



**District of Columbia Agencies’  
Compliance with Fiscal Year 2012  
Small Business Enterprise  
Expenditure Goals**

June 25, 2013

**Audit Team:**

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A Report by the Office of the District of Columbia Auditor  
Yolanda Branche, D.C. Auditor



## Office of the District of Columbia Auditor

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The Honorable Phil Mendelson, Chairman  
Council of the District of Columbia  
1350 Pennsylvania Avenue, NW, Suite 504  
Washington, D.C. 20004

**Letter Report:** District of Columbia Agencies' Compliance with Fiscal Year 2012 Small Business Enterprise Expenditure Goals

Dear Chairman Mendelson:

The Office of the District of Columbia Auditor (ODCA) examined and assessed District of Columbia government agencies' compliance with small business enterprise (SBE) expenditure goals for fiscal year (FY) 2012 (October 1, 2011 through September 30, 2012).<sup>1</sup>

### **Objectives, Scope and Methodology**

The objectives of this examination were to determine:

1. Whether District agencies met the required goal of procuring 50% of their expendable budgets with SBEs in FY 2012; and
2. District agencies' compliance with SBE goal establishment and expenditure reporting requirements.<sup>2</sup>

The examination covered the period October 1, 2011 through September 30, 2012. We did not conduct the examination as an audit as defined by the Government Accountability Office's Government Auditing Standards.

In conducting this examination, we reviewed 80 agencies, offices or programs that the Department of Small and Local Business Development (DSLBD) determined were required to (1) procure 50% of their expendable budget for goods and services from

<sup>1</sup> See D.C. Official Code § 2-218.41

<sup>2</sup> See D.C. Official Code §2-218.53(a) and (b)

SBEs each fiscal year and (2) submit quarterly SBE expenditure reports, as well as an annual report, to DSLBD and the Office of the D.C. Auditor.<sup>3</sup> For each agency we reviewed appropriated budgets, expendable budgets, and reported SBE goals. We also verified vendors in DSLBD's CBE Online System, reviewed DSLBD's QuickBase data tracking system, and interviewed key staff from DSLBD and several District agency liaisons responsible for SBE compliance reporting.

For 74 of the 80 agencies, we reviewed their SBE expenditures using the District's System of Accounting and Reporting (SOAR) and the Office of Contracting and Procurement's Purchase Card (P-Card) data. Six of the 80 agencies do not record expenditures in SOAR, using financial systems independent of SOAR to record their expenditures. As a result, no quarterly expenditures could be retrieved from SOAR for these six agencies. Therefore, we were not able to independently verify the submitted expenditure data for the six agencies. The six agencies are listed below:

1. Events DC (Washington Convention and Sports Authority)
2. Housing Finance Agency
3. District of Columbia Public Charter School Board
4. D.C. Public Charter Schools
5. District of Columbia Retirement Board
6. The University of the District of Columbia

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<sup>3</sup> DSLBD QuickBase Data Tracking System, as of March 5, 2013.

## Background

The Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, (the Act) states that “it shall be the goal and responsibility of the Department [of Small and Local Business Development] to stimulate and foster the economic growth and development of businesses based in and serving the District of Columbia, particularly certified business enterprises, with the intended goals of:

- (A) Stimulating and expanding the local tax base of the District of Columbia;
- (B) Increasing the number of viable employment opportunities for District residents; and
- (C) Extending economic prosperity to local business owners, their employees, and the communities they serve.”

The Act tasks DSLBD with providing “advocacy, business development programs, and technical assistance offerings” that will “maximize opportunities for certified business enterprises to participate in:

- (A) The District's contracting and procurement process;
- (B) The District's economic development activities; and
- (C) Federal and private sector business opportunities that occur in the District of Columbia.”<sup>4</sup>

The Act also establishes the following categories of businesses: Local Business Enterprises (LBEs), Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZEs), Resident-Owned Businesses (ROBs), Long-time Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran-Owned Businesses (VOBs).

