Number provides instant access to over 200 million employment records from more than 7,500 employers nationwide. The Work Number is the only sizeable provider

of third-party income verifications who is under contract with its participating employers to:

a) Obtain updated employee wage data for each payroll period.

b) Release this data electronically to government entities for the purposes of fraud investigations, eligibility determinations and locating defaults.

B. There are no other providers who offer automated, instant access to the specific employer payroll records available on The Work Number nor is there another third-party data supplier that hosts a sufficient amount of current, employer direct data to meet state agencies' program needs. Currently, the states of Illinois, Georgia and Nevada have all entered into contracts with TALX Corporation for these services and have used a Sole Source vehicle to procure this service. Further, in September 2017, the Food and Nutrition Service sent an inquiry to all states about their use of the Work Number as a means of employment verification. States who do not subscribe to the service were asked to provide a lengthy articulation of why the state is not procuring the service from The Work Number.

C. There are no other methods for these agencies to instantly search and review as many payroll records at one time as they can with The Work Number. They are the only vendor who can provide the District's requirements.

D. Program staff contacted both, Food and Nutrition Service (FNS) as well as the Administration on Children and Families (AFC). With national previews of services states use for employment verifications, neither federal agency was aware of any company other than the Work Number, which provided these specific services. Further a Google Search for "employment verification" turned up hits to the Work Number or site affiliated with the Work Number. In the first three pages of matches "infocheckusa.com" was the only company which offered some level of employment verification. This company was designed mainly for individual checks which offered a 24-72-hour turnaround time which is not the programs requirement. In the market research, there is no other company which offers the service provided by The Work Number.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

10/23/19
Date

Laura Green Zeilinger
Director, Department of Human Services

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Marketa Nicholson
Contracting Officer

Date

Wil Giles
Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: RK141235
CAPTION: Instructional Culture Insight Survey
PROPOSED CONTRACTOR: TNTP Inc.
PROGRAM AGENCY: Office of the State Superintendent of Education (OSSE)
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

1. MINIMUM NEED:

The Office of the State Superintendent of Education (OSSE) is seeking to enter into a sole source contract with TNTP to provide the Instructional Culture Insight Survey© ("Insight Survey"), the online survey tool to collect, analyze, and report staffing data to meet data collection requirements related to the recruitment, distribution, and retention of teachers, including teachers of students with disabilities. Data will be collected from 48 local education agencies (LEAs). This procurement is necessary to continue receiving data needed to implement and support improved outcomes for educators and students, which includes analyzing historical and current data collected and housed within TNTP's ICI Item bank.

2. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable for the base year is $99,010.00.

3. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The Staffing Data Collaborative is an initiative that was approved by the Department of Education to ensure access to excellent educators for low performing students in high poverty areas. The use of the Insight Survey was initiated by the Staffing Data Collaborative, which consists of most of the District's LEA's, prior to OSSE taking responsibility for collecting the data. Subsequently, TNTP has conducted the ICI survey for the past four years in order for OSSE to continue to collect and distribution of the necessary data to support the LEAs and meet reporting requirements. The data collected by TNTP is critical to continuing the data collection and reporting activities, which requires access to the historical data collected. All LEAs in the Staffing Data Collaborative must use the Insight Survey.

B. TNTP is the sole owner of the Insight Survey tool and the ICI Analysis and intellectual property rights to administer and distribute the survey. TNTP is the sole provider and distributor the services, which includes:

    1. Data tool (Insight Survey and ICI Analysis)
    2. Data Collection
    3. Data Reporting

C. The Insight Survey tool is fully protected through its copyright and any data collected by way of contract with its client. The suite of services in relation to ICI, including its data tools, its data collection, reporting, and data findings are owned by TNTP. TNTP prohibits the sharing of the

item bank with any outside parties. There are no other entities or contractors authorized to provide or have access to the Insight Survey, ICI Item bank or ICI Analysis other than TNTP.

D. The source code for the ICI software and the proprietary processes of analysis are protected trade secrets of TNTP under the Uniform Trade Secrets Act.

4. CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Hanseul Kang
Superintendent of Education

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source procurement was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04).

_____ _____

Date Rodney D. Aytch
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter, III
Chief Procurement Officer

DETRMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

Contract No.: TBD

Caption: Clearinghouse Software

Proposed Contractor: TriZetto Provider Solutions® LLC

Program: Department of Health (DC Health), HIV/AIDS, Hepatitis, STD & TB Administration (HAHSTA)

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Department of Health (DC Health), HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) seeks to enter into a Sole Source Contract with TriZetto Provider Solutions, LLC (Contractor) to provide a clearinghouse software for DC Health's eClinicalWorks Practice Management System. TriZetto Provider Solutions® LLC a registered trademark of the Cognizant Company, offers extensive integration to help manage revenues in one seamless platform from the moment a patient schedules an appointment until the last payment is received.

The period of performance shall be 12 months from date of award with four option years.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for a sole source of this contract is not to exceed $200,000.00 annually.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

DC Health/HAHSTA has an immediate need to secure a Medical Claims Clearinghouse. The clearinghouse securely and electronically transmits medical claims to health insurance companies, electronically verify patients' insurance coverage, eligibility, automatically complete the electronic remittance advice (ERA) process, reduce claims denials and ensure that timely filing deadlines are met thereby, increasing DC Health's revenue through reimbursement claims. These customized functions were specifically designed to meet the needs of DC Health & Wellness Center and to work collaboratively, with the electronic health record eClinicalWorks.

A. TriZetto Provider Solutions® LLC, a registered trademark of the Cognizant Company, owns the intellectual property rights to the TriZetto Clearinghouse. The proprietary platform offers the tools and technology to assist the DC Health & Wellness Center's electronic health record, eClinicalWorks, when billing for medical services. TriZetto Provider Solutions® LLC seamlessly blends claims processing with revenue management and analytics software so payments are made faster and more accurately.

B. Additionally, TriZetto Provider Solutions® LLC is the only clearinghouse software that is currently available to continue providing the immediate requirement at the current level of expertise, without experiencing an interruption in service to the DC Health & Wellness Center.

C. DC Health conducted market research by assessing the availability of other Medical Claims Clearinghouse platforms. As a result, TriZetto Provider Solutions was the only company available to immediately interface with DC Health & Wellness Center's electronic health record system.

5. CERTIFICATION OF FINDINGS:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date LaQuandra Nesbitt, MD, MPH
Director, Department of Health

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Dorothy Hale
Contracting Officer

_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

PROGRAM AGENCY: Fire and Emergency Medical Services (FEMS)

CONTRACT NO.: CW84450

CAPTION: Zodiac Milpro SRMN 500 Inflatable Boat

PROPOSED CONTRACTOR: Zodiac of North America

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement on behalf of the DC Fire and Emergency Medical Services (FEMS) is seeking a vendor to provide one (1) Zodiac Milpro SRMN 500 Inflatable Boat.

FEMS is the primary response agency for fire and emergency response service coverage along the navigable waterways of the Anacostia and Potomac rivers from the Woodrow Wilson Memorial bridge to the south and from the city borders to the north along each river. A significant portion of both rivers are only navigable by boats that have minimum draft, power to overcome swift water, and great maneuverability. The Zodiac inflatable boat meets all these requirements. This vessel will be placed in that role to better serve the District.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is $34,000.00.

4. FACTS WHICH JUSTIFY A SOLE SOURCE CONTRACT:

A. A BDA Global study conducted on behalf of FEMS for their marine capabilities suggests a boat that has minimum draft, power to overcome swift water and great maneuverability be placed at a facility along the Potomac River near or north of the Georgetown area to be able to quickly respond to the significant number of calls for

service in area of Chain Bridge and Great Falls. This type of vessel will be placed in that role to better serve the District.

B. FEMS currently uses Zodiac inflatable boats to navigate the waterways of the Anacostia and Potomac rivers and the FEMS staff is trained on their use, repairs and maintenance.

C. Zodiac of North America, Inc. located in Queen Anne's County, Maryland is a wholly owned subsidiary of Zodiac Milpro International with headquarters in Paris, France. Zodiac of North America, Inc. is the sole manufacturer and supplier of Zodiac Milpro inflatable boats in the United States.

D. OCP has reviewed the Contractor's quote and based on the current market price of this product, the price is determined fair and reasonable.

E. For the reasons stated above, the District did not conduct a market survey.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Gregory M. Dean
FEMS Chief

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method of this proposed contract.

_____ _____

Date

Courtney B. Lattimore
Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process

under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354-03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

Determinations and Findings

Office of Contracting and Procurement

FY 2021

Sole Source Procurements FY2021

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
2/4/21	2/14/21	The Criminal Justice Coordinating Council (CJCC), wishes to enter into a contractual arrangement with Enlightened, Inc., (ENL) to continue providing technical expertise and supporting information technology services related to the Justice Information System (JUSTIS) including: (1) system design and development support in the implementation of new workflows between the District and cross-jurisdictional agencies, (2) developing system-design and providing implementation support regarding the maintenance and enhancement of existing data exchanges between the District and cross-jurisdictional agencies and, (3) implementing system design and portal development support by way of new interfaces and modernization. It is imperative that CJCC continues its current contractual relationship with ENL related to the support, development and maintenance of the JUSTIS system allowing for successful data dissemination across multiple agencies and facilitates collaboration and cooperation among local criminal justice, public safety and law enforcement agencies all of which are mission critical CJCC.	Enlightened, Inc. Determination & Findings	Criminal Justice Coordinating Council	edrica.taylor@dc.gov	$ 330,000.00
1/28/21	2/7/21	Metropolitan Police Department (MPD) The agency has a need to procure a 12-month CONNX Software License. The CONNX software tool will assist MPD in properly documenting its TACIS application. The CONNX tool will add functionality to review TACIS database design, backup TACIS data in the MPD data warehouse, automate backups, and enhance system security. A well-documented TACIS application will allow for high-quality maintenance and support, monitoring and performance management. The period of performance will be for one year from date of award.	Software AG Inc. Determination & Findings	Metropolitan Police Department (MPD)	Bridgette.Crowell@dc.gov	$ 100,000.00
1/26/21	2/5/21	Horton Ambulances - The DC Fire and Emergency Medical Services (FEMS) has a need for a contractor to provide Horton "Custom" Model 533 Medium Duty Ambulances that meet the federal standards for ambulances and the District's established standard specifications.	Laake Enterprises, Inc., dba FESCO Emergency Sales Determination & Findings	Fire and Emergency Medical Services	Sherman.squire2@dc.gov	$ 7,335,948.00
1/15/21	1/25/21	The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Health (DC Health) HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) has an immediate need to enter into a Sole Source Contract with DC Primary Care Association (DCPCA), a non-profit organization, to provide and maintain the eClinicalWorks electronic health record system, for its DC Health and Wellness Center clinical program. The period of performance shall be 12 months from the date of award with four one-year options.	DC Primary Care Association (DCPCA) Determination & Findings	DC Health, Office of Contracting and Procurement (OCP)	Ivone.Gopaul@dc.gov	$ 132,600.00
1/8/21	1/18/21	The District of Columbia, Department of Health (DC Health) is seeking a sole source modification to extend SecureTech's contract to continue providing infrastructure support for both regular operations and emergency support for all DC Health systems to include the most recently implemented Contact Tracing and Disease Surveillance system and Vaccination Management. These critical systems, along with all other DC Health systems are supported between the following Data Centers; OCTO, DC Health (899 Location), Salesforce, and DC Health extended Data Centers located within the following Cloud Instances; AWS and Oracle Cloud. The period of performance shall be for 4 months from the date of award. This timeframe will allow DC Health to complete existing projects in collaboration with OCTO and allow sufficient time for a new solicitation and transitions as applicable.	SecureTech 360, LLC (SecureTech) Determination & Findings	Department of Health (DC Health)	Renee.Withers@dc.gov	$ 250,000.00
1/5/21	1/15/21	FY21 Specialize Prisoner Transport Marked Vans - MPD seeks Mavron Inc. to provide equipment and installation of eight (8) prisoner transport units, built in accordance to the District's Metropolitan Police Department (MPD) standard specifications.	Mavron Inc. Determination & Findings	Metropolitan Police Department	Sherman.Squire2@dc.gov	$ 198,000.00

Sole Source Procurements FY2021

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
12/24/20	1/3/21	The District of Columbia Homeland Security and Emergency Management Agency (HSEMA) seeks a Contractor to provide two (2) unique user licenses to increase the effectiveness, efficiency and capability of the HSEMA by leveraging new and/or emerging information technology (IT) solutions that focus specifically on public open-source media metadate.	Cobwebs Technologies Determination & Findings	Office of Contracting and Procurement on behalf of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA)	Ruby.nelson@dc.gov	$ 98,000.00
12/18/20	12/28/20	Homeland Security and Emergency Management Agency (HSEMA) The agency has a need for various specialized radiological/nuclear detection equipment to ensure HSEMA meet the established goals of the Securing the Cities cooperative agreement from Department of Homeland Security (DHS)/Countering Weapons of Mass Destruction (CWMD), more specifically, Type I Radiation Isotope Identification Devices (RIIDs) for compliance with grant requirements which will be delivered to participating public safety agencies within the National Capital Region (NCR). The devices were reviewed and approved by the region and will be interoperable with existing devices/inventory. The period of performance will be for one year from date of award.	AMETEK Inc/Ortec Product Group Determination & Findings	Homeland Security and Emergency Management Agency (HSEMA)	Bridgette.Crowell@dc.gov	$ 600,000.00
12/11/20	12/21/20	Homeland Security and Emergency Management Agency (HSEMA) The agency has a need for various specialized radiological/nuclear detection equipment to ensure HSEMA meet the established goals of the Securing the Cities cooperative agreement from Department of Homeland Security (DHS)/Countering Weapons of Mass Destruction (CWMD). The period of performance will be for one year from date of award.	Bubble Technologies, Inc. Determination & Findings	Homeland Security and Emergency Management Agency (HSEMA)	Bridgette.Crowell@dc.gov	$ 236,185.00
12/3/20	12/13/20	DACL operates a comprehensive, coordinated range of aging and disability programs and services in Washington, D.C., through a city-wide network of community-based non-profit organizations and private sector businesses. The mission of the DACL is to advocate, plan, implement, and monitor programs in health, education, and social services for the elderly; to promote longevity, independence, dignity, and choice for aged District residents, District residents with disabilities regardless of age, and caregivers; to ensure the rights of older adults and their families, and prevent their abuse, neglect, and exploitation; to uphold the core values of service excellence, respect, compassion, integrity, and accountability; and to lead efforts to strengthen service delivery and capacity by engaging community stakeholders and partners to leverage resources. Since August 1, 2017, when DACL received funding from ACL through a cooperative agreement and approved DACL to contract with Nancy Crowell, Ph.D. She is the only evaluator approved by ACL to provide evaluation services for the ADSSP grant.	NANCY A CROWELL Determination & Findings	DEPARTMENT OF AGING AND COMMUNITY LIVING	sonia.neblett@dc.gov	$ 40,000.00
12/2/20	12/12/20	Purchase of Portable Communication Radios for Public Safety The District of Columbia Office of Contracting and Procurement, on behalf of Office of Unified Communications (OUC) (District) is seeking the proposed contractor Motorola Solutions Inc. to procure 175 APX 6000 portable radios. The replacement of portable and mobile subscriber devices is consistent with the District's strategic goals of supporting mission critical public safety technologies which is necessary for the specialized major events such as inauguration, first amendment events, emergency public safety incidents, etc. The OUC manages and maintains the Public Safety Radio Communications system and infrastructure of all District of Columbia Public Safety agencies (MPD, FEMS) and other secondary city-wide service providers such as (HSEMA, DDOT & DOH).	Motorola Solutions, Inc Determination & Findings	Office of Unified Communications	damion.jones@dc.gov	$ 998,801.00

Sole Source Procurements FY2021

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
11/23/20	12/3/20	Criminal Code Reform Commission (CCRC) The agency has a need to meet a statutory report deadline in March 2021 and therefore need contractual professional services of an experienced / qualified contractor. The services shall include but not limited to assessment, research media campaigns and consulting focused on controversial policy and law reform recommendations. The period of performance will be for one year from date of award.	Justice Policy Institute (JPI) Determination & Findings	Criminal Code Reform Commission (CCRC)	Bridgette.Crowell@dc.gov	$ 100,000.00
11/12/20	11/22/20	The District of Columbia (the "District") Office of Contracting and Procurement ("OCP"), on behalf of the Metropolitan Police Department ("MPD"), awards to TASER International, Inc. (the "Contractor" or "AXON") a contract extension to provide continuity of services for body worn camera systems and accessories, to include warranty, maintenance, support and unlimited storage for all AXON videos and evidence mobile uploads and AXON's proprietary cloud based software license, Evidence.com ("Contract"). It is the goal of MPD that every patrol officer will be equipped with body-worn cameras. The period of performance is expected to be from November 13, 2020, through February 26, 2021. A Sole Source Contract extension with AXON Enterprise, Inc. is necessary to avoid disruption of this essential services while the District finalize the competitive procurement process for a new multi-year contract. The District has determined it is in the best interest to extend the Sole Source Contract with AXON Enterprise to continue providing Body Worn Camera services as defined under the original contractual agreement, while the subsequent contract with an expanded scope is finalized. All mandatory terms and conditions shall be enforced and remain the same.	AXON Enterprise, Inc. Determination & Findings	Metropolitan Police Department	Emmaniece.Gordon@dc.gov	$ 973,470.00
11/12/20	11/22/20	FSA and Transportation Benefits The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Department of Human Resources (DCHR), has need for follow on services under the previously awarded Benefit Services contract for the period of January 1, 2020 through December 31, 2020.	Benefit Resource Inc. Determination & Findings	DCHR	sasha.bradford@dc.gov	$ 250,000.00
11/9/20	11/19/20	Portfolio Integrity and Performance Analysis - The District of Columbia, Department of Housing and Community Development (DHCD) has an urgent need to improve areas of vulnerability in the areas of program integrity, loan performance and data management. The loan servicing contract is a critical resource in the management of over $1.5 Billion in District affordable housing assets, including 8,107 single family and 477 multi-family loans. It is the main and best source to address additional programmatic activities due to its unique real-time collection of DHCD loan payments and borrower information. The period of performance will be one year from the date of award with three one-year options to align with current loan servicing contract period.	Tax Credit Asset Management Determination & Findings	Department of Housing and Community Development	rebecca.young@dc.gov	$ 825,050.00

Sole Source Procurements FY2021

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
11/5/20	11/15/20	Project Oversight and Permit Submittal Review for DC Clean Rivers and Mega Projects - The Government of the District of Columbia, Department of Transportation ("District" or "DDOT") has a continuing need for project oversight and associated submittal support services for the above captioned project, District of Columbia Water and Sewer Authority ("DC Water") Combined Sewer Overflow Long Term Control Plan, also known as the D.C. Clean Rivers Project ("DCCR" or the "Project"). The Project is expected to be completed no later than March 2025, in accordance with the consent decree entered into with the U.S Environmental Protection Agency (EPA). The Project, estimated at$ 2.6 billion, comprises a system of deep tunnels and diversion sewers for the capture of CSOs from Rock Creek and the Anacostia and Potomac Rivers for treatment at DC Water's Blue Plains Advanced Wastewater Treatment Plant. KCI Associates of D.C. ("KCI" or the "Contractor") completed the initial phases of the DCCR support work. The period of performance for the remainder of the Project support requirement is September 30, 2020 through March 2025. The District contemplates the award of an Indefinite-Delivery Indefinite-Quantity contract with a base period plus four option years to fulfill the remainder of the Project support requirement.	KCI Associates of DC, PC Determination & Findings	District Department of Transportation	Kyle.cox@dc.gov	$ 500,000.00
10/28/20	11/7/20	Contract CW55344 Employment Verification Services. The Department of Human Services/Economic Security Administration (ESA) has a need for a web-based employment verification system to provide immediate verification of employment for customers receiving public benefits. The system must allow instant web accessibility with up to date payroll information from both national and local employers.	TALX Corporation, a Provider of Equifax Workforce Solutions (The Work Number) Determination & Findings	DEPARTMENT OF HUMAN SERVICES	Nicole.Starwood@dc.gov	$ 474,650.00
10/28/20	11/7/20	Medical Records Reviewers and Core CE Providers - The Government of the District of Columbia Office of Contracting and Procurement (OCP) on behalf of The Department on Disability Services (DDS), Disability Determination Division (DDD) (the "District") has a need to continue to contract with IMA Professional Services of DC, PC to conduct medical record reviews and consultative exams for claimants that are either currently receiving Social Security supplemental security income (SSI) or applying for a disability determination to assist the Social Security Administration (SSA) in making a decision as to whether the claimant is eligible for SSI under Title XVI or Social Security disability insurance under Title II. The period of performance for the up to one year contract extension is from March 1, 2021 through February 28, 2022.	IMA Professional Services of DC, PC Determination & Findings	Department on Disability Services , Disability Determination Division	Derrick.Edwards@dc.gov	$ 5,206,347.00
10/22/20	11/1/20	The District of Columbia's Office of Contracting and Procurement (OCP), on behalf of the Department of Motor Vehicles (DMV) has a need to continue services awarded under the Ticket Processing contract for the period of January 3, 2021 through September 30, 2021. These services are currently provided under contract number POKV-2006-C-0064.	Conduent State & Local Solutions, Inc. Determination & Findings	DMV	Yolanda.Smith4@dc.gov	$ 7,142,671.28
10/21/20	10/31/20	CW86585 – Maintenance and Repair of the BrineXtreme Machine - The District of Columbia Department of Public Works (DPW) requires a contractor to provide Maintenance and Repair of the BrineXtreme Machine prior to, during and after the snow season to ensure consistent operation for maintaining safe traveling conditions throughout the District.	MJR Equipment Inc. Determination & Findings	Department of Public works	Josephine.White@dc.gov	$ 100,000.00
10/20/20	10/30/20	GeoTab Devices and Tracking Services - The Department of Public Works, Fleet Management Administration (DPW-FMA) has a need for Assured Telematics Inc. (ATI) to continuously provide GeoTab devices and tracking services to DPW vehicles. Assured Telematics have become a necessity in the fleet industry to track vehicle location and data. Assured Telematics, Inc. is the Sole Source contractor who will provide these devices and tracking services through an online portal which has been used to track DPW and other District agencies vehicles.	Assured Telematics, Inc. Determination & Findings	Department of Public Works	janet.concepcion2@dc.gov	$ 300,000.00

Sole Source Procurements FY2021

Notice Date	Response Due Date	Description	Vendor Name	Agency	Point of Contact	Value ($)
10/6/20	10/16/20	Segway Maintenance - The DC Metropolitan Police Department (MPD) has a need for a licensed and certified contractor to provide Segway maintenance for MPDs fleet of Segway's.	Capital Segway LLC. Determination & Findings	Metropolitan Police Department	Sherman.Squire2@dc.gov	$ 100,000.00
10/2/20	10/12/20	Citywide Parking Meter Asset Management Services - The District of Columbia Office of Contracting and Procurement ("OCP"), on behalf of the District Department of Transportation ("DDOT") (the "District") has an ongoing need for parking meter services during the development of a new solicitation including construction and maintenance, meter equipment, meter revenue collections, and parking meter management services ("Asset Management Services") until December 19, 2021.	Conduent State & Local Solutions, Inc. Determination & Findings	District Department of Transportation	tracy.shields@dc.gov	$ 7,452,675.58
10/1/20	10/11/20	The Government of the District of Columbia Office of Contracting and Procurement, on behalf of the Department of Health Care Finance (the District), is seeking a contractor to serve as the District's Provider Data Management System and Service (PDMS) Manager. The PDMS Contractor shall provide and administer a Provider Data Management System with a services and support component. The purpose of the proposed sole source contract is to allow the District to continue to properly screen all newly enrolling, reenrolling, reactivating, and revalidating providers to ensure they meet participation eligibility requirements before enrolling or continuing enrollment in the program. It is the District's wish to increase automation and communication between District agencies to access data timely and appropriately.	Maximus Health Services, Inc. Determination & Findings	Department of Health Care Finance	Alisha.wright@dc.gov	TBD

Sole Source Procurements

&

Determinations and Findings

Office of Contracting and Procurement

FY 2021

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

Contract Number: **TBD**
Caption: **NTIC – Intelligence Platform**
Contractor: **Cobwebs Technologies**
Program Agency: **Homeland Security and Emergency Management Agency**

1. **Authorization:**

   D.C. Official Code Section 2-303.05(a) (1) and 27 DCMR Section 1702.1.

2. **Minimum Need**:

   The District of Columbia Homeland Security and Emergency management Agency (HSEMA) has a mission to provide and maintain regional situational awareness within the agency by monitoring and reporting on emerging incidents or events with regional implications or operational consequences. This include domestic or international incidents involving the nexus of terrorism; incidents or events impacting public and/or life safety, incident stabilization, property protection, protection of the environment, and coordination of resources in excess of jurisdictional resources; and providing prompt notification to regional partners through emergency messaging and reporting products on incidents or events of significant regional importance.

   HSEMA is seeking to acquire two (2) unique user licenses from Cobwebs Technologies. The purpose of this acquisition is to increase the effectiveness, efficiency, and capability of the HSEMA by leveraging new and/or emerging information technology (IT) solutions that focus specifically on public open-source media metadate. Public open-source media is rapidly becoming the first reporting mechanism for incidents and events that may be of regional significance. Social media and internet crawling capabilities for public open-source information would support the mission, operational objectives, and concept of operations for HSEMA daily operation.

3. **Period of Performance:**

   The period of performance is from Date of Award through September 30, 2021.

4. **Estimated Reasonable Cost:** $98,000.00. This amount will cover the licenses technology solution and support professional services.

5. **Facts Which Justify Sole Source Procurement:**

   A. HSEMA requires software that is easily usable and established social network connections. This software allows HSEMA to dive into the posts and threats against

the District without risk to the user. The software establishes connections and trends in posts with threatening language and helps establish a geographic location as well as possible accomplices, motives, and rhetoric.

B. HSEMA requires technology that passively scans public tweets and other public open-source media platforms for metadata related to specific incidents or events that match HSEMA's Critical Information Requirements incident types and thresholds. Cobwebs Technologies proprietary software system, Cobwebs Technologies, is designed to leverage a variety of publicly available information platforms' metadata to detect, distill, and correlate information on specific events across in real time. This ensures continued situational awareness and a comprehensive view of events, as well as ensuring collection of past transgressions.

C. As a public sector entity, HSEMA requires a software system that has access to a plurality of platforms (Twitter, Instagram, Facebook, etc.) providing a solution specifically designed for the Public-Sector, alerting first responders of breaking events and enabling fast, real-time response.

D. HSEMA requires automatic translation of alerts from a variety of languages to ensure proper situational awareness and reporting, specifically on international events that may have local consequences. First alert automatically translates certain Alerts from over 75 languages into plain English, while retaining the ability to see the original (untranslated) text of the publicly available post.

E. HSEMA personnel would need training for the specifics of the software and the ability to customize thresholds as necessary. Cobwebs Technologies provided multiple onsite trainings to staff and have customized dashboards according to HSEMA's needs during the trial period. Because staff have spent resource time to become accustomed to the software and its configuration, using new software and training personnel on it would require additional resources and time.

F. HSEMA requires the ability of a platform to have constant monitoring capabilities, which monitor of specific and credible threats against the District and our partners. Cobwebs Technologies allows its users to put up filters that ren 24/7 and capture threats while our analyst are out of the office. The technology also allows us to analyze past posts, giving us further visibility into the credibility of the threat, therefore allowing us to be better partners with our stakeholders.

G. Given the use of emojis and pictures used for nefarious messaging, HSEMA must have a platform that can reach for emojis and pictures across a multitude of platforms. Cobwebs Technologies has the ability to search for images, pictures, emojis, and symbols on the Internet. Furthermore, Cobwebs Technologies can search images for text in dozens of languages, including the top ten languages spoken in the District.

6. Certification by Agency Head:

I certify that the above findings are correct and complete.

_____	_____
Date	Dr. Christopher Rodriguez Agency Director

7. Certification by the Contracting Officer:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____	_____
Date	Margaret T. Desper Contracting Officer

_____	_____
Date	Rick Owens Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code Section 2-354.02 or 2- 354.05). (D.C. Law 6-85; D.C. Official Code Section 2-303.3). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____	_____
Date	George A. Schutter III Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF
CONTRACT

CONTRACT NO:	**CW59472**
CAPTION:	**Segway Maintenance**
PROPOSED CONTRACTOR:	**Capital Segway**
PROGRAM AGENCY:	**Metropolitan Police Department**

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

2. MINIMUM NEED:

The DC Metropolitan Police Department (MPD) has a need for a licensed and certified contractor to provide Segway maintenance for MPDs fleet of Segway's.

3. ESTIMATED REASONABLE PRICE: Not to Exceed $100,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Capital Segway is a factory authorized service center for all Segway products, they have factory trained level one and level two technicians.

