

INTRA-DISTRICT STANDARD REQUEST FORM
GOVERNMENT OF THE DISTRICT OF COLUMBIA

PART I
GENERAL

DATE OF MOU:

Services: Active Shooter Training

AMOUNT: 34,329.60

SELLER INFORMATION

AGENCY: Metropolitan Police Department

AGENCY CODE: FA0

NAME OF CONTACT: Shavonne Smith
Agency Fiscal Officer

ADDRESS: 899 North Capitol Street, NE #600-A
Washington, DC 20001

TELEPHONE: (202) 727-4853

FAX

AUTHORIZING OFFICER: *Boni Temple* for Shavonne Smith **DATE:** 04.12.22

AGENCY: Department of General Services

AGENCY CODE: AM0

NAME OF CONTACT: Antoinette Hudson-Beckham
Agency Fiscal Officer

ADDRESS: 2000 14th Street, NW
Washington, DC

TELEPHONE: (202) 727-1096

FAX:

AUTHORIZING OFFICER: *Henry Wong* for AHB **DATE:** 5/11/22

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

**MEMORANDUM OF UNDERSTANDING
FOR INTRA-DISTRICT FUNDING
FOR FINGERPRINTING SERVICES
BETWEEN
THE METROPOLITAN POLICE DEPARTMENT
AND THE DEPARTMENT OF GENERAL SERVICES,
PROTECTIVE SERVICES DIVISION
Fiscal Year 2022**

This Memorandum of Understanding (MOU) is entered into between the Metropolitan Police Department (hereinafter, MPD or the “Seller”) and the Department of General Services, Protective Services Division (hereinafter, DGS, PSD, or the “Buyer”) for the purpose of taking fingerprints for DGS/PSD Special Police Officers (SPOs), which will be supplied to the Security Officers Management Branch (SOMB) of MPD. These fingerprints are used for the DGS/PSD SPOs to obtain their yearly SPO commissions from SOMB.

WHEREAS, the Seller is authorized by the Federal Bureau of Investigation (FBI) to conduct fingerprinting services for all non-criminal justice licensing and employment agencies within the District of Columbia; and

WHEREAS, a project or specific services are provided by the Seller to the Buyer and budgeted under intra-District funding; and

WHEREAS, the Seller and the Buyer agencies (hereinafter, the “Parties”) must budget for the same amount by project to ensure that such Parties are reflecting the agreed upon costs for the proposed project or services; and

WHEREAS, the Seller will be funded at the beginning of the fiscal year for intra-District goods or services provided to the Buyer, so long as the appropriations are approved for the fiscal year.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledge, the Parties agree as follows:

I. GENERAL PROVISIONS

1. Monthly Review: Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer of the District of Columbia, all services provided through intra-District funding shall be reported monthly in the Buyer’s FRP submission to the Office of Budget and Planning.
2. Resolution of Disputes: The D.C. Office of Financial Operations and Systems shall resolve all adjustments or disputes arising from services provided under this MOU.
3. Entire Agreement: The terms set forth in this document constitute the sole understanding between the Seller and the Buyer. This agreement supersedes any and all prior agreements, understandings, or representations between the Parties.

4. Amendments: This MOU or any of its specific provisions may be revised or amended by either Party in writing with the written concurrence of the other Party.

II. OBLIGATIONS OF THE SELLER

The Seller shall conduct local and national criminal background checks through the record systems of the Federal Bureau of Investigations (FBI) and the Seller by means of fingerprint and National Criminal Information Center (NCIC) checks and shall forward a final report of findings in the manner prescribed by the Buyer, for each of Buyer's employees, Buyer's volunteers, persons being considered by Buyer for employment, and for employees of Buyer's contractors and prospective contractors. Such services for criminal background checks shall be conducted in accordance with applicable laws and rules and regulations established by the Metropolitan Police Department.

1. The Seller shall provide criminal background check services to the Buyer for the total cost of eleven dollars and twenty-five cents (\$11.25) per fingerprint request.
2. As an authorized agent of the FBI, the Seller shall transmit fingerprint information to the FBI for processing on behalf of the Buyer.
3. The Seller shall process each criminal background check within thirty (30) days of receipt of each request. The Seller shall provide the following reports and results to the Buyer:
 - a. A monthly "User Fee Bill Report." The Seller shall notify the Buyer if there is a lack of funds.
 - b. A Criminal History Report (PD-70) completed for individuals having no criminal records based on a search of fingerprints through the Federal Bureau of Investigation.
 - c. A PD-70 representing the criminal data supplied by the Federal Bureau of Investigation, redacted as necessary; and a letter containing any additional criminal history information obtained from other states.
4. Payment to the Seller shall be made by way of an intra-District transfer as set forth in Section III of the MOU.
5. The Seller agrees to return any portion of the Buyer's advance not used for the payment of services consumed by the Buyer, as required by the District of Columbia financial policy.

III. OBLIGATIONS OF THE BUYER

1. The Buyer is responsible for contacting the Records Division of the Seller to arrange for and request criminal background check services as described above.
2. At the beginning of each fiscal year, the Buyer shall determine its criminal background check needs for the fiscal year and notify the Seller of its expected needs. Payment for criminal background check services shall be made via an intra-District transfer from the Buyer to the Seller. To implement the intra-District transfer, the Buyer shall establish a budget for criminal background check services sufficient to pay for the expected amount of criminal background checks required. The Buyer shall provide the Seller budget information, including SOAR Index and PCA codes, as well as other required accounting elements, via the Intra-District Standard Request Form (ISRF).
3. The Buyer shall, in consideration of the criminal background check services to be provided by the Seller as described above, advance to the Seller funds in the amount of eight hundred and eighty-eight dollars and seventy-five cents (\$888.75) based on the Buyer's projected estimate of 79 individuals that may be serviced by the Seller in fiscal year 2022.
4. The ISRF shall be transmitted to the Seller's Office of the Chief Financial Officer (OCFO) and a copy of the signed ISRF should be submitted with this MOU. Upon receipt, the Seller's OCFO shall process such forms and arrange for the intra-District transfer of funds.
5. After each quarter of the fiscal year, the Seller and the Buyer shall review the amount of criminal background checks services used to date. At any time, if the expected level of services required for the remainder of the fiscal year exceeds the unexpended amount of the original criminal background checks budget, the Buyer shall transmit additional funds to the Seller. The Buyer shall provide the Seller the budget information, including SOAR Index and PCA codes, as well as other required accounting elements, via the ISRF.
6. It is the responsibility of the Buyer to ensure that sufficient funds are available for all of its needs for criminal background check services. Failure to budget sufficient funds for criminal background check services for the entire fiscal year may result in the cessation of such services until such time that the appropriate modifications are made. The Seller may refuse to perform any criminal background check services on behalf of the Buyer until the Buyer has transferred sufficient funds via the ISRF.
7. The Buyer shall expressly advise applicants for licensure or employment that their fingerprint scans will be forwarded to Seller and/or the FBI for the purpose of conducting local and national criminal record background checks, as applicable.
8. The Buyer shall ensure FBI information received from the Seller is not disseminated outside the Receiving Department of the Buyer Agency.

9. The Buyer shall be responsible for ensuring that officials making the determination of suitability for licensing or employment provide the applicant the opportunity to complete or challenge the accuracy of any potential disqualifying information contained in the identification record.
10. The Buyer shall not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information or has declined to do so.
11. If the applicant wishes to correct the record information as it appears in the FBI's Criminal Justice Information System (CJIS) Division Records System, the applicant should be advised of the procedures to change, correct or update the record set forth in 28 C.F.R. § 16.34, "Procedure to obtain change, correction or updating of identification records."
12. The Buyer shall seek, when needed, charge or disposition data directly with the agency that furnished the data to the FBI.

IV. DURATION OF THE MOU

1. The period of this MOU shall be from date of execution through September 30, 2022, unless terminated in writing by the Parties prior to the expiration.
2. The Parties may extend the term of this MOU by exercising a maximum of four (4) one-year option periods. Option periods may consist of a year, a fraction thereof, or multiple successive fractions of a year. The Department of General Services shall provide notice of its intent to renew an option period prior to the expiration of the MOU.
3. The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

The authority for this agreement may be found at D.C. Official Code § 1-301.01(k) and 6-A DCMR § 1102.1.