The Act requires each District agency to contract 50% of the dollar volume of its goods and services to SBEs each fiscal year. Additionally, it requires agencies to submit quarterly SBE expenditure reports to DSLBD and the Office of the D.C. Auditor. The Act contains no expenditure requirements for LBEs, DBEs, DZEs, ROBs, LRBs, LMEs, or VOBs.

To establish FY 2012 SBE goals, DSLBD required each agency to access QuickBase, DSLBD’s electronic database containing all budget, SBE goal, and agency-reported SBE expenditure data. DSLBD asked each agency to document, as exclusions in QuickBase, the items in their appropriated budget that the agency could not

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<sup>4</sup> See D.C. Official Code §2-218.13(a).

reasonably be expected to obtain from SBEs. Upon DSLBD's approval, the QuickBase system subtracted the exclusions from the agency's appropriated budget to determine the agency's expendable budget. To determine the SBE goal, the QuickBase system multiplied the expendable budget by 50%.

## **Results of the Auditor's Examination**

According to DSLBD's QuickBase database as of March 5, 2013, the 80 agencies we assessed had a total FY 2012 reported appropriated budget of \$8,314,857,606 and a total reported expendable budget for goods and services of \$1,322,200,420.<sup>5</sup> Based on the expendable budget of \$1,322,200,420 the FY 2012 SBE expenditure goal for the 80 agencies was \$661,100,219.

Six of the 80 agencies did not properly document exclusions to their appropriated budget that they could not reasonably be expected to obtain from SBEs. Therefore, DSLBD calculated the SBE goals of the following six agencies by multiplying their entire appropriated budget by 50%:

1. District of Columbia Public Charter School Board
2. Office of Employee Appeals
3. Forensic Laboratory Technician Training Program
4. Housing Finance Agency
5. D.C. Public Charter Schools
6. Public Employee Relations Board

The 80 agencies' FY 2012 reported appropriated and expendable budgets and reported SBE goals are listed in Appendix I.

### **FY 2012 Expenditure Results**

We found that the 80 agencies, as a whole, spent a total of \$132,761,963 with SBEs in FY 2012 or 20% towards the \$661,100,219 total FY 2012 SBE expenditure goal for all of the 80 agencies.

Of the 80 agencies, 48 agencies met or exceeded their FY 2012 SBE expenditure goals, 29 agencies did not meet their FY 2012 SBE expenditure goals, and 3 agencies could not be assessed because they do not report expenditures through SOAR and did not submit the required quarterly expenditure reports for FY 2012. The FY 2012 SBE expenditures for each of the 80 agencies are listed in Appendix I.

Total expenditures of the 80 agencies on Local Business Enterprises, Small Business Enterprises, Disadvantaged Business Enterprises, Local Business Enterprises with Principle Offices Located in an Enterprise Zone, Resident-Owned Businesses, Long-time Resident Businesses, Local Manufacturing Enterprises, and Veteran-Owned Businesses in FY 2012 are presented in Appendix II.

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<sup>5</sup> This report reflects all changes to appropriated and expendable budgets, as well as SBE expenditure goals, by March 5, 2013.

## **DSLBD's Goal-Setting Process Had Flaws**

We found that several agencies exceeded their FY 2012 SBE goal by excessively large amounts. The excessive amount by which some agencies exceeded their SBE goals raises questions about the validity of the declared expendable budgets of certain agencies. This is a recurring issue that we have addressed in previous reports. In our report entitled "District of Columbia Agencies' Compliance with Small Business Enterprise Expenditure Goals through the 1<sup>st</sup> Quarter of Fiscal Year 2013" published on March 21, 2013, we found that some agencies are on track to exceed their goals by excessive amounts in FY 2013. Based on the continued reports of excessive amounts that some agencies continue to exceed their goals, there may be an issue with DSLBD's goal setting process. We will continue to monitor DSLBD's goal setting process in FY 2013.