B. No market research was done because Capital Segway LLC is the only authorized service center in the greater Washington DC Metropolitan area that can provide the necessary warranties required for Segway's.

C. After research of NIGP codes and word search resulted in no category for Segway purchase or Segway Maintenance was found.

D. As such, award is recommended to be made to Capital Segway LLC.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Peter Newsham
Chief of Police

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS

FOR

SOLE SOURCE EXTENSION OF CONTRACT

CONTRACT: CW39505

CAPTION: Body-Worn Camera Systems and Accessories

PROPOSED CONTRACTOR: AXON Enterprise, Inc.

PROGRAM AGENCY: Metropolitan Police Department

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700,1701 and 2005.6 (b)

2. **MINIMUM NEED:**

The District of Columbia (the "District") Office of Contracting and Procurement ("OCP"), on behalf of the Metropolitan Police Department ("MPD"), awards to TASER International, Inc. (the "Contractor" or "AXON") an extension to the contract, for continuity of operations, to provide body-worn camera systems and accessories, to include a warranty, maintenance, support and unlimited storage for all AXON videos and evidence mobile uploads and AXON's proprietary cloud-based software license, Evidence.com ("Contract"). It is the goal of MPD that every patrol officer will be equipped with body-worn cameras. This extension is to ensure the continuity of operations while a new contract is finalized.

The incumbent contractor, AXON Enterprise, Inc., has been providing the current Contract's required services since 2015. AXON Enterprise, Inc. is the only vendor available to ensure undisruptive operational support and services on the Body Worn Cameras.

3. **ESTIMATED REASONABLE PRICE:**

The Independent Government Estimate (IGE) for AXON Enterprise to continue providing the support services is $973,470.00. The period of performance runs from November 13, 2020, through February 26, 2021.

4. **FACTS WHICH JUSTIFY THE SOLE SOURCE PROCUREMENT:**

Office of Contracting and Procurement ("OCP"), on behalf of the Metropolitan Police Department ("MPD"), is currently finalizing the procurement process for the new contract. In the meantime, the contract extension is necessary for the continuity of operations to maintain the services, as the body-worn cameras are crucial to the Metropolitan Police Department.

The Agency Director determined that extending the body-worn camera contract is in the best interest of the District until a newly completed contract is in place.

Therefore, a sole source extension is now the most advantageous method of fulfilling the Districts' need, while completing the new contract and to allow for seamless transition, while the contractor continues to provide the services. A market survey was not conducted because AXON Enterprise, Inc. has agreed to continue with the services based on the price quote through February 26, 2021.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct, and complete.

11/9/2020
Date

Peter Newsham
Chief of Police
Metropolitan Police Department

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole-source contract was published in accordance with the 27 DCMR 1304, published on November 9, 2020; and that no response was received. It is recommended that the Acting Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract extension.

11/09/2020
Date

Yvonne Howerton
Contracting Officer
Office of Contracting and Procurement

11/09/2020
Date

Richard Owens
Richard Owens
Chief Contracting Officer
Office of Contracting and Procurement

CONTRACT: CW39505
CAPTION: Body Worn Camera Systems and Accessories

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 OR 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2.354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

11/11/2020
Date

Nancy Hapeman for
George A. Schutter
Chief Procurement Officer
Office of Contracting and Procurement

- Also based on CO's addendum to this D+F, dated 11/11/2020.

ADDENDUM

DETERMINATIAON AND
FINDINGS FOR SOLE SOURCE
CONTRACT EXTENSION
SOLE SOURCE CONTRACT EXTENSION

CONTRACT NO.: CW39505

CAPTION: Body-Worn Camera Systems/Accessories

PROPOSED CONTRACTOR: AXON Enterprises, Inc

PROGRAM AGENCY: Metropolitan Police Department

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FINDINGS

1. AUTHORIZATION:

Section 404 of the Procurement Practices Reform Act of 20I0 , D.C. Official Code §2-354.04, 27 DCMR Section 1304, 1700, 1701,1900, 2008 and Section 2005.2(b).

2. MINIMUM NEED:

The District of Columbia, on behalf of the Metropolitan Police Department has a need to continue awarded services under the Body-Worn Camera Systems and Accessories contract for the period of November 12, 2020 to February 26, 2021. These services are currently provided under contract number CW39505.

3. ESTIMATED REASONABLE PRICE:

The estimated price of the contract extension is a not-to-exceed amount of $973,470.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The Contracting Officer determined that sole source procurement procedures would be in the best interest of the District to modify the contract with AXON Enterprises, Inc. (AXON) thus providing uninterrupted body worn cameras and integrated software critical to public safety services. In making the determination, the Contracting Officer considered the following factors:

a) A description of the factors that establish the proposed vendor as the only source of the required goods or services ; b) A statement that the anticipated costs to the District will be reasonable; c) A description of the market survey conducted and the results, including a list of the potential sources with an interest in the procurement, and d) Any other relevant facts to support the use of a sole source procurement.

A description of the factors that establish the proposed vendor is the only source of the required goods or services.

AXON is the manufacturer of the Body Worn Cameras and integrated accessories. AXON developed the technology and weapons products for law enforcement and civilians. Its initial product and former namesake is Taser, a line of electroshock weapons. The company has since diversified into technology products for law enforcement, including a line of body cameras and Evidence.com, a cloud-based digital evidence platform. As of 2017, body cameras and associated services comprise a quarter of Axon's overall business.

A statement that the anticipated costs to the District will be reasonable.

The estimated not-to-exceed contract price of $ 973,470.00 is deemed reasonable. Price reasonable ness was determined using historical pricing data paid for previously contracted services. The prior costs increased by less than 3%. With the issuance of the new pending contract the District anticipates a decrease in cost resulting from the combining of separate contracts for the body worn cameras, and the tasers. The tasers are currently under a separate contract for the District.

A description of the market survey conducted and the results, including a list of the potential sources with an interest in the procurement.

Based on historical information, and market research for the products supporting public safety in the District, it was determined that AXON as the manufacturer of the most critical law enforcement equipment and accessories. As the manufacturer it is most advantageous for the District to have direct access, to software integration and updates, on a real-time basis.

AXON is known for development of the product know as Tasers, body-worn cameras and, more recently, enterprise software for law enforcement.

AXON has developed AI applications which include technology that automatically populates an officer's police report after it captures driver's license info with a body cam, and software that knows to instantly blur civilian faces on dash-cam video

Other relevant facts to support the me of a sole source procurement.

AXON as the manufacturer has committed to provide seamless and uninterrupted support to the District. They have demonstrated an understanding of all the technical and related concerns paramount to public safety in the District. This will allow the District to benefit from ongoing support and improvements, which will assist public safety.

Following the death of George Floyd and this summer's social unrest, AXON, as the global leader in connected law enforcement technologies. AXON was one of the first companies to announce its action plan, including a commitment to help public safety agencies in their work to address systemic inequity, racism, and injustice. As part of this commitment, Axon added a new strategic goal to its mission — centering racial equity, diversity, and inclusion. Today, Axon is announcing its first eight product features developed in direct support of this goal, which the company built through a unique company-wide initiative called Sprint for Justice.

Sprint for Justice was driven by AXON to do even more in service of corporate mission to protect life. This initiative required AXON engineers to find a way to meet existing customer commitments *and* make room to build new features tied to the new goal. As a result, more than 200 engineers from across nearly every team in the company came together to build eight new features from start to finish. This intensive two-week sprint offered their public safety customers even more tools to increase transparency, capture truth and support officer development.

5. FACTS THAT JUSTIFY THE SOLE SOURCE CONTRACT EXTENSION

The current contract extension period expires on November 12, 2020. A pending contract is pending which will improve services, and combine the body worn cameras, with tasers.

A sole source contract extension is needed to ensure continuity of services. The new contract is intended to be a multiyear contract, and additional time is required for all reviews and approvals. Failure to continue existing body worn cameras, software updates, and accessories, would disrupt operations for the Metropolitan Police Department. This interruption would affect safety and continuity for public safety, law enforcement personnel, and the citizens of the District. Transparency would be compromised, and public safety would be interrupted. This interruption could result in increased liabilities for the District.

The continuation of services under the current contract is in the best interest of the District.

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above Addendum findings and certify they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify the notice of intent to award a sole source contract extension will be published in accordance with 27 DCMR 1304. I recommend the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract extension.

11/11/2020
Date

Yvonne Howerton
Yvonne Howerton
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371 and D.C. Official Code § 2-354.04. Accordingly, I determine based on the authority of 27 DCMR 2005.2 (b), the District is justified in using the sole source method for this procurement. The justification to use sole source is in the best interest of the District.

11/11/2020
Date

Nancy Hapeman for
George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

PROGRAM AGENCY: District Department of Transportation

CONTRACT NO: TBD

PROPOSED CONTRACTOR: Conduent State & Local Solutions, Inc.

CAPTION: Citywide Parking Meter Asset Management Services

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement ("OCP"), on behalf of the District Department of Transportation ("DDOT") (the "District") has an ongoing need for parking meter services during the development of a new solicitation including construction and maintenance, meter equipment, meter revenue collections, and parking meter management services ("Asset Management Services") until December 19, 2021.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is an NTE $7,452,675.58.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The District intends to enter into a sole source contract with Conduent State & Local Solutions, Inc. ("Conduent") to continue providing parking meter Asset Management Services for 10,000 parking meter assets across the District. These Services are the second highest non-tax based revenue generator for the District, generating approximately $182,000 in weekly revenue. In the absence of ongoing Asset Management Services, District residents and visitors will be unable to pay for parking at many locations, the District will be unable to collect parking revenue, and all parking meter maintenance, repairs and relocations would be suspended.

The primary goal of the Asset Management Services follow-on contract will be to increase the satisfaction of the user experience and expand the technologies available to

administer the Asset Management Services. The District has continued to engage a Subject Matter Expert (SME) to advise on leading practices, and assist in exploring additional technologies that will meet the District's requirements for Asset Management Services. The District was unable to sustain the procurement timeline due to multiple rounds of revisions to the requirement. The changes to the requirement were primarily due to fluctuations in factors such as policies, fiscal considerations, and the vetting of potential technologies.

In addition, the highly technical nature and volume of the Asset Management Services prohibits the District from temporarily self-performing the requirement. Furthermore, only Conduent possesses the proprietary software capable of efficiently managing and maintaining the District's existing parking system and the specialized expertise related to the District's parking assets and daily operations during this interim period. At this time, it is impracticable for another firm to assume Conduent's duties or develop the software control system. Therefore, during this period, the Contracting Officer determines a Sole Source contract is necessary and in the best interest of the District to continue critical Asset Management Services and avoid monetary and physical losses to the program and inconvenience to District residents and visitors.

Based on the updated market research, DDOT and OCP believe that an additional 12 months of Asset Management Services will suffice to complete the development of the requirements documents, allow sufficient procurement lead-time, and complete the contract award process in order to receive Council of the District of Columbia approval of the new requirements contract award.

In light of the market research efforts for the new contract, no market survey was conducted for this sole source requirement.

CONTINUED ON NEXT PAGE

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct, and complete.

_____ _____

Date Jeffrey M. Marootian
Director, DDOT

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date William E. "Bill" Sharp
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

AGENCY: Criminal Justice Coordinating Council

CONTRACTOR: Enlightened, Inc.

CAPTION: Extension of CJCC Information Technology Development Services Contract

FINDING

1. **AUTHORIZATION**:

   D.C. Official Code §2-354.04, 27 DCMR §§1304 and 1702

2. **MINIMUM NEED**:

   The Criminal Justice Coordinating Council (CJCC), wishes to enter into a contractual arrangement with Enlightened, Inc., (ENL) to continue providing technical expertise and supporting information technology services related to the Justice Information System (JUSTIS) including: (1) system design and development support in the implementation of new workflows between the District and cross-jurisdictional agencies, (2) developing system-design and providing implementation support regarding the maintenance and enhancement of existing data exchanges between the District and cross-jurisdictional agencies and, (3) implementing system design and portal development support by way of new interfaces and modernization. It is imperative that CJCC continues its current contractual relationship with ENL related to the support, development and maintenance of the JUSTIS system allowing for successful data dissemination across multiple agencies and facilitates collaboration and cooperation among local criminal justice, public safety and law enforcement agencies all of which are mission critical CJCC. Their contract CW49922 is set to expire on February 6, 2021.

3. **ESTIMATED FAIR AND REASONABLE PRICE**:

   The estimated fair and reasonable cost of the labor hour agreement will not exceed $330.000.00 annually.

4. **FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT**:

   Enlightened, Inc., is an award-winning information technology (IT) firm that delivers end-to-end IT solutions that focus on cybersecurity, software development and integration and solves complex business problems by leveraging integration. To that end, ENL has a history of working with the District and partnering agencies including the Metropolitan Police Department, Office of the Attorney General and Superior Court, and District Residents to develop processes that

allow for the query and analyzation of data pools. Since early 2000, ENL has been working with the CJCC on the development of the JUSTIS system.

In 2004, ENL developed the JUSTIS system which included the JUSTIS Information Portal functionality and in 2010, ENL developed a new feature which enabled the system-to-system data feeds functionality. The JUSTIS System Exchange Module facilitates workflows between partner agencies utilizing business management tools such as Microsoft's Biz Talk Server 2016 Enterprise along with Microsoft SQL Server Enterprise 2016 and Microsoft Winders Server 2012 R2 Standard.

The JUSTIS system is a critical part of the agency's information sharing efforts and further algins with their mission, which identifies criminal and juvenile justice issues, proposes solutions and facilitates cooperation between government agency partners to provide services to District residents, visitors, victims and offenders. Improving information sharing among affected jurisdictions is one of the agency's primary goals.

ENL services are an integral part of the JUSTIS program and they have been heavily engaged since its inception. They are the only entity that currently has access to and possesses the familiarity with the structures of the integrity system that could provide the maintenance, support for existing protected software and technology and the enhancements required to conserve the system. The agency would like to continue the development of the JUSTIS system and maintain its business partnership with ENL for operational and development support.

Based on market research, there are no other vendors that have the institutional knowledge and program subject matter expertise needed for the requisite system-to-system data feed functionality. ENL has managed the customization and integration of JUSTIS since its origination.

For the above stated reasons, is it in the District best interest to award the contract to ENL, as the services are the natural continued progression for the project and a logical follow on to the services provided by the contractor.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____	_____
Date	**Mannone A. Butler, Executive Director** **Criminal Justice Coordinating Council**

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404 (c) of the District of Columbia Procurement Practices Reform Act (PPRA) of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date	**Todd Allen** **Contracting Officer**

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371); D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date	**George Schutter, Chief Procurement Officer** **Office of Contracting and Procurement**

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT

Program Agency:	Metropolitan Police Department, D.C.
Proposed Contractor:	Software AG Inc.
Contract Number:	**TBD**
Caption:	CONNX Software License

AUTHORITY

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

1. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Metropolitan Police Department (MPD) is seeking a vendor to provide 12-month CONNX Software License. The CONNX software tool will assist MPD in properly documenting its TACIS application. The CONNX tool will add functionality to review TACIS database design, backup TACIS data in the MPD data warehouse, automate backups, and enhance system security. A well-documented TACIS application will allow for high-quality maintenance and support, monitoring and performance management.

The sole source contract shall support software development and migration requirements for the project of replacement of TACIS.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price is $100,000.00. The amount shall cover the comprehensive professional services pricing to include but not limited to labor for community outreach, reports, media campaigns, consultants, research. The pricing will include fixed and non-fixed cost as some components of the services cannot be fully anticipated but will be a part of the work plan. A comparison of historical pricing for similar work and contracting with experts was reviewed and the NTE amount is fair and reasonable. Extensive research was not available as this is the first time the agency is securing professional services for his specific effort.

3. FACTS SUPPORTING SOURCE SELECTION:

MPD has been utilizing the ADABAS/ Natural TACIS product as its timesheet management system for many years now. The database in ADABAS is not backed up in any data warehouse programs and is maintained as a standalone program, managed by a select group of people. This increases the risk of the maintenance of data, increases dependency on select people for analysis and reviews. Due to the unique structure of ADABAS, only people trained in ADABAS can review, debug, analyze or prepare reports from the collected data.

The niche software platform and database is a detriment to further development and maintenance of the application. The dependency on ADABAS also is expensive to maintain. Once MPD procures the CONNX tool which will allow the transfer and migration of data from ADABS to MS-SQL.

If the CONNX tool is not procured, the data will not be transferred into MS-SQL, which will halt the project to replace TACIS completely. In such a case, MPD will be forced to continue the current TACIS project with all its limitations.

The contractor has the necessary resources, experts and staffing to deploy and train MPD engineers and DBAs to utilize the tool.

Therefore, it is in the District's best interest to issue a sole source procurement to JPI to support the CCRC's issuance of its law reform recommendations. The proposed vendor possesses the necessary credentials, expertise and qualifications to support the District in achieving desired outcomes under the criminal law reform efforts within the timeframe necessary.

4. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Margaret Desper — Date
Contracting Officer

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract will be published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Richard Owens — Date
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

George A. Schutter, III — Date
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION OF
CONTRACT

CONTRACT NO:	**CW53496**
CAPTION:	**Horton Ambulances**
PROPOSED CONTRACTOR:	**Laake Enterprises, Inc. dba FESCO Emergency Sales**
PROGRAM AGENCY:	**Fire and Emergency Medical Services**

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700, 1701 and 2005.2(b)

2. MINIMUM NEED:

The DC Fire and Emergency Medical Services (FEMS) has a need for a contractor to provide Horton "Custom" Model 533 Medium Duty Ambulances that meet the federal standards for ambulances and the District's established standard specifications.

3. ESTIMATED REASONABLE PRICE: $7,335,948.00 based on historical pricing

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The District has developed a standard specification for ambulances for the DC Fire and Emergency Medical Services fleet. These are customized vehicles that cannot be manufactured, sold or maintained by outside, commercial dealers. The highly technical nature of the vehicles requires intense training at both the sales and service levels; in most cases, dealerships are limited to one per state or even per region depending on the geographic area.

B. The only authorized dealer in the Mid-Atlantic region for the Horton Ambulance is Laake Enterprises, Inc. dba FESCO Emergency Sales. The contractor's proposal was reviewed and accepted by the program office. The contractor has been determined to be responsible. The pricing Laake Enterprises is offering the District is comparable to that offered to other vendors in the region.

C. As such, award is recommended to be made to Laake Enterprises, Inc. dba FESCO Emergency Sales.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date John Donnelly, Interim Fire Chief
Fire and Emergency Medical Services
Department

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR §1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or § 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO:	TBD
CAPTION:	DC Health and Wellness Center Electronic Medical Record System
PROPOSED CONTRACTOR:	DC Primary Care Association (DCPCA)
AGENCY:	Department of Health (DC Health), HIV/AIDS, Hepatitis, STD & TB Administration

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia, Department of Health (DC Health) HIV/AIDS, Hepatitis, STD, and TB Administration (HAHSTA) seeks to enter into a Sole Source Contract with DC Primary Care Association (DCPCA), a non-profit organization to provide and maintain the eClinicalWorks electronic health record system for its DC Health and Wellness Center clinical program.

The eClinicalWorks electronic health record system will improve the clinical management of patients, efficiency in patient scheduling through its calendar functions and, easy access to patient's results through a patient portal and messaging capacity for telemedicine, that interfaces with laboratory testing and, with a third party administrator to conduct billing.

DCPCA provides a host server for the record system, technical support, training, data conversion, access to enhanced features, and connectivity with the District's community health primary care network. The contract with DCPCA will ensure DC Health provides quality and optimal health services to as many as 10,000 patients annually at the DC Health and Wellness Center and as many as 2,500 young people in outreach activities.

The period of performance shall be 12 months from the date of award with four one-year options.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price for the sole source of this contract is $132,600.00 annually.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. DCPCA is the only comprehensive electronic health record support vendor with an in-house team of experts that provides a host server for the record system, technical support, training, data conversion, access to enhanced features, updates to its system, resolve user issues, conduct data migrations, arrange interfaces, ensure data back-ups and, connectivity with the District's community health primary care network serving outpatient health care clinics.

B. DCPCA is the only vendor in the District who can provide the eClinicalWorks electronic health record system that maintains real-time, patient-centered records and allows for the availability of information instantly and securely to authorized users which, enables the DC Health and Wellness Center to provide more efficient patient scheduling, telehealth options, e-messaging features, and other conveniences for patients.

C. DCPCA is the only vendor with an electronic health record system to ensure expansion of clinical services at the DC Health and Wellness Center, including Pre-Exposure Prophylaxis, Post Exposure Prophylaxis, HIV treatment initiation, hepatitis C treatment, among other sexual health and reproductive health services.

D. DC Health conducted market research by assessing other electronic health record systems. As a result, DCPCA was the only organization in the District who can host and maintain the eClinicalWorks electronic health record system, and provide comprehensive services including guidance and hands-on support.

5. CERTIFICATION OF FINDINGS:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date LaQuandra Nesbitt, MD, MPH
Director, Department of Health

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Dorothy Hale
Contracting Officer

_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter.
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT EXTENSION

AGENCY:	Department of Motor Vehicles
CONTRACT NO.:	POKV-2006-C-0064
CONTRACTOR:	Conduent State & Local Solutions, Inc. (Conduent)
CAPTION:	Ticket Processing

FINDINGS

1. AUTHORIZATION:

Section 404 of the Procurement Practices Reform Act of 2010, D.C. Official Code §2-354.04, 27 DCMR Section 1304, 1700, 1701, 2008 and Section 2005.2(b).

2. MINIMUM NEED:

The District of Columbia, on behalf of the Department of Motor Vehicles has a need to continue awarded services under the Ticket Processing contract for the period of January 3, 2021 through September 30, 2021. These services are currently provided under contract number POKV-2006-C-0064.

3. ESTIMATED REASONABLE PRICE:

The estimated price of the contract is a not-to-exceed amount of $7,142,671.28.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The Contracting Officer determined that sole source procurement procedures would be in the best interest of the District to modify the contract with Conduent thus providing uninterrupted ticket processing services. In making the determination, the Contracting Officer considered the following factors:

a) A description of the factors that establish the proposed vendor as the only source of the required goods or services; b) A statement that the anticipated costs to the District will be reasonable; c) A description of the market survey conducted and the results, including a list of the potential sources with an interest in the procurement, and d) Any other relevant facts to support the use of a sole source procurement.

A description of the factors that establish the proposed vendor is the only source of the required goods or services.

Conduent is the only source in the marketplace that has a comprehensive understanding of the District's existing ticket processing automated and manual systems. Additionally,

over the course of the contract, Conduent has developed and modified several of the contracted program applications to meet specific District legislative and programmatic requirements such as virtual and chat adjudication. As a result, Conduent is the only source that can provide uninterrupted ticket processing services to the District. Ticket processing services are an essential function that enables the enforcement of the District's traffic laws and regulations through the issuing tickets for moving and parking violations.

A statement that the anticipated costs to the District will be reasonable.

The estimated not-to-exceed contract price of $7,174,261 is deemed reasonable. Price reasonableness was determined using historical pricing data paid for previous contracted services. The fixed per ticket price increased by less than 3%. The District does not anticipate increases in ticket issuances during the contract period that would impact cost reimbursable expenses. The impact of the Covid-19 pandemic has resulted in lower than anticipated cost reimbursable expenses for this contract period compared to what the District has paid historically.

A description of the market survey conducted and the results, including a list of the potential sources with an interest in the procurement.

The District conducted a market survey by issuing a Request for Information (RFI) on September 17, 2020. The District received three RFI responses. The RFI is beneficial to the upcoming release of the Request for Proposal (RFP) for ticket and adjudication services system, which is scheduled to be released prior to the end of FY 2021. Conversely, the findings of the RFI would not enable an Offeror other than Conduent to provide the needed services before the current contract extension period expires on January 2, 2021.

Other relevant facts to support the use of a sole source procurement.

Based on the District's extensive market research, it was determined that there is no other procurement method that can provide the myriad of ticket processing services, prior to the release of the RFP. The ticket processing services are needed to support the over thirty public safety entities within the District that enforce traffic laws and regulations are supported by the ticket processing services and systems. Conduent has the subject matter expertise to meet the District's ticket processing requirements and their performance under the contract has been satisfactory.

5. FACTS THAT JUSTIFY THE SOLE SOURCE CONTRACT EXTENSION

The current contract extension period expires on January 2, 2021. A sole source contract extension is needed to ensure continuity of services. Failure to continue ticket processing services would impede the District's ability to enforce its traffic laws and regulations through the issuance of tickets and fines and have a significant impact on the District financial resources in lost revenue. The estimated annual revenue from collecting fines from tickets issued by the District and processed by Conduent will exceed $200 million

annually. The continuation of services under the current contract is in the best interest of the District.

6. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

10/22/20
Date

Gabriel Robinson
Director
Department of Motor Vehicles

7. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and no response was received. I recommend the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Reginald C. Whitley
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371 and D.C. Official Code § 2-354.04. Accordingly, I determine based on the authority on 27 DCMR 2005.2 (b), the District is justified in using the sole source method for this procurement. The justification to use sole source is in the best interest of the District.

Date

George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

PROGRAM AGENCY:	District Department of Transportation
CONTRACT NO:	DCKA-2020-S-0057
PROPOSED CONTRACTOR:	KCI Associates of DC, PC
CAPTION:	Project Oversight and Permit Submittal Review for DC Clean Rivers and Mega Projects

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Government of the District of Columbia, Department of Transportation ("District" or "DDOT") has a continuing need for project oversight and associated submittal support services for the above-captioned project, District of Columbia Water and Sewer Authority ("DC Water") Combined Sewer Overflow Long Term Control Plan, also known as the D.C. Clean Rivers Project ("DCCR" or the "Project"). The Project is expected to be completed no later than March 2025, in accordance with the consent decree entered into with the U.S Environmental Protection Agency (EPA). The Project, estimated at$ 2.6 billion, comprises a system of deep tunnels and diversion sewers for the capture of CSOs from Rock Creek and the Anacostia and Potomac Rivers for treatment at DC Water's Blue Plains Advanced Wastewater Treatment Plant.

KCI Associates of D.C. ("KCI" or the "Contractor") completed the initial phases of the DCCR support work. The period of performance for the remainder of the Project support requirement is September 30, 2020 through March 2025. The District contemplates the award of an Indefinite-Delivery Indefinite-Quantity contract with a base period plus four option years to fulfill the remainder of the Project support requirement.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is $500,000.00 per year. The funds are supplied through a Memorandum of Agreement with D.C. Water.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The Contractor, KCI, commenced work for the first phase of project oversight and submittal support of the project as the result of a task order awarded after a competitive qualifications-based selection process from the District's Architectural and Engineering Services ("A/E") Schedule. The Contractor was rated the most highly qualified offeror based on the experience, credentials and capabilities of the company and its personnel to complete all work across all phases of the Project. Upon completion of the first task order, the District awarded an additional sole source task order to complete the next phase of work. As referenced in the determination and findings for DCKA-2018-S-0300, the District now seeks to award a stand-alone contract covering performance for the remainder of the Project.

Recompeting the remaining phases of the project is neither feasible nor practical, as a successor Contractor would not be in a position to accept responsibility for the Contractor's work product to date, upon which the District will continue to rely through project completion. The Contractor is expected to continue its work in assessing the status of field operations by DC Water and its contractors to ensure permit compliance, continue to perform design reviews to ensure permit suitability, and review geotechnical reports on the potential impact to nearby District infrastructure, as well as related tasks.

For the above-stated reasons, the District did not conduct a market survey.

5. CERTIFICATIONS, RECOMMENDATION AND DETERMINATION

CERTIFICATION BY CHIEF ENGINEER

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date

Dawit Muluneh, P.E.
Chief Engineer, DDOT

CERTIFICATION BY AGENCY HEAD

I hereby certify that the above findings are correct and complete to the best of my knowledge and belief.

_____ _____

Date Jeffrey Marootian
Director, DDOT

CERTIFICATION BY CONTRACTING OFFICER AND RECOMMENDATION

I reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Officia1 Code § 2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Steven H. Wishod
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible of practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18- 371; D.C. Official Code §§ 2-354.04 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter, III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO.:	**TBD**
CAPTION:	Human Portable Radiation Detection (HPRD) Backpacks
PROPOSED CONTRACTOR:	Bubble Technologies, Inc.
PROGRAM AGENCY:	Homeland Security and Emergency Management Agency (HSEMA)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

2. MINIMUM NEED:

The Office of Contracting and Procurement, on behalf of the District of Columbia Department of Human Services (DHS) seeks a contract award to Bubble Technologies Inc. for various specialized radiological/nuclear detection equipment to ensure HSEMA meet the established goals of the Securing the Cities cooperative agreement from Department of Homeland Security (DHS)/Countering Weapons of Mass Destruction (CWMD). More specifically, the role of regional public safety agencies includes the requirement to perform early detection of radiological hazards and request the necessary local, state, and federal resources to further investigate and mitigate the accidental or intentional release of radiological materials.