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed \$888.75 for fiscal year 2022. Funding for the services shall not exceed the actual cost of providing the services.

2. The estimated cost of this MOU is based on Buyer's projected estimate of 79 applicants, volunteers, and employees that may be serviced by Seller in fiscal year 2022.
3. In the event of termination of the MOU, payment to Seller shall be held in abeyance until all required fiscal reconciliation, but not longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for all of the goods and services shall be made through an intra-District advance by DGS to MPD based on the total amount of this MOU.
2. MPD shall submit monthly reconciliations which shall explain the amounts billed for that period. The invoices shall include a summary report on the number of background checks in a format agreed upon by the parties.
3. Advances to MPD for the services to be provided shall not exceed the amount of this MOU.
4. MPD will release the advance and bill DGS through the intra-District process only for those goods or services actually provided pursuant to the terms of this MOU. MPD will return any excess advance to DGS by September 30, 2022.
5. The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

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 (2015 Supp.); (iii) D.C. Official Code § 47-105 (2012 Repl.); and (iv) D.C. Official Code § 1-204.46 (2015 Supp.), as may be amended, regardless of whether a particular obligation has been expressly so conditioned.

VII. COMPLIANCE AND MONITORING

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

VIII. RECORDS AND REPORTS

MPD 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 request, make these documents available for inspection by duly authorized representatives of the Buyer agency and other officials as may be specified by the District of Columbia government at its sole discretion.

IX. CONFIDENTIAL INFORMATION

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

X. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) calendar days advance written notice to the other Party.

XI. NOTICE

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

Bernadine Greene, Director
Records Division
Technical and Analytical Services Bureau,
Metropolitan Police Department
300 Indiana Avenue NW, Room 5001
Washington, DC 20001
Phone: (202) 727-9824
Email: bernie.greene@dc.gov

Joseph A. Brown, Captain
Protective Services Division
Department of General Services
64 New York Avenue NE, 4th Floor
Washington, DC 20002
Phone: (202) 698-8669 Cell: (202) 870-4847
Email: joseph.brown2@dc.gov

XII. MODIFICATIONS

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

XIII. MISCELLANEOUS

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

IN WITNESS WHEREOF, the Parties hereto have signed this MOU as of the day, month, and year written below.

BUYER
DEPARTMENT OF GENERAL SERVICES

L. Anderson via DocuSign Date: 11/03/2021
Keith A. Anderson
DocuSign Envelope ID: 80000000000000000000000000000000

Keith A. Anderson
Director

11/03/2021

Date

SELLER
METROPOLITAN POLICE DEPARTMENT

Robert J. Contee III

Robert J. Contee III
Chief of Police

2/23/22

Date

FY22 MPD FINGERPRINTING MOU | FY22 ESTIMATED COST

Seller Agency	Buyer Agency	Estimated Number of Officers	FY21 Commission Rate per Ofc.	Estimated Cost
MPD	DGS	79	\$11.25	\$888.75
			Total	\$888.75

MEMORANDUM OF UNDERSTANDING

Between the

METROPOLITAN POLICE DEPARTMENT

And the

DEPARTMENT OF GENERAL SERVICES, PROTECTIVE SERVICES DIVISION

Fiscal Year (FY) 2022

This Memorandum of Understanding (MOU) is entered into between the Metropolitan Police Department (MPD) and the Department of General Services (DGS) Protective Services Division (PSD), to provide appropriate MPD Training Academy staff to assist in the conducting of firearms qualification training to qualified DGS/PSD personnel.

I. PURPOSE

The purpose of this MOU is to set forth the terms and conditions for which DGS/PSD will obtain assistance from MPD to conduct firearms qualification training for qualified DGS/PSD personnel.

II. SCOPE OF SERVICES

A. RESPONSIBILITIES OF THE MPD

1. Provide for the use of the Blue Plains Firing Range for the Department of General Services, Protective Services Division, (DGS/PSD) to conduct its certification and recertification firearms training of DGS/PSD officers and recruits as approved by the Director of DGS/PSD.
2. Provide appropriate lesson plans as requested for firearms qualification training to DGS/PSD's firearms instructors to include one for GLOCK transition training, and another for GLOCK bi-annual re-certification training that includes appropriate "Use of Force Range Simulator" and ammunition scenarios for DGS/PSD personnel.
3. Provide appropriate staff to include: 1- Range Supervisor 1- Range Safety Officer, and 1- Tower Operator, targets, firearms cleaning supplies, targets and range maintenance to assist DGS/PSD firearms instructors in conducting firearms re-certification training of the GLOCK 9mm semi-automatic pistol, upon space availability from 1500 to 2300 hours, commencing on the date of execution.
4. MPD Firearms Training Unit will work closely with the DGS/PSD Training Administrator in scheduling the dates on which training will occur. In the event a scheduled class must be cancelled, a minimum of a seven-day notification shall be given, where possible. MPD instructors shall be compensated for two hours of overtime compensation, if MPD is not notified twenty-four (24) hours in advance.
5. Assist in bi-annual re-certification training of the GLOCK 9mm semi-automatic pistol.
6. Assist the DGS/PSD firearms instructors with remedial firearms training with additional re-qualifications as needed.

7. Provide DGS/PSD firearms instructors with firearms training score cards and the safety procedures forms.
8. Provide targets, firearms cleaning supplies and range maintenance.
9. Provide any other supplies necessary to accomplish training, excluding ammunition and weapons repair.
10. Provide the above listed services for the duration of this MoU.
11. Maintain a class roster.

B. RESPONSIBILITIES OF THE DGS/PSD

1. Work with the MPD range staff to ensure the availability of the MPD range located at 4665 Blue Plains Drive, Southwest DC, in order that DGS/PSD staff receives firearms qualification training as needed.
2. Maintain in-service firearms training rosters, scorecards, and safety procedure forms.
3. Adhere to the DGS/PSD Weapon Qualification General Orders guidelines as detailed in Section III of this MoU.
4. Adhere to mutually agreed upon times in providing MPD with DGS/PSD requests for use of the Blue Plains range to ensure the scheduling and conducting of training in the most expedient manner for both parties.
5. Schedule DGS/ PSD staff to attend firearms training at the MPD Training Academy.
6. Budget for all services requested in this MoU.
7. Ensure that the ratio of (1) firearms instructor to (5) recruits is covered by DGS/PSD firearms instructors while recruits are shooting at Blue Plains Range. If MPD supplements manpower DGS/PSD will be charged an additional \$71.52 per hour.
8. DGS/PSD shall ensure that sufficient funds equivalent to the estimated cost for the negotiated services are available. Estimated cost for initial training is included in Attachment "A."

III. FUNDING PROVISIONS

A. Estimated Cost of Services

Total cost for services under this MoU shall not exceed **forty-nine thousand, six hundred sixty-six dollars and forty-four cents (\$49,666.44)** for Fiscal Year (FY) 2022. Funding for the services shall not exceed the actual cost of the services. The total cost shall not exceed the actual cost.

1. The estimated cost of this MoU is based on a total of number of MPD range use hours, and the use of staff and equipment as outlined in Section II, Scope of Services.
2. In cases where MPD does not provide services as outlined in Section II, payment to the MPD shall be reduced by an amount equal to the payment multiplied by the number of MoU days for which goods and services were not provided.