We also found that DSLBD made significant changes to FY 2012 SBE expenditure goals late in the fiscal year. During the 4<sup>th</sup> quarter of FY 2012 and even after the end of FY 2012, DSLBD approved agency exclusions from appropriated budgets that reduced the total FY 2012 SBE expenditure goal for all agencies from approximately \$937 million to \$661 million. While some changes to goals are to be expected due to budget reductions or augmentations, a reduction of over \$275 million in the last quarter of the year is troublesome.

**To address the issues of the excessive amount by which some agencies exceed their SBE goals and significant changes to expenditure goals, we offer the following recommendations:**

1. Within 30 days of the release of this report, DSLBD should review all FY 2013 SBE expenditure goals to ensure that they are realistic.
2. Within 30 days of the release of this report, DSLBD should establish a reasonable deadline for changes to SBE expenditure goals for FY 2013.

## **Seven District Agencies Did Not Submit FY 2012 4th Quarter Expenditure Data**

According to DSLBD's QuickBase database, as of March 13, 2013, the following seven agencies did not submit the required quarterly expenditure report for the 4<sup>th</sup> quarter of FY 2012:

1. Office of the Advisory Neighborhood Commissions
2. District of Columbia Public Charter School Board
3. Office of Employee Appeals
4. Forensic Laboratory Technician Training Program
5. Housing Finance Agency
6. D.C. Public Charter Schools
7. Public Employee Relations Board

Because we obtain agency expenditures directly from SOAR and P-Card data, the lack of an agency-submitted expenditure report did not prevent us from listing expenditure totals for most agencies in Appendices I and II. While the Office of the Advisory Neighborhood Commissions did not submit the 4<sup>th</sup> quarter expenditure report, the Office of the Advisory Neighborhood Commissions met its FY 2012 expenditure goal.

We further found that three of the seven agencies that did not submit the required quarterly expenditure report for the 4<sup>th</sup> quarter of FY 2012, the Housing Finance Agency, the District of Columbia Public Charter School Board, and D.C. Public Charter Schools, do not report expenditures through SOAR, leaving the expenditures toward their combined SBE expenditure goal of \$251,163,500 unexamined by either the Auditor or DSLBD. As a result, there is an incomplete presentation of the District's overall SBE goal attainment.

### **To address issues pertaining to the seven agencies that did not submit FY 2012 4<sup>th</sup> quarter expenditure data and agencies that did not record expenditures in SOAR, we offer the following recommendations:**

1. Within 30 days of the release of this report, DSLBD should notify (1) the Chairman of the Council Committee responsible for providing oversight of the non-compliant agency, (2) the Chairman of the Council Committee on Business, Consumer and Regulatory Affairs, and (3) the Mayor that the 7 agencies listed in this report failed to submit the required expenditure report for the 4<sup>th</sup> quarter of FY 2012.
2. Within 30 days of the release of this report, DSLBD should review the status of the 3 agencies that did not submit reports and do not record expenditures in SOAR to determine the best method for accurately capturing their expenditures.

## **Many District Agencies Submitted Inaccurate SBE Expenditure Reports**

We found individual agency reporting differences between what was entered into DSLBD's QuickBase database by an agency and what we verified through SOAR and P-Card data. Our analysis of the differences between reported expenditures and amounts spent with SBEs, based on the 77 agencies for which a comparison is possible, is listed in Appendix III.

The cause of discrepancies between SBE expenditures reported by agencies and actual SBE expenditures may be that agencies reported: (1) contract awards rather than expenditures; (2) dollars appropriated in previous years but expended in the reporting quarter or year; or (3) expenditures from inappropriate funding categories, such as capital funds. We also found that some Agency Compliance Officers, who were responsible for compiling and submitting SBE expenditure reports, did not know how to locate the correct SBE financial data. Other Agency Compliance Officers did not receive the SBE financial data from their Agency Fiscal Officer in a timely manner.