The National Capital Region (NCR) meets its safety and security mission through training, purchasing state of the art equipment, and utilizing the latest technological innovations to protect our citizens and avoid unnecessarily placing our responders at risk.

Therefore, the NCR is in a need of various specialized radiological/nuclear detection equipment to ensure we me meet the goals set forth by the Securing the Cities initiative which the approved manufacturer has in stock goods for delivery to meet the safety requirements for inauguration and first amendment event planned for January 2021.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is $236,185.00 for the specialized radiation detection goods. A comparison of historical pricing for same/similar goods and data from HSEMA experts was reviewed and the NTE amount is fair and reasonable which covers, goods, accessories, related training.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- All equipment is highly specialized, manufactured and sold by only one vendor, and must meet requirements in their entirety to be interoperable with existing equipment with the National Capital Region. The qualified vendor is required to deliver all equipment by January 16, 2020 in order to maintain operational readiness for the 2021 Presidential Inauguration.

- That proposed vendor, Bubble Technologies Inc, has demonstrated professional experience in the local region with the District, State of Maryland and the State of Virginia satisfactorily.

- Therefore, it is in the District's best interest to issue a sole source contract to the proposed vendor to support the National Capital Region (NCR) in preserving life and promoting health and safety. The proposed vendor possesses the necessary credentials, expertise, inventory and qualifications to support the District in achieving desired outcomes within the necessary timeframe.

4. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Dr. Christopher Rodriguez Date
Agency Director

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract will be published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Margaret Desper Date
Chief Contracting Officer

_____ _____

Yvonne Howerton Date
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

George A. Schutter, III Date
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

AGENCY: District of Columbia Department of Aging and Community Living
REQUISITION NO: To Be Determined
CAPTION: Statistical Consulting and Data Analysis
CONTRACTOR: Nancy A. Crowell Ph.D.

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04; 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Department of Aging and Community Living (DACL) has an immediate need to contract with Nancy Crowell, Ph.D. The contractor will work with the DC Department of Aging and Community Living (DACL) to evaluate the quality of life of people living with Alzheimer's Disease and Related Dementia (ADRD) and their caregivers who received services through the DACL Alzheimer's Disease Supportive Services Program (ADSSP).

3. ESTIMATED FAIR AND REASONABLE COST:

DACL intends to enter a contract with Nancy Crowell, Ph.D. for FY 2021 and FY 2022.The period of performance is for two years and is a continuation of services. The initial anticipated cost to evaluation services is forty thousand dollars ($40,000) per fiscal year. This is a fair and reasonable cost to the District.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:

DACL operates a comprehensive, coordinated range of aging and disability programs and services in Washington, D.C., through a city-wide network of community-based non-profit organizations and private sector businesses. The mission of the DACL is to advocate, plan, implement, and monitor programs in health, education, and social services for the elderly; to promote longevity, independence, dignity, and choice for aged District residents, District residents with disabilities regardless of age, and caregivers; to ensure the rights of older adults and their families, and prevent their abuse, neglect, and exploitation; to uphold the core values of service excellence, respect, compassion, integrity, and accountability; and to lead efforts to strengthen service delivery and capacity by engaging community stakeholders and partners to leverage resources.

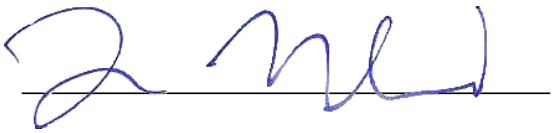
Since August 1, 2017, when DACL received funding from ACL through a cooperative agreement and approved DACL to contract with Nancy Crowell, Ph.D. She is the only evaluator approved by ACL to provide evaluation services for the ADSSP grant.

Dr. Nancy Crowell is an experienced evaluator in statistical consulting and data analysis and has worked with DACL under this grant since 2017 to evaluate the programs and services under ADSSP.

5. CERTIFICATION BY AGENCY DIRECTOR:

I hereby certify that the above findings are true, correct and complete.

November 25, 2020
Date



DACL Director

6. CERTIFICATION BY CONTRACTING OFFICER:

Based on the above findings, and in accordance with Section 404 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §2-354.04 (2011 Repl.); 27 DCMR 1700, I hereby certify that the above findings are correct and complete, and that this procurement is reasonable and responsible.

_____
Date

_____
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practicable to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____
Date

_____
George A. Schutter III
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE PROCUREMENT

Agency: Department of Housing and Community Development
Requisition No: TBD
Caption: Portfolio Integrity and Performance Analysis
Contractor: TCAM

1. Authority:

DC Code Official §2-303.05(a)(1) and Title 27 DCMR §§1702.1

2. Minimum Need:

The District of Columbia, Department of Housing and Community Development (DHCD) has an urgent need to improve areas of vulnerability in the areas of program integrity, loan performance and data management. The loan servicing contract is a critical resource in the management of over $1.5 Billion in District affordable housing assets, including 8,107 single family and 477 multi-family loans. It is the main and best source to address additional programmatic activities due to its unique real-time collection of DHCD loan payments and borrower information.

The period of performance will be one year from the date of award with three one-year options to align with current loan servicing contract period.

3. Fair and Reasonable Price: Estimated $825,050

4. Facts That Justify Sole Source:

The District of Columbia, Department of Housing and Community Development (DHCD) has an urgent need to improve areas of vulnerability in the areas of program integrity, loan performance and data management. The loan servicing contract is a critical resource in the management of over $1.5 Billion in District affordable housing assets, including 8,107 single family and 477 multi-family loans. It is the main and best source for additional programmatic activities due to its unique real-time collection of DHCD loan payments and borrower information.

A competitive solicitation was conducted for the base scope of the loan servicing contract and awarded to TCAM in October 2019. The DHCD managing division for this contract is the Portfolio and Asset Management Division (PAMD). This division hired a new manager in October 2019 who was not involved in the solicitation process, including the scope development of the RFP. A successful transition between the prior loan servicer and new loan servicer occurred in the summer of 2020, at which time areas of opportunity in the loan servicing scope were revealed.

After careful assessment of the division's programmatic needs, it was determined that DHCD can leverage the loan servicing contract to improve areas of vulnerability in the areas of program integrity, loan performance and data management. These areas were identified by the new manager and reinforced by recent audit observations from the DC Auditor, DC Office of Inspector General and an independent third party organizational assessment.

Specifically, the loan servicer would be tasked to enhance its role in the following activities that are not either explicitly or sufficiently included in the current loan servicing contract scope:

4.1 Program Integrity: includes single family homeownership compliance in the form of residency affidavits and systematic collection and monitoring of insurance and taxes information.

The lack of proactive monitoring in this area creates vulnerabilities for District assets among a total of 8,107 loans across 6,624 unique households.

4.2 Multi-family Loan Performance Monitoring: includes the development of collection templates, procedures for analysis, and ultimate systematic proactive collection for multi-family loans with cash contingent debt service. Additionally, the loan servicer is uniquely positioned to establish reports and analytical templates for annual analysis of multi-family loan performance by segment (property type, funding source, etc.).

Enhanced performance monitoring may increase District revenue and directly inform future DCHD policy and investment efforts.

4.3 Data management: includes a one-time data reconciliation of including: proactive collection of historically missing loan information from prior servicer, researching loans in suspended status, providing comprehensive analysis of loans that should be written off, incorporating affordable covenant information, and allocation/assignment of passive loan value from developer to homeowner assets to better inform resale calculations. This would occur in base year only and fall under no-cost "data maintenance" for option years.

The transfer between previous and current loan servicer revealed substantial and historic data gaps; a concentrated effort on cleaning up this data will enable a more robust and better performing portfolio.

A competitive solicitation for these services would potentially result in significant managerial inefficiencies and cost ineffectiveness; separate contracts would require the program to manage two vendors and unnecessarily reconcile critical data that can currently be found and utilized through the current loan servicer creating speed and cost savings. As such, a sole-source procurement is necessary.

5. Certification by Agency Head:

I certify that the above findings are correct and complete.

11/4/2020
Date

Mary R. Donaldson
Mary R. ("Polly") Donaldson
Director

6. **Certification by Contracting Officer:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the sole source notice of Intent to Award a Sole Source Contract was posted on the OCP website for at least 10 days and no valid responses were received regarding the posting. I recommend that the Assistant Director for Procurement approve the use of the sole source procurement method for these proposed contracts.

_____
Date

_____
Heather Reynolds
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 303 of the District of Columbia Procurement Practices Act of 1985 (D.C. law 6-85; D.C. Official Code § 2-303.05 (a)(1)). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____
Date

_____
George Schutter
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO:	CW85843
CAPTION:	Provider Data Management System
PROPOSED CONTRACTOR:	MAXIMUS
AGENCY:	Office of Contracting and Procurement
PROGRAM AGENCY:	Department of Health Care Finance

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR §§ 1304, 1700, and 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Health Care Finance ("the District"), needs for a Contractor to serve as the District's Provider Data Manager. The Provider Data Manager shall provide and administer a Provider Data Management System (PDMS) which is to include a provider enrollment and credentialing component, as well as Provider Support Services for eligible District providers.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable cost shall be based on the established contract and rates provided in the selected firm(s) proposal. The period of performance is from January 7, 2021 through January 6, 2022.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The following facts justify the Sole Source Procurement:

A. As a result of a competitive procurement MAXIMUS was awarded the contract to serve as the District's Provider Data Management System and Services (PDMS) Manager. MAXIMUS currently provides and administers a PDMS with Services and Support components. These services include manage provider information, terminate provider, manage provider grievance and appeal, manage provider communication, perform provider outreach, determine provider eligibility, enroll providers, disenroll providers and inquire provider information. MAXIMUS processes the provider enrollment services using software that is proprietary to their company.

B. MAXIMUS' software must be used for the contract services referenced above because MAXIMUS designed and built the PDMS using their platform and software according to the District's specifications. MAXIMUS designed the software to ensure that the PDMS delivered immediate access to the District's Medicaid provider's enrollment needs. It delivered timely and accurate provider enrollments as well as the re-enrollment of District providers, and minimize any disruption in agency operation.

C. It would be prohibitive in terms of time and cost for the District to use software other than MAXIMUS'. To use off-the-shelf software instead of MAXIMUS' software, the District would inherit an insurmountable cost to have a new vendor significantly modify the current software to meet the District's needs and specifications.

D. To avoid disruption of this essential service the District has determined it is in the best interest to enter into a Sole Source Contract with MAXIMUS to continue providing provider enrollment services as defined under the original contractual agreement. The sole source contract of these services is proposed for a one (1) year base period, with one (1) year option period starting January 7, 2021, and ending on January 6, 2022. All mandatory terms and conditions shall be enforced and remain the same.

E. Due to time constraints it is not feasible to conduct a competitive procurement and award a contract prior to the expiration date. The sole source award ensures continuation of service while the District prepares a solicitation for competition and award of a contract with a four-year base and one option year upon Council approval.

F. Public Notice of OCP's intent to award a sole source contract was posted to OCP's website for ten (10) calendar days pursuant to the requirements of D.C. Official Code 2-354.04. The posting was submitted to OCP's website on October 1, 2020, with no response.

G. MAXIMUS has performed the required services satisfactorily since it was awarded the contract.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____	_____
Date	Wayne Turnage Director, DHCF

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR §1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____	_____
Date	Helena C. Barbour Contracting Officer

7. CERTIFICATION BY CHEIF CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

_____	_____
Date	Wil Giles Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §§ 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____	_____
Date	George A. Schutter III Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT

Program Agency:	Office of Unified Communications (OUC)
Proposed Contractor:	Motorola Solutions, Inc
Contract Number:	CW87829
Caption:	Purchase of Motorola Brand Radios for January 20201 Event

AUTHORITY

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

1. **MINIMUM NEED:**

The Office of Contracting and Procurement, on behalf of the Office of Unified Communications (OUC), is seeking to procure 175 APX 6000 portable radios for District agencies for Inauguration and mandatory maintenance prior to January 31, 2021. The OUC is the District's centralized point for the management of critical public safety communications and resources.

The proposed contractor, Motorola Solutions Inc. is the manufacturer with direct oversight of manufacturing, shipping and delivery of the required goods. The contractor's end of year pricing reduction is offered to customers which authorized resellers which operate outside of the District can not compete with the manufacturer of delivery of new radios at the price/quantity proposed by the contractor. The proposed contractor is the sole source to meet the District's ordering requirements.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The total available funding to be allocated for the goods is in the amount not to exceed $998,801.00 to cover goods with delivery by January 31, 2020. The pricing is lower than pricing available in historical contracts, cooperative contracts accessible to the District and other publicly available contract vehicles.

3. FACTS SUPPORTING SOURCE SELECTION:

- The Office of Unified Communications (OUC) has a critical need to procure radios for Metropolitan Police Department (MPD) to provide emergency communications operations for public safety situations such as the inauguration and major maintenance intervals for District wide agencies.
- Due to the scope of equipment and the type of delivery requirement for goods procured under this procurement, the District intends to obtain equipment through a sole source method via the manufacturer.
- The proprietary technology equipment is manufactured by Motorola Solutions, Inc and is designed to assist in coordination of Emergency Communications functions and will meet the customized environment for District radio transmission protocols. There are no DC partners with Motorola per a review of their website. The manufacturer's partners can not provide the quantity of new equipment at the same price point.

- Motorola Solutions, Inc is the only entity that has authority over manufacturing, delivery and discounting while meeting delivery for inauguration. The vendor has authorized sellers however the vendors do not offer the same warranty, maintain the needed stock and can guarantee new radios.
- Motorola Solutions, Inc also provides maintenance and interoperability of the existing District radio platform. These services are specialized in nature and focused on configuration and technical support for the proprietary technology. These just in time manufacturing efficiencies, logistics efforts and pricing discounts are not available through any third parties such as radio dealers or authorized resellers.

The Contracting Officer has determined that the Contractor has the necessary financial resources, business alliance, logistics and expertise to be able to provide the required equipment. The Contractor has been awarded contracts under DC Government, Houston-Galveston Area Cooperatives (HGAC), Federal Supply Schedules and with other state/local public entities per market research. .

4. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Karima Holmes — Date
Agency Director
Office of Unified Communications

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Margaret T. Desper, CPPB — Date
Contracting Officer

_____ _____

Richard Owens
Chief Contracting Officer
Public Safety and Justice Cluster

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

George A. Schutter, III
Chief Procurement Officer

Date

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT MODIFICATION PROCUREMENT

CONTRACT NO:	CW41121
CAPTION:	DC Health IT Infrastructure – Design, Architecture, Maintenance, Support and Continuation of Modernization Projects
CONTRACTOR:	SecureTech 360, LLC (SecureTech)
AGENCY:	Department of Health (DC Health), Office of the Director, Chief Information Technology Division

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR Sections 1304, 1700, 1701and 2005.2 (b).

2. MINIMUM NEED:

The District of Columbia, Department of Health (DC Health) is seeking a sole source modification to extend SecureTech's contract to continue providing infrastructure support for both regular operations and emergency support for all DC Health systems to include the most recently implemented Contact Tracing and Disease Surveillance system and Vaccination Management. These critical systems, along with all other DC Health systems are supported between the following Data Centers; OCTO, DC Health (899 Location), Salesforce, and DC Health extended Data Centers located within the following Cloud Instances; AWS and Oracle Cloud.

The period of performance shall be for 4 months from the date of award. This timeframe will allow DC Health to complete existing projects in collaboration with OCTO and allow sufficient time for a new solicitation.

3. ESTIMATED REASONABLE PRICE:

The estimated reasonable price is $250,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. SecureTech has been providing IT infrastructure support services for DC Health for the past five years. Due to ongoing critical projects including contact tracing and vaccination management (Immunization and COVID-19 vaccinations) our Infrastructure data centers are critical for maintaining the large amount of transactions across our network and storage of data in our varied data centers. It is in the District's best interest to continue with the existing contract in order to maintain continuity of DC Health IT Emergency modernization projects and the District

Government Health Emergency Command Center. The Modernization projects include scalability of our existing Infrastructure footprint both on premise and in our Cloud data centers (AWS and Oracle). The modernization efforts include the following projects:

- Upgrading wireless access points in the Health Emergency Command Center and Conference Rooms
- Network Merge of the Health Emergency Command Center with DC Health Network
- Automation of Backup and Recovery Operations across the Health Emergency Command Center and DC Health IT Network
- Network Upgrade of On-premise Data Center Security Firewall Servers
- Connection of our 10gig Broadband Internet Pipe to DC Health/DC Net Network
- Disaster Recovery Planning in Cloud Infrastructure Environments
- Cloud Infrastructures and DC Health Active Directory Upgrade and Synchronization with OCTO DC Net Active Directory

B. It is essential to maintain continuity of services because the lack of such services will negatively impact the economic and health status of District residents, employees, and customers.

C. SecureTech has the security and architectural design and implementation planning that has occurred over the last year and approved by the DC Health CITO and the OCTO Chief Information Security Officer. No other vendor has the intricate and domain knowledge of both the DC Health Emergency Command Center, which was specifically designed, implemented, maintained and supported by SecureTech since its inception and its planned integration with the DC Health Network and OCTO DCNET.

D. The Office of Contracting and Procurement and DC Health IT will continue to work assiduously to issue a new solicitation for the award of a new contract through the competitive bidding process. Until a new contract is awarded, the services set forth must be sustained and it is not feasible or practical to change contractors for the interim period.

E. In addition, the Contractor has agreed to maintain the same negotiated contract rates which will provide a substantial savings to the District.

F. A market survey was not conducted as these projects have been in the process of implementation for over the last year and approved by the DC Health CITO and the OCTO Chief Information Security Officer. It is in the District's best interest to extend the existing contract with SecureTech during this critical time to ensure the smooth and efficient continuation of services, operations and support for DC Health.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

LaQuandra S. Nesbitt, MD, MPH
Director, Department of Health

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source contract modification method of procurement under the cited authority. I recommend that the Chief Contracting Officer approve the use of the sole source contract modification procurement method for this proposed contract.

_____ _____

Date Dorothy Hale
Contracting Officer

_____ _____

Date Wil Giles
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03) and 27 DCMR Sections 1304, 1700, 1701and 2005.2 (b). Accordingly, I determine that the District is justified in using the sole source contract modification method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR
SOLE SOURCE CONTRACT EXTENSION

AGENCY: Department of Human Resources

CONTRACT NO.: CW38983

CONTRACTOR: Benefit Resource, Inc.

CAPTION: Commuter Benefits Program/Flexible Spending Administration

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27DCMR Section 1304, 1700, and 1701

2. MINIMUM NEED:

The District of Columbia Office of Contracting and Procurement, on behalf of the Department of Human Resources (DCHR), seeks the continued engagement with Benefit Resource, Inc (BRI) who since 2015 has provided flexible spending account and commuter benefit programs for approximately 38,000 District employees in accordance with Internal Revenue Service (IRS) Code provisions 26 U.S.C. §§ 105.

The District will provide FSAs and a Transportation Benefit Program designed to allow employees to pay for qualified healthcare, dependent care, mass transit, vanpool, and parking benefits on a pre-tax basis in order to provide employees with income tax and FICA savings. The Transportation Benefits Program is offered so that employees who commute to and from work will receive a tax advantage for doing so. District employees will be able to voluntarily enroll in the FSA and Transportation Benefits Program during an eligible enrollment period. Election amounts over the IRS monthly maximum for transportation benefits will be on a post-tax basis.

The current contract will expire on December 31, 2020. The agency must continue its relationship with BRI as they are currently the only vendor that can continue to provide the required services and ongoing commuter benefits without interruption. BRI is fully engrained within the District's systems. To procure a new vendor would have a detrimental impact to the DCHR's daily operations and cause significant time delay by having to implement a phase-out and strategy as well as indoctrinate a new vendor in a short period of time.

3. ESTIMATED REASONABLE PRICE:

The estimated price of the contract extension shall not exceed $250,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

BRI has provided flexible spending and commuter benefits programs to the District's employees continuously since September 3, 2015 and has been a valued District partner satisfying the requirement and providing quality services in a manner consistent with the terms of their contract.

Currently they are the only vendor with familiarity and institutional knowledge related to all the relevant files and records at DCHR, they are the only entity familiar with the District's systems and processes which uniquely qualifies them to continue this effort.

It is imperative for the services to continue, and without them the agency, would incur unnecessary cost and performance impacts such as:

1. Fees associated with the removal of software implemented within the District;
2. Employees unable to have the guaranteed option provided by the District of commuter benefits for open enrollment

For these reasons, it is in the District's best interest to award a one year contract extension to BRI who understands the complexity and has the in-depth knowledge of DCHR's requirements based on their work on the project, and experience regarding the District's processes and procedures.

6. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Ventris C. Gibson
Director
Department of Human Resources

7. CERTIFICATION BY CONTRACTING OFFICER:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Todd Allen
Sr. Contracting Officer

8. DETERMINATION:

Based on the above findings and in accordance with the cited authority, I hereby determine it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.04 and 27 DCMR sec. 2005.6(b). Accordingly, I determine the District is justified in using the sole source method of procurement and that this determination and finding have fulfilled the 10-day notice requirement in Section 1304.1.

_____ _____

Date George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO: **CW86671**

CAPTION: **GeoTab Devices and Tracking Services**

PROPOSED CONTRACTOR: **Assured Telematics, Inc.**

PROGRAM AGENCY: **Department of Public Works**

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The Department of Public Works, Fleet Management Administration (DPW-FMA) has a need for Assured Telematics Inc. (ATI) to continuously provide GeoTab devices and tracking services to DPW vehicles. Assured Telematics have become a necessity in the fleet industry to track vehicle location and data.

Assured Telematics, Inc. is the Sole Source contractor who will provide these devices and tracking services through an online portal which has been used to track DPW and other District agencies vehicles.

3. ESTIMATED REASONABLE PRICE:

NTE $300,000.00 per year

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. Since 2014, Assured Telematics, Inc. (ATI) has been providing tracking services to DPW vehicles equipped with GeoTab devices which were provided by ATI and installed to these purchased vehicles. Over the years, the procurement of tracking services from ATI was made through exempt from competition in accordance with PPRA Chapter 2-54.13(8).

B. As DPW continue to purchase new vehicles without the tracking devices, additional GeoTab devices from the same contractor needs to be installed to these vehicles and Assured Telematics is the only provider that can provide tracking services through their database. All devices provided by ATI have their data available through one

online portal which is accessed by DPW fleet coordinators and supervisors. Any new GeoTab device needs to be provided through ATI so that all vehicle data remains available on the same portal.

C. Assured Telematics has knowledge and experience with The District's process and tracking requirements that getting other devices from other vendors would require all users to have multiple web portals to access vehicles data that will cause decentralization of tracking information and inefficiency in monitoring the data.

D. ATI has built custom reporting and integrations with outside applications that allow telematics data to be accessed across the District. Moving to any other contractor would render these projects incomplete as all required data would no longer be housed in the same place.

E. OCP has reviewed the Contractor's prices and based on previous contract pricing, the prices are determined fair and reasonable.

F. For the reasons stated above, the District did not conduct a market survey.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Christopher Geldart
Director
Department of Public Works

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date

Tonia C. Nixon
Deputy Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18- 371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____
Date

_____
George A. Schutter, III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CAPTION:	**FY21 Specialized Prisoner Transport Marked Van Units**
PROPOSED CONTRACTOR:	**Mavron, Inc.**
PROGRAM AGENCY:	**Metropolitan Police Department (MPD)**

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. **MINIMUM NEED:**

MPD seeks Mavron Inc. to provide equipment and installation of eight (8) prisoner transport units, built in accordance to the District's Metropolitan Police Department (MPD) standard specifications;

- MPD requires a vendor to provide the equipment and installation of prisoner transport units into transit vans, provided by MPD. The District has well-defined specifications for the transport units that have been in use since 2012.
- Units will be installed into eight (8) Ford Transit 350, (furnished by MPD) 132" wheelbase cargo vans, with Ford 62C prep package.
- Prisoner containments units shall be aluminum construction, to reduce weight, improve fuel mileage and for easy cleaning.

3. **ESTIMATED REASONABLE PRICE:**

$198,000.00

4. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

A. Mavron, Inc. is the sole manufacturer of the transport, center mounted, vertical lift prisoner transport safety bar which is integral to the construction of the unit. No other vendor has the capability of constructing these components in accordance with the District's specifications. This allows the District to receive a fully constructed vehicle, which can be put into service upon delivery.

B. Mavron, Inc. is the Sole-Source provider and Exclusive Manufacturer of Bolt-Together prisoner transport cages. Mavron, Inc.'s model PTB-248-8 is specifically designed for installation in full size cargo van with a standard roof height and the model PTB-260-8 is specifically designed for installation in full size cargo van with the mid, or high roof height option.

C. Mavron Bolt-Together models are specifically designed by MAVRON for installation in full size cargo vans. They are made of solid aluminum and sealed. They have the capacity to be power washed out without leaking - water drains outside and rear van doors. Customer transfer to a new van in the future is made easier by Mavron's patented construction whereby removable ceiling bolts allow the unit to easily collapse and be removed through the rear van doors in one piece.

D. All Mavron Bolt-Together models have a unique "no-rattle" guarantee and a 5-year overall warranty, the highest in the industry.

E. Mavron Inc. is the only manufacturer with Drop- Ship authorization at the Ford assembly center, where the Ford Transit 350 vans are manufactured, which streamlines the fabrication process. Mavron's parts are authorized for receipt in the Ford plant where the District's vans are constructed.

F. OCP has reviewed the Contractor's quote and based on previous contract pricing, the price for is determined reasonable.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date

Robert J. Contee III
Chief of Police
Metropolitan Police Department

6. **CERTIFICATION BY CONTRACTING OFFICER:**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date

Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of2010 (D.C. Law 18-371; D.C. Official Code§ 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date

George A. Schutter
Chief Procurement Officer

DETERMINATION AND FINDINGS

FOR A
SOLE SOURCE PROCUREMENT

AGENCY: Department of Human Services (DHS)

CONTRACT NO: **CW55344**

PROPOSED CONTRACTOR: TALX Corporation, a Provider of Equifax Workforce Solutions (The Work Number)

CAPTION: Employment Verification Services

FINDINGS

1. **AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701

2. MINIMUM NEED:

The Department of Human Services/Economic Security Administration (ESA) has a continued need for a web-based employment verification system to provide immediate verification of employment for customers receiving public benefits. The system must allow instant web accessibility with up to date payroll information from both national and local employers.

The period of performance for **Option Year Three is November 8, 2020 to November 7, 2021.**

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price to provide the required services for the option period one is $474,650.00. The prices have been determined fair and reasonable based on current rates paid by the District.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. DHS has used The Work Number (TALX) to successfully reduce error rates and increase accuracy for both TANF as well as the Food Stamp program. The Work Number is the largest proprietary service of authentic, up-to-date employment and income data. The Work Number provides instant access to over 200 million employment records from more than million employers nationwide, including hundreds of thousands of medium

and small employers. The Work Number is the only sizeable provider of third-party income verifications who is under contract with its participating employers to:

a) Obtain updated employee wage data for each payroll period.

b) Release this data electronically to government entities for the purposes of fraud investigations, eligibility determinations and locating defaults.

B. There are no other providers who offer automated, instant access to the specific employer payroll records available on The Work Number nor is there another third-party data supplier that hosts a sufficient amount of current, employer direct data to meet state agencies' program needs. Currently, the Department of Commerce, the states of Illinois, and Nevada have all entered into contracts with TALX Corporation for these services and have used a Sole Source vehicle to procure this service. Further, in September 2017, the Food and Nutrition Service sent an inquiry to all states about their use of the Work Number as a means of employment verification. States who do not subscribe to the service were asked to provide a lengthy articulation of why the state is not procuring the service from The Work Number.

C. There are no other methods for these agencies to instantly search and review as many payroll records at one time as they can with The Work Number. They are the only vendor who can provide the District's requirements.

D. Program staff contacted both, Food and Nutrition Service (FNS) as well as the Administration on Children and Families (AFC). With national previews of services states use for employment verifications, neither federal agency was aware of any company other than the Work Number, which provided these specific services. Further a Google Search for "employment verification" turned up hits to the Work Number or site affiliated with the Work Number. In the first three pages of matches "infocheckusa.com" was the only company which offered some level of employment verification. This company was designed mainly for individual checks which offered a 24-72-hour turnaround time which is not the programs requirement. In the market research, there is no other company which offers the service provided by The Work Number.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the findings set forth above are true, correct, and complete to the best of my knowledge and that the proposed contract extension is in the best interest of the District of Columbia.