3. In the event of termination of the MoU, payment to the MPD shall be held in abeyance until all required fiscal reconciliation is completed. Other cost indicators that may be considered shall include but is not limited to the following:
 - a. Included in the cost estimate are anticipated remedial training costs.
 - b. Any cost over this amount shall be the responsibility of DGS/PSD. Range staffing shall be adjusted as needed and determined by MPD. The number of classes provided will be determined by the DGS/PSD staffing totals and allocated funds.
 - c. MPD represents that sufficient resources and materials are available to provide the negotiated services.
 - d. MPD's costs include: overtime hourly for one (1) Range Supervisor and one (1) Range Safety Officer, and one (1) Tower Officer. MPD will provide the actual overtime costs for all training assistance provided during MPD's Fair Labor Standards Act cycles.
 - e. DGS/PSD shall transfer the funds stipulated in the Estimated Cost of Services provision to MPD through an Intra-District Budget Modification as invoiced by MPD and approved by DGS. Should DGS/PSD's original man-hours and/or class requirements exceed its original count, then MPD reserves the right to request that this MoU be modified/renegotiated to reflect that increase and that all costs associated with any increase be charged and invoiced to DGS.
 - f. DGS/PSD reserves the right to modify/renegotiate this MoU to reflect the actual MPD man-hours necessary for the fulfillment of this agreement to reflect any decreases in costs associated with the services to be rendered under this agreement.
 - g. This MoU is subject to review at any time upon written request of either party, but shall be reviewed quarterly to:
 - i. Determine the need for continuance, modifications, or termination of services.
 - ii. Assess the quality and timeliness of all firearms services provided, including but not limited to oral and written opinions pertaining to training activities and other supportive services.
 - iii. Pursuant to the Financial Review Process (FRP) mandated by the Office of the Chief Financial Officer of the District of Columbia, all services provided by this MoU shall be reported monthly in the DGS/PSD's FRP submission to the Office of Budget and Planning.

B. PAYMENT

1. Payment for goods and services shall be made via intra-District transfer by DGS to MPD, based on advance requests submitted by MPD.
2. Payment to MPD for the services to be performed/goods to be provided shall not exceed actual costs or the amount of this MoU.

3. DGS/PSD reserves the right to deny payment to MPD for goods or services not provided pursuant to the terms of this MoU.

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.

IV. **RESOLUTION OF DISPUTES**

The Director of DGS and the Chief of MPD or their designees shall mutually resolve all adjustments and/or disputes arising from services provided under this MoU. In the event that the parties cannot resolve the dispute, the matter shall be referred to the D.C. Office of Financial Operations and Systems for resolution.

V. **MODIFICATION/TERMINATION**

DGS/PSD and MPD reserve the right to request modifications and/or renegotiations of the terms and conditions of this MoU at any time, in writing and with the agreement of both parties.

- A. This MoU may only be modified and/or renegotiated as follows:
 1. Additional resources required of either party as a result of modification/renegotiations shall be obtained within a mutually agreed upon time.
 2. The approval authority for this MoU and modifications shall be the Chief of MPD and the Director of DGS, or their designees.
- B. This MoU may be terminated on the following grounds:
 1. Lack of funding;
 2. Lack of Congressionally approved budget;
 3. Changes in District or federal law, or policy affecting these services;
 4. Changes in the structure or nature of this training;
 5. Elimination of this training or services; or
 6. Failure of MPD and/or DGS/PSD to follow District laws, rules or regulations.

In the event of any of the above listed grounds for termination, this MoU may be terminated by MPD with a 30-day advance written notice to DGS/PSD. DGS/PSD may terminate this MoU

with at least a 30-day advance written notice to MPD. In either instance, both parties shall mutually agree upon the effective date of termination.

VI. **DURATION OF MOU**

The period of this MoU shall be from date of execution to September 30, 2022.

VIIIF **EFFECTIVE DATE**

This MoU shall be effective upon the signing of both agency heads.

VIII. **PROCUREMENT PRACTICES REFORM ACT**

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MoU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code§ 2-351.01 et seq.) to procure the goods or services of the agent or third party.

IX. **AUTHORITY FOR MOU**

D.C. Official Code§ 1-301.01(k) and any other authority under the Parties' programs.

X. **NOTICE**

The following individuals are the points of contact (POC) for each Party under this MoU:

METROPOLITAN POLICE DEPARTMENT

Commander Ralph Ennis,
Director, Metropolitan Police Department
4665 Blue Plains Drive, SW
Washington, DC 20032
Office: 202-497-1470
Email: ralph.ennis@dc.gov

DEPARTMENT OF GENERAL SERVICES, PROTECTIVE SERVICES DIVISION

Joseph A. Brown
Captain
Protective Services Division, Department of General Services
64 New York Avenue, NE – 4th Floor
Washington, DC 20002
Phone: : (202) 698-8669 Cell: (202) 870-4847
Email: joseph.brown2@dc.gov

IN WITNESS WHEREOF, the Parties hereto have executed this MoU as of the day and year written below:

DEPARTMENT OF GENERAL SERVICES

eSigned via SeamlessDocs.com
Keith A. Anderson
Key: f263dd9c30f44204520049f2d38f3410

10/28/2021

Keith A. Anderson
Director

Date

METROPOLITAN POLICE DEPARTMENT

Robert J. Contee III

Robert J. Contee III, Chief of Police

March 24, 2022

Date

FY22 Range MOU Cost Analysis

New Hire Firing Range Training (Beginners Training 5 days per session, 8 hrs per day)									
Site	Agency	Session Days	Total Number of Sessions	Hours per Session	Number of MPD Instructors	Hourly Rate	Estimated Cost per session	Estimated Cost of Instructors	Estimated Cost: 4 Total sessions
MPD - 4665 Blue Plains Dr. SW	DGS	5	4	8	3	\$ 71.52	\$ 2,860.80	\$ 8,582.40	\$ 34,329.60
								Subtotal:	\$ 34,329.60

FTE Recertification Training									
1 day per 8 session 4 hrs per day between Jan 1st thru June 30th									
1 day per 8 session 4 hrs per day between Jul 1st thru Dec 31st)									
Site	Agency	Session Days	Total Number of Sessions	Hours per Session	Number of MPD Instructors	Hourly Rate	Estimated Cost per session	Estimated Cost of Instructors	Estimated Cost: 16 Total sessions
MPD - 4665 Blue Plains Dr. SW	DGS	1	16	4	3	\$ 71.52	\$ 286.08	\$ 858.24	\$ 13,731.84
								Subtotal:	\$ 13,731.84
								Subtotal:	\$ 48,061.44

Range Targets							
Site	Agency	Range Targets	Total Number of Targets per Officer	Total Number of Officers	Total Number of Sessions	Estimated Cost	
MPD - 4665 Blue Plains Dr. SW	DGS	\$ 1.07	5	15	20	\$ 1,605.00	
						Subtotal	\$ 1,605.00
						MOU Total:	\$ 49,666.44

INTRA-DISTRICT STANDARD REQUEST FORM
GOVERNMENT OF THE DISTRICT OF COLUMBIA

PART I
GENERAL

DATE OF MOU:

Services: Firearms Qualification Training

AMOUNT: 49,666.44

SELLER INFORMATION

AGENCY: Metropolitan Police Department

AGENCY CODE: FA0

NAME OF CONTACT: Shavonne Smith
Agency Fiscal Officer

ADDRESS: 899 North Capitol Street, NE #600-A
Washington, DC 20001

TELEPHONE: (202) 727-4853

FAX

AUTHORIZING OFFICER: Eboni Temple for Shavonne Smith **DATE: 04.12.22**

AGENCY: Department of General Services

AGENCY CODE: AM0

NAME OF CONTACT: Antoinette Hudson-Beckham
Agency Fiscal Officer

ADDRESS: 2000 14th Street, NW
Washington, DC

TELEPHONE: (202) 727-1096

FAX:

AUTHORIZING OFFICER: Henry Wong for AHB **DATE: 5/11/22**

PLEASE SEE NEXT PAGE FOR SERVICE INFORMATION AND FUNDING CODES

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF GENERAL SERVICES, PROTECTIVE SERVICES DIVISION
AND
DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS
FISCAL YEAR 2022**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the District of Columbia DEPARTMENT OF GENERAL SERVICES, PROTECTIVE SERVICES DIVISION, (DGS/PSD) and the DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS (DCRA), individually referred to herein as the “Party” and collectively referred to herein as the “Parties.”

The Department of General Services (DGS) has requested the services of the Department of Consumer and Regulatory Affairs (DCRA) to provide occupational and professional licenses for all Special Police Officers (SPOs) employed through the Protective Services Division.

II. PROGRAM GOALS AND OBJECTIVES

The mission of the Department of Consumer and Regulatory Affairs (DCRA) is to protect the health, safety, economic interests, and quality of life of residents, businesses, and visitors in the District of Columbia by ensuring code compliance and regulating business.