As a result of the inability of agencies to correctly track and submit accurate quarterly SBE expenditure data, DSLBD does not have the necessary information to assess agency goal attainment and to identify agencies that need assistance in procuring goods and services from SBEs. DSLBD's lack of SBE expenditure information may ultimately result in a loss of procurement opportunities for SBEs. Additionally, the failure of agencies to accurately track SBE quarterly expenditures prevents agency procurement officials from making necessary spending adjustments during the year to meet agency annual SBE goals.

DSLBD has worked to improve the SBE reporting system in FY 2012 using the QuickBase database system. We will continue to monitor the implementation of improvements to the QuickBase database system to determine whether the improvements result in better quality data.

### **To address the issue of the submission of inaccurate agency SBE expenditure reports we offer the following recommendation:**

1. The DSLBD Director should begin calculating agency SBE expenditure totals using SOAR and P-Card data, rather than relying solely on agency submissions.

## **Procurement Supplemental Information Analysis**

D.C. Official Code requires each District agency to submit the following procurement supplemental information with their annual SBE expenditure report:

- A description of the activities the agency engaged in to achieve their FY 2012 SBE expenditure goal; and
- A description of any changes the agency intends to make during FY 2013 to achieve their SBE expenditure goal.

Of the 80 agencies, 60 agencies entered complete procurement supplemental information in QuickBase and 20 agencies did not enter the required procurement supplemental information in QuickBase. The 60 compliant agencies are listed in Appendix IV.

There was a slight increase in the number of agencies that submitted procurement supplemental information for FY 2012 over FY 2011.<sup>6</sup> In FY 2011, 56 agencies submitted procurement supplemental information, compared with 60 agencies that submitted procurement supplemental information in FY 2012. The quality of the procurement supplemental information remained fairly consistent as compared to FY 2011. It was evident that many agencies were taking a proactive approach in developing strategies to track their SBE expenditures and assess the capabilities of potential SBEs.

Appendix V summarizes (1) the supplemental procurement information from the 60 compliant agencies, (2) our assessment of whether the planned activities of the 60 agencies for FY 2013 are likely to enable the agencies to achieve their SBE expenditure goals, and (3) our recommendations on activities the 60 agencies should engage in to meet or exceed their FY 2013 goals.

Appendix VI lists the 20 agencies that did not submit the required supplemental procurement information.

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<sup>6</sup> See ODCA Letter Report: District of Columbia Agencies' Compliance with Fiscal Year 2011 Small Business Enterprise Expenditure Goals, May 31, 2012.

## **FY 2013 Procurement Plan Analysis**

District of Columbia Municipal Regulations (DCMR) require agencies to submit procurement plans to DSLBD one month prior to the beginning of each fiscal year.<sup>7</sup>

Of the 80 agencies, 66 agencies submitted a FY 2013 procurement plan and 14 agencies did not submit a FY 2013 procurement plan. The 66 agencies that submitted a procurement plan are listed in Appendix VII. The 14 agencies that did not submit a procurement plan are presented in Appendix VIII.

### **To address the issue of agencies that do not submit procurement plans we offer the following recommendation:**

1. In accordance with DCMR requirements, the DSLBD Director should report agencies that do not submit procurement plans to the City Administrator within 30 days of the start of the fiscal year.<sup>8</sup>

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<sup>7</sup> See DCMR Title 27, Section 832.1.

<sup>8</sup> See DCMR Title 27, Section 832.2.

## Conclusion

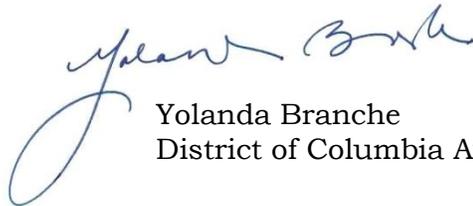
We found that 80 agencies spent \$132,761,963 on SBEs during FY 2012. The 80 agencies we assessed reached 20% of the total overall FY 2012 SBE expenditure goal. Of the 80 agencies, 48 met or exceeded their FY 2012 expenditure goal, spending \$65,718,850.