10/28/2020
Date

for LZ
Laura Green Zeilinger
Director, Department of Human Services

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Marketa Nicholson
Contracting Officer

Date

Wil Giles
Chief Contracting Officer
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

George A. Schutter III
Chief Procurement Officer
Office of Contracting and Procurement

DETERMINATION AND FINDINGS

FOR

SOLE SOURCE PROCUREMENT

Agency: Department on Disability Services
Caption: Medical Records Reviewers and Core CE Providers
Contract No: DCJM-2016-D-0002/M00009
Provider: IMA Professional Services of DC, PC

FINDINGS

1. Authorization:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701; 2005.2(b)

2. Minimum Need:

The Government of the District of Columbia Office of Contracting and Procurement (OCP) on behalf of The Department on Disability Services (DDS), Disability Determination Division (DDD) (the "District") has a need to continue to contract with IMA Professional Services of DC, PC to conduct medical record reviews and consultative exams for claimants that are either currently receiving Social Security supplemental security income (SSI) or applying for a disability determination to assist the Social Security Administration (SSA) in making a decision as to whether the claimant is eligible for SSI under Title XVI or Social Security disability insurance under Title II.

The period of performance for the up to one year contract extension is from March 1, 2021 through February 28, 2022.

3. Estimated Fair and Reasonable Price:

The estimated fair and reasonable price is $5,206,347.00.

4. Facts that Justify Sole Source:

a. Upon notification from the SSA that a claimant has been assigned to the District's field office, the Contractor is responsible for reviewing medical records provided by the claimant's primary care physician or other community medical practitioner for claimants that have either physical or mental impairments or both physical and mental impairments. The Contractor reviews medical reports, laboratory data and other diagnostic test results in a claimant's medical file. If there is not sufficient evidence contained in the claimant's medical records to reach a conclusive determination, the medical records reviewer, under the direction of the District, refers the claimant to the appropriate consultative examiner.

b. The 1980 and 1984 amendments to the Social Security Act established accuracy and processing time standards of disability claims as indicators of a state agency's performance. The statute also provides for federal intervention if a state agency fails to meet established claims accuracy threshold levels for two consecutive calendar quarters and for termination of continued state participation in the disability determination program if all efforts to help the state achieve an acceptable level of performance fail.

Therefore, maintaining an acceptable level of disability claim processing accuracy is vital to the continuance of the District's participation in the Social Security Disability Determination Program specified in the Act.

c. This Contract provides a vehicle for cohesive service delivery whereby the business process of referring claimants and receiving reports will become more efficient with the Districts ability to order medical records reviews and consultative examinations from a single core service provider.

d. Extending the current contract will prevent any possible interruption in services during the procurement process. The procurement process was impacted by the declaration of the public health emergency that was issued with Mayor's Order 2020-045 on March 11, 2020. Due to contracting personnel dedication to supporting the Emergency Operation Center, the issuance of the request for proposals (RFP) for this service was delayed by more than a month. Hence, some contracting rules were affected by new requirements that were implemented after the solicitation was planned and proceeding through the review process.

e. There was a solicitation issue in July of 2020, Doc513691. A pre-proposal conference was held. The incumbent, IMA Professional Services of DC, PC and another organization that provides consultative exams for other jurisdictions participated in the pre-proposal conference and two additional vendors expressed interest in participating in the competitive process without participating in the pre-proposal conference. The second CE company determined that the process of obtaining federal security clearances required to enter the location where the medical record reviews are conducted in the District would potentially delay the contract start date by six months to a year if it was determined to be recommended for award. Although multiple offers were received, none of the proposals that were received met the evaluation criteria needed to be considered for an award. Each Offeror either neglected to submit provider agreements to support a determination of the capability to provide the services or did not meet subcontracting requirements stated in the RFP.

f. Extending the current contract for a period of one year may result in a more competitive procurement by allowing sufficient time for other potential Contractors to meet security clearance requirements after being notified if recommended for award.

5. CERTIFICATION OF FINDINGS

I have reviewed the above findings and certify that they are true, accurate, and sufficient to justify the use of the sole source method of procurement under the cited statutory authority. The services do not unnecessarily duplicate any previously performed work or services. I recommend and authorize the use of the sole source procurement method for this proposed contract.

_____ _____

Date

Andrew Reese, Director
Department on Disability Services

_____	_____
Date	Marsha Robinson Contracting Officer

_____	_____
Date	Wil Giles Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical risk the interruption of services while invoking the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code§ 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in extending the current contract with IMA Professional Services of DC, PC for the services described above using the sole source method of procurement for a period of one year.

_____	_____
Date	George A. Schutter, III Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO:	CW86585
CAPTION:	Maintenance and Repair of the BrineXtreme Machine
PROPOSED CONTRACTOR:	MJR Equipment Inc.
PROGRAM AGENCY:	Department of Public Works (DPW)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304, 1700 and 1701

2. MINIMUM NEED:

The District of Columbia Department of Public Works (DPW) requires a contractor to provide Maintenance and Repair of the BrineXtreme Machine prior to, during and after the snow season to ensure consistent operation for maintaining safe traveling conditions throughout the District.

3. ESTIMATED REASONABLE PRICE: $100,000.00

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. DPW utilizes the BrineXtreme machine during the snow season and has not replaced the older machines with new, therefore maintenance and repair is crucial to keep the machines functioning throughout the snow season.

B. Henderson Manufacturing (located in Iowa) is the company who manufactures the machines and deploys dealers throughout the country to maintain and repair their equipment. MJR Equipment is the only dealer in our area who is authorized to maintain the BrineXtreme machine. See attached letter from Henderson Manufacturing.

C. Market research confirmed the information above; thus, verifying that MJR Equipment is the only dealer in our area to maintain the BrineXtreme machine, thereby decreasing the District's outlay of funding for travel expenses.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Date Christopher Geldart, Director
Department of Public Works

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Date Courtney B. Lattimore
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

Date George A. Schutter
Chief Procurement Officer

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DETERMINATION AND FINDINGS FOR A SOLE SOURCE PROCUREMENT

Program Agency:	Criminal Code Reform Commission
Proposed Contractor:	Justice Policy Institute (JPI)
Contract Number:	TBD
Contract Amount:	NTE $100,000.00
Caption:	Public Relations Services

AUTHORITY

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

1. **MINIMUM NEED:**

The Office of Contracting and Procurement, on behalf of the District of Columbia (D.C.) Criminal Code Reform Commission (CCRC) seeks the expertise of Justice Policy Institute (JPI) which is an experienced and qualified contractor who can provide comprehensive strategic communications services to support the agency in the assessment, development, research and creation of a strategic framework regarding initiatives focused on the agency's criminal code reform recommendations ("law reform recommendations").

The CCRC's law reform recommendations are lengthy, complex, and address controversial policy issues. The recommendations replace statutory text for an entire title of the D.C. Code, over 150 pages of single spaced text. A legal commentary of nearly 2,000 pages is part of the recommendations and details the legal effect of the recommended statutory text. The recommendations involve changes to criminal liability and punishment for sex crimes, drug possession, firearm use, and other topics that have previously garnered intense public interest. To date, no publicly usable materials that are accessible to a layperson have been developed by the CCRC. Consequently, public relations services will require special expertise to translate the recommendations for a broad audience which is specific to the District of Columbia regulations, laws and ordinances.

Therefore, a contractor with prior strategic communications experience on criminal law reform campaigns; prior knowledge of and experience working with media and organizational contacts in the District; prior knowledge and experience with public communications and criminological research is required. The proposed contractor must have the expertise, knowledge, and staffing to support the agency in meeting a target date of March 31, 2021, which is a statutory reporting requirement.

2. ESTIMATED FAIR AND REASONABLE PRICE:

The estimated fair and reasonable price is $100,000.00. The amount shall cover the comprehensive professional services pricing to include but not limited to labor for community outreach, reports, media campaigns, consultants, research. The pricing will include fixed and non-fixed cost as some components of the services can not be fully anticipated but will be a part of the work plan. A comparison of historical pricing for similar work and contracting with experts was reviewed and the NTE amount is fair and reasonable. Extensive research was not

available as this is the first time the agency is securing professional services for his specific effort.

3. FACTS SUPPORTING SOURCE SELECTION:

- The CCRC, working with OCP, has conducted extensive market research of public relations vendors and has been able to identify only one contractor, JPI, as having the necessary expertise and capacity to timely meet the contract requirements. The efforts include sourcing over 30 public relations vendors involved in media relations, small businesses, public policy consulting. Few of the vendors appeared to have any experience or services related to the scope of work and only one vendor has the demonstrated experience with the DC criminal justice system s, as well as possessing expert staff for performing strategic communication services.

- That proposed vendor, JPI, has demonstrated professional experience in the local region with the State of Maryland and the State of Virginia satisfactorily.

- JPI has provided extensive professional experience providing strategic communications support to criminal law reform campaigns. JPI currently provides strategic communication services to the Virginia Department of Juvenile Justice and for over three years has provided public relations and communications services to a variety of other criminal justice organizations in the District and other jurisdictions. This experience with the District, as well as other Municipalities, enables the vendor to share a myriad of perspectives that will be critical to this requirement.

- JPI has relevant media and organizational contacts to immediately begin outreach and communications regarding the law reform recommendations. JPI has issued well over a hundred press releases and editorials, successfully placing them in major national and local media sources (e.g. the Washington Post, the Baltimore Sun, USA Today). JPI is a member of a number of organizations with a local presence, including the Greater Baltimore Grassroots Criminal Justice Network and National Juvenile Justice and Delinquency Prevention Coalition.

- JPI has extensive knowledge and experience translating criminological research on the relationship between incarceration length and public safety. JPI has issued dozens of publications involving criminological research, maintains a public listing of research on the efficacy and effects of long prison sentences, and has on staff multiple individuals with advanced degrees in criminology.

- JPI's leadership has extensive knowledge of District government entities engaged in criminal justice work and the required legal knowledge to review communications under the contract for accuracy. The vendor has previously received $75,000 in District funding under an Office of Victim Services and Justice Grants (OVSJG), 2019-PBS-01, for issuance a Parole Board Study examining District criminal law and policy. The contractor successfully completed the grant requirements.

Therefore, it is in the District's best interest to issue a sole source procurement to JPI to support the CCRC's issuance of its law reform recommendations. The proposed vendor possesses the necessary credentials, expertise and qualifications to support the District in achieving desired outcomes under the criminal law reform efforts within the timeframe necessary.

4. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Bridgette Crowell — Date
Contracting Specialist

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract will be published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Yvonne Howerton — Date
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

George A. Schutter, III — Date
Chief Procurement Officer

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

CONTRACT NO.:	**TBD**
CAPTION:	Type I Radiation Isotope Identification Devices (RIIDs)
PROPOSED CONTRACTOR:	AMETEK Inc. – ORTEC Product Group
PROGRAM AGENCY:	Homeland Security and Emergency Management Agency (HSEMA)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

2. MINIMUM NEED:

The Office of Contracting and Procurement, on behalf of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) seeks a contract award to ORTEC/AMETEK for Type I Radiation Isotope Identification Devices (RIIDs) to ensure HSEMA meet the established goals of the Securing the Cities cooperative agreement from Department of Homeland Security (DHS)/Countering Weapons of Mass Destruction (CWMD). More specifically, the role of regional public safety agencies includes the requirement to perform early detection of radiological hazards and request the necessary local, state, and federal resources to further investigate and mitigate the accidental or intentional release of radiological materials.

The National Capital Region (NCR) meets its safety and security mission through training, purchasing state of the art equipment, and utilizing the latest technological innovations to protect our citizens and avoid unnecessarily placing our responders at risk such as inauguration and first amendment incidents. Therefore, the NCR is in a need of the specialized radiological/nuclear detection equipment to ensure the group meet the goals set forth by the Securing the Cities initiative which the approved manufacturer has in stock goods for delivery to meet the safety requirements for inauguration and first amendment event planned for January 2021.

The three items with related components including warranty will be delivered to public safety destinations and are interoperable with existing inventory to promote success with the end user.

3. ESTIMATED REASONABLE PRICE:

The estimated fair and reasonable price is estimated at $600,000 for the specialized radiation detection goods. A comparison of historical pricing for same/similar goods and data from HSEMA experts was reviewed and the NTE amount is fair and reasonable which covers the price of goods, warranty plan and delivery.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

- All equipment is highly specialized, manufactured and sold by only one vendor, and must meet requirements in their entirety to be interoperable with existing equipment with the National Capital Region. The qualified vendor is required to deliver all equipment by January 16, 2020 in order to maintain operational readiness for the 2021 Presidential Inauguration.

- That proposed vendor, ORTEC/AMETEK, has demonstrated professional experience in the local region with the District, State of Maryland and the State of Virginia satisfactorily.

- The proposed vendor has the necessary expertise, financial resources, qualifications, credentials and inventory to meet the goals of the participating public safety agencies of the National Capital Region which HSEMA is the purchasing agency via grant funds.

Therefore, it is in the District's best interest to issue a sole source contract to the proposed vendor to support the National Capital Region (NCR) in preserving life and promoting health and safety. The proposed vendor has been identified to support the District in achieving desired outcomes within the necessary timeframe.

4. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

_____ _____

Dr. Christopher Rodriguez — Date
Agency Director

5. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract will be published in accordance with 27 DCMR 1304. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

_____ _____

Margaret Desper — Date
Contracting Officer

_____ _____

Yvonne Howerton — Date
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

_____ _____

George A. Schutter, III Date
Chief Procurement Officer

Procurement Decisions Currently Under Protest or Appeal — FY2020 & FY2021 to Date

Case No.	Title	Grounds	Filing Date	Potential Agency Impact	Status	Has Contract Award or Contract Execution been halted?
P-0924	Protest of MorphoTrust USA, Inc.	Challenge to award on the basis that solicitation improperly tailored to one offeror and included overly restrictive requirements.	7/30/2012	Re-solicitation and award of new contract	The District moved the Board to extend the deadline for re-soliciting and awarding the contract to July 15, 2021.	No
P-1120	Protest of Conduent State Healthcare, LLC.	Challenge to award based on failure to comply with subcontracting requirements.	4/14/20	The District was ordered to either re-evaluate proposals or re-procure	Protest sustained 08/20/20 but remains open until the District advises the Board on whether OCP will re-evaluate proposals or re-procure.	Yes
P-1122	Protest of Health Management Systems, Inc.	Challenge to award of contract due to OCP's alleged failure to meaningfully and fairly evaluate proposals.	4/15/20	The Board ordered the District to re-evaluate proposals	OCP is currently re-evaluating proposals.	Yes
P-1128	Protest of Amerigroup District of Columbia, Inc.	Protest arising from the solicitation for the MCO contracts.	7/16/20	The District was ordered to re-evaluate the competitive range offerors' proposals	Protest sustained. Awaiting CAB ruling on District's Motion for Reconsideration.	No
P-1131	Protest of Trillian Technologies Inc.	Challenge to a proposal that was found nonresponsive as it did not meet the subcontracting plan requirements.	11/25/20	Potential Re-solicitation	Under review before the CAB.	Yes
D-1545	Appeal of New Beginnings, LLC.	Appeal of Contracting Officer's denial of settlement proposal.	12/26/18	$450,301.18 plus interest	Trial date TBD. The Contracting Officer is considering an offset for re-procurement costs.	N/A

Procurement Decisions Currently Under Protest or Appeal — FY2020 & FY2021 to Date

Case No.	Title	Grounds	Filing Date	Potential Agency Impact	Status	Has Contract Award or Contract Execution been halted?
D-1560	Appeal of New Beginnings, LLC	Appeal of Contracting Officer's Final Decision for recovery of District overpayments to subcontractors and penalties.	12/5/20	$87,160.00.	Awaiting decision on District's two Motions to Dismiss.	No
D-1563	Appeal of Clean Team Janitorial Service, Inc.	Breach of contract for failure to pay invoiced amount of $50,836.75.	9/30/20	Potential impact of $50,836.75	Parties are in the process of executing a settlement agreement.	No
D-1566	Appeal of Technopref Industries, Inc.	Appeal of Contracting Officer's denial of contract claim.	11/13/20	Potential impact: $13mil plus interest and other costs	Answer filed; Partial Motion to Dismiss is pending; Commencing discovery.	No
D-1567	Appeal of Xerox Corporation	Breach of contract for failure to pay invoices.	12/9/20	Potential impact to District: $248,488.51 plus interest and charges	Xerox submitted MORCA, OCTO, DOC claims to COs. Xerox withdrew claim against DCPL. District's Motion to Dismiss pending.	No
Sup. Ct. # 2020 CA 003738 2	District vs. New Beginnings, LLC	District's petition for judgment on Contracting Officer's Final Decision for District's recovery of payment based on nonperformance of contractor.	8/11/20	District is seeking $28,816.42 plus interest.	Awaiting ruling on District's Petition for Final Judgment.	No
Sup. Ct. # 2020 CA 005047 2	District vs. New Beginnings, LLC	District's petition for judgment on Contracting Officer's Final Decision for District's recovery of payment for software licenses (OSSE)	11/19/20	District is seeking $69,797.73 plus interest	District seeking to effect service; Initial hearing scheduled for February 16, 2021.	No

FY20 Top 10 Lots Sold by Dollar Amount

Agency	Description	Sold Amount
DFS	Agilent Technologies 6460A Triple Quad LC/MS System	$72,700.00
DDOT	Baileigh SW-95 220v 3phase Dual-Operator 95-Ton 5-Station Ironworker - NEW	$20,525.00
DPW	2002 Ford Econoline E-450 Mobile Command Center - only 3,639 Miles	$15,322.00
DPW	2015 RAM 1500 Tradesman Quad Cab 4WD	$15,015.00
DPW	2005 Ford F-550 Regular Cab 2WD DRW Bucket Truck - Altec Boom /Utility Body	$13,605.00
DPW	2009 Chevrolet Express LS 3500 Box Body with Onan 5.5 kW Generator	$13,016.00
DPW	2011 Chevrolet Tahoe LS 4WD-26,396 Miles	$12,505.00
DPW	2009 Ford Econoline E-350 Extended - 9,338 Miles	$12,105.00
DPW	2009 Chevrolet Express LS 3500 Box Body with Onan 5.5 kW Generator	$12,003.00
DPW	2003 Sterling SC8000 - 7,811 Miles	$11,965.00

FY21 Top 10 Lots Sold by Dollar Amount

Agency	Description	Sold Amount
MPD	2010 Ford F-550 4WD Armored Vehicle - only 6,132 miles / 1,274 engine hours	$40,501.00
DPW	Caterpillar 972H Wheel Loader - no key	$35,000.00
DPW	2012 Dodge Ram 5500 Regular Cab 4WD Tow Truck / Wrecker - parts missing	$25,500.00
DPW	1986 Mercedes-Benz Unimog U1700 with Hiab Crane	$21,768.00
DPW	2009 Ford F-550 Regular Cab 2WD DRW Jerr-Dan Tow Truck / Wrecker	$21,200.00
DPW	2012 Ford F-550 Crew Cab DRW 4WD Long Bed Dump Truck	$16,800.00
DPW	2007 Ford F-550 Regular Cab 4WD DRW Jerr-Dan Tow Truck / Wrecker	$16,200.00
FEMS	2005 Husky Nattiq Airboat & Trailer - 19ft	$15,900.00
DPW	2012 Chevrolet Silverado 3500HD Work Truck Crew Cab 4WD	$15,602.00
DPW	2012 Nissan UD3300 Garbage Truck	$14,413.00

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - September #2					
Billing Period: FY20 September 1, 2020 through September 30, 2020					
Agency Code	Agency Name	CHARGES	CREDITS	BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$42,013.15		$42,013.15	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCT	$13,005.90		$13,005.90	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$3,088.11		$3,088.11	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$336.90		$336.90	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$1,992.96		$1,992.96	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$9,086.82		$9,086.82	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$611.95		$611.95	
BA0	BA0 OS OFF OF THE SECRETARY	$6,034.90		$6,034.90	
BD0	BD0 OP OFF OF PLANNING	$4,500.00		$4,500.00	
BE0	BE0 DCHR DC HUMAN RESOURCES	$3,999.00		$3,999.00	
BZ0	BJ0 OZ OFFICE OF ZONING	$1,249.00		$1,249.00	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$948.00		$948.00	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$2,877.10		$2,877.10	
CJ0	CJ0 OCF OFF OF CAMPAIGN FINANCE	$2,976.00		$2,976.00	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$2,867.34		$2,867.34	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$1,993.24		$1,993.24	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$360.00		$360.00	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$1,540.00		$1,540.00	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$403.12		$403.12	
DQ0	DQ0 CJDT COMM JUDICIAL DISABILITIES TEN	$184.45		$184.45	
EB0	EB0 DMPED DEP MAYOR FOR PUBLIC AND ECON DEVELOP	$912.00		$912.00	
FA0	FA0 MPD METROPOLITAN POLICE DEPT	$2,153.48		$2,153.48	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$15,755.84		$15,755.84	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$5,000.00		$5,000.00	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$2,550.00		$2,550.00	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$3,762.87		$3,762.87	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$2,267.35		$2,267.35	
GE0	GE0 DCSBE DC STATE BD OF EDUC	$3,090.50		$3,090.50	
HA0	HA0 DPR DEPT OF PARKS AND REC	$836.13		$836.13	
HC0	HC0 DOH DEPT OF HEALTH	$452.37		$452.37	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$3,596.33		$3,596.33	
JR0	JR0 ODR OFF ON DISABILITY RIGHTS	$706.28		$706.28	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$5,077.99		$5,077.99	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$1,479.06		$1,479.06	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$107.09		$107.09	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$1,954.62		$1,954.62	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$4,399.00		$4,399.00	
RL0	RJ0 CIC CAPTIVE INSURANCE AGENCY	$1,806.20		$1,806.20	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$5,426.82		$5,426.82	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$4,607.68		$4,607.68	
Date:11/04/2020 PAY THIS AMOUNT		$166,009.55	$0.00	$166,009.55	
			$166,009.55		
	Credits to be applied to October cycle				
BG0	BG0 ECF EMPLOYEE COMP FUND			($136.62)	credit of $136.62 to be applied to October
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE			($409.79)	Credit from April, June, July and Sept. cycles applied. No charges in May. Remainder ($409.79)to be applied to October
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR			($24.20)	Credit from Sept cycle to be applied in October
KG0	KG0 DOE DEPT OF THE ENVIRONMENT			($49.86)	Credit from Sept cycle to be applied in October
KO0	KO0 DMOI DEP MAYOR FOR OPS AND INFRASTRUCTURE			($5.63)	Credit from Sept cycle to be applied in October

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - September					
Billing Period: FY20 September 1, 2020 through September 30, 2020					
Agency Code	Agency Name	CHARGES	CREDITS	BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$41,486.39		$41,486.39	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$8,732.98		$8,732.98	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$9,450.88		$9,450.88	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$8,344.76		$8,344.76	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCT	$20,578.33		$20,578.33	
AH0	AH0 MOLC MAYOR'S OFF OF LEGAL COUNSEL	$5,730.86		$5,730.86	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$12,908.29		$12,908.29	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$10,751.09		$10,751.09	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$8,857.07		$8,857.07	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$27,375.26		$27,375.26	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$16,570.48		$16,570.48	
BA0	BA0 OS OFF OF THE SECRETARY	$6,421.48		$6,421.48	
BD0	BD0 OP OFF OF PLANNING	$8,780.00		$8,780.00	
BE0	BE0 DCHR DC HUMAN RESOURCES	$9,006.67		$9,006.67	
BJ0	BJ0 OZ OFFICE OF ZONING	$8.32		$8.32	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AGENCY	$34,698.99		$34,698.99	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$5,550.98		$5,550.98	
BY0	BY0 OOA OFF ON AGING	$818.31		$818.31	
BZ0	BZ0 OLA OFFICE ON LATINO AFFAIRS	$8,067.71		$8,067.71	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$9,682.06		$9,682.06	
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$35,565.47		$35,565.47	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$56,506.62		$56,506.62	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$3,430.37		$3,430.37	
CH0	CH0 OEA OFFICE OF EMPLOYEE APPEALS	$9,052.67		$9,052.67	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$8,250.00		$8,250.00	
CJ0	CJ0 OCF OFF OF CAMPAIGN FINANCE	$9,431.67		$9,431.67	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$23,827.25		$23,827.25	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$12,301.46		$12,301.46	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$1,361.42		$1,361.42	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$15,053.62		$15,053.62	
DC0	DC0 DCLB DC LOTTERY BOARD	$1,666.42		$1,666.42	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$11,797.99		$11,797.99	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$6,671.97		$6,671.97	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$20,274.17		$20,274.17	
DQ0	DQ0 CJDT COMM JUDICIAL DISABILITIES TEN	$382.38		$382.38	
DV0	DV0 JNC JUDICIAL NOMINATION COMM	$267.59		$267.59	
EB0	EB0 DMPED DEP MAYOR FOR PUBLIC AND ECON DEVELOP	$2,036.95		$2,036.95	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$15,554.99		$15,554.99	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$209,892.26		$209,892.26	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$61,379.37		$61,379.37	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$8,191.09		$8,191.09	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$17,961.01		$17,961.01	
FK0	FK0 DCNG DC NATIONAL GUARD	$2,991.00		$2,991.00	
FL0	FL0 DOC DEPT OF CORRECTIONS	$41,020.90		$41,020.90	
FO0	FO0 OVSJG OFF OF VICTIM SERVICES JUSTICE GRANTS	$4,712.95		$4,712.95	
FQ0	FQ0 DMPSJ DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE	$1,138.11		$1,138.11	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$24,671.23		$24,671.23	
FS0	FS0 OAH OFF OF ADMIN HEARINGS	$4,243.00		$4,243.00	

FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$14,346.37	($2,242.96)	$12,103.41	Partial Credit from May cycle applied
FZ0	FZ0 DCSC DC SENTENCING COMM	$5,189.62		$5,189.62	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$987,373.01		$987,373.01	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$23,286.99		$23,286.99	
GE0	GE0 DCSBE DC STATE BD OF EDUC	$12,679.39		$12,679.39	
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$3,970.00		$3,970.00	
GW0	GW0 DME DEPUTY MAYOR OF EDUCATION	$2,864.16		$2,864.16	
HA0	HA0 DPR DEPT OF PARKS AND REC	$38,501.55		$38,501.55	
HC0	HC0 DOH DEPT OF HEALTH	$63,478.82		$63,478.82	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SERVICES	$465.21		$465.21	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$7,601.71		$7,601.71	
HT0	HT0 DHCF DC HEALTHCARE FINANCE	$2,157.63	($2,157.63)	$0.00	Partial Credit from previous cycles. Remainder of $409.79 to be applied to September II PDR
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$84,400.99		$84,400.99	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$12,454.40		$12,454.40	
JR0	JR0 ODR OFF ON DISABILITY RIGHTS	$700.48		$700.48	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$53,115.68		$53,115.68	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$25,182.87		$25,182.87	
KG0	KG0 DOE DEPT OF THE ENVIRONMENT	$35,462.70		$35,462.70	
KO0	KO0 DMOI DEP MAYOR FOR OPS AND INFRASTRUCTURE	$461.46		$461.46	
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$76,665.09		$76,665.09	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$17,723.85		$17,723.85	
LQ0	LQ0 ABRA ALCOHOL BEVERAGE REGULATION ADM	$6,528.18		$6,528.18	
MA0	MA0 CCRC CRIMINAL CODE REF COMM	$142.45		$142.45	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$6,857.73		$6,857.73	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$2,878.81		$2,878.81	
RJ0	RJ0 CIC CAPTIVE INSURANCE AGENCY	$1,845.00		$1,845.00	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$56,538.18		$56,538.18	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$40,822.99		$40,822.99	
SR0	SR0 DISB DEPT OF INSURANCE SECURITIES AND BANKING	$25,452.08		$25,452.08	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$4,866.09		$4,866.09	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$15,140.82		$15,140.82	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$3,844.73		$3,844.73	
Date:09/05/2020 PAY THIS AMOUNT		$2,496,453.88	($4,400.59)	$2,492,053.29	
			$2,492,053.29		
	Credits to be applied to august cycle				
BG0	BG0 ECF EMPLOYEE COMP FUND			($136.62)	credit of $136.62 to be applied to September II PDR cycle
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE			($409.79)	Credit from April, June, July and Sept. cycles applied. No charges in May. Remainder ($409.79)to be applied to September II PDR