The Streamlining of Security Licensing Amendment Act of 2013 transfers the deposits of licensing fees and administrative license processing functions for security agencies, security officers, special police officers, campus police officers, and private detectives from the Metropolitan Police Department, Security Officers Management Branch (SOMB) to the Department of Consumer and Regulatory Affairs, Occupational and Professional Licensing Administration (DCRA/OPLA), effective October 1, 2013. OPLA currently administers licensing services for 18 other occupational and professional boards, commissions, and programs.

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 DCRA

DCRA will provide Special Police Officer (SPO) licenses for all SPOs employed by DGS/PSD in accordance with **Attachment A**, Estimated Cost and **Attachment B**, Security and Private Detective Business Fee Schedule for DCRA.

1. DCRA will safeguard and protect all personal information regarding DGS/PSD Officers pursuant to applicable privacy laws.
2. DCRA shall provide copies of invoices for the services provided under this MOU to the Point of Contact (POC) identified in **Section XII**.
3. Any portion of DGS's advance not used for the payment of goods and services as defined by this MOU, will be returned to DGS by DCRA after all monthly invoices have been received and reconciled.

B. RESPONSIBILITIES OF DGS/PSD

1. DGS/PSD shall budget for all services requested in this MOU.
2. DGS/PSD shall transfer **\$8,960.00** to DCRA for Special Police Officer (SPO), for the services to be performed pursuant to this MOU. (**Attachment A**)
3. During the requested days and times, PSD Managers will perform due diligence in monitoring the officers to ensure that all the requirements of DCRA are maintained.

IV. DURATION OF MOU

The period of this MOU shall be from **October 1, 2021** through **September 30, 2022**, unless terminated in writing by the Parties prior to the expiration.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k); *The Department of General Services Establishment Act of 2011*, D.C. Law 19-21, October 1, 2011; and D.C. Official Code § 1-1401 et seq.

VI. FUNDING PROVISIONS

A. Cost of Services

1. Total cost for actual services under this MOU shall not exceed **Eight Thousand, Nine Hundred Sixty Dollars (\$8,960.00)** for Fiscal Year, (FY) 2022. Funding for the services shall not exceed the actual cost of the services during FY 2022.
2. The estimated cost of this MOU is based on a total of SPOs that may be receiving licenses/commissions during the term of this MOU.
3. If DCRA does not provide licenses for the number of SPOs specified in the MOU, payment to DCRA shall be reduced by an amount equal to the fee for licensing services multiplied by the number of officer(s) for which services were not provided.
4. In the event of termination of the MOU, payment to DCRA shall be held in abeyance until all required fiscal reconciliation is completed.

B. PAYMENT

1. Payment for services shall be made via Intra-District transfer by DGS/PSD to DCRA, based on advance request.
2. Payment to DCRA for the services to be performed shall not exceed actual costs or the amount of this MOU.
3. DGS/PSD reserves the right to deny payment to DCRA for services not provided pursuant to the terms of this MOU.
4. DCRA and DGS/PSD Directors' or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve the issue, the matter shall be referred to the D.C. Office of the Chief Financial Officer.

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. COMPLIANCE AND MONITORING

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

VIII. RECORDS AND REPORTS

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

IX. PROCUREMENT PRACTICES REFORM ACT

If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01 *et seq.*) to procure the goods or services of the agent or third party.

X. CONFIDENTIAL INFORMATION

Both parties to this MOU will use, restrict, safeguard and dispose of all information related to services provided by this MOU, including any information developed through an investigation or prosecution of a case, in accordance with all relevant federal and local statutes, regulations, policies, and the relevant provisions of the Internal Revenue Code. Information received by either Party in the performance of responsibilities associated with the performance of this MOU shall remain the property of both DCRA and DGS/PSD.

XI. SPECIAL PROVISIONS FOR TERMINATION OF THE MOU

DCRA or DGS/PSD may terminate this MOU in whole or in part by giving 30 calendar days advance written notice to the other Party on the following grounds:

- a. Lack of funding;
- b. Changes in applicable law;
- c. Changes in the structure or nature of the program;
- d. Elimination of the program or service;
- e. Failure of either Party to follow District laws, rules, or regulations; or
- f. Failure of either Party to follow the terms of this MOU.

XII. NOTICE

The following individuals are the Point of Contact (POC) for each Party under this MOU:

THE DEPARTMENT OF CONSUMER REGULATORY AFFAIRS

Cynthia Briggs, Program Manager, OPLA
Department of Consumer and Regulatory Affairs
1100 4th St SW, DC 20024
Main: 202.442.4400 | desk: 202.442.4335
Mobile: 202.270-5891 | dcra.dc.gov
cynthia.briggs@dc.gov |

DEPARTMENT OF GENERAL SERVICES, PROTECTIVE SERVICES DIVISION

Joseph A. Brown
Captain
Protective Services Division
Department of General Services
64 New York Avenue, NE – 4th Floor,
Washington, DC 20002
Phone: (202) 698-8669 | Cell: (202) 870-4847
Email: Joseph.brown2@dc.gov

XIII. MODIFICATIONS

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

XIV. MISCELLANEOUS

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

If a Party's ability to perform any of its responsibilities under this MOU is delegated or transferred to a successor agency, the Party whose responsibilities are affected shall take all necessary steps to ensure that the successor agency agrees to be bound by the terms of this MOU, including, if and as necessary, only by the execution of a written amendment to this MOU by all Parties.

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

DEPARTMENT OF GENERAL SERVICES

eSigned via SeamlessDocs.com
Keith A. Anderson
Key: 47fa1c3a044205c1487991274700998f

Keith A. Anderson
Director

10/28/2021

Date

THE DEPARTMENT OF CONSUMER REGULATORY AFFAIRS

Ernest Chrappah

Ernest Chrappah
Director

11-5-2021

Date

ATTACHMENT A - FY22 COST ANALYSIS

PSD Armed Special Police Officers (ASPO) Licenses					
Buyer Agency	New/Renewal Armed Special Police Officer	Estimated # of PSD ASPOs Transfer	Bi-Annual Agency Renewal LICENSE & Application Fees	DCRA FY22 Fee Schedule (See Attached)	Estimated Yearly Total
DGS/PSD	100			\$84.00	\$8,400.00
DGS/PSD			1	\$500.00	\$500.00
DGS/PSD		2		\$30.00	\$60.00
DGS/PSD				\$30.00	\$0.00
				TOTAL	\$8,960.00

ATTACHMENT B

Security and Private Detective Business Fee Schedule

Agency:

Private Detective Business

- \$1000.00 New
- \$500.00 Renewal

Security Agency Business

- New application \$1000.00 (*5 or more officers*)
- Renewal \$500.00

Security Agency Individual (*4 or less officers*)

- \$99.00 New
- \$99.00 Renewal

Individual:

Private Detective

- New \$99.00
- Renewal \$99.00

Security Officer

- New \$99.00
- Renewal \$99.00

Special Police Officer

- New \$84.00
- Renewal \$84.00

Campus Special Police Officer

- New \$84.00
- Renewal \$84.00

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

This Memorandum of Understanding (“**MOU**”) is entered into by and between the Captive Insurance Agency (“**Captive**”) and the Department of General Services (“**DGS**”), each referred to herein as a “**Party**” and collectively to herein as the “**Parties**”.

I. INTRODUCTION AND OVERVIEW

Pursuant to the terms of this MOU, DGS will provide funds to the Captive to reimburse the Captive for the cost it incurs for the procurement of a builders’ risk policy of insurance (the “**Policy**”) with a term from September 13, 2021 to August 31, 2023, relating to the modernization of Raymond Elementary School at 915 Spring Road, N.W., Washington, DC 20010 (the “**Project**”).

II. SCOPE OF WORK

A. Responsibilities of the Captive

Procure the Policy for the Project.

B. Responsibilities of DGS

Reimburse the Captive One Hundred One Thousand Seven Hundred Forty Dollars (\$101,740) for the actual cost of the Policy.

III. FUNDING

A. Cost of services

Total cost for services is \$101,740.

B. Payment

1. Payment for services shall be made through an Intra-District advance by DGS to the Captive in the amount of \$101,740.

2. Advances to the Captive for the services to be provided shall not exceed the actual cost of this MOU, \$101,740.

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

IV. ANTI-DEFICIENCY CONSIDERATIONS

A. Federal and District of Columbia Anti-Deficiency Act

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the Federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2006 Supp.)