Although many agencies reached their SBE expenditure goal and made a significant amount of expenditures with SBEs in the 4<sup>th</sup> quarter of FY 2012, many agencies did not reach their SBE goal. In total, the District of Columbia fell over \$528 million short of the overall SBE expenditure goal of \$661,100,219. As a result, small businesses were deprived of the economic growth and development of business that the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act was designed to provide.

In addition, we remain concerned that problems persist in DSLBD's goal-setting process and the fact that some agencies continue to submit inaccurate SBE expenditure data.

DSLBD has initiated significant improvements to the procedures used to establish District agency SBE goals and monitor agency compliance with SBE reporting requirements and goal attainment. We will continue to monitor DSLBD's efforts to ensure realistic agency SBE expenditure goals, to establish a reasonable deadline for changes to SBE expenditure goals and to address the issue of inaccurate agency SBE expenditure reports.

Sincerely,

A handwritten signature in blue ink, appearing to read "Yolanda Branche". The signature is stylized and written in a cursive-like font.

Yolanda Branche  
District of Columbia Auditor

## **Appendices**

## Appendix I

### FY 2012 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 <sup>st</sup> Quarter SBE Expenditures	2 <sup>nd</sup> Quarter SBE Expenditures	3 <sup>rd</sup> Quarter SBE Expenditures	4 <sup>th</sup> Quarter SBE Expenditures	Total FY 2012 SBE Expenditures <sup>9</sup>	% of SBE Goal Achieved
1	Administrative Hearings, Office of	\$8,865,000	\$558,592	\$279,296	\$68,855	\$67,139	\$96,022	\$184,292	\$416,308	149%
2	Advisory Neighborhood Commissions, Office of	\$889,414	\$3,962	\$1,981	\$817	\$320	\$0	\$1,368	\$2,505	126%
3	Aging, Office on	\$25,445,000	\$6,315,871	\$3,157,935	\$178,076	\$752,252	\$820,989	\$495,230	\$2,246,548	71%
4	Alcohol Beverage Regulation Administration	\$5,964,010	\$283,930	\$141,965	\$15,815	\$59,722	\$99,369	\$55,420	\$230,326	162%
5	Arts and Humanities, Commission on	\$4,798,246	\$110,794	\$55,397	\$3,100	\$5,460	\$11,571	\$20,156	\$40,288	73%
6	Asian and Pacific Islander Affairs, Office on	\$768,000	\$3,200	\$1,600	\$0	\$1,312	\$1,235	\$6,177	\$8,723	545%
7	Attorney General for the District of Columbia, Office of the	\$94,531,748	\$2,629,378	\$1,314,689	\$179,354	\$241,011	\$336,794	\$861,991	\$1,619,149	123%
8	Auditor, Office of the D.C.	\$4,261,233	\$42,218	\$21,109	\$430	\$4,162	\$1,445	\$26,428	\$32,465	154%
9	Cable Television, Office of	\$8,524,970	\$450,202	\$225,101	\$3,215	\$28,530	\$6,253	\$82,175	\$120,173	53%
10	Campaign Finance, Office of	\$1,407,024	\$31,350	\$15,675	\$0	\$0	\$4,644	\$20,915	\$25,559	163%

<sup>9</sup> Total FY 2012 SBE expenditures only reflect expenditures made from October 1, 2011 to June 30, 2012 using appropriation year 2012 funds.