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - August					
Billing Period: FY20 August 1, 2020 through August 31, 2020					
Agency Code	Agency Name	CHARGES	CREDITS	BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$25,988.90		$25,988.90	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$1,013.94		$1,013.94	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$5,636.87		$5,636.87	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$613.08		$613.08	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCT	$4,878.18		$4,878.18	
AH0	AH0 MOLC MAYOR'S OFF OF LEGAL COUNSEL	$6,144.00		$6,144.00	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$86.27		$86.27	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$6,151.11		$6,151.11	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$5,253.32		$5,253.32	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$8,271.73		$8,271.73	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT	$412.01		$412.01	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$16,270.72		$16,270.72	
BA0	BA0 OS OFF OF THE SECRETARY	$145.00		$145.00	
BD0	BD0 OP OFF OF PLANNING	$5,431.36		$5,431.36	
BE0	BE0 DCHR DC HUMAN RESOURCES	$5,615.64	($216.00)	$5,399.64	Credit from June cycle applied
BJ0	BJ0 OZ OFFICE OF ZONING	$77.31		$77.31	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMEN	$12,570.36		$12,570.36	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$4,546.00		$4,546.00	
BY0	BY0 OOA OFF ON AGING	$1,183.65		$1,183.65	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$1,313.55		$1,313.55	
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$14,609.06		$14,609.06	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$19,989.79		$19,989.79	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$221.68		$221.68	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$7,976.24		$7,976.24	
CJ0	CJ0 OCF OFF OF CAMPAIGN FINANCE	$518.96		$518.96	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$31,531.63		$31,531.63	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$3,800.25		$3,800.25	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$1,771.28		$1,771.28	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$3,245.19		$3,245.19	
DC0	DC0 DCLB DC LOTTERY BOARD	$2,324.00		$2,324.00	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$4,533.18		$4,533.18	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$7,174.72		$7,174.72	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$4,936.51		$4,936.51	
DQ0	DQ0 CJDT COMM JUDICIAL DISABILITIES TEN	$40.90		$40.90	
DR0	DR0 RHC RENTAL HOUSING COMM	$359.94		$359.94	
EB0	EB0 DMPED DEP MAYOR FOR PUBLIC AND ECON DEVELOP	$1,395.34		$1,395.34	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$4,380.00		$4,380.00	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$31,796.54		$31,796.54	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$44,631.17		$44,631.17	
FH0	FH0 OPC OFF OF POLICE COMPLAINTS	$3,556.07		$3,556.07	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$3,323.94		$3,323.94	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$6,460.03		$6,460.03	
FK0	FK0 DCNG DC NATIONAL GUARD	$0.00		$0.00	
FL0	FL0 DOC DEPT OF CORRECTIONS	$23,994.11		$23,994.11	

FO0	FO0 OVSJG OFF OF VICTIM SERVICES JUSTICE GRANTS	$9,119.25		$9,119.25	
FQ0	FQ0 DMPSJ DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE	$2,716.00		$2,716.00	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$16,837.02		$16,837.02	
FS0	FS0 OAH OFF OF ADMIN HEARINGS	$2,898.62		$2,898.62	
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$4,848.44	($4,848.44)	$0.00	credit from May applied to August cycle. Balance of $2,242.96 to be applied
FZ0	FZ0 DCSC DC SENTENCING COMM	$3,505.00		$3,505.00	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$604,417.89		$604,417.89	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$15,118.27		$15,118.27	
GE0	GE0 DCSBE DC STATE BD OF EDUC	$16,780.65		$16,780.65	
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$8,219.00		$8,219.00	
HA0	HA0 DPR DEPT OF PARKS AND REC	$37,360.51		$37,360.51	
HC0	HC0 DOH DEPT OF HEALTH	$54,992.02		$54,992.02	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SERVICES	$992.00		$992.00	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$2,176.10		$2,176.10	
HT0	HT0 DHCF DC HEALTHCARE FINANCE	$2,721.32	($2,721.32)	$0.00	Credit from April, June and July applied to August Cycle, remainder ($2567.42) to be applied in September
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$24,669.18		$24,669.18	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$15,051.01		$15,051.01	
JR0	JR0 ODR OFF ON DISABILITY RIGHTS	$59.64		$59.64	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$9,623.39		$9,623.39	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$19,866.85		$19,866.85	
KG0	KG0 DOE DEPT OF THE ENVIRONMENT	$28,430.53		$28,430.53	
KO0	KO0 DMOI DEP MAYOR FOR OPS AND INFRASTRUCTURE	$92.58		$92.58	
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$55,209.82		$55,209.82	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$8,351.31		$8,351.31	
LQ0	LQ0 ABRA ALCOHOL BEVERAGE REGULATION ADM	$4,517.70		$4,517.70	
MA0	MA0 CCRC CRIMINAL CODE REF COMM	$4,131.95		$4,131.95	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$7,923.04		$7,923.04	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$2,564.11		$2,564.11	
RK0	RK0 ORM OFFICE OF RISK MGMT	$4,993.95	($1,683.60)	$3,310.35	Credit from June and July cycles applied
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$28,558.45		$28,558.45	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$33,896.40		$33,896.40	
SR0	SR0 DISB DEPT OF INSURANCE SECURITIES AND BANKING	$8,422.28	($0.40)	$1,355,346.17	Credit fo $0.40 applied to this cycle, from May cycle.
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$624.27		$624.27	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$9,654.71		$9,654.71	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$1,811.04		$1,811.04	
Date:08/05/2020 PAY THIS AMOUNT		$1,385,327.83	($9,469.76)	$1,375,858.07	
				$1,375,858.07	
	Credits to be applied to august cycle				
BG0	BG0 ECF EMPLOYEE COMP FUND			($136.62)	Credit from May Cycle applied, credit of $136.62 to be applied to September cycle
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER			($2,242.96)	Credit from May cycle applied to August cycle, remainder of ($2,242.96) to be applied to September cycle
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE			($2,567.42)	Credit from April, June and July cycles to be applied to August cycle-No charges in May. Remainder ($2567.42)to be applied in September

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - July					
Billing Period: FY20 July 1, 2020 through July 31, 2020					
Agency Code	Agency Name	CHARGES	CREDITS	BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$18,083.10		$18,083.10	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$6,683.16		$6,683.16	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$8,813.36	($181.10)	$8,632.26	credit for double charge in June
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$11,512.90		$11,512.90	
AF0	AF0 CAB CONTRACT APPEALS BOARD	$889.51		$889.51	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$1,181.50		$1,181.50	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$1,347.99		$1,347.99	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$15,966.60		$15,966.60	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$10,340.69		$10,340.69	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$5,662.02		$5,662.02	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT	$4,411.62	($435.74)	$3,975.88	Credit from June applied to July
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$3,017.55		$3,017.55	
BA0	BA0 OS OFF OF THE SECRETARY	$4,847.76		$4,847.76	
BD0	BD0 OP OFF OF PLANNING	$10,900.01		$10,900.01	
BJ0	BJ0 OZ OFFICE OF ZONING	$8.32		$8.32	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AGI	$14,133.05		$14,133.05	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$6,424.98		$6,424.98	
BY0	BY0 OOA OFF ON AGING	$6,744.55		$6,744.55	
BZ0	BZ0 OLA OFF ON LATINO AFFAIRS	$6,995.00		$6,995.00	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$2,489.25		$2,489.25	
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$6,123.40		$6,123.40	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$15,966.93		$15,966.93	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$3,959.18		$3,959.18	
CH0	CH0 OEA OFF OF EMPLOYEE APPEALS	$3,217.57		$3,217.57	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$5,474.26		$5,474.26	
CJ0	CJ0 OCF OFF OF CAMPAIGN FINANCE	$187.03		$187.03	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$66,976.06		$66,976.06	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$13,227.19		$13,227.19	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$3,744.05		$3,744.05	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$7,085.00		$7,085.00	
DC0	DC0 DCLB DC LOTTERY BOARD	$11,212.79		$11,212.79	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$4,484.24		$4,484.24	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$5,946.72		$5,946.72	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$18,068.72		$18,068.72	
DQ0	DQ0 CJDT COMM JUDICIAL DISABILITIES TEN	$72.45		$72.45	
DR0	DR0 RHC RENTAL HOUSING COMM	$516.66		$516.66	
DV0	DV0 JNC JUDICIAL NOMINATION COMM	$828.05		$828.05	
EB0	EB0 DMPED DEP MAYOR FOR PUBLIC AND ECON DEVELOP	$769.34		$769.34	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$7,761.00		$7,761.00	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$34,070.09		$34,070.09	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$30,632.07		$30,632.07	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$1,601.58		$1,601.58	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$7,514.95		$7,514.95	
FL0	FL0 DOC DEPT OF CORRECTIONS	$16,600.86		$16,600.86	
FO0	FO0 OVSJG OFF OF VICTIM SERVICES JUSTICE GRANTS	$10,661.00		$10,661.00	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$31,460.56		$31,460.56	
FS0	FS0 OAH OFF OF ADMIN HEARINGS	$1,440.00		$1,440.00	
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$941.25		$941.25	

GA0	GA0 DCPS DC PUBLIC SCHOOLS	$441,999.94		$441,999.94	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$4,907.86		$4,907.86	
GE0	GE0 DCSBE DC STATE BD OF EDUC	$3,722.55	($196.00)	$3,526.55	Credit from June applied to July
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$4,563.60		$4,563.60	
GW0	GW0 DME DEP MAYOR FOR EDUCATION	$142.69		$142.69	
HA0	HA0 DPR DEPT OF PARKS AND REC	$38,642.60		$38,642.60	
HC0	HC0 DOH DEPT OF HEALTH	$41,121.58		$41,121.58	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SERVICES	$247.68		$247.68	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$190.34		$190.34	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$28,613.75		$28,613.75	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$5,619.21		$5,619.21	
JR0	JR0 ODR OFF ON DISABILITY RIGHTS	$596.00		$596.00	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$23,008.39		$23,008.39	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$26,108.36		$26,108.36	
KG0	KG0 DOE DEPT OF THE ENVIRONMENT	$34,078.26		$34,078.26	
KO0	KO0 DMOI DEP MAYOR FOR OPS AND INFRASTRUCTURE	$2,228.52	($289.16)	$1,939.36	Credit from June applied to July
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$46,534.44		$46,534.44	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$4,761.77		$4,761.77	
LQ0	LQ0 ABRA ALCOHOL BEVERAGE REGULATION ADM	$7,926.06		$7,926.06	
MA0	MA0 CCRC CRIMINAL CODE REF COMM	$3,210.54		$3,210.54	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$2,898.04		$2,898.04	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$848.47		$848.47	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$21,378.27		$21,378.27	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$35,104.76		$35,104.76	
SR0	SR0 DISB DEPT OF INSURANCE SECURITIES AND BANKING	$12,040.83		$12,040.83	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$4,404.79		$4,404.79	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$11,349.77		$11,349.77	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$6,307.63		$6,307.63	
				$0.00	
Date:08/05/2020 PAY THIS AMOUNT		$1,263,552.62	($1,102.00)	$1,262,450.62	
				$1,262,450.62	
	Credits to be applied to august cycle				
BE0	BE0 DCHR DC HUMAN RESOURCES			($216.00)	Credit from June cycle to be applied to August
BG0	BG0 ECF EMPLOYEE COMP FUND			($136.62)	Credit from May Cycle applied, credit of $136.62 to be applied to August cycle
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER			($7,091.40)	Credit from May cycle applied to June cycle, remainder of ($7091.40) to August cycle
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE			($2,273.47)	Credit from April and June cycles to be applied in August cycle-No charges in May.
RK0	RK0 ORM OFF OF RISK MGMT			($999.00)	Credit from June cycle to be applied to August cycle
RK0	RK0 ORM OFF OF RISK MGMT			($684.60)	July credit to be applied in August
HT0	HT0 DHCF DC HEALTHCARE FINANCE			($3,015.27)	July credit to be applied in August

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - June					
Billing Period: FY20 June 1, 2020 through June 30, 2020					
Agency Code	Agency Name	CHARGES	CREDITS	BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$12,697.23		$12,697.23	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$7,088.60		$7,088.60	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$7,409.92		$7,409.92	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$5,829.75		$5,829.75	
AF0	AF0 CAB CONTRACT APPEALS BOARD	$74.01		$74.01	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$8,531.01		$8,531.01	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$5,362.50		$5,362.50	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$8,270.55		$8,270.55	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$2,220.71		$2,220.71	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$7,703.75		$7,703.75	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$2,096.21		$2,096.21	
BD0	BD0 OP OFF OF PLANNING	$8,826.55		$8,826.55	
BJ0	BJ0 OZ OFFICE OF ZONING	$907.32		$907.32	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AGE	$10,888.17		$10,888.17	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$1,899.00		$1,899.00	
BY0	BY0 OOA OFF ON AGING	$3,367.63		$3,367.63	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$4,624.12		$4,624.12	
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$12,855.53		$12,855.53	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$15,992.91		$15,992.91	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$3,122.59		$3,122.59	
CH0	CH0 OEA OFF OF EMPLOYEE APPEALS	$544.39		$544.39	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$8,929.98		$8,929.98	
CJ0	CJ0 OCF OFF OF CAMPAIGN FINANCE	$2,172.38		$2,172.38	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$56,576.95		$56,576.95	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$4,929.45		$4,929.45	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$538.75		$538.75	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$7,051.94		$7,051.94	
DC0	DC0 DCLB DC LOTTERY BOARD	$2,500.00		$2,500.00	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$4,184.79		$4,184.79	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$2,685.07		$2,685.07	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$13,946.89		$13,946.89	
DQ0	DQ0 CJDT COMM JUDICIAL DISABILITIES TEN	$686.47		$686.47	
DV0	DV0 JNC JUDICIAL NOMINATION COMM	$671.30		$671.30	
EB0	EB0 DMPED DEP MAYOR FOR PUBLIC AND ECON DEVELOP	$7,943.34		$7,943.34	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$11,412.41		$11,412.41	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$30,800.91		$30,800.91	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$30,415.83		$30,415.83	
FH0	FH0 OPC OFF OF POLICE COMPLAINTS	$410.59		$410.59	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$2,050.80		$2,050.80	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$4,449.12		$4,449.12	
FK0	FK0 DCNG DC NATIONAL GUARD	$1,237.75		$1,237.75	
FL0	FL0 DOC DEPT OF CORRECTIONS	$13,054.01		$13,054.01	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$12,203.82		$12,203.82	
FS0	FS0 OAH OFF OF ADMIN HEARINGS	$218.00		$218.00	
FZ0	FZ0 DCSCC DC SENT CRIM CODE COMM REV	$2,717.50		$2,717.50	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$409,379.13		$409,379.13	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$21,450.82		$21,450.82	

GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$1,737.49		$1,737.49	
GW0	GW0 DME DEP MAYOR FOR EDUCATION	$3,088.30		$3,088.30	
HA0	HA0 DPR DEPT OF PARKS AND REC	$41,908.02		$41,908.02	
HC0	HC0 DOH DEPT OF HEALTH	$95,190.21		$95,190.21	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SERVICES	$3,812.25		$3,812.25	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$4,434.56		$4,434.56	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$27,940.61		$27,940.61	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$10,584.64		$10,584.64	
JR0	JR0 ODR OFF ON DISABILITY RIGHTS	$1,050.02		$1,050.02	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$2,738.17		$2,738.17	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$11,592.31		$11,592.31	
KG0	KG0 DOE DEPT OF THE ENVIRONMENT	$27,169.99		$27,169.99	
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$180,746.28		$180,746.28	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$9,373.89		$9,373.89	
LQ0	LQ0 ABRA ALCOHOL BEVERAGE REGULATION ADM	$3,026.88	($1,781.00)	$1,245.88	Credit from May cycle applied to June cycle
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$329.31		$329.31	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$5,730.44		$5,730.44	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$7,390.01		$7,390.01	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$29,112.78		$29,112.78	
SR0	SR0 DISB DEPT OF INSURANCE SECURITIES AND BANKING	$11,901.32	($4,392.00)	$7,509.32	Credit from May cycle applied to June cycle
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$113.74		$113.74	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$8,571.93		$8,571.93	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$1,834.59		$1,834.59	
Date:07/02/2020 PAY THIS AMOUNT		$1,272,308.19	($6,173.00)	$1,266,135.19	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT			($435.74)	Credit from June cycle to be applied in July
BE0	BE0 DCHR DC HUMAN RESOURCES			($216.00)	Credit from June cycle to be applied in July
BG0	BG0 ECF EMPLOYEE COMP FUND			($136.62)	Credit from May Cycle applied, credit of $136.62 to be applied to July cycle
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER			($7,091.40)	Credit from May cycle applied to June cycle, remainder of ($7091.40) to July Cycle
GE0	GE0 DCSBE DC STATE BOARD OF EDUC			($196.00)	Credit from May Cycle applied, credit from April and May to be applied to July cycle
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE			($2,273.47)	Credit from April and June cycles to be applied in July cycle-No charges in May.
KO0	KO0 DMOI DEP MAYOR OF OPS AND INFRASTRUCTURE			($289.16)	Credit from May Cycle applied, credit of $289.16 to be applied to July cycle
RK0	RK0 ORM OFF OF RISK MGMT			($999.00)	Credit from June cycle to be applied in July

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - May					
Billing Period: FY20 May 1, 2020 through May 29, 2020					
Agency Code	Agency Name	CHARGES	CREDITS	BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$23,632.08		$23,632.08	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$248.39		$248.39	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$2,235.01		$2,235.01	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$441.71		$441.71	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$4,945.16		$4,945.16	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$2,152.38		$2,152.38	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$3,504.21		$3,504.21	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$7,005.60		$7,005.60	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$5,073.38		$5,073.38	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT	$2,255.01		$2,255.01	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$2,498.93		$2,498.93	
BA0	BA0 OS OFFICE OF THE SECRETARY	$4,294.17		$4,294.17	
BD0	BD0 OP OFF OF PLANNING	$12,833.00	($1,837.69)	$10,995.31	Credit from May Cycle applied
BE0	BE0 DCHR DC HUMAN RESOURCES	$6,973.80		$6,973.80	
BJ0	BJ0 OZ OFFICE OF ZONING	$8.32		$8.32	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AG	$2,890.64		$2,890.64	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$3,371.00		$3,371.00	
BY0	BY0 OOA OFF ON AGING	$5,175.00		$5,175.00	
BZ0	BZ0 OLA OFF ON LATINO AFFAIRS	$0.00		$0.00	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$2,398.17	($1,463.23)	$934.94	Credit from May Cycle applied
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$20,526.10		$20,526.10	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$7,474.23		$7,474.23	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$674.66		$674.66	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$6,325.00		$6,325.00	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$26,152.55		$26,152.55	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$20,306.20		$20,306.20	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$1,872.02		$1,872.02	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$6,853.04		$6,853.04	
DC0	DC0 DCLB DC LOTTERY BOARD	$1,421.06		$1,421.06	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$13,113.12		$13,113.12	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$1,603.39		$1,603.39	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$62,624.40		$62,624.40	
DQ0	DQ0 CJDT COMM JUDICIAL DISABILITIES TEN	$298.07		$298.07	
DR0	DR0 RHC RENTAL HOUSING COMM	$359.94		$359.94	
EB0	EB0 DMPED DEP MAYOR FOR PUBLIC AND ECON DEVELOP	$1,194.19	($343.35)	$850.84	Credit from May Cycle applied
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$394.47		$394.47	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$14,266.60		$14,266.60	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$11,288.14		$11,288.14	
FH0	FH0 OPC OFF OF POLICE COMPLAINTS	$1,238.00		$1,238.00	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$10,420.89		$10,420.89	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$1,016.62		$1,016.62	
FL0	FL0 DOC DEPT OF CORRECTIONS	$16,096.93		$16,096.93	
FO0	FO0 OVSJG OFF OF VICTIM SERVICES AND JUSTICE GRANTS	$4,056.91	($1,220.00)	$2,836.91	Credit from May Cycle applied
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$12,267.86		$12,267.86	
FZ0	FZ0 DCSCC DC SENT CRIM CODE COMM REV	$2,774.00		$2,774.00	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$214,609.48		$214,609.48	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$14,774.40		$14,774.40	

GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$10,912.92		$10,912.92	
HA0	HA0 DPR DEPT OF PARKS AND REC	$36,773.56		$36,773.56	
HC0	HC0 DOH DEPT OF HEALTH	$61,404.66		$61,404.66	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SERVICES	$3,750.00		$3,750.00	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$4,025.16		$4,025.16	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$22,599.13		$22,599.13	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$2,040.68		$2,040.68	
JR0	JR0 ODR OFF ON DISABILITY RIGHTS	$535.00	($445.00)	$90.00	Credit from May Cycle applied
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$1,174.88		$1,174.88	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$29,455.84		$29,455.84	
KG0	KG0 DOE DEPT OF THE ENVIRONMENT	$25,376.38		$25,376.38	
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$15,572.39		$15,572.39	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$666.83		$666.83	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$425.30		$425.30	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$330.22		$330.22	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$20,477.82		$20,477.82	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$16,752.68		$16,752.68	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$2,098.15		$2,098.15	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$11,075.10		$11,075.10	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$989.59		$989.59	
Date:06/01/2020 PAY THIS AMOUNT		$832,374.52	($5,309.27)	$827,065.25	
BG0	BG0 ECF EMPLOYEE COMP FUND			($136.62)	Credit from May Cycle applied, credit of $136.62 to be applied to June cycle
GE0	GE0 DCSBE DC STATE BOARD OF EDUC			($1,496.60)	Credit from May Cycle applied, credit from April and May to be applied to June cycle
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE			($1,590.50)	Credit from April cycle to be applied in June cycle-No charges in May
KO0	KO0 DMOI DEP MAYOR OF OPS AND INFRASTRUCTURE			($381.74)	Credit from May Cycle applied, credit of $381.74 to be applied to June cycle
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	($8,928.24)		($8,928.24)	Credit from May cycle to be applied in June cycle
LQ0	LQ0 ABRA ALCOHOL BEV REGULATION ADMIN	($1,781.00)		($1,781.00)	Credit from May cycle to be applied in June cycle
SR0	SR0 DISB DEPT INSURANCE SECURITIES AND BANKING	($4,392.40)		($4,392.40)	Credit from May cycle to be applied in June cycle

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - April					
Billing Period: FY20 April 1, 2020 through April 30, 2020					
Agency Code	Agency Name	CHARGES	CREDITS	BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$60,240.47		$60,240.47	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$7,371.10		$7,371.10	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$14,342.34		$14,342.34	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$3,485.32		$3,485.32	
AF0	AF0 CAB CONTRACT APPEALS BOARD	$3,195.06	($1,294.21)	$1,900.85	Remainder of Credit from February cycl
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$3,638.13		$3,638.13	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$1,802.11		$1,802.11	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$1,328.64		$1,328.64	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$8,111.79		$8,111.79	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$1,859.79		$1,859.79	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$14,727.05		$14,727.05	
BA0	BA0 OS OFFICE OF THE SECRETARY	$1,476.00		$1,476.00	
BE0	BE0 DCHR DC HUMAN RESOURCES	$105.10		$105.10	
BJ0	BJ0 OZ OFFICE OF ZONING	$463.32		$463.32	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AG	$8,013.50		$8,013.50	
BY0	BY0 OOA OFF ON AGING	$5,660.65		$5,660.65	
BZ0	BZ0 OLA OFF ON LATINO AFFAIRS	$18,756.00		$18,756.00	
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$2,191.17		$2,191.17	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$23,084.46		$23,084.46	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$476.59		$476.59	
CH0	CH0 OFFICE OF EMPLOYEE APPEALS	$1,766.54		$1,766.54	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$8,534.56		$8,534.56	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$42,311.74		$42,311.74	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$2,335.97		$2,335.97	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$1,855.27		$1,855.27	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$4,418.03		$4,418.03	
DC0	DC0 DCLB DC LOTTERY BOARD	$233.48		$233.48	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$4,689.20		$4,689.20	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$5,872.23		$5,872.23	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$20,594.46		$20,594.46	
DQ0	DQ0 CJDT COMM JUDICIAL DISABILITIES TEN	$25.00		$25.00	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$5,900.67		$5,900.67	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$26,129.38		$26,129.38	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$10,954.14		$10,954.14	
FH0	FH0 OPC OFF OF POLICE COMPLAINTS	$3,551.02		$3,551.02	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$1,360.90		$1,360.90	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$6,143.23		$6,143.23	
FK0	FK0 DCNG DC NATIONAL GUARD	$543.00		$543.00	
FL0	FL0 DOC DEPT OF CORRECTIONS	$25,970.17		$25,970.17	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$810.28		$810.28	

FS0	FS0 OAH OFF OF ADMIN HEARINGS	$4,480.98		$4,480.98	
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$900.00		$900.00	
FZ0	FZ0 DCSCC DC SENT CRIM CODE COMM REV	$3,700.42		$3,700.42	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$12,547.03		$12,547.03	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$156.58		$156.58	
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$16,756.44		$16,756.44	
GW0	GW0 DEPUTY MAYOR FOR EDUCATION	$2,276.06		$2,276.06	
HA0	HA0 DPR DEPT OF PARKS AND REC	$10,265.13		$10,265.13	
HC0	HC0 DOH DEPT OF HEALTH	$52,554.64		$52,554.64	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SERVICES	$712.02		$712.02	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$165.89		$165.89	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$30,349.87		$30,349.87	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$2,505.89		$2,505.89	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$18,531.09		$18,531.09	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$25,007.60		$25,007.60	
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$23,210.56		$23,210.56	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$1,222.04		$1,222.04	
LQ0	LQ0 ABRA ALCOHOL BEV REGULATION ADMIN	$6,980.01		$6,980.01	
MA0	MA0 CCRC CRIMINAL CODE REFORM COMM	$3,758.75		$3,758.75	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$221.42		$221.42	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$7,295.91		$7,295.91	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$21,441.41		$21,441.41	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$24,787.48		$24,787.48	
SR0	SR0 DISB DEPT INSURANCE SECURITIES AND BANKING	$3,127.52		$3,127.52	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$2,005.25		$2,005.25	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$11,144.88		$11,144.88	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$5,512.14		$5,512.14	
VA0	VA0 OFFICE OF VETERAN AFFAIRS	$95.00		$95.00	
		$646,039.87			
Date:05/05/2020 PAY THIS AMOUNT				$644,745.66	
BD0	BD0 OOP OFF OF PLANNING	($1,837.69)		($1,837.69)	Credit to be applied in May Cycle
BG0	BG0 ECF EMPLOYEE COMPENSATION FUND	($638.10)		($638.10)	Credit to be applied in May Cycle
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	($1,463.23)		($1,463.23)	Credit to be applied in May Cycle
EB0	EB0 DMPED DM PUBLIC ECON DEVELOP	($343.35)		($343.35)	Credit to be applied in May Cycle
FO0	FO0 OVSJG OFF OF VICTIM SERVICES AND JUSTICE GRANTS	($1,220.00)		($1,220.00)	Credit to be applied in May Cycle
GE0	GE0 DCSBE DC STATE BOARD OF EDUC	($275.00)		($275.00)	Credit to be applied in May Cycle
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE	($1,590.50)		($1,590.50)	Credit to be applied in May Cycle
JR0	JR0 ODR OFF OF DISABILITY RIGHTS	($445.00)		($445.00)	Credit to be applied in May Cycle
KO0	KO0 DEPUTY MAYOR FOR OPERATIONS AND INFRASTRUCTURE	($553.02)		($553.02)	Credit to be applied in May Cycle
			total credits	($8,365.89)	

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - March					
Billing Period: FY20 February 29 through March 31, 2020					
Agency Code	Agency Name	TOTALS	CREDITS	TOTAL BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$94,613.55		$94,613.55	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$2,684.96		$2,684.96	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$6,868.31		$6,868.31	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$5,426.68		$5,426.68	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$4,477.35		$4,477.35	
AH0	AH0 MOLC MAYOR'S OFF OF LEGAL COUNSEL	$4,140.21		$4,140.21	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$13,848.66		$13,848.66	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$64,731.90		$64,731.90	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$14,029.23		$14,029.23	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$5,759.70		$5,759.70	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT	$10,276.15		$10,276.15	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$28,518.34		$28,518.34	
BA0	BA0 OS OFFICE OF THE SECRETARY	$10,645.58		$10,645.58	
BD0	BD0 OOP OFF OF PLANNING	$15,134.19		$15,134.19	
BE0	BE0 DCHR DC HUMAN RESOURCES	$12,859.35		$12,859.35	
BG0	BG0 ECF EMPLOYEE COMPENSATION FUND	$128.00		$128.00	
BJ0	BJ0 OZ OFFICE OF ZONING	$8.32		$8.32	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AGE	$25,515.79		$25,515.79	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$18,459.26		$18,459.26	
BY0	BY0 OOA OFF ON AGING	$21,628.86		$21,628.86	
BZ0	BZ0 OLA OFF ON LATINO AFFAIRS	$19,444.38		$19,444.38	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$14,279.93		$14,279.93	
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$18,495.91		$18,495.91	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$63,038.21		$63,038.21	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$923.17		$923.17	
CH0	CH0 OFFICE OF EMPLOYEE APPEALS	$3,962.02		$3,962.02	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$19,416.13		$19,416.13	
CJ0	CJ0 OCF OFFICE OF CAMPAIGN FINANCE	$94.12		$94.12	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$105,702.76		$105,702.76	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$6,955.62		$6,955.62	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$5,008.38		$5,008.38	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$16,716.64		$16,716.64	
DC0	DC0 DCLB DC LOTTERY BOARD	$6,175.68		$6,175.68	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$12,459.51		$12,459.51	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$6,002.43		$6,002.43	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$9,375.96		$9,375.96	
DV0	DV0 JNC JUDICIAL NOMINATION COMM	$784.68		$784.68	
EB0	EB0 DMPED DM PUBLIC ECON DEVELOP	$13,496.64		$13,496.64	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$20,612.91		$20,612.91	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$104,999.79		$104,999.79	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$64,734.92		$64,734.92	
FH0	FH0 OPC OFF OF POLICE COMPLAINTS	$1,717.25		$1,717.25	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$3,005.27		$3,005.27	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$5,085.70		$5,085.70	