B. Continuing Legal Obligation

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

V. DURATION OF MOU

This MOU shall commence on the date the last Party to this MOU executes it (the "Effective Date") and remain in effect through September 30, 2022 unless sooner terminated pursuant to Article VII of this MOU.

VI. COMPLIANCE AND MONITORING

A. Monitoring

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

by the District government to ensure compliance with all applicable requirements.

B. Records and reports

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

VII. TERMINATION

A. Communication

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

B. Cause

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

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

VIII. NOTICE

A. For Department of General Services:

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

George Lewis
Associate Director
Contracts and Procurement Chief Procurement Officer
Department of General Services
George.lewis@dc.gov

B. For the Captive:

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

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

IX. MODIFICATIONS

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

X. AUTHORITY FOR MOU

D.C. Official Code §§ 1-301.01(k).

XI. MISCELLANEOUS

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

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

SIGNATURES ON NEXT PAGE

DISTRICT OF COLUMBIA DEPARTMENT OF GENERAL SERVICES

eSigned via SeamlessDocs.com
Keith A. Anderson
Key: 7306b9c4c3f319ed20b9f740b249f3da

By: _____
Keith A. Anderson, Director

Date: 11/03/2021

CAPTIVE INSURANCE AGENCY

By:  / yeung
Jed Ross, Chief Risk Officer

Date: 10/27/2021

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

PART I

GENERAL

MOU NUMBER: _____ EFF DATE OF MOU: _____

SELLER INFORMATION

AGENCY: DC Captive Insurance Agency AGENCY CODE: RJ0

NAME OF CONTACT: Alemayehu Awas

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

TELEPHONE # : 202-727-6535

FAX # : _____

AUTHORIZING OFFICER _____ DATE: ___ / ___ / ___

BUYER INFORMATION

AGENCY: Department of General Services AGENCY CODE: AM0

NAME OF CONTACT: Antionette Hudson Beckman

ADDRESS : 2000 14th St. NW
Washington, DC 20001

TELEPHONE # : 202-678-7476

FAX # : _____ for AHB

Janyia Hatchel-Thomas 10 29 21
AUTHORIZING OFFICER _____ DATE: ___ / ___ / ___

PLEASE SEE NEXT PAGE FOR FUNDING INFORMATION

PART II

MOU NUMBER: _____ 2 OF _____ 2

SERVICE INFORMATION AND FUNDING CODES

GOOD/ SERVICE: MOU with DC Captive Insurance Agency for Builders Risk Policy covering Raymond Elementary School. DGS will provide funds to the Captive to reimburse for the cost it incurs for the procurement of a builder's risk policy of insurance relating to construction work.

\$101,740.00

	AGY	YR	ORG CODE	FUND	INDEX	PCA	OBJ	AOBJ	GRANT/PH	PROJ/PH
Seller	RJ0	22					4600	4600		
Buyer	AM0	2008		0300	YY93E	95101	0409	0409	N/A	YY193C/4

GOOD/ SERVICE:

DATE: ___ / ___ / ___

TOTAL: _____

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

GOOD/ SERVICE:

DATE: ___ / ___ / ___

TOTAL: _____

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

GOOD/ SERVICE:

DATE: ___ / ___ / ___

TOTAL: _____

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

**MEMORANDUM OF UNDERSTANDING – FY22
BETWEEN
DC DEPARTMENT OF GENERAL SERVICES
AND
DC DEPARTMENT OF HEALTH CARE FINANCE**

I. INTRODUCTION

This Memorandum of Understanding ("MOU") is entered into between the Department of General Services ("DGS") and the DC Department of Health Care Finance ("DHCF"), collectively referred to herein as the "Parties."

DHCF has requested the services of the Department of General Services to provide twenty (20) parking spaces at the agency's worksite located at 441 4th Street, NW, and 490 First St NW Exterior Lot for employees use to facilitate their agency operations.

II. PROGRAM GOALS AND OBJECTIVES

DHCF has requested the services of the DGS to provide twenty (20) parking spaces located in the parking garage of 441 4th Street NW and at 490 First St NW Exterior Lot at the current rate of **\$140.00 per space** per month for the 2022 fiscal year.

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

III. RESPONSIBILITIES OF THE PARTIES

A. Responsibilities of DGS

- a. Provide twenty (20) parking spaces to DHCF at the current established rates.
- b. Respond to parking concern requests.
- c. Notify designated agency parking coordinator of service, maintenance, or any other garage-related changes, amendments, or service interruptions.

B. Responsibilities of DHCF

- a. Provide accurate permit holder information to the DGS agency parking coordinator upon request.
- b. Disseminate garage information to permit holders/agencies in a timely manner.
- c. Manage DHCF permit holders and keep current records unless changed by DGS in writing.
- d. Notify DGS of permit holder changes or reassignment of the designated agency parking coordinator.

IV. EFFECTIVE DATE

This MOU shall be effective on the date of full execution and delivery of the MOU to both parties.

V. DURATION OF MOU

This MOU shall remain in force, unless terminated in writing pursuant to Article 12, until the close of business on September 30, 2022.

VI. FUNDING

- A. Total cost for services under this MOU shall not exceed **\$33,600 (Thirty-three Thousand Six Hundred and 00 dollars)** for the term. Funding for these services shall not exceed the project's actual cost, including labor and reasonable overhead costs.
- B. DHCF shall issue a funding transfer in the amount of **\$33,600 (Thirty-three Thousand Six Hundred and 00 dollars)** within ten (10) days after this MOU has been fully executed and delivered to both Parties.
- C. **Twenty (20)** allocated parking spaces to facilitate DHCF operations during standard and non-standard District business hours.

VII. TRANSFER OF RIGHTS AND RESPONSIBILITIES

DGS may enter into any contracts, delegations, assignments, or such other agreements as authorized by applicable law that DGS determines necessary to carry out the purpose of this MOU.

VIII. DHCF LIABILITY

DHCF shall not accept responsibility for any claim and/or liability for any act of negligence, error, omission, fault, or other negligent or wrongful act of DGS, its contractors, subcontractors, agents, and/or employees in the performance of, or in connection with, any work contemplated or performed under this MOU.

IX. COMPLIANCE AND MONITORING

The Parties agree to comply with all applicable laws, rules, and regulations whether now in force or hereafter enacted or promulgated and to observe and perform any contracts, delegations, assignments, or other agreements entered into in furtherance of this MOU. The Parties or their designees shall resolve all adjustments and disputes arising from services provided and invoiced under this MOU.

X. RECORDS AND REPORTS

DGS shall maintain records and receipts for the expenditures of all funds provided and, upon either DHCF or the District of Columbia's request, make these documents available for inspection for a period of no less than three (3) years.

XI. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement executed by DHCF and DGS.

XII. PROVISIONS FOR TERMINATION

Parties may terminate this MOU in whole or in part by giving thirty (30) days written notice to the other Party when it is in the best interest of either Party to do so based on the following grounds:

- (1) Lack of funding;
- (2) Changes in applicable laws;
- (3) Changes in the structure or nature of the program or project; or
- (4) Elimination of the program, service, or project supported by this MOU.

Such termination shall not be deemed a breach of the MOU.

XIII. CLOSEOUT PROVISIONS

DGS shall submit final financial statements of incurred expenses no later than ninety (90) days after the expiration or earlier termination of this MOU in a format acceptable to DGS and DHCF.

XIV. AUTHORITY FOR MOU

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

XV. 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 USC. §§ 1341, 1342, 1349 and 1351; (ii) the District of Columbia Anti-Deficiency Act, DC Official Code §§ 47-355.01-355.08 (2001); (iii) DC Official Code § 47-105 (2001) and (iv) DC Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly conditioned. DHCF shall make no obligations in excess of the amount of this MOU.