## Appendix I

### FY 2012 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

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11	Chief Financial Officer, Office of the	\$127,365,574	\$6,705,240	\$3,352,620	\$342,777	\$1,445,680	\$555,888	\$1,189,951	\$3,534,295	105%
12	Chief Medical Examiner, Office of the	\$7,659,000	\$525,058	\$262,529	\$48,903	\$20,062	\$79,583	\$264,081	\$412,629	157%
13	Chief Technology Officer, Office of the	\$70,770,173	\$31,802,115	\$15,901,058	\$399,228	\$1,017,170	\$549,934	\$1,591,874	\$3,558,206	22%
14	Child and Family Services Agency	\$262,339,022	\$877,387	\$438,694	\$145,287	\$195,570	\$141,736	\$865,827	\$1,348,419	307%
15	City Administrator, Office of the	\$3,283,292	\$22,500	\$11,250	\$2,686	\$4,748	\$8,965	\$47,178	\$63,577	565%
16	Consumer & Regulatory Affairs, Department of	\$26,030,884	\$588,301	\$294,151	\$9,424	\$43,865	\$124,783	\$202,813	\$380,885	129%
17	Contract Appeals Board	\$796,107	\$5,601	\$2,801	\$1,763	\$882	\$80	\$10,147	\$12,873	460%
18	Contracting and Procurement, Office of	\$8,697,582	\$120,770	\$60,385	\$13,950	\$64,149	\$44,613	\$346,082	\$468,793	776%
19	Corrections, Department of	\$136,287,501	\$4,239,695	\$2,119,847	\$1,295,042	\$441,302	\$540,332	\$854,715	\$3,131,391	148%
20	D.C. Taxicab Commission	\$4,172,782	\$95,475	\$47,738	\$13,440	\$30,837	\$19,107	\$65,987	\$129,370	271%
21	Disability Compensation Fund (Employees' Compensation Fund)	\$19,658,000	\$100,315	\$50,158	\$40,745	\$58,379	\$855	\$0	\$99,979	199%

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22	Disability Rights, Office of	\$1,616,156	\$258,936	\$129,468	\$605	\$489	\$1,536	\$18,285	\$20,916	16%
23	Disability Services, Department on	\$91,951,000	\$342,615	\$171,308	\$167,343	\$182,624	\$173,346	\$666,901	\$1,190,214	695%
24	District of Columbia Public Charter School Board	\$3,490,000	\$3,490,000	\$1,745,000	N/A	N/A	N/A	N/A	N/A	N/A
25	Education, Deputy Mayor for	\$1,912,000	\$437,016	\$218,508	\$104	\$2,243	\$1,314	\$70,750	\$74,411	34%
26	Elections and Ethics, Board of	\$5,590,281	\$315,571	\$157,786	\$78,131	\$254,425	\$36,447	\$136,314	\$505,317	320%
27	Employee Appeals, Office of	\$1,359,735	\$1,359,735	\$679,868	\$4,743	\$2,660	\$11,579	\$28,229	\$47,211	7%
28	Employment Services, Department of	\$126,071,129	\$366,263	\$183,132	\$7,987	\$100,937	\$125,278	\$223,168	\$457,371	250%
29	Environment, District Department of the	\$78,388,944	\$2,213,897	\$1,106,948	\$177,743	\$203,351	\$166,010	\$350,769	\$897,873	81%
30	Events DC (Washington Convention and Sports Authority) <sup>10</sup>	\$106,528,590	\$14,905,116	\$7,452,558	\$3,767,289	\$3,891,973	\$2,093,267	\$2,537,576	\$12,290,105	165%
31	Finance and Resource Management, Office of	\$35,980,374	\$114,623	\$57,311	\$760	\$2,728	\$3,217	\$186,661	\$193,366	337%

<sup>10</sup> Events DC (Washington Convention and Sports Authority) has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the submitted expenditure data for Events DC.