FK0	FK0 DCNG DC NATIONAL GUARD	$6,058.71		$6,058.71	
FL0	FL0 DOC DEPT OF CORRECTIONS	$20,674.23		$20,674.23	
FO0	FO0 OVSJG OFF OF VICTIM SERVICES AND JUSTICE GRANTS	$2,462.45		$2,462.45	
FQ0	FQ0 OFFICE OF VICTIM SERVICES AND JUSTICE GRANT	$1,859.51		$1,859.51	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$6,643.32		$6,643.32	
FS0	FS0 OAH OFF OF ADMIN HEARINGS	$9,377.16		$9,377.16	
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$87.45		$87.45	
FZ0	FZ0 DCSCC DC SENT CRIM CODE COMM REV	$539.97		$539.97	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$430,507.23		$430,507.23	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$52,104.88		$52,104.88	
GE0	GE0 DCSBE DC STATE BOARD OF EDUC	$3,681.66		$3,681.66	
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$23,633.15		$23,633.15	
GW0	GW0 DEPUTY MAYOR FOR EDUCATION	$4,500.76		$4,500.76	
HA0	HA0 DPR DEPT OF PARKS AND REC	$100,229.41		$100,229.41	
HC0	HC0 DOH DEPT OF HEALTH	$99,329.11		$99,329.11	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SERVICES	$9,991.62		$9,991.62	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$982.88		$982.88	
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE	$6,636.36		$6,636.36	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$60,849.89		$60,849.89	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$30,515.83		$30,515.83	
JR0	JR0 ODR OFF OF DISABILITY RIGHTS	$3,288.36		$3,288.36	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$64,312.31		$64,312.31	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$95,306.89		$95,306.89	
KG0	KG0 DOEE DEPT OF ENERGY AND ENVIRONMENT	$57,731.93		$57,731.93	
KO0	KO0 DEPUTY MAYOR FOR OPERATIONS AND INFRASTRUCTURE	$495.49		$495.49	
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$53,917.10		$53,917.10	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$18,387.71		$18,387.71	
LQ0	LQ0 ABRA ALCOHOL BEV REGULATION ADMIN	$10,073.15		$10,073.15	
MA0	MA0 CCRC CRIMINAL CODE REFORM COMM	$293.65		$293.65	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$1,715.76		$1,715.76	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$32,007.44		$32,007.44	
PX0	PX0 PCARD EMERGENCY PURCHASE CARD PROGRAM	$25.00		$25.00	
RJ0	RJ0 CIC CAPTIVE INSURANCE AGENCY	$599.00		$599.00	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$79,345.07		$79,345.07	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$46,776.43		$46,776.43	
SR0	SR0 DISB DEPT INSURANCE SECURITIES AND BANKING	$29,405.37		$29,405.37	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$10,980.47		$10,980.47	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$14,100.23		$14,100.23	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$20,732.71		$20,732.71	
VA0	VA0 OFFICE OF VETERAN AFFAIRS	$1,807.50		$1,807.50	
Date:04/02/2020 PAY THIS AMOUNT				$2,294,209.55	
AF0	AF0 CAB CONTRACT APPEALS BOARD			($1,294.21)	Credit from February applied to March, remaining credit of $1294.21 to be applied in April cycle

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - February					
Billing Period: FY20 February 1 through February 28, 2020					
Agency Code	Agency Name	TOTALS	CREDITS	TOTAL BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR			$94,241.94	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR			$2,341.63	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL			$6,008.19	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR			$14,052.55	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT			$7,742.11	
AH0	AH0 MOLC MAYOR'S OFF OF LEGAL COUNSEL			$6,338.81	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR			$8,071.49	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES			$71,900.75	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS			$14,441.81	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY			$3,464.27	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT			$1,989.89	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER			$71,803.85	
BA0	BA0 OS OFFICE OF THE SECRETARY			$9,112.24	
BD0	BD0 OOP OFF OF PLANNING			$31,373.10	
BE0	BE0 DCHR DC HUMAN RESOURCES			$15,274.68	
BG0	BG0 ECF EMPLOYEE COMPENSATION FUND			$100.00	
BJ0	BJ0 OZ OFFICE OF ZONING			$43.31	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AGENCY			$29,357.24	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES			$2,454.94	
BY0	BY0 OOA OFF ON AGING			$11,137.00	
BZ0	BZ0 OLA OFF ON LATINO AFFAIRS			$15,486.95	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL			$29,253.11	
CE0	CE0 DCPL DC PUBLIC LIBRARIES			$43,337.52	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES			$73,559.06	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD			$5,344.78	
CH0	CH0 OFFICE OF EMPLOYEE APPEALS			$742.30	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV			$17,062.91	
CJ0	CJ0 OCF OFFICE OF CAMPAIGN FINANCE			$405.37	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE			$76,889.84	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS			$11,841.93	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL			$6,116.70	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT			$11,351.29	
DC0	DC0 DCLB DC LOTTERY BOARD			$8,268.27	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION			$23,692.21	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL			$10,993.73	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS			$5,000.45	
DR0	DR0 RHC RENTAL HOUSING COMMISSION			$8,000.00	
DX0	DX0 ANC ADVISORY NEIGHBORHOOD COMM			$311.60	
EB0	EB0 DMPED DM PUBLIC ECON DEVELOP			$18,552.10	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP			$17,977.38	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT			$99,915.64	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES			$24,618.89	
FH0	FH0 OPC OFF OF POLICE COMPLAINTS			$890.72	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL			$4,367.16	

FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL			$3,257.31	
FK0	FK0 DCNG DC NATIONAL GUARD			$4,214.56	
FL0	FL0 DOC DEPT OF CORRECTIONS			$27,014.15	
FO0	FO0 OVSJG OFF OF VICTIM SERVICES AND JUSTICE GRANTS			$16,758.16	
FQ0	FQ0 OFFICE OF VICTIM SERVICES AND JUSTICE GRANT			$1,589.45	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE			$14,395.80	
FS0	FS0 OAH OFF OF ADMIN HEARINGS			$6,439.06	
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER			$12,852.75	
FZ0	FZ0 DCSCC DC SENT CRIM CODE COMM REV			$426.20	
GA0	GA0 DCPS DC PUBLIC SCHOOLS			$577,831.97	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT			$76,932.37	
GE0	GE0 DCSBE DC STATE BOARD OF EDUC			$11,240.54	
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC			$24,723.94	
GW0	GWO DEPUTY MAYOR FOR EDUCATION			$4,790.87	
HA0	HA0 DPR DEPT OF PARKS AND REC			$82,918.00	
HC0	HC0 DOH DEPT OF HEALTH			$71,571.39	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SERVICES			$1,073.55	
HM0	HM0 OHR OFF OF HUMAN RIGHTS			$6,513.19	
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE			$41,882.05	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES			$59,269.03	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES			$40,215.24	
JR0	JR0 ODR OFF OF DISABILITY RIGHTS			$4,005.75	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES			$65,102.67	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION			$112,394.80	
KG0	KG0 DOEE DEPT OF ENERGY AND ENVIRONMENT			$64,169.59	
KO0	KO0 DEPUTY MAYOR FOR OPERATIONS AND INFRASTRUCTURE			$3,939.53	
KT0	KT0 DPW DEPT OF PUBLIC WORKS			$61,422.00	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES			$30,525.58	
LQ0	LQ0 ABRA ALCOHOL BEV REGULATION ADMIN			$19,616.20	
MA0	MA0 CCRC CRIMINAL CODE REFORM COMM			$207.15	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT			$840.07	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT			$47,048.78	
RK0	RK0 ORM OFFICE OF RISK MANAGEMENT			$5,084.70	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN			$44,860.97	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH			$45,467.78	
SR0	SR0 DISB DEPT INSURANCE SECURITIES AND BANKING			$29,707.48	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES			$19,213.67	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER			$12,729.08	
UC0	UC0 OUC OFFICE OF UNIFIED COMM			$30,265.71	
Date: 03/04/2020 PAY THIS AMOUNT				$2,597,740.80	
AF0	AF0 CAB CONTRACT APPEALS BOARD			($2,147.06)	Removed, to be applied in March

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - January					
Billing Period: FY20 January 1 through January 31 2020					
Agency Code	Agency Name	TOTALS	CREDITS	TOTAL BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$61,176.46		$61,176.46	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$2,202.81	$ (684.50)	$1,518.31	Credit from December cycle applied
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$15,944.95		$15,944.95	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$18,791.72		$18,791.72	
AF0	AF0 CAB CONTRACT APPEALS BOARD	$1,106.00		$1,106.00	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$1,869.60		$1,869.60	
AH0	AH0 MOLC MAYOR'S OFF OF LEGAL COUNSEL	$398.59		$398.59	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$7,370.84		$7,370.84	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$46,293.02		$46,293.02	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$2,920.07		$2,920.07	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$8,103.47		$8,103.47	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT	$9,091.04		$9,091.04	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$42,665.50		$42,665.50	
BA0	BA0 OS OFFICE OF THE SECRETARY	$29,508.55		$29,508.55	
BD0	BD0 OOP OFF OF PLANNING	$33,110.42		$33,110.42	
BE0	BE0 DCHR DC HUMAN RESOURCES	$27,606.61		$27,606.61	
BG0	BG0 ECF EMPLOYEE COMPENSATION FUND	$1,280.20		$1,280.20	
BJ0	BJ0 OZ OFFICE OF ZONING	$2,583.32		$2,583.32	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AGENCY	$13,776.16		$13,776.16	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$6,944.03		$6,944.03	
BY0	BY0 OOA OFF ON AGING	$12,948.97		$12,948.97	
BZ0	BZ0 OLA OFF ON LATINO AFFAIRS	$15,554.72		$15,554.72	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$37,055.58		$37,055.58	
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$63,996.60		$63,996.60	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$56,100.66		$56,100.66	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$1,488.21		$1,488.21	
CH0	CH0 OFFICE OF EMPLOYEE APPEALS	$4,297.24		$4,297.24	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$34,691.47		$34,691.47	
CJ0	CJ0 OCF OFFICE OF CAMPAIGN FINANCE	$1,106.94		$1,106.94	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$90,037.22		$90,037.22	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$25,199.56		$25,199.56	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$7,973.87		$7,973.87	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$16,136.92		$16,136.92	
DC0	DC0 DCLB DC LOTTERY BOARD	$4,384.30		$4,384.30	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$14,144.25		$14,144.25	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$8,759.87		$8,759.87	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$10,025.38		$10,025.38	
DQ0	DQ0 CJDT COMM ON JUDICIAL DISABILITIES	$1,413.77		$1,413.77	
DR0	DR0 RHC RENTAL HOUSING COMMISSION	$633.57		$633.57	
DV0	DV0 JNC JUDICIAL NOMINATION COMMISSION	$233.80		$233.80	
DX0	DX0 ANC ADVISORY NEIGHBORHOOD COMMISSION	$405.17		$405.17	
EB0	EB0 DMPED DM PUBLIC ECON DEVELOP	$6,038.03		$6,038.03	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$8,317.39		$8,317.39	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$66,743.96		$66,743.96	

FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$36,904.15		$36,904.15	
FH0	FH0 OPC OFF OF POLICE COMPLAINTS	$5,363.57		$5,363.57	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$4,282.57		$4,282.57	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$1,267.25		$1,267.25	
FK0	FK0 DCNG DC NATIONAL GUARD	$5,845.09		$5,845.09	
FL0	FL0 DOC DEPT OF CORRECTIONS	$37,347.25		$37,347.25	
FO0	FO0 OVSJG OFF OF VICTIM SERVICES AND JUSTICE GRANTS	$9,347.62		$9,347.62	
FQ0	FQ0 OFFICE OF VICTIM SERVICES AND JUSTICE GRANT	$396.79		$396.79	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$16,440.58		$16,440.58	
FS0	FS0 OAH OFF OF ADMIN HEARINGS	$12,376.16		$12,376.16	
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$17,968.05		$17,968.05	
FZ0	FZ0 DCSCC DC SENT CRIM CODE COMM REV	$1,473.52		$1,473.52	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$584,724.98		$584,724.98	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$62,716.74		$62,716.74	
GE0	GE0 DCSBE DC STATE BOARD OF EDUC	$4,774.40		$4,774.40	
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$18,913.76		$18,913.76	
GW0	GWO DEPUTY MAYOR FOR EDUCATION	$3,282.81		$3,282.81	
HA0	HA0 DPR DEPT OF PARKS AND REC	$111,034.56		$111,034.56	
HC0	HC0 DOH DEPT OF HEALTH	$69,103.35		$69,103.35	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$2,207.86		$2,207.86	
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE	$8,337.11		$8,337.11	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$75,054.06		$75,054.06	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$36,884.09		$36,884.09	
JR0	JR0 ODR OFF OF DISABILITY RIGHTS	$456.98		$456.98	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$44,744.83		$44,744.83	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$66,495.87		$66,495.87	
KG0	KG0 DOEE DEPT OF ENERGY AND ENVIRONMENT	$95,391.02		$95,391.02	
KO0	KO0 DEPUTY MAYOR FOR OPERATIONS AND INFRASTRUCTURE	$2,317.44		$2,317.44	
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$58,406.95		$58,406.95	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$18,287.19		$18,287.19	
LQ0	LQ0 ABRA ALCOHOL BEV REGULATION ADMIN	$3,264.69		$3,264.69	
MA0	MA0 CCRC CRIMINAL CODE REFORM COMM	$550.45		$550.45	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$238.84		$238.84	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$9,056.93		$9,056.93	
RK0	RK0 ORM OFFICE OF RISK MANAGEMENT	$1,300.00		$1,300.00	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$45,371.22		$45,371.22	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$36,976.83		$36,976.83	
SR0	SR0 DISB DEPT INSURANCE SECURITIES AND BANKING	$13,345.45		$13,345.45	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$9,099.83		$9,099.83	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$17,860.00		$17,860.00	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$31,475.90		$31,475.90	
VA0	VA0 OVA OFF ON VETERAN AFFAIRS	$1,288.85		$1,288.85	
		$2,402,406.40	$ (684.50)	$2,401,721.90	
Date: 02/04/2020 PAY THIS AMOUNT			$2,401,721.90		

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - November						
Billing Period: FY20 November 30, 2019 through December 31, 2019						
Agency Code	Agency Name	TOTALS	CREDITS	TOTAL BILLED		
AA0 TOT	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$ 75,749.51		$ 75,749.51		
AD0 TOT	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$ 13,337.31		$ 13,337.31		
AE0 TOT	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$ 19,400.29		$ 19,400.29		
AF0 TOT	AF0 CAB CONTRACT APPEALS BOARD	$ 3,753.19		$ 3,753.19		
AG0 TOT	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$ 5,368.05		$ 5,368.05		
AH0 TOT	AH0 MOLC MAYOR'S OFF OF LEGAL COUNSEL	$ 4,608.68		$ 4,608.68		
AI0 TOT	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$ 4,839.08		$ 4,839.08		
AM0 TO	AM0 DGS DEPARTENT OF GENERAL SERVICES	$ 55,191.46		$ 55,191.46		
AP0 TOT	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$ 2,164.01		$ 2,164.01		
AR0 TOT	AR0 SIA STATEHOOD INITIATIVE AGENCY	$ 2,979.84		$ 2,979.84		
AS0 TOT	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT	$ 9,394.93		$ 9,394.93		
AT0 TOT	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$ 16,477.26		$ 16,477.26		
BA0 TOT	BA0 OS OFFICE OF THE SECRETARY	$ 25,239.04		$ 25,239.04		
BD0 TOT	BD0 OOP OFF OF PLANNING	$ 33,721.17		$ 33,721.17		
BE0 TOT	BE0 DCHR DC HUMAN RESOURCES	$ 15,968.32		$ 15,968.32		
BJ0 TOT	BJ0 OZ OFFICE OF ZONING	$ 83.29		$ 83.29		
BN0 TOT	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AG	$ 20,887.14		$ 20,887.14		
BX0 TOT	BX0 CAH COMM ON ARTS AND HUMANITIES	$ 1,908.42		$ 1,908.42		
BY0 TOT	BY0 OOA OFF ON AGING	$ 8,543.55		$ 8,543.55		
BZ0 TOT	BZ0 OLA OFF ON LATINO AFFAIRS	$ 19,257.82		$ 19,257.82		
CB0 TOT	CB0 OAG OFF OF THE ATTORNEY GENERAL	$ 44,742.26		$ 44,742.26		
CE0 TOT	CE0 DCPL DC PUBLIC LIBRARIES	$ 37,861.84		$ 37,861.84		
CF0 TOT	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$ 33,318.52		$ 33,318.52		
CG0 TOT	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$ 1,353.07		$ 1,353.07		
CH0 TOT	CH0 OFFICE OF EMPLOYEE APPEALS	$ 140.00		$ 140.00		
CI0 TOT	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$ 43,757.56		$ 43,757.56		
CQ0 TOT	CQ0 OTA OFF OF THE TENANT ADVOCATE	$ 64,543.39		$ 64,543.39		
CR0 TOT	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$ 14,738.29		$ 14,738.29		
DA0 TOT	DA0 RPTA REAL PROPERTY TAX APPEAL	$ 1,972.94		$ 1,972.94		
DB0 TOT	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$ 9,025.69		$ 9,025.69		
DC0 TOT	DC0 DCLB DC LOTTERY BOARD	$ 8,353.35		$ 8,353.35		
DH0 TOT	DH0 PSC PUBLIC SERVICE COMMISSION	$ 8,496.01		$ 8,496.01		
DJ0 TOT	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$ 2,848.67		$ 2,848.67		
DL0 TOT	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$ 11,339.31		$ 11,339.31		
DQ0 TOT	DQ0 CJDT COMM ON JUDICIAL DISABILITIES	$ 464.62		$ 464.62		
EB0 TOT	EB0 DMPED DM PUBLIC ECON DEVELOP	$ 4,621.22		$ 4,621.22		
EN0 TOT	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$ 10,548.98		$ 10,548.98		
FA0 TOT	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$ 42,498.59		$ 42,498.59		
FB0 TOT	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$ 57,646.51		$ 57,646.51		
FH0 TOT	FH0 OPC OFF OF POLICE COMPLAINTS	$ 2,612.40		$ 2,612.40		
FI0 TOT	FI0 CIC CORRECTIONS INFO COUNCIL	$ 1,759.59		$ 1,759.59		
FJ0 TOT	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$ 10,225.64		$ 10,225.64		
FK0 TOT	FK0 DCNG DC NATIONAL GUARD	$ 3,958.23		$ 3,958.23		
FL0 TOT	FL0 DOC DEPT OF CORRECTIONS	$ 20,150.79		$ 20,150.79		

FO0 TOT	FO0 OVSJG OFF OF VICTIM SERVICES AND JUSTICE GRANTS	$ 7,660.70		$ 7,660.70		
FQ0 TOT	FQ0 OFFICE OF VICTIM SERVICES AND JUSTICE GRANT	$ 309.99		$ 309.99		
FR0 TOT	FR0 DFS DEPT OF FORENSIC SCIENCE	$ 5,625.64		$ 5,625.64		
FS0 TOT	FS0 OAH OFF OF ADMIN HEARINGS	$ 1,703.37		$ 1,703.37		
FX0 TOT	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$ 9,624.43		$ 9,624.43		
FZ0 TOT	FZ0 DCSCC DC SENT CRIM CODE COMM REV	$ 2,498.75		$ 2,498.75		
GA0 TOT	GA0 DCPS DC PUBLIC SCHOOLS	$ 644,611.88		$ 644,611.88		
GD0 TOT	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$ 55,075.67		$ 55,075.67		
GE0 TOT	GE0 DCSBE DC STATE BOARD OF EDUC	$ 1,478.70		$ 1,478.70		
GL0 TOT	GL0 DCSAA DC STATE ATHLETIC ASSOC	$ 19,540.09		$ 19,540.09		
GW0 TOT	GW0 DEPUTY MAYOR FOR EDUCATION	$ 11,663.93		$ 11,663.93		
HA0 TOT	HA0 DPR DEPT OF PARKS AND REC	$ 81,099.89		$ 81,099.89		
HC0 TOT	HC0 DOH DEPT OF HEALTH	$ 76,219.06		$ 76,219.06		
HM0 TOT	HM0 OHR OFF OF HUMAN RIGHTS	$ 1,779.69		$ 1,779.69		
HT0 TOT	HT0 DHCF DEPT OF HEALTHCARE FINANCE	$ 11,080.60		$ 11,080.60		
JA0 TOT	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$ 48,019.96		$ 48,019.96		
JM0 TOT	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$ 28,672.86		$ 28,672.86		
JR0 TOT	JR0 ODR OFF OF DISABILITY RIGHTS	$ 1,275.13		$ 1,275.13		
JZ0 TOT	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$ 43,424.54		$ 43,424.54		
KA0 TOT	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$ 67,820.72		$ 67,820.72		
KG0 TOT	KG0 DOEE DEPT OF ENERGY AND ENVIRONMENT	$ 56,571.03		$ 56,571.03		
KO0 TOT	KO0 DEPUTY MAYOR FOR OPERATIONS AND INFRASTRUCTURE	$ 1,974.09		$ 1,974.09		
KT0 TOT	KT0 DPW DEPT OF PUBLIC WORKS	$ 53,631.72		$ 53,631.72		
KV0 TOT	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$ 16,288.55		$ 16,288.55		
LQ0 TOT	LQ0 ABRA ALCOHOL BEV REGULATION ADMIN	$ 10,073.67		$ 10,073.67		
MA0 TOT	MA0 CCRC CRIMINAL CODE REFORM COMM	$ 223.10		$ 223.10		
NS0 TOT	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$ 2,021.92		$ 2,021.92		
PO0 TOT	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$ 21,121.55		$ 21,121.55		
RK0 TOT	RK0 OFF OF RISK MANAGEMENT	$ 1,870.00		$ 1,870.00		
RL0 TOT	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$ 55,965.85		$ 55,965.85		
RM0 TOT	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$ 30,796.36		$ 30,796.36		
SR0 TOT	SR0 DISB DEPT INSURANCE SECURITIES AND BANKING	$ 27,761.73		$ 27,761.73		
TC0 TOT	TC0 DFHV DEPT FOR HIRE VEHICLES	$ 12,229.00		$ 12,229.00		
TO0 TOT	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$ 10,586.64		$ 10,586.64		
UC0 TOT	UC0 OUC OFFICE OF UNIFIED COMM	$ 20,037.37		$ 20,037.37		
VA0 TOT	VA0 OVA OFF ON VETERAN AFFAIRS	$ 950.00		$ 950.00		
		$2,217,138.01		$2,217,138.01		
	Date: 01/09/2019 PAY THIS AMOUNT		**$2,217,138.01**			

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - November					
Billing Period: FY 20 November 1 through November 29, 2019					NOTES
AGENCY CODE	AGENCY NAME	TOTALS	Credits	TOTAL BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$41,256.21		$41,256.21	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$2,107.42		$2,107.42	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$13,797.48		$13,797.48	
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$24,250.58		$24,250.58	
AF0	AF0 CAB CONTRACT APPEALS BOARD	$2,250.20		$2,250.20	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$11,688.14		$11,688.14	
AH0	AH0 MOLC MAYOR'S OFF OF LEGAL COUNSEL	$688.18		$688.18	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$2,236.11		$2,236.11	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$55,695.37		$55,695.37	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$8,017.79		$8,017.79	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$4,476.72		$4,476.72	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT	$19,994.07		$19,994.07	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$53,538.39		$53,538.39	
BA0	BA0 OS OFFICE OF THE SECRETARY	$6,118.39		$6,118.39	
BD0	BD0 OOP OFF OF PLANNING	$24,672.21		$24,672.21	
BE0	BE0 DCHR DC HUMAN RESOURCES	$19,150.57		$19,150.57	
BG0	BG0 ECF EMPLOYEE COMP FUND	$823.27	($495.00)	$328.27	Credit from October cycle applied to November
BJ0	BJ0 OZ OFFICE OF ZONING	$688.28		$688.28	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEMENT AGE	$23,597.97		$23,597.97	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$2,783.92		$2,783.92	
BY0	BY0 OOA OFF ON AGING	$8,987.85		$8,987.85	
BZ0	BZ0 OLA OFF ON LATINO AFFAIRS	$17,937.04		$17,937.04	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$30,160.58		$30,160.58	
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$35,081.87		$35,081.87	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$37,475.26		$37,475.26	
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$4,286.40		$4,286.40	
CH0	CH0 OEA OFFICE OF EMPLOYEE APPEALS	$140.00		$140.00	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$49,421.17		$49,421.17	
CJ0	CJ0 OCF OFFICE OF CAMPAIGN FINANCE	$4,722.86		$4,722.86	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$36,407.57		$36,407.57	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$20,254.39		$20,254.39	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$3,711.34		$3,711.34	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$20,201.64		$20,201.64	
DC0	DC0 DCLB DC LOTTERY BOARD	$7,082.00		$7,082.00	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$20,632.66		$20,632.66	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$19,842.04		$19,842.04	
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$7,684.89		$7,684.89	
DQ0	DQ0 CJDT COMM ON JUDICIAL DISABILITIES	$273.62		$273.62	
DR0	DR0 RHC RENTAL HOUSING COMM	$1,528.52		$1,528.52	
DV0	DV0 JNC JUDICIAL NOMINATION COMM	$330.02		$330.02	
EB0	EB0 DMPED DM PUBLIC ECON DEVELOP	$17,905.67		$17,905.67	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$12,250.70		$12,250.70	
FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$86,635.87		$86,635.87	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$33,019.06		$33,019.06	

FH0	FH0 OPC OFF OF POLICE COMPLAINTS	$2,369.68		$2,369.68	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$4,731.87		$4,731.87	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$7,905.73		$7,905.73	
FK0	FK0 DCNG DC NATIONAL GUARD	$7,897.70		$7,897.70	
FL0	FL0 DOC DEPT OF CORRECTIONS	$24,950.47		$24,950.47	
FO0	FO0 OVSJG OFF OF VICTIM SERVICES AND JUSTICE GRANTS	$7,336.55		$7,336.55	
FQ0	FQ0 OFFICE OF VICTIM SERVICES AND JUSTICE GRANT	$1,818.18		$1,818.18	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$25,738.58		$25,738.58	
FS0	FS0 OAH OFF OF ADMIN HEARINGS	$5,774.13		$5,774.13	
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$6,984.34		$6,984.34	
FZ0	FZ0 DCSCC DC SENT CRIM CODE COMM REV	$592.50		$592.50	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$728,547.39		$728,547.39	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$100,616.26		$100,616.26	
GE0	GE0 DCSBE DC STATE BOARD OF EDUC	$4,188.60		$4,188.60	
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$33,048.93		$33,048.93	
GW0	GW0 DME DEP MAYOR FOR EDUCATION	$3,236.76		$3,236.76	
HA0	HA0 DPR DEPT OF PARKS AND REC	$64,827.47		$64,827.47	
HC0	HC0 DOH DEPT OF HEALTH	$72,424.18		$72,424.18	
HG0	HG0 DMHHS DEP MAYOR FOR HEALTH AND HUMAN SVCS	$2,137.55		$2,137.55	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$1,970.94		$1,970.94	
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE	$17,129.71		$17,129.71	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$62,204.70		$62,204.70	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$44,062.89		$44,062.89	
JR0	JR0 ODR OFF OF DISABILITY RIGHTS	$7,145.14		$7,145.14	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$63,785.58		$63,785.58	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$111,079.99		$111,079.99	
KG0	KG0 DOEE DEPT OF ENERGY AND ENVIRONMENT	$53,563.70		$53,563.70	
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$51,804.16		$51,804.16	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$15,040.54		$15,040.54	
LQ0	LQ0 ABRA ALCOHOL BEV REGULATION ADMIN	$5,947.50		$5,947.50	
MA0	MA0 CCRC CRIMINAL CODE REFORM COMM	$2,043.20		$2,043.20	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$1,891.53		$1,891.53	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$27,396.67		$27,396.67	
RK0	RK0 ORM OFF OF RISK MGMT	$2,291.38		$2,291.38	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$40,533.07		$40,533.07	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$136,446.60		$136,446.60	
SR0	SR0 DISB DEPT INSURANCE SECURITIES AND BANKING	$25,450.83		$25,450.83	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$11,345.01		$11,345.01	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$5,532.57		$5,532.57	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$10,146.79		$10,146.79	
VA0	VA0 OVA OFF ON VETERAN AFFAIRS	$3,298.60		$3,298.60	
		$2,599,042.26	($495.00)	$2,598,547.26	
	Date: 12/03/2019 Pay this Amount		$2,598,547.26		