XVI. NOTICE

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

For DGS: Paul Dowell,
Management Analyst/DGS Parking Manager
DC Department of General Services
Facilities Division
2000 14th St NW, DC 20009
Desk: 202.671.1308
Cell: 202.207.4367
Paul.dowell@dc.gov

For DHCF: Tondalaya Hamilton
DC Department of Health Care Finance
Office of the Chief Operating Officer
441 4th Street NW, 9th Floor South
Washington, DC 20001
Main: 202-442-9074
Fax: 202-442-4790
Tondalaya.Hamilton2@dc.gov

These individuals are responsible for managing and coordinating the requirements for the irrespective agencies incorporated in this MOU. Notices and copies of pertinent correspondence and changes or other transactions pertaining to this MOU shall be furnished to these individuals.

XVII. AUTHORIZATION

eSigned via SeamlessDocs.com
Keith A. Anderson
Key: f0f9d97011ed334a8b287d8f994c7e7f

02/02/2022

Date _____ Authorized

Keith A. Anderson
Director
Department of General Services

Wayne Turnage

Date 11/16/2021 Authorized

Wayne Turnage
Deputy Mayor of Health and Human Services
Director Department of Health Care Finance

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

PART I

MOU NUMBER: DLRS_3876

Services: Parking Spaces

AMOUNT: 33,600.00

SELLER INFORMATION

AGENCY: Department of General Services

AGENCY CODE: AM0

NAME OF CONTACT: Antoinette Hudson-Beckham

ADDRESS : 2000 14th Street NW
Washington DC 20009

TELEPHONE # : 202-698-7476

FAX # :

AUTHORIZING OFFICER David Kintu for AHB 2/2/22

BUYER INFORMATION

AGENCY: Department of Health Care Finance

AGENCY CODE: HT0

NAME OF CONTACT: Darrin Shaffer

ADDRESS : 441 4th Street NW
Washington, DC 20001

TELEPHONE # : 202 442-9079

FAX # :

AUTHORIZING OFFICER _____

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

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF PARKS AND RECREATION AND
THE DEPARTMENT OF GENERAL SERVICES

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the Department of Parks and Recreation ("DPR"), the buyer agency, and the Department of General Services ("DGS"), the seller agency, collectively referred to herein as the "Parties."

II. PROGRAM GOALS AND OBJECTIVES

This MOU serves as an agreement to transfer federal grant funds from the Land and Water Conservation Fund program in the amount of \$507,747 and capital funds in the amount of \$800,000 for a total amount of \$1,307,747 from DPR to DGS to implement improvements to New Jersey and O Street Park (the "Project").

These improvements should include but are not limited to the design and construction of updated landscaping, site furnishings, site access, pathways, open space, and amenities that create an aesthetically pleasing neighborhood park space that provides relaxation and opportunities for park programming and new activities.

Any use of funds transferred under this MOU must comply with the federal statutory and regulatory requirements applicable to the Land and Water Conservation Fund Act of 1965 (P.L. 88-578) as codified at 54 USC §200305 and the specific grant agreement P18AP006441/11-00106 ("Grant Agreement") as amended.

III. SCOPE OF SERVICES

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

A. RESPONSIBILITIES OF DGS

1. DGS shall comply with the terms of the individual Grant Agreement, including applicable federal and local laws and regulations.
2. DGS shall carefully track all invoices across the specific budget categories identified in SF-424C incorporated into the Grant Agreement, breaking out the amount of reimbursable federal funds used across each invoice in each category.
3. DGS shall undertake all procurement actions including, but not limited to, developing scopes of work, soliciting proposals, executing contracts, and confirming completed work.
4. DGS must abide by local procurement regulations as well as the specific procurement regulations detailed in the Grant Agreement.
5. DGS shall be responsible for providing project management services.
6. DGS shall be responsible for the payment of invoices per DGS' contract(s) with the vendor(s).

7. DGS shall be responsible for coordinating any warranty repairs during the one (1) year warranty period of all equipment purchased.
8. DGS shall submit to DPR the PASS voucher package which includes invoices and copy of the purchase order to support expenditures.
9. DGS shall coordinate with DPR community outreach and coordination with stakeholders from the community, other District agencies and nongovernmental/federal agencies.
10. DGS shall establish an agency internal service fund with a corresponding index that ties to the fund and agency organization structure for the transfer of funds from the Buyer to the Seller.
11. DGS shall establish methods in SOAR so that funds may be independently tracked.
12. DGS shall provide any documents requested from DPR to assist in the reimbursement of grant funds within three (3) business days.

B. RESPONSIBILITIES OF DPR

1. DPR shall provide funding per Section IV.
2. DPR shall specify all equipment to be installed and design/construction services to be rendered.
3. DPR shall respond to any requests for information from DGS or its vendors within five (5) business days.
4. DPR shall review any drawing submissions and any pertinent product submittals within five (5) business days.
5. DPR shall attend regularly scheduled construction progress meeting.
6. DPR shall attend punch list walkthrough at or near substantial completion date and advise on completeness of the scope of work.
7. DPR shall act as liaison with the National Park Service (NPS) for any questions or concerns regarding the grant funds.
8. DPR shall require the PASS voucher package which includes invoices and copy of the purchase order to support expenditures.
9. DPR shall submit all requests for reimbursement, following the procedures laid out in the grant agreement.
10. DPR shall be responsible for submitting any amendment to the original grant agreement and budget approved by NPS.
11. DPR shall ensure appropriate completion and closeout of the Project consistent with the provisions of the Land and Water Conservation Act.

IV. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for goods and services under this MOU shall not exceed one million, three hundred and seven thousand, seven hundred and forty-seven dollars and zero cents (\$1,307,747.00).
2. In the event of termination of the MOU, repayment of any amounts to DPR shall be held in abeyance until all required fiscal reconciliation, but no longer than September 30 of the current fiscal year.

B. PAYMENT

1. Payment for all the goods and services shall be made through an intra-district advance by DPR to DGS based on the total amount of this MOU.
2. Advances to DGS for the services to be performed and goods to be provided shall not exceed the amount of this MOU.
3. DGS shall bill DPR through the Intra-District process only for those goods or services actually provided pursuant to the terms of this MOU.
4. DGS shall return any excess advance to DPR within thirty (30) days of the end of the Project, or the end of the current fiscal year, whichever date is earlier.

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. EFFECTIVE DATE

This MOU shall be effective on the date on which the MOU is fully executed by both the DGS Director or his/her designee, and the DPR Director or his/her designee.

VI. DURATION OF MOU

- A. The MOU shall remain in force, unless terminated earlier pursuant to Section XII herein, until September 30, 2022, or upon completion of the Project, whichever is sooner. This deadline is necessitated by the federal grant expiration.
- B. The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option periods.
- C. The exercise of an option period is subject to the prior federal approval of a one-year extension for the grant funds.

VII. TRANSFER OF RIGHTS AND RESPONSIBILITIES

DGS may enter into any contracts, delegations, assignments or such other agreements as authorized by applicable laws and regulations that DGS determines necessary to carry out the purposes of this MOU. DGS may assign all or any part of this MOU to one or more of its subsidiaries or partner agencies. DGS shall notify DPR in writing if such assignment of all or part of this MOU takes place.

VIII. COMPLIANCE AND MONITORING

The Parties agree to comply with all applicable laws, rules and regulations whether now in force or hereafter enacted or promulgated. DGS shall observe and perform any contracts, delegations, assignments or other agreements entered into by DGS in furtherance of this MOU. DGS' administration of the expenditures and use of the funds will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

IX. RECORDS AND REPORTS

All recipient financial and programmatic records, supporting documents, statistical records, and other grants-related records shall be maintained and available for access in accordance with 2 CFR Part 200.333-200.337.

DGS shall provide a copy of all financial records to include but is not limited to purchase orders, invoices, and receipts for all expenditures.

DGS shall maintain records and receipts for the expenditures of all funds provided for a period of not less than three (3) 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 DPR and other officials as may be specified by the District of Columbia at its sole discretion.

X. CONFIDENTIAL INFORMATION

The Parties to this MOU shall 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 such Party.

XI. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement of the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

XII. PROVISIONS FOR TERMINATION

Either DGS or DPR may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party, when it is in the best interest of either Party to do so based on the following grounds:

- 1) Lack of funding,
- 2) Changes in applicable laws,
- 3) Changes in the structure or nature of the program or Project; or
- 4) Elimination of the program, service or Project supported by this MOU.

Such termination shall not be deemed a breach of the MOU.