FY2020 JP MORGAN CHASE - PCARD Payment Distribution Report - October					
Billing Period: FY 20 October 1 through October 31, 2019					NOTES
AGENCY CODE	AGENCY NAME	TOTALS	Credits	TOTAL BILLED	
AA0	AA0 EOM EXECUTIVE OFFICE OF THE MAYOR	$66,893.70		$66,893.70	
AC0	AC0 ODCA OFFICE OF THE DC AUDITOR	$9,004.60		$9,004.60	
AD0	AD0 OIG OFFICE OF THE INSPECTOR GENERAL	$22,388.93	($66.50)	$22,322.43	Credit from September Applied
AE0	AE0 OCA OFFICE OF THE CITY ADMINISTRATOR	$26,452.62		$26,452.62	
AF0	AF0 CAB CONTRACT APPEALS BOARD	$2,905.43		$2,905.43	
AG0	AG0 BEGA BOARD OF ETHICS AND GOV ACCOUNT	$5,056.72		$5,056.72	
AH0	AH0 MOLC MAYOR'S OFF OF LEGAL COUNSEL	$268.25		$268.25	
AI0	AI0 OSA OFFICE OF THE SENIOR ADVISOR	$3,819.48		$3,819.48	
AM0	AM0 DGS DEPARTENT OF GENERAL SERVICES	$35,416.11		$35,416.11	
AP0	AP0 ASIAN PACIFIC ISLANDER AFFAIRS	$5,444.26		$5,444.26	
AR0	AR0 SIA STATEHOOD INITIATIVE AGENCY	$2,125.00		$2,125.00	
AS0	AS0 OFRM OFF OF FINANCE AND RESOURCE MGMT	$16,927.70		$16,927.70	
AT0	AT0 OCFO OFFICE OF THE CHIEF FINANCIAL OFFICER	$24,165.60		$24,165.60	
BA0	BA0 OS OFFICE OF THE SECRETARY	$11,901.71		$11,901.71	
BD0	BD0 OOP OFF OF PLANNING	$25,680.39		$25,680.39	
BE0	BE0 DCHR DC HUMAN RESOURCES	$33,391.81		$33,391.81	
BJ0	BJ0 OZ OFFICE OF ZONING	$5,499.82		$5,499.82	
BN0	BN0 HSEMA HOMELAND SECURITY EMERGENCY MANAGEM	$14,234.03		$14,234.03	
BX0	BX0 CAH COMM ON ARTS AND HUMANITIES	$8,638.07		$8,638.07	
BY0	BY0 OOA OFF ON AGING	$8,879.85		$8,879.85	
BZ0	BZ0 OLA OFF ON LATINO AFFAIRS	$22,504.41		$22,504.41	
CB0	CB0 OAG OFF OF THE ATTORNEY GENERAL	$19,149.37	($0.66)	$19,148.71	Credit from September Applied
CE0	CE0 DCPL DC PUBLIC LIBRARIES	$17,274.59		$17,274.59	
CF0	CF0 DOES DEPARTMENT OF EMPLOYMENT SERVICES	$79,031.22	($185.15)	$78,846.07	Credit from September Applied
CG0	CG0 PUBLIC EMPLOYEE RELATIONS BOARD	$3,571.00		$3,571.00	
CI0	CI0 OMPTV OFF OF MOTION PICTURES AND TV	$15,580.80		$15,580.80	
CJ0	CJ0 OCF OFFICE OF CAMPAIGN FINANCE	$81.72		$81.72	
CQ0	CQ0 OTA OFF OF THE TENANT ADVOCATE	$20,378.91		$20,378.91	
CR0	CR0 DCRA DEPT OF REGULATORY AFFAIRS	$22,871.30		$22,871.30	
DA0	DA0 RPTA REAL PROPERTY TAX APPEAL	$7,969.00		$7,969.00	
DB0	DB0 DHCD DEPT OF HOUSING AND COMM DEVELOPMENT	$29,853.96		$29,853.96	
DC0	DC0 DCLB DC LOTTERY BOARD	$2,406.95		$2,406.95	
DH0	DH0 PSC PUBLIC SERVICE COMMISSION	$24,943.27		$24,943.27	
DJ0	DJ0 OPC OFF OF THE PEOPLE'S COUNSEL	$13,210.82	($23.25)	$13,187.57	Credit from September Applied
DL0	DL0 BOEE BOARD OF ELECTIONS AND ETHICS	$3,590.27		$3,590.27	
DQ0	DQ0 CJDT COMM ON JUDICIAL DISABILITIES	$2,307.80		$2,307.80	
DV0	DV0 JNC JUDICIAL NOMINATION COMM	$3,216.87		$3,216.87	
EB0	EB0 DMPED DM PUBLIC ECON DEVELOP	$9,244.67		$9,244.67	
EM0	EM0 DMGEO DM GREATER ECONOMIC OPP	$163.40		$163.40	
EN0	EN0 DSLBD DEPT OF SMALL AND LOCAL BUSS DEVELOP	$4,712.97	($163.65)	$4,549.32	Credit from September Applied

FA0	FA0 MPD METROPOLITAN POLICE DEPARTMENT	$85,694.44		$85,694.44	
FB0	FB0 FEMS FIRE AND EMERGENCY MEDICAL SERVICES	$37,871.42		$37,871.42	
FH0	FH0 OPC OFF OF POLICE COMPLAINTS	$3,481.94		$3,481.94	
FI0	FI0 CIC CORRECTIONS INFO COUNCIL	$1,232.04		$1,232.04	
FJ0	FJ0 CJCC CRIMINAL JUSTICE COORD COUNCIL	$23,800.20		$23,800.20	
FK0	FK0 DCNG DC NATIONAL GUARD	$11,693.40		$11,693.40	
FL0	FL0 DOC DEPT OF CORRECTIONS	$15,780.08		$15,780.08	
FO0	FO0 OVSJG OFF OF VICTIM SERVICES AND JUSTICE GRANTS	$1,114.60		$1,114.60	
FQ0	FQ0 OFFICE OF VICTIM SERVICES AND JUSTICE GRANT	$4,806.04		$4,806.04	
FR0	FR0 DFS DEPT OF FORENSIC SCIENCE	$29,689.99		$29,689.99	
FS0	FS0 OAH OFF OF ADMIN HEARINGS	$4,644.97		$4,644.97	
FX0	FX0 OCME OFF OF THE CHIEF MEDICAL EXAMINER	$6,888.88		$6,888.88	
FZ0	FZ0 DCSCC DC SENT CRIM CODE COMM REV	$2,144.50		$2,144.50	
GA0	GA0 DCPS DC PUBLIC SCHOOLS	$12,670.88		$12,670.88	
GD0	GD0 OSSE OFF OF THE STATE SUPERINTENDENT	$102,208.87		$102,208.87	
GE0	GE0 DCSBE DC STATE BOARD OF EDUC	$3,505.54		$3,505.54	
GL0	GL0 DCSAA DC STATE ATHLETIC ASSOC	$19,219.72		$19,219.72	
HA0	HA0 DPR DEPT OF PARKS AND REC	$51,778.01		$51,778.01	
HC0	HC0 DOH DEPT OF HEALTH	$82,540.28		$82,540.28	
HM0	HM0 OHR OFF OF HUMAN RIGHTS	$512.89		$512.89	
HT0	HT0 DHCF DEPT OF HEALTHCARE FINANCE	$15,144.82		$15,144.82	
JA0	JA0 DHS DEPARTMENT ON HUMAN SERVICES	$94,622.74		$94,622.74	
JM0	JM0 DDS DEPARTMENT OF DISABILITY SERVICES	$34,041.63		$34,041.63	
JR0	JR0 ODR OFF OF DISABILITY RIGHTS	$20,452.83		$20,452.83	
JZ0	JZ0 DYRS DEPT YOUTH REHAB SERVICES	$26,655.60		$26,655.60	
KA0	KA0 DDOT DISTRICT DEPT OF TRANSPORTATION	$86,550.22		$86,550.22	
KG0	KG0 DOEE DEPT OF ENERGY AND ENVIRONMENT	$61,109.20	($566.02)	$60,543.18	Credit from September Applied
KT0	KT0 DPW DEPT OF PUBLIC WORKS	$74,102.50		$74,102.50	
KV0	KV0 DMV DEPARTMENT OF MOTOR VEHICLES	$26,722.16		$26,722.16	
LQ0	LQ0 ABRA ALCOHOL BEV REGULATION ADMIN	$7,114.59		$7,114.59	
MA0	MA0 CCRC CRIMINAL CODE REFORM COMM	$391.25		$391.25	
NS0	NS0 OFF OF NEIGH SAFETY ENGAGEMENT	$3,746.59		$3,746.59	
PO0	PO0 OCP OFF OF CONTRACTING AND PROCUREMENT	$6,337.65		$6,337.65	
RK0	RK0 ORM OFF OF RISK MGMT	$9,332.80		$9,332.80	
RL0	RL0 CFSA CHILD AND FAMILY SERVICES ADMIN	$31,754.00		$31,754.00	
RM0	RM0 DBH DEPARTMENT ON BEHAVIORAL HEALTH	$71,148.58		$71,148.58	
SR0	SR0 DISB DEPT INSURANCE SECURITIES AND BANKING	$31,108.72		$31,108.72	
TC0	TC0 DFHV DEPT FOR HIRE VEHICLES	$11,797.86		$11,797.86	
TO0	TO0 OCTO OFF OF THE CHIEF TECH OFFICER	$11,179.00		$11,179.00	
UC0	UC0 OUC OFFICE OF UNIFIED COMM	$15,193.66		$15,193.66	
VA0	VA0 OVA OFF ON VETERAN AFFAIRS	$1,066.33		$1,066.33	
		$1,772,008.80	($1,005.23)	$1,771,003.57	
	Date: 11/04/2019 - Pay this Amount		$1,771,003.57		
BG0	BG0 ECF EMPLOYEE COMP FUND	($495.00)		($495.00)	credit removed to be applied in November

Executive Summary

In accordance with the Procurement Practices Act of 2010 (PPRA), the Office of Contracting and Procurement (OCP) is required to submit to Council a report detailing green spend across the District, progress implementing sustainable purchasing policy, recommended changes and next steps for its Environmentally Preferred Program and Services (EPPS) sustainability program.

After the EPPS program stalled, OCP planned a program refresh in 2020. The refresh was to bring EPPS awareness, training and high visibility to green purchasing to OCP employees in hopes of improving the District's green spend and thus improving the quality-of-life District-wide. OCP's EPP 2020 refresh was off to a great start and accomplished the following:

Met with HR representative regarding inclusion of language making EPPS an evaluative performance measurable in Contracting staff S.M.A.R.T goals.

Met with Director of OCP's Procurement Training Institute regarding training our trainers on EPPS

Met with Director of Communication regarding including an "EPPS corner" in every OCP monthly newsletter, creating informative EPPS ads and flyers to email and post on every floor to create high visibility

Submission for the General Electric Council's (GEC) Electronic Product Environment Assessment Tool Award (EPEAT)

Applied for NASPO green grant dollars to support OCP's EPPS program

Unfortunately, the COVid-19 pandemic halted the EPPS refresh plans as the District entered into an emergency shut down and its' attention shifted to its' #1 priority of-responding to the emergency and providing safety to its' employees and its' citizens at-large.

Additionally, NASPO redirected its green grant dollars to support CoVid-19 efforts.

Nevertheless, amidst this world changing event, OCP was recognized and won the prestigious EPEAT Award recognizing its excellence in sustainable procurement of IT products.

FY 2020 Green Spend

The District's total spend for FY2020 was $3.4 billion. The raw data reflected that of the total spend $11.6 million (0.34% of the total spend) is EPPS. (See Figure 1)

Additionally, OCP's Surplus Property for FY 2020 reported $1,451,499 in sales.

OCP EPP Refresh Initiatives

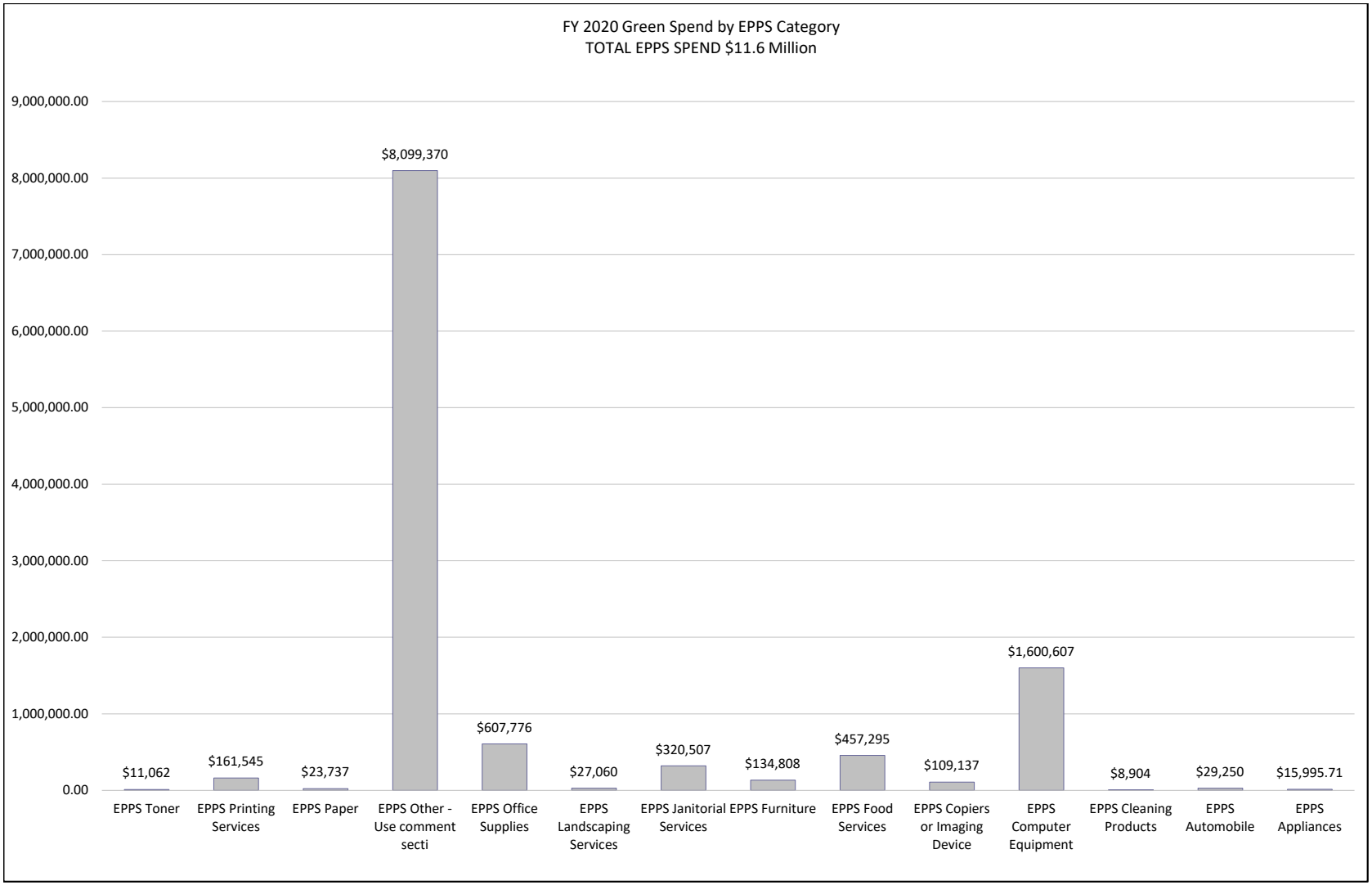
OCP is strategizing a new plan conducive to its new virtual environment.

Next Steps

OCP is seeking to improve EPPS tracking by looking into develop ways to minimize the use of EPPS "other" category through education and training

OCP is seeking green grants to assist with strategizing, planning and executing the development of its EPPS program.

Figure 1 - FY2020 EPPS SPEND



Cooperatives Awarded for FY20 and FY21

Project Name	Contract No	Contract Amount	Supplier
Replacement Parts for Packers and Sweepers	CW55532	$ 150,000.00	Midwest Motor Supply Company Inc.
Purchase of 15 Snow Spreaders	CW86534	$ 794,835.00	Criswell Chevrolet
Recycling Advisory Services	CW53715	$ 120,000.00	Resource Recycle Systems
DPW Road Deicing Salt	CW84891	$ 2,353,200.00	Eastern Salt Company
Road Deicing Salt	CW78011	$ 928,298.57	Eastern Salt Company
3 Command Buggies for FEMS	CW80761	$ 192,209.55	Criswell Chevrolet, Inc.
District Fuel	CW77073	$ 10,800,000.00	Mansfield Oil Company of Gainesville, Inc.
IDIQ - Pumpers (Min: 6; Max: 18)	CW80315	$ 5,189,154.00	Seagrave Fire Apparatus, LLC
EV Charging Station Installation & Maintenance	CW83488	$ 900,000.00	PowerFlex Systems, Inc.
1 Wrecker tow truck for MPD	PO637949	$ 109,515.00	West End Service, Inc.
Lubricants for the fleet	PO632468	$ 300,000.00	Tilley Chemical Company, Inc.
IDIQ: Aerial Ladder Trucks (Min: 5/Max:10)	CW82523	$ 8,186,847.00	Seagrave Fire Apparatus
Automotive Repair Services and Parts for Refuse Trucks and Sweepers	CW76445	$ 300,000.00	THC Enterprises, Inc. T/A Mid-Atlantic Waste Systems
Parts and Services to Rebuild Hydraulic Pumps, Cylinders and PTO units	CW76700	$ 100,000.00	Precision Machine and Hydraulics, Inc.
Rollback Truck	PO635438	$ 117,000.00	West End Service, Inc.
5 units of TYMCO 935 Sweepers	CW87501	$ 978,750.00	TYMCO, Inc.
Solar EV Charging Station Installation & Maintenance	CW83486	$ 500,000.00	Beam Global (former Envision Solar International, Inc.)
IDIQ: Roll-off Trucks (Min: 2/Max: 4)	CW88106	$ 356,199.38	KNeal International Trucks, Inc.
Chipper Truck	PO637552	$ 105,705.07	KNeal International Trucks, Inc.
2 Ford F250 Utility Service Truck	PO637771	$ 67,691.28	General Services Administration
Four vans for DC Lottery	CW81270	$ 115,034.00	Criswell Performance Cars, LLC
Cargo Truck for Surplus Property Division	PO623164	$ 67,767.00	72 Hour, LLC dba National Auto Fleet Group (NAFG)
Two (2) Caterpillar Skid Steer Loaders for SWMA	CW81303	$ 159,252.00	Alban Tractor Company, Inc.
Lubricants for the fleet	PO612164	$ 300,000.00	Tilley Chemical Company, Inc.
Utility Truck for SWMA	PO623179	$ 64,767.00	72 Hour, LLC dba National Auto Fleet Group (NAFG)
Rental of rear load trucks for 12 weeks	CW85748	$ 550,000.00	Big Truck Rental
Chief Buggy for FEMS	PO622286	$ 73,954.00	Criswell Chevrolet, Inc.
Deputy Buggy for FEMS	PO623712	$ 60,694.00	Criswell Chevrolet, Inc.
One (1) FMA Tire Truck	CW81587	$ 120,528.87	Sourcewell

Cooperatives Awarded for FY20 and FY21

Project Name	Contract No	Contract Amount	Supplier
Two (2) Utility Vehicles	CW81473	$ 37,269.55	GSA
Four (4) Freightliner M2106 Heavy Duty Truck	CW81999	$ 616,624.00	Sourcewell
Three (3) 2021 Chevrolet Bolt	CW87496	$ 110,010.00	Criswell Chevrolet, Inc.
Four (4) Doosan G50WDO-30A T4F Diesel Generator	CW88003	$ 115,672.00	Washington Air Compressor Rental Company
One (1) new 2022 International LT625 Tractor	CW89064	$ 127,842.00	K. Neal International Trucks, Inc.
One (1) 2021 Freightliner M2106	CW89117	$ 222,643.00	Johnson Truck Center, LLC
Trash Receptacles	CW88333	$ 111,713.00	Victor Stanley, Inc.
Five (5) LR50 Litter Vacuums and Two (2) LS175 Compact Sweepers	CW89230	$ 570,827.00	Infrastructure Solutions Group
Emergency Lighting and Equipment	CW79924	$ 603,970.16	West Virginia Signal & Lighting
BFC Buggies	CW81691	$ 347,339.88	Laake Enterprises
EMS Buggies	CW81693	$ 262,704.40	Laake Enterprises
Chevrolet 3500	CW83010	$ 674,010.00	Criswell Cheverolet
Foam Unit Purchase	CW80913	$ 1,149,659.00	E-One, Inc.
Silverado 3500 HD	RK153253	$ 41,231.00	Criswell Cheverolet
Fuel Site Testing & Maintenance	RK163714	$ 50,000.00	Petroleum Management Inc.
Software licenses and support: Microsoft Enterprise Agreement		$12,000,000 NTE	CDW-G
Dell Onsite SAN/Storage Engineering Professional Service		$ 290,000.00	Dell Marketing L.P.
CISCO Products and Services		$20,000,000 NTE	CISCO Systems
CISCO Products and Services		$950,000 NTE	CISCO Systems
Cyber Incident Response Retainer Services		$ 148,984.00	Carahsoft Technology Corporation
Test Registration Support Professional Services		$595,367 NTE	Microsoft Corporation
Test Registration Mobile Enhanced Professional Services		$226,424 NTE	Microsoft Corporation
Enterprise Hardware Support and Maintenance		$ 956,376.00	Dell Marketing L.P.
Federal Budget Formulation Application		$ 314,900.00	Carahsoft Technology Corporation
AT & T Wireless Services and Related Equipment		$7,000,000 NTE	AT & T Mobility
Online Legal Research Services		$175,000 NTE	West Publishing Corporation
Uniform Rental and Maintenance		$320,000 NTE	Cintas Corporation No. 2

Cooperatives Awarded for FY20 and FY21

Project Name	Contract No	Contract Amount	Supplier
Enhancement of current MTX Chatbot		$ 897,722.13	Carahsoft Technology Corporation
Uniforms for bus drivers and attendants		$ 350,000.00	Cintas Corporation
Multi-State Alternative Assessment Consortium Membership		$ 20,000.00	University of Arizona
GPS navigation routing and scheduling for school buses		$ 594,386.00	Seon Systems Sales, Inc.
Multi-State Alternative Assessments: English and Math		$ 88,522.96	Cognia, Inc.
Alternative student transportation		$ 990,000.00	ALC Schools, LLC
Early Development Instrument (EDI) - tool to evaluate children's health, development and school readiness		$ 125,000.00	UCLA-Regents University of California Los Angeles
Printing and Mailing Election Ballots		$ 714,199.25	K & H Printer-Lithographers, Inc.
Background checks and screenings		$ 800,000.00	Fieldprint
Employee Assistance Program (FY20)		$ 293,924.60	INOVA Health Services
Employee Assistance Program (FY21)		$ 293,924.60	INOVA Health Services
Online Auction		$495,000 NTE	GovDeals
Executive Search		$ 500,000.00	Polihire
Drug Testing		$ 515,000.00	Truescreen
Employee Online Training		$ 187,709.00	SkillSoft Corp.
Life and Disability Insurance		$ 25,000,000.00	The Standard
EOC Integrator Services		$ 226,605.75	Management Critical Partners
Inmate Commissary		$ 2,000,000.00	Keefe Commissary Network
Kronos Workforce Management System		$ 152,000.00	Kronos, Inc.
Pharmaceuticals, Medical Supplies & Equipment		$ 500,000.00	Bound Tree Medical, LLC
Pharmaceuticals, Medical Supplies & Equipment		$ 990,000.00	Cardinal Health, LLC
Fire Hose & Nozzle Testing		$ 40,980.00	Waterways of Southwest PA
NAPA Parts Inventory & Logistical Management		$ 990,000.00	Genuine Parts Company
Equipment Maintenance Program for DFS		$ 700,000.00	REMI Group
Oral Health Services to Ryan White Eligible Clients in Montgomery County		$ 950,000.00	Montgomery County, MD
Outpatient Ambulatory Services to Ryan White Eligible Clients in Montgomery County		$ 950,000.00	Montgomery County, MD

Cooperatives Awarded for FY20 and FY21

Project Name	Contract No	Contract Amount	Supplier
Outpatient Substance Abuse Services to Ryan White Eligible Clients in Montgomery County		$ 950,000.00	Montgomery County, MD

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive				
Supplier	**Source Selection Method**	**Obligated Amount/NTE contract obligations**	**Product/Good/Service/Site**	**Category**
Capitol Bridge, LLC	Emergency Procurement	$3,100,000	Tier 2/Tier 3 DOES Call Center (Addition of 50 call center operators) - In place until August 2020	Call Center
Dutchmill	Emergency Procurement	$1,477,620	Food Delivery to Isolated Residents for COVID-19	Food
Hotel #2 (90 day projection)	Emergency Procurement	$1,462,860	Quarantine Site #2	Hotel
Hotel #3 (90 day projection)	Emergency Procurement	$1,462,860	Quarantine Site #3	Hotel
Dutchmill	Emergency Procurement	$1,225,334	Individual Frozen Meals to Dept of Aging & Community Living Seniors	Food
Letova	Emergency Procurement	$1,100,000	PPE (Surgical Masks and Gloves) - Local Strategic Stockpile for First Responders and Health Cluster	PPE
Safeware	Emergency Procurement	$978,252	PPE (PPE kits, N95 Respirator Masks, Nitrile Exam Gloves, Coveralls) - Bulk Purchase for First Responders & Health Cluster	PPE
George Washington Medical Faculty Associates (90 day projection)	Emergency Procurement	$957,000	Telehealth Call Center for DOH	Call Center
Public Performance Management	Emergency Procurement	$617,263	Computers, Computer Peripheral Equipment & Software	Computers
The Community Partnership for the Prevention of Homelessness (TCP)	Emergency Procurement	$617,000	Additional Supplemental Services for Homeless Populations at the Shelters (5 Task Orders)	Residential Services
Avid Sytems, Inc.	Emergency Procurement	$505,740	Computers, Computer Peripheral Equipment & Software	Computers
Hotel #1 (90 day projection)	Emergency Procurement	$504,432	Quarantine Site #1	Hotel
3M	Emergency Procurement	$500,000	PPE (N95 Respirator Masks and Sanitizer)	PPE
Tri State Industrial Services - 3M reseller	Emergency Procurement	$460,000	PPE (Gowns, Aprons, Nitrile Exam Gloves, N95 Respirator Masks and Surgical Masks) - Bulk Purchase	PPE
Hologic	Emergency Procurement	$150,000	Bio Reagents & Medical Supplies	Medical
Alphabest (90 day projection)	Emergency Procurement	$140,328	Childcare for Healthcare Professionals Contract	Childcare
Fischer Scientific	Emergency Procurement	$112,908	Thermometer, Medical Supplies	Medical
Republic Restorative Distillery (DC)	Emergency Procurement	$110,000	Sanitizer	Sanitizer
Advanced Network Consulting, Inc.	Emergency Procurement	$101,250	Computers, Computer Peripheral Equipment & Software	Computers
UPO (90 day projection)	Emergency Procurement	$98,606	Childcare for Healthcare Professionals Contract	Childcare

Supplier	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Stockbridge Consulting	Emergency Procurement	$75,792	Computers, Computer Peripheral Equipment & Software	Computers
Champions (90 day projection)	Emergency Procurement	$49,904	Childcare for Healthcare Professionals Contract	Childcare
Compass Coffee	Emergency Procurement	$30,000	Sanitizer	Sanitizer
Qiagen, Inc.	Emergency Procurement	$29,800	Medical Supplies	Medical
Twin Valley Distiller	Emergency Procurement	$20,000	Sanitizer	Sanitizer
SUB TOTAL		**$15,886,949**		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #2 (4/21/2020)				
Awardee	**Source Selection Method**	**Obligated Amount/NTE contract obligations**	**Product/Good/Service/Site**	**Category**
Hotel #5 (90 day projection)	Emergency Procurement	$2,497,050	Quarantine site #5	Hotel
Good Foods Market	Emergency Procurement	$1,496,250	The Shelf Stable Food Resilience Box (SSFRB) provides essential food supplies to vulnerable populations impacted by home isolation and quarantine during the pandemic.	Food
Cepheid (Sunnyvale, CA)	Emergency Procurement	$804,213	GenXpert Testing XVI System for DFS Testing	Test Equipment
DeSoul, Inc.	Emergency Procurement	$729,009	Emergency Meals for clients housed in isolation/quarantine hotel sites.	Food
Martha's Table	Emergency Procurement	$336,000	The Contractor will be required to provide essential food supplies to economically vulnerable and food insecure populations during the COVID19 pandemic. The District will distribute to low income households at designated DCPS meal sites designated as resource hubs across the city.	Food
D.C. Central Kitchen	Emergency Procurement	$327,600	The Contractor will be required to provide essential food supplies to economically vulnerable and food insecure populations during the COVID19 pandemic. The District will distribute to low income households at designated DCPS meal sites designated as resource hubs across the city.	Food
Hotel #4 (45 day projection)	Emergency Procurement	$288,360	Quarantine site #4	Hotel
SUB TOTAL		**$6,478,482**		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #3 (5/1/2020)				
Awardee	**Source Selection Method**	**Obligated Amount/NTE contract obligations**	**Product/Good/Service/Site**	**Category**
Marriott Marquis (NTE 90 days)	Emergency Procurement	$15,000,000	Hotel Lodging for Medical Surge Labor	Hotel
Hotel Site #6 (90 day projection)	Emergency Procurement	$2,689,650	Quarantine Site #6	Hotel
TRA Medical Supply	Emergency Procurement	$319,000	Surgical and Medical Supplies	Medical Surge
RJH Supply	Emergency Procurement	$277,379	Discharge Hoses for Sanitizer Totes/Hand Sanitizer Totes and Sanitizer	Sanitizer
Bioquell Inc	Emergency Procurement	$230,654	Medical Supplies	Medical
One-Eight Distillery	Emergency Procurement	$174,380	Sanitizer	Sanitizer
High Roads Hostel (NTE-90 days)	Emergency Procurement	$129,780	Group Home Shelter	Shelter
Benji Holdings	Emergency Procurement	$127,000	Hand Soap & Sanitizer	Sanitizer
Community Bridge, Inc.	Emergency Procurement	$125,300	PPE	PPE
General Merchandise	Emergency Procurement	$110,398	PPE/Disinfectants (Bleach, etc.)	PPE/Disinfectants
NAPA	Emergency Procurement	$68,724	PPE	PPE
NextGen Healthcare	Emergency Procurement	$60,000	Medical Supplies	Medical
Premier Suppliers	Emergency Procurement	$54,478	PPE	PPE
Cotton & Reed Distillery	Emergency Procurement	$51,640	Sanitizer	Sanitizer
Thacker Caskets	Emergency Procurement	$51,076	Mortuary Cots/Mortuary Storage	Mortuary
Freedman & Sons	Emergency Procurement	$45,542	Sanitizer	Sanitizer
Mask Action	Emergency Procurement	$24,005	PPE (Masks)	PPE

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #3 (5/1/2020)				
Leonard Paper Company	Emergency Procurement	$16,898	Hand Soaps and Sanitizer	Sanitizer
Wiese USA	Emergency Procurement	$15,196	Industrial Equipment	Equipment
Precision Capital	Emergency Procurement	$14,350	Maintenance Supplies	Supplies
B.Lin Catering	Emergency Procurement	$13,680	Food	Food
Fran's Organic Bodycare	Emergency Procurement	$13,150	Sanitizer	Sanitizer
TOTAL		**$19,612,281**		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #4 (5/18/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
South River Partners, LLC.	Emergency Procurement	$5,294,000	PPE	PPE
Promesa Consulting Group	Emergency Procurement	$4,110,000	PPE	PPE
Hotel Site #7 (90 day projection)	Emergency Procurement	$1,888,920	Quarantine Site #7	Hotel
American Business Supplies, LLC	Emergency Procurement	$640,866	PPE	PPE
Page After Page Business Systems dba Page Global	Emergency Procurement	$250,000	PPE (Gloves)	PPE
Just Plane Pawsome	Emergency Procurement	$245,000	PPE	PPE
Mes Fire	Emergency Procurement	$196,000	Firefighting Gear & PPE	Fire PPE
V-Tech Solutions, Inc.	Emergency Procurement	$134,144	PPE (Surgical Masks)	PPE
Calvin Price Group	Emergency Procurement	$76,068	PPE	PPE
VWR International	Emergency Procurement	$71,740	Medical Supplies	Medical
National Fit Testing Service	Emergency Procurement	$62,982	Medical Supplies (Respirator Fitting)	Medical
Horizon Lab Systems	Emergency Procurement	$60,960	Medical Supplies	Medical
NextGen Healthcare	Emergency Procurement	$60,000	Medical Supplies	Medical
Senoda, Inc.	Emergency Procurement	$58,785	Promo Printing & Signage	Other
ABC Technical Solutions, Inc.	Emergency Procurement	$58,650	Specialty Products (Warehouse Supplies)	Supplies
ARI Phoenix, Inc.	Emergency Procurement	$57,695	Maintenance Equipment	Other

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #4 (5/18/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Metro Catering	Emergency Procurement	$56,769	Food	Food
Kristen Uniforms & Scrubs	Emergency Procurement	$55,000	Medical Supplies (Scrubs)	Medical
Grainger	Emergency Procurement	$54,683	Supplies	Supplies
Premier Suppliers	Emergency Procurement	$54,478	PPE	PPE
Qiagen, Inc.	Emergency Procurement	$53,919	Medical	Medical
Seracare Life Sciences	Emergency Procurement	$52,025	Diagnostic Products for Antibodies & Conjugates	Medical
Eagle Medical, LLC.	Emergency Procurement	$49,656	Medical Supplies	Medical
Bound Tree Medical	Emergency Procurement	$49,629	Medical Supplies	Medical
EM Systems	Emergency Procurement	$48,300	System Management for the Jail	Other
Asurface, LLC.	Emergency Procurement	$47,052	Flooring (Medical)	Medical
ACSI Translation	Emergency Procurement	$45,520	PPE	PPE
Star Office Products	Emergency Procurement	$26,805	Supplies	Supplies
GEMPLERS	Emergency Procurement	$17,829	Uniforms	Clothing
ESI, Inc.	Emergency Procurement	$12,650	Metrology & Defect Detection of Medical Equipment	Medical
Capital Services & Supplies	Emergency Procurement	$12,587	Laborers	Staff
Biomedical Solutions	Emergency Procurement	$12,494	Ultra Low Temperature Freezer	Medical
Battle's Transportation	Emergency Procurement	$12,420	Transportation Management Services	Transportation

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #4 (5/18/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Medical Testing Solutions	Emergency Procurement	$12,265	Medical Gas & Equipment Services	Medical
US Office Solutions	Emergency Procurement	$11,980	Warehouse Solutions	Warehouse
WHUR	Emergency Procurement	$9,000	Advertisement	Advertisement
Greystone & Associates	Emergency Procurement	$8,851	Management Consulting	Consulting
PCN Strategies	Emergency Procurement	$8,500	Mobility Strategies	Information Technology
Prime Safety, Inc.	Emergency Procurement	$8,455	Firefighting Gear & PPE	Fire PPE
United Site Services	Emergency Procurement	$8,334	Porta Potty Rentals	Restroom
Omega Supply Services	Emergency Procurement	$6,878	Water Supply Services	Facilities
Farmers & Distillers	Emergency Procurement	$6,350	Sanitizer	Sanitizer
U.S. Office Solutions	Emergency Procurement	$5,990	Office Products	Supplies
Taste the Occasion	Emergency Procurement	$5,820	Food Catering	Food
Hardy Diagnostics	Emergency Procurement	$5,659	Medical Supplies	Medical
Jorgenson Lockers	Emergency Procurement	$5,465	Lockers	Other
Aerobodies	Emergency Procurement	$5,259	Medical Supplies	Medical
Rainin	Emergency Procurement	$5,178	Medical Supplies (Pipettes, Tips, etc..)	Medical
Annie Ace Hardware	Emergency Procurement	$4,990	Hardware Supplies	Hardware
First Line Technology	Emergency Procurement	$4,860	Decontamination Products	Other

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #4 (5/18/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
New England Biolabs	Emergency Procurement	$4,705	Medical Supplies	Medical
MSC Industrial	Emergency Procurement	$4,209	Metalworking tools and MRO Supplies	Supplies
Better Medical	Emergency Procurement	$4,160	Medical Supplies	Medical
Standard Office Supply	Emergency Procurement	$1,145	Office Products	Supplies
Boca Biolistics, Inc.	Emergency Procurement	$829	Bio Specimen Repository	Medical
R.S. Hughes Co.	Emergency Procurement	$611	Industrial Equipment Supplies	Supplies
Integrated DNA Tech	Emergency Procurement	$441	Medical Supplies	Medical
Logan Hardware	Emergency Procurement	$289	Hardware Supplies	Supplies
TOTAL		**$14,067,849**		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #5 (5/29/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Apex Rx	Emergency Procurement	$1,920,000	Ear Loop Masks	PPE
308 Systems	Emergency Procurement	$1,200,000	N95 Masks	PPE
Emergency 911 Security	Emergency Procurement	$990,506	PPE	PPE
Seracare Life Sciences	Emergency Procurement	$52,025	Diagnostic Products for Antibodies & Conjugates	Medical
US21, Inc.	Emergency Procurement	$51,450	PPE	PPE
Evolve Media	Emergency Procurement	$50,288	Media	Media
Fastsigns of DC	Emergency Procurement	$39,971	Signs and Business Visibility	Other
Sterling Cleaners (Imperial)	Emergency Procurement	$36,920	Laundry Equipment Services	Clothing
Medical Supply Systems, Inc.	Emergency Procurement	$31,148	Medical and Surgical Supplies	Supplies
One Kare Enterprises, LLC.	Emergency Procurement	$21,256	Cleaning Services	Cleaning
Biofire Defense, LLC.	Emergency Procurement	$21,198	Medical Supplies (Reagent Kits, Sample Purification kits)	Medical
Illumina	Emergency Procurement	$18,329	Medical Supplies	Medical
Washington Cycle Laundry	Emergency Procurement	$14,837	Laundry Services for Hotels	Clothing
Federal Resources	Emergency Procurement	$13,380	PPE for Decontamination	Other
ESI, Inc.	Emergency Procurement	$12,650	Metrology & Defect Detection of Medical Equipment	Medical
TSI Services	Emergency Procurement	$12,516	Heat Trace Services	Other

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #5 (5/29/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Zeke's Coffee of DC	Emergency Procurement	$10,650	Sanitizer	Sanitizer
Cityzen Solutions, Inc.	Emergency Procurement	$10,240	Community Engagement Software	Information Technology
Matterhackers.com	Emergency Procurement	$4,703	3D Filament Printing	Other
Plasma Services Group	Emergency Procurement	$3,868	Antibody Collection Services	Medical
Agilent Technologies	Emergency Procurement	$3,816	Lab Equipment	Medical
Prospectus Enterprises, Inc.	Emergency Procurement	$3,660	Supplies (Office, Janitorial and Industrial)	Supplies
A Digital Solutions, Inc.	Emergency Procurement	$2,800	Printing Services	Other
Britt's Industries	Emergency Procurement	$2,609	Print Products	Other
Integrity Medical	Emergency Procurement	$2,177	Medical Supplies	Medical
Roche Diagnostics	Emergency Procurement	$1,933	Medical Supplies	Medical
Thomas Scientific Holdings	Emergency Procurement	$1,707	Medical Supplies	Medical
Secure Cable Ties	Emergency Procurement	$1,418	Supplies (Cable Ties)	Supplies
Quality Flags, Inc.	Emergency Procurement	$571	Flags	Other
Supretech, Inc.	Emergency Procurement	$135	Information Technology Products	Information Technology
TOTAL		**$4,536,761**		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #6 (6/11/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Carahsoft Technology Corporation	Emergency Procurement	$1,922,785	Contact Tracing Software Platform	Software
4p Foods	Emergency Procurement	$406,382	Food	Food
Sequoia Row Consulting	Emergency Procurement	$404,804	Environmental Cleaning Services for FEMS and MPD	Facilities
The Stroud Group, Inc.	Emergency Procurement	$402,728	CPE Gowns (Disposable Cast Polyethylene)	PPE
N2Grate Government	Emergency Procurement	$382,675	Information Technology Products	Information Technology
The Family Laundromat	Emergency Procurement	$5,162	Laundry Services (includes Heavy Weight Bags) for residents under the care of the District	Laundry Services
Potomac Glass Pro, LLC	Emergency Procurement	$1,650	Mobile Glass Replacement	Other
R.C. Quartermaster	Emergency Procurement	$1,627	PPE (Protective Apparel)	PPE
Price Busters Furniture	Emergency Procurement	$395	Furniture	Furniture
TOTAL		**$3,528,208**		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #7 (7/6/2020)				
Awardee	**Source Selection Method**	**Obligated Amount/NTE contract obligations**	**Product/Good/Service/Site**	**Category**
Johnny Dollar,Inc. dba Rhodes Construction, LLC.	Emergency Procurement	$446,499	Deep Cleaning & Disinfection	Cleaning
AllState Floors of DC, LLC	Emergency Procurement	$415,162	Floor Repairing & Cleaning	Maintenance
Bluebay Office	Emergency Procurement	$393,229	Supplies (Plexiglass partitions, Batteries, Lanyards, Soap Dispensers, Tape, Cleaner, etc)	Supplies
Lezer Corporation	Emergency Procurement	$361,746	PPE	PPE
Edmentum	Emergency Procurement	$309,000	Online Learing Program	Education
ULINE	Emergency Procurement	$274,204	Warehouse Supplies (Shelving Units, Racks, Fork Extensions, Industrial Pallet Truck)	Warehouse Supplies
Omega Supply Services	Emergency Procurement	$233,133	Medical Equipment & Occupational Safety Supplies	Supplies
Spectrum Management, LLC (DC)	Emergency Procurement	$178,790	Cleaning	Cleaning
R&R Janitorial Painting & Building Services (DC)	Emergency Procurement	$167,111	Facility Maintenance	Maintenance
Crown Construction, Inc.	Emergency Procurement	$161,025	Cleaning	Cleaning
RBK Construction	Emergency Procurement	$158,837	Cleaning Services	Cleaning
Capital Business Solutions	Emergency Procurement	$154,099	Cleaning Services	Cleaning
Stonegate Construction Group, LLC.	Emergency Procurement	$139,671	Enhanced Cleaning & Cleaning Supplies	Cleaning
Carson Coles Cleaning Company	Emergency Procurement	$138,504	Cleaning	Cleaning
National Capital Industries	Emergency Procurement	$124,668	High Visibility & Safety Gear	Warehouse
Wilson Dependable Services, LLC	Emergency Procurement	$119,140	Medical Supplies (Swabs, Syringes, etc.)	Medical

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #7 (7/6/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
MOPEC Autopsy Equipment	Emergency Procurement	$108,055	Medical Equipment & Laboratory Products for the Mortuary Industries	Medical
Enterprise Rent-A-Car	Emergency Procurement	$99,270	16' Box Trucks for Rent (FEMS)	Transportation
Diasorin	Emergency Procurement	$95,482	Medical Supplies (Solid Waste Biohazard Bags, Reagents and consumables)	Medical
Tyson Project Management (TPM) Group, LLC.	Emergency Procurement	$87,678	Moving and Logistics Services	Warehouse
Provantage	Emergency Procurement	$67,899	FEMS Body Protection & Medical Equipment	Equipment
District Relocators, LLC.	Emergency Procurement	$65,594	Movement, Relocation and Return of Shelter residents personal effects	Human Services
Smartsign	Emergency Procurement	$58,213	Asset Tags for Warehouse Operations	Warehouse Supplies
Eastern Lift Truck, LLC.	Emergency Procurement	$53,783	Warehouse Equipment (Forklifts, Electric Pallet Jacks and Legless Stackers)	Warehouse
G.L.P. Inc.	Emergency Procurement	$48,624	Warehouse Equipment (Forklifts and Trailers)	Warehouse
Document Managers	Emergency Procurement	$43,615	Temporary Staffing Services for DBH	Staffing
G-SIDA General Services	Emergency Procurement	$42,829	Cleaning & Janitorial Services	Cleaning
Alban Tractor Co.	Emergency Procurement	$36,371	Warehouse Equipment and Generator rentals	Warehouse
DLT Solutions (Tech Data)	Emergency Procurement	$31,050	Informatica Connectors for Salesforce and SharePoint (Premium Success for Subscription)	Technology
District Supply, Inc.	Emergency Procurement	$29,312	Medical and Laboratory Supplies (Unisex diapers, tourniquets, etc.)	Medical
TOTAL		**$4,642,593**		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #8 (8/19/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
American Prison Data Systems (1000 Tablets & SasS & Secure Connections to Wi-Fi and Cellular)	Emergency Procurement	$1,970,864	Computer Tablets & SaaS for residents at CCF and CDF	Technology
Hologic	Emergency Procurement	$1,463,440	Reagents & Supplies for Medical Testing	Medical
Community Bridge, Inc.	Emergency Procurement	$451,463	Emergency Cleaning & Disinfection for Isolation/Quarantine Facilities	Cleaning
Unity Healthcare	Emergency Procurement	$428,672	Contract for 2 additional Medical Assistants & 2 Nurse Practitioners to help residents at St. Elizabeth's Hospital	Medical
Hi Tech Electronics	Emergency Procurement	$139,452	Alternative Care Site Technology purchase (Data Cabinets and Racks to support Medical Equipment)	Technology/Medical
Maxim Healthcare Services	Emergency Procurement	$121,480	Certified Nursing Assistant services to support DYRS detention centers for COVID-19 screenings	Medical
Hook Hall Helps/Food	Emergency Procurement	$108,074	Food for Unsheltered residents	Food
Imperial Valet Sterling Cleaners	Emergency Procurement	$100,609	Linen and Laundry Services for Quarantine Sites Extension Request	Human Services
GLP DC - Events DC	Emergency Procurement	$66,165	Alternative Care Site purchase (Cabling and Infrastructure setup for Technology equipment)	Technology/Medical
Juvare (WebEOC)	Emergency Procurement	$32,500	Technical Assistance for the Emergency Management Technology System (WebEOC Resource Request platform)	Technology
Digital Conventions - Events DC	Emergency Procurement	$29,800	Alternative Care Site Technology purchase (Monitors and Medical Technology equipment)	Technology/Medical
Public Sector Solutions Group/Digidoc, Inc.	Emergency Procurement	$19,931	Housekeeping Services at St. Elizabeth's Hospital	Cleaning
Monarch Broadcast Messaging	Emergency Procurement	$18,207	Coronavirus Tele-town Hall	Communications

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #8 (8/19/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Mettler-Toledo Rainin, LLC.	Emergency Procurement	$12,584	Rainin Pippett Tips for Testing	Medical
Toucan Printing & Promotion	Emergency Procurement	$7,717	Mass Printing for Test Sites	Communications
3M	Emergency Procurement	$4,500	Fit Test PPE items for DOH (Nebulizer, Fit Testing Solution, Test Hood White and Collars)	Medical
VWR	Emergency Procurement	$3,774	VWR Consumables for Lab Testing (Upright Freezer Racks, BIN Conductive Hang/Stack, Broad Range Infrared Thermometers)	Medical
Kangaroo Auto Car Cleaning	Emergency Procurement	$2,321	DFHV enforcement team utilizes 16 shared vehicles during their tour of duty. Kangaroo Auto Car Cleaning provides enhance cleaning services to each unit.	Cleaning
		$4,981,552		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #9 (9/11/2020)				
Awardee	**Source Selection Method**	**Obligated Amount/NTE contract obligations**	**Product/Good/Service/Site**	**Category**
ULINE	Emergency Procurement	$327,627	Warehouse Supplies (Shelving Units, Racks, Fork Extensions, Industrial Pallet Truck)	Warehouse Supplies
Tyson Project Management (TPM) Group, LLC.	Emergency Procurement	$204,198	Moving and Logistics Services	Warehouse
Preeminent Protective Services, Inc.	Emergency Procurement	$182,986	Security Services (Unarmed & Armed Security Officers)	Security
Verathon, Inc.	Emergency Procurement	$102,530	Medical Device and Reagents	Medical
RSC Electrical & Mechanical	Emergency Procurement	$124,180	PPE - Masks	PPE
Bayne, Inc.	Emergency Procurement	$88,503	Community Outreach Engagements Initiative - COVID 19	Other
Heaven Bound Cremation	Emergency Procurement	$70,905	Cremation Services	Mortuary
Roberts Oxygen Company	Emergency Procurement	$53,982	Oxygen Tanks and Supplies	Medical
Stanley Steemer	Emergency Procurement	$29,736	Cleaning Services at Quarantine sites (Carpets & Bedding)	Cleaning
New Haven Moving Equipment	Emergency Procurement	$7,950	Moving Services	Facilities
Biomerieux, Inc.	Emergency Procurement	$4,239	Microbiological Testing & Supplies	Medical
Medicus Healthcare	Emergency Procurement	$2,260	Lab & Infection Control Supplies	Medical
		$1,199,095		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #10 (10/7/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Citadel Firm, LLC.	Emergency Procurement	$891,810	Enhanced/Deep Cleaning Services	Cleaning
Aramark Washington DC Convention Center	Emergency Procurement	$817,370	Cleaning, Maintenance & Janitorial Services	Cleaning
AllState Floors of DC, LLC	Emergency Procurement	$761,160	Enhanced/Deep Cleaning Services	Cleaning
Capital Construction Group	Emergency Procurement	$734,669	Enhanced/Deep Cleaning Services	Cleaning
DC General Construction, Inc.	Emergency Procurement	$613,444	Cleaning & Repair Services at Warehouse	Facilities
Rock Solid District Group, LLC.	Emergency Procurement	$579,849	Enhanced/Deep Cleaning Services	Cleaning
CORE, DC	Emergency Procurement	$100,483	Shelter Management	Shelter Services
Eco Lab Food Safety Specialists	Emergency Procurement	$25,201	Safety Equipment for Food and Products	Equipment
		$4,523,986		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #11 (10/29/2020)

Awardee	Source Selection Method	Obligated Amount/NTE contract obligations	Product/Good/Service/Site	Category
Complete Building Services	Emergency Procurement	$525,600	Enhanced/Deep Cleaning Services and Facility Maintenance	Facilities
Gelberg Signs, Inc.	Emergency Procurement	$223,499	Fabricated and installed interior & exterior building signs for testing sites	Testing sites
Curtis Property Management, Inc.	Emergency Procurement	$100,000	Management of Parking lots at Testing Sites	Testing sites
EJ's Pest Control	Emergency Procurement	$11,127	Pest Control at ISAQ/PEP-V Sites	Quarantine site services
		$860,226		

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #12 (12/18/2020)

Awardee	CBE Status	Source Selection Method	Type of Procurement	Obligated Amount/NTE contract obligations	Funding Source	Product/Good/Service/Site	Category
LabCorp	Non-CBE	Emergency Procurement	Market Sources Sought	$13,056,014	Contingency	Testing Kits and supplies	Medical Testing
Promesa Consulting Group	CBE	Emergency Procurement	Market Sources Sought	$1,817,400	Contingency	Nitrile Gloves (Qty. 7M)	PPE
Curative	Non-CBE	Emergency Procurement	Market Sources Sought	$1,250,000	Contingency	Testing Kits and supplies	Medical Testing
Martha's Table	Non-CBE	Emergency Procurement	Market Sources Sought	$296,257	Contingency	Meal Distribution	Meals
Mad Men Global Solutions	Non-CBE	Emergency Procurement	Competitive	$265,666	Contingency	Level III and Level IV Disposable Isolation Gowns (All Sizes) (Qty. 69,183)	PPE
Quest Diagnostics	Non-CBE	Emergency Procurement	Market Sources Sought	$227,100	Contingency	Testing Kits and supplies	Medical Testing
Alinea Promos, LLC.	Non-CBE	Emergency Procurement	Competitive	$152,570	Contingency	Reusable Cloth Masks (Qty. 93,000) and Face Shields (Qty. 53,000)	PPE
Dreison Health	Non-CBE	Emergency Procurement	Competitive	$151,487	Contingency	Level II Disposable Isolation Gowns - M, 2XL and 3XL (Qty. 58,716)	PPE
Apex RX	Non-CBE	Emergency Procurement	Competitive	$150,288	Contingency	Level II Disposable Gowns - M, 2X and 3X (Qty. 60,600)	PPE
HIC International	Non-CBE	Emergency Procurement	Competitive	$149,760	Contingency	Level IV Disposable Isolation Gowns - M, XL and 3XL (Qty. 31,200)	PPE
Relentless Custom Sports Uniform	Non-CBE	Emergency Procurement	Competitive	$100,025	Contingency	Level II Disposable Isolation Gowns - M and 2XL (Qty. 39,628)	PPE
Poddar Group, LLC.	Non-CBE	Emergency Procurement	Market Sources Sought	$99,495	Contingency	Kimberly Clark KC500 Nitrile Gloves - L and M sizes (Qty. 83,500)	PPE
Heroes' Supply	Non-CBE	Emergency Procurement	Competitive	$97,600	Contingency	Level III Disposable Isolation Gowns - M and 2XL (Qty. 32,000)	PPE
Gotta Go Now, LLC.	CBE	Emergency Procurement	Market Sources Sought	$67,453	Contingency	Porta Pot rentals and service at Judiciary Square, MLK, UDC and Nationals Park	Restroom Svcs.
Atlantic Emergency Solutions	Non-CBE	Emergency Procurement	Market Sources Sought	$60,532	Contingency	3M Aura Particulate Respirator 9205+N95 (Qty.74,360)	PPE
Saroj International	Non-CBE	Emergency Procurement	Competitive	$51,800	Contingency	Level III Disposable Isolation Gowns - 3X (Qty. 14,000)	PPE
Letova	Non-CBE	Emergency Procurement	Competitive	$50,050	Contingency	3 ply Non Surgical Masks (Qty. 385,000)	PPE
Global PPE, Inc.	Non-CBE	Emergency Procurement	Competitive	$50,004	Contingency	Reusable Cloth Masks (Qty. 92,600)	PPE
Centrix Technologies	Non-CBE	Emergency Procurement	Competitive	$49,995	Contingency	Masks (Non Surgical) - 3 ply with Ear loops (Qty. 454,500)	PPE
Amazon	Non-CBE	Emergency Procurement	Market Sources Sought	$9,750	Contingency	Portable IR Heaters for Testing Sites 120V PORTABLE QUARTZ INFRARED SPOT HEATER	Testing sites equipment
				$18,153,247			

EMERGENCY PROCUREMENTS FOR COVID-19 PUBLIC HEALTH CRISIS - Procurement Sensitive - Update #13 (1/18/2021)

Awardee	CBE Status	Source Selection Method	Type of Procurement	Obligated Amount/NTE contract obligations	Funding Source	Product/Good/Service/Site	Category
Under Armour	Non-CBE	Emergency Procurement	Competitive	$13,775,000	Contingency	Gowns	PPE
Motir Services, Inc.	CBE	Emergency Procurement	Competitive	$707,401	Contingency	COVID19 CNA Screening Services Support for DYRS	Medical Testing
Hotel Arboretum - Extension	Non-CBE	Emergency Procurement	Competitive	$476,290	Contingency	Quarantine Site (ISAQ/PEP-V)	Hotel
Accenture	Non-CBE	Emergency Procurement	Competitive	$475,000	Contingency	Consulting Services for Contact Tracing	Medical Testing
Days Inn - Extension	Non-CBE	Emergency Procurement	Competitive	$410,000	Contingency	Quarantine Site (ISAQ/PEP-V)	Hotel
Preeminent Protective Services	CBE	Emergency Procurement	Competitive	$165,121	Contingency	Security Services at the Alternative Care Site (Disaster Medical Shelter)	Security
Aramark	Non-CBE	Emergency Procurement	Competitive	$94,844	Contingency	Catering Services (Food & Beverage) at the Alternative Care Site (Disaster Medical Shelter)	Meals
Community Bridge, Inc.	CBE	Emergency Procurement	Competitive	$90,162	Contingency	Cleaning at Quarantine Sites	Cleaning
Gotta Go Now, LLC.	CBE	Emergency Procurement	Competitive	$71,400	Contingency	Restroom Facilities and Cleaning Services	Sanitation
Hologic, Inc.	Non-CBE	Emergency Procurement	Competitive	$57,840	Contingency	Test Reagents for Panther Fusion	Medical Testing
Pods Group, LTD.	Non-CBE	Emergency Procurement	Competitive	$39,500	Contingency	N95 Masks - 1860 and 1860S	PPE
US Air Purifiers	Non-CBE	Emergency Procurement	Competitive	$26,892	Contingency	Portable Purification System for the Alternative Care Site	Equipment
Henry's Soul Café	Non-CBE	Emergency Procurement	Competitive	$22,682	Contingency	Continued Meal Distribution to Residents at the Quarantine Sites.	Meals
Allied Party Rentals	Non-CBE	Emergency Procurement	Competitive	$21,815	Contingency	Tents for Testing Sites - Continued costs	Testing sites equipment
The Family Laundromat	CBE	Emergency Procurement	Competitive	$14,076	Contingency	Continued Laundry Services for Sheltered Residents at Quarantine Sites	Laundry Services
				$16,448,023			