In the event that termination of this MOU occurs prior to completion of the Project, DGS will render the site safe and free of hazardous conditions. In the event of termination of this MOU, payment to DGS shall be held in abeyance until all required fiscal reconciliation, but not later than September 30 of the current fiscal year.

XIII. AUTHORITY FOR MOU

D.C. Official Code§ 1-301.01(k).

XIV. RESOLUTION OF DISPUTES

The Parties' Directors or their designees shall resolve all adjustments and disputes arising from services performed under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of Financial Operations and Systems.

XV. 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 (D.C. Official Code § 2-351.0 Let seq.) to procure the goods or services.

XVI. NOTICE

The following individuals are the Point of Contact (POC) for each Party under this MOU:

For DPR:

Nick Kushner, Community Planner, ASLO
1275 First Street, NE, 8th Floor
Washington, DC 20002
Phone: (202) 391-9188
Email: nick.kushner@dc.gov

For DGS:

Michael Hutchinson, Executive Program Manager Capital Construction Division
1250 U Street, NW, 2nd Floor Washington, DC 20009
Phone: (202) 391-2771
Email: michael.hutchinson@dc.gov

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

DEPARTMENT OF GENERAL SERVICES

eSigned via SeamlessDocs.com
Keith A. Anderson
Key: 78d9d04f697f14f854a2f6bfc457a492

11/18/2021

Keith A. Anderson
Director

Date

DEPARTMENT OF PARKS AND RECREATION

Delano Hunter
Director

Date

1. DATE ISSUED MM/DD/YYYY 09/29/2021

1a. SUPERSEDES AWARD NOTICE dated 09/24/2018 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded

2. CFDA NO.
15.916 - Outdoor Recreation Acquisition, Development and Planning

3. ASSISTANCE TYPE Project Grant

4. GRANT NO. P18AP00644-01
Originating MCA #

5. TYPE OF AWARD
Other

4a. FAIN P18AP00644

5a. ACTION TYPE Post Award Amendment

6. PROJECT PERIOD MM/DD/YYYY
From 09/24/2018 Through 09/30/2022

7. BUDGET PERIOD MM/DD/YYYY
From 09/24/2018 Through 09/30/2022

NOTICE OF AWARD



AUTHORIZATION (Legislation/Regulations)

54 U.S.C. § 200305 Land and Water Conservation Fund, Assistance to States

8. TITLE OF PROJECT (OR PROGRAM)
11-00106 NEW JERSER Y/O STREET PARK

9a. GRANTEE NAME AND ADDRESS
DISTRICT OF COLUMBIA, GOVERNMENT OF
1275 1ST ST NE FL 8
WASHINGTON, DC 20002-3210

9b. GRANTEE PROJECT DIRECTOR
NICK KUSHER

10a. GRANTEE AUTHORIZING OFFICIAL
NICK KUSHER

10b. FEDERAL PROJECT OFFICER
Mrs. Leah Berry
100 Alabama Street, SW
1924 Building
Partnerships
Atlanta, GA 30303

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only	—	a. Amount of Federal Financial Assistance (from item 11m)	\$ 507,747.00
II Total project costs including grant funds and all other financial participation	II	b. Less Unobligated Balance From Prior Budget Periods	\$ 0.00
a. Salaries and Wages	\$ 0.00	c. Less Cumulative Prior Award(s) This Budget Period	\$ 507,747.00
b. Fringe Benefits	\$ 0.00	d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION	\$ 0.00
c. Total Personnel Costs	\$ 0.00	13. Total Federal Funds Awarded to Date for Project Period	\$ 507,747.00
d. Equipment	\$ 0.00	14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):	
e. Supplies	\$ 0.00	YEAR	TOTAL DIRECT COSTS
f. Travel	\$ 0.00	a.	\$
g. Construction	\$ 0.00	b.	\$
h. Other	\$ 1,307,747.00	c.	\$
i. Contractual	\$ 0.00	15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
j. TOTAL DIRECT COSTS	\$ 1,307,747.00	a. DEDUCTION	<input type="checkbox"/>
k. INDIRECT COSTS	\$ 0.00	b. ADDITIONAL COSTS	
I. TOTAL APPROVED BUDGET	\$ 1,307,747.00	c. MATCHING	
m. Federal Share	\$ 507,747.00	d. OTHER RESEARCH (Add / Deduct Option)	
n. Non-Federal Share	\$ 800,000.00	e. OTHER (See REMARKS)	
REMARKS (Other Terms and Conditions Attached - <input checked="" type="radio"/> Yes <input type="radio"/> No)		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
This amendment officially modifies and extends the period of performance end date for this agreement to 9/30/2022. The modified period of performance dates are located in block 6 of this Notice of Award.		a. The grant program legislation b. The grant program regulations. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.	
This amendment officially modifies the Awarding Officer to Leah Berry. The updated key personnel is/are located in authorizing official- 10b Official block for ATR.		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

GRANTS MANAGEMENT OFFICIAL:
GWEN SMITH, Supervisory, Outdoor Recreation Planner
NPS, 100 Alabama Street SW, 1924 Bldg.
Atlanta, GA 30303-1000
Phone: 4045075800

17. VENDOR CODE		18. DUNS		19. CONG. DIST.		
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION
10	20168106-10	\$0.00	09/24/2018	09/30/2022	5035	New Jersey & O Street Park FY11 LW S
20	20168106-20	\$0.00	09/24/2018	09/30/2022	5035	New Jersey & O Street Park FY12 LW S
30	20168106-30	\$0.00	09/24/2018	09/30/2022	5035	New Jersey & O Street Park FY17 LW

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 3	DATE ISSUED 09/29/2021
GRANT NO. P18AP00644-01	

LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PR LINE DESCRIPTION
40	20168106-40	\$0.00	09/24/2018	09/30/2022	5536	New Jersey & O Street Park FY17 GM
50	20168106-50	\$0.00	09/24/2018	09/30/2022	5536	New Jersey & O Street Park FY18 GM

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 3	DATE ISSUED 09/29/2021
GRANT NO. P18AP00644-01	

Federal Financial Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
09/24/2018	09/30/2018	Annual	12/29/2018
10/01/2018	09/30/2019	Annual	12/29/2019
10/01/2019	09/30/2020	Annual	12/29/2020
10/01/2020	09/30/2021	Annual	12/29/2021
10/01/2021	09/30/2022	Final	01/28/2023

Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
09/24/2018	09/30/2018	Annual	12/29/2018
10/01/2018	09/30/2019	Annual	12/29/2019
10/01/2019	09/30/2020	Annual	12/29/2020
10/01/2020	09/30/2021	Annual	12/29/2021
10/01/2021	09/30/2022	Final	01/28/2023

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DC DEPARTMENT OF YOUTH REHABILITATION SERVICES
AND
THE DC DEPARTMENT OF GENERAL SERVICES
FY 2022**

I. INTRODUCTION

This Memorandum of Understanding (“MOU”) is entered into between the DC Department of Youth Rehabilitation Services (“DYRS”) (the “Buyer”) on behalf of the DC Office of Independent Juvenile Justice Oversight (“OIJJO”) and the DC Department of General Services (“DGS”) (“the Seller”), collectively referred to herein as the “Parties.”

II. PROGRAM GOALS AND OBJECTIVES

DYRS seeks to lease three (3) private offices identified by WeWork (the “Licensor”) as 07-163 (a 7 desk office), 07-162 (a 3 desk office), and 07-161 (a 2 desk office) on the 7th floor of 200 Massachusetts Ave NW, Washington, DC, 20001 (“the Property”) on behalf of OIJJO per the License Agreement effective June 1, for a period of two (2) years from June 1, 2021 through May 30, 2023.

This District of Columbia, by and through DGS has entered into a License Agreement effective June 1, 2021, dated May 31, 2021, with 200 MASSACHUSETTS AVENUE NW TENANT LLC, a New York limited liability company (“Licensor” or “WeWork”)(“Landlord”) for OIJJO’s agency requirement.

DGS is authorized, pursuant to Section 10-551.01 of the D.C. Official Code, to acquire real property by lease to meet the needs of DYRS as described above. The Parties seek to enter into this MOU to provide for the terms pursuant to which DYRS will provide funds for lease payments required under the License Agreement.

III. SCOPE OF SERVICES

Pursuant to applicable authorities and in the furtherance of the shared goals of the Parties to carry out the purposes of this MOU, Buyer and Seller hereby agree as follows:

A. Responsibilities of Buyer (DYRS)

1. Transfer to Seller Fifty-Eight Thousand Nine Hundred Thirty-Eight Dollars and 00/100 (\$58,938.00) to DGS for the FY2022 scheduled lease payments for October 1, 2021 to September 30, 2022(\$4,465 per month plus a 10% anticipated allocation for administrative and operating expenditures) required under the License Agreement.

B. Responsibilities of Seller (DGS)

1. Agree to accept the transfer of funds from DYRS and administer such funds in accordance with the terms of the License Agreement and this MOU.

IV. DURATION AND EFFECTIVE DATE OF MOU

This MOU shall be effective on the date on which the MOU is fully executed by both the DGS Director or his/her designee, and the Buyer Director or his/her designee. The MOU shall remain in force until September 30, 2022, or upon completion of the provision of goods and services required under this MOU, whichever is sooner.

V. AUTHORITY FOR MOU

D.C. Official Code § 1-301.01(k); D.C. Official Code § 10-551.01; D.C. Official Code § 2-1515.04(5).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

Total cost of services under this MOU is equal to Fifty-Eight Thousand Nine Hundred Thirty-Eight Dollars and 00/100 (\$58,938.00).

Description	Amount
License Agreement- FY2022: 12 months	\$58,938.00
Total	\$58,938.00

B. PAYMENT AND ASSIGNMENTS

Payment of all goods and services shall be made through an Intra-District transfer by Seller to Buyer on or before two (2) business days following the Effective Date.

C. ANTI-DEFICIENCY CONSIDERATIONS

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

VII. NOTICE

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

For DYRS:

Jo Ann Guillen
Administrative Officer
DC Department of Youth Rehabilitation Services
450 H Street NW,
Washington, DC 20001
(O) (202) 299-3756
(E) joann.guillen@dc.gov

For DGS:

Tiwana Hicks
Associate Director – Portfolio Management Division
Department of General Services
2000 14th Street NW, 8th Floor
Washington, DC 20009
(O) 202-698-7762
(E) Tiwana.hicks@dc.gov

VIII. RESOLUTION OF DISPUTES

The Director of DGS and The Executive Director of DYRS or their respective designees shall resolve all adjustments and disputes arising from services provided under this MOU. In the event that the Parties are unable to resolve a financial issue, the matter shall be referred to the D.C. Office of the Chief Financial Officer.

IX. MODIFICATIONS

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

X. MISCELLANEOUS

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

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

[Signature page follows]

DEPARTMENT OF GENERAL SERVICES

eSigned Via Sealless.com
Keith A. Anderson
Key: 9bb2ee23533e90da7eee7ec5f78828

11/22/2021

Date: _____

Keith A. Anderson
Director

DC DEPARTMENT OF YOUTH REHABILITATION SERVICES

Hilary Cairns

Hilary Cairns
Director

Date: 11/17/21



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF YOUTH REHABILITATION SERVICES
OFFICE OF THE DIRECTOR - 450 H STREET NW, WASHINGTON, DC 20001

MEMORANDUM

TO: **Keith A. Anderson**
Director
Department of General Services

Antoinette Hudson-Beckham
Agency Fiscal Officer, Department of General Services
Office of the Chief Financial Officer

FROM: **Lindsey Appiah** *Lindsey Appiah*
Interim Director
Department of Youth Rehabilitation Services

Antonio Baxter
Agency Fiscal Officer, Department of Youth Rehabilitation Services
Office of the Chief Financial Officer

DATE: **May 28, 2021**

SUBJECT: Letter of Intent to Provide FY22 Funding for DGS License Agreement with WeWork at 200 Massachusetts Ave NW, 7th Floor, on behalf of the Office of Independent Juvenile Justice Facilities Oversight (“OIJJFO”)

DC Department of Youth Rehabilitation Services will provide funding for the DGS License Agreement with WeWork at 200 Massachusetts Ave NW, 7th Floor, on behalf of the Office of Independent Juvenile Justice Facilities Oversight (“OIJJFO”).

The pertaining information for the request is as follows:

Seller: Department of General Services
Buyer: DC Department of Youth Rehabilitation Services
Amount: \$58,938.00
Service Provided: To provide funding for three offices procured on behalf of OIJJFO via DGS License Agreement with WeWork

Agency Code	Index	PCA	Comp Object	Fund Type
JZO	APOIJ	6010	409	Local

If you have any questions please contact Jo Ann Guillen at 202-531-3017.

From: [Onigbanjo, Abideen \(DGS\)](#)
To: [Jenkins, Rashad \(DGS\)](#)
Subject: FW: Letter of Intent: FY21 & FY22 Funding for OIJJO
Date: Tuesday, June 1, 2021 11:30:58 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image001.png](#)

Hi Rashad,

Please see below.

Abideen O. Onigbanjo

Asset Specialist | Portfolio Management Division
Department of General Services (DGS)
2000 14th Street NW | 8th Floor | Washington, DC 20009
W: 202-698-1604 | C: 202-845-5219
www.dgs.dc.gov
abideen.onigbanjo@dc.gov



From: Wong, Henry (DGS) <henry.wong@dc.gov>
Sent: Tuesday, June 1, 2021 11:30 AM
To: Onigbanjo, Abideen (DGS) <abideen.onigbanjo@dc.gov>
Cc: Hudson-Beckham, Antoinette (DGS) <antoinette.hudson-beckham@dc.gov>
Subject: FW: Letter of Intent: FY21 & FY22 Funding for OIJJO

Abideen,

Antonio, the AFO for DYRS, prefers to provide attributes and sign the IDSR form after the MOU has been executed. This is a practice that some agencies continue to adhere to. He will check with his ACFO. To expedite matters for this rental project, I suggest that we proceed to route for the Director's signature in advance of the executed IDSR form.

Best,

Henry Wong
Budget Director
Dept. of General Services
2000 14th Street, NW, 5th Floor
Washington, DC 20009
Henry.wong@dc.gov
Desk: 202-698-7481

Cell: 202-309-4615

From: Baxter, Antonio (DYRS) <antonio.baxter3@dc.gov>
Sent: Friday, May 28, 2021 4:33 PM
To: Jenkins, Rashad (DGS) <rashad.jenkins@dc.gov>; Appiah, Lindsey (DYRS) <lindsey.appiah@dc.gov>; Guillen, Jo Ann (DYRS) <joann.guillen@dc.gov>
Cc: Boberg, William (DYRS) <william.boberg@dc.gov>; Hudson-Beckham, Antoinette (DGS) <antoinette.hudson-beckham@dc.gov>; Wong, Henry (DGS) <henry.wong@dc.gov>
Subject: RE: Letter of Intent: FY21 & FY22 Funding for OIJJO

Ok. But I have done other MOUS with DGS and I always signed after a fully executed MOU. I am happy to discuss this Henry or Antoinette.

Thanks

Antonio J Baxter, MPA, M.DIV
Agency Fiscal Officer, Department of Youth Rehabilitation Services
Office of the Chief Financial Officer
450 H Street NW
Washington DC, 20001
(O) 202 299 5665
(M) 240 304 5968

From: Jenkins, Rashad (DGS)
Sent: Friday, May 28, 2021 4:30 PM
To: Baxter, Antonio (DYRS); Appiah, Lindsey (DYRS); Guillen, Jo Ann (DYRS)
Cc: Boberg, William (DYRS); Hudson-Beckham, Antoinette (DGS); Wong, Henry (DGS)
Subject: RE: Letter of Intent: FY21 & FY22 Funding for OIJJO

Good afternoon Antonio,

This has been a consistent practice for us. I will allow Henry and Antoinette to provide their feedback.

Rashad Jenkins | Supervisory Realty Specialist | Portfolio Management Division
Department of General Services (DGS)
Government of the District of Columbia
2000 14th Street, NW | 8th Floor | Washington, DC 20009
W: (202) 671-2802 | C: (202) 823-6510 | F: (202) 727-9877
www.dgs.dc.gov
rashad.jenkins@dc.gov