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	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 <sup>st</sup> Quarter SBE Expenditures	2 <sup>nd</sup> Quarter SBE Expenditures	3 <sup>rd</sup> Quarter SBE Expenditures	4 <sup>th</sup> Quarter SBE Expenditures	Total FY 2012 SBE Expenditures <sup>9</sup>	% of SBE Goal Achieved
32	Fire and Emergency Medical Services Department	\$195,422,438	\$4,748,777	\$2,374,389	\$330,530	\$578,881	\$482,002	\$1,958,978	\$3,350,391	141%
33	Forensic Laboratory Technician Training Program	\$1,550,554	\$1,550,554	\$775,277	\$0	\$0	\$0	\$97,409	\$97,409	13%
34	General Services, Department of	\$353,885,345	\$203,148,163	\$101,574,082	\$693,283	\$5,958,391	\$6,682,550	\$16,428,616	\$29,762,839	29%
35	Health and Human Services, Deputy Mayor for	\$698,000	\$162,694	\$81,347	\$0	\$0	\$0	\$19,965	\$19,965	25%
36	Health Care Finance, Department of	\$2,207,645,000	\$387,949,544	\$193,974,772	\$71,756	\$161,217	\$162,517	\$2,137,443	\$2,532,934	1%
37	Health, Department of	\$259,211,000	\$2,030,175	\$1,015,088	\$655,207	\$836,578	\$845,897	\$2,942,496	\$5,280,179	520%
38	Homeland Security and Emergency Management Agency	\$137,447,730	\$63,548	\$31,774	\$462,199	\$976,094	\$1,106,113	\$670,098	\$3,214,504	10117%
39	Housing Finance Agency	\$8,884,000	\$8,884,000	\$4,442,000	N/A	N/A	N/A	N/A	N/A	N/A
40	Housing and Community Development, Department of	\$106,784,531	\$8,119,858	\$4,059,929	\$103,754	\$958,392	\$61,684	\$164,088	\$1,287,918	32%

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41	Human Resources, D.C. Department of	\$12,976,834	\$1,656,549	\$828,275	\$29,571	\$244,247	\$365,357	\$540,428	\$1,179,603	142%
42	Human Rights, Office of	\$2,379,000	\$131,756	\$65,878	\$198	\$11,503	\$6,735	\$33,531	\$51,967	79%
43	Human Services, Department of	\$163,976,125	\$6,136,454	\$3,068,227	\$296,357	\$261,513	\$270,624	\$339,195	\$1,167,689	38%
44	Inspector General, Office of the	\$15,393,352	\$59,854	\$29,927	\$16,646	\$60,154	\$22,896	\$194,189	\$293,885	982%
45	Insurance, Securities and Banking, Department of	\$13,956,839	\$225,557	\$112,779	\$11,118	\$23,704	\$5,065	\$118,623	\$158,510	141%
46	Latino Affairs, Office on	\$2,866,000	\$148,574	\$74,287	\$950	\$6,988	\$10,823	\$109,952	\$128,713	173%
47	Lottery & Charitable Games Control Board, D.C.	\$258,000,000	\$10,103,678	\$5,051,839	\$1,358,789	\$2,249,755	\$1,160,408	\$1,800,430	\$6,569,383	130%
48	Mayor, Executive Office of the	\$12,788,389	\$448,098	\$224,049	\$11,115	\$26,688	\$27,508	\$191,482	\$256,793	115%
49	Medical Liability Captive Insurance Agency	\$3,181,640	\$10,000	\$5,000	\$0	\$690	\$0	\$4,310	\$5,000	100%
50	Mental Health, Department of	\$177,651,000	\$12,623,274	\$6,311,637	\$165,134	\$378,262	\$385,489	\$610,099	\$1,538,984	24%
51	Metropolitan Police Department	\$484,133,944	\$11,405,070	\$5,702,535	\$541,650	\$1,104,246	\$1,028,247	\$1,349,422	\$4,023,565	71%

## Appendix I

### FY 2012 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 <sup>st</sup> Quarter SBE Expenditures	2 <sup>nd</sup> Quarter SBE Expenditures	3 <sup>rd</sup> Quarter SBE Expenditures	4 <sup>th</sup> Quarter SBE Expenditures	Total FY 2012 SBE Expenditures <sup>9</sup>	% of SBE Goal Achieved
52	Motion Picture and Television Development, Office of	\$726,078	\$36,204	\$18,102	\$57	\$18	\$24,861	\$17,501	\$42,437	234%
53	Motor Vehicles, Department of	\$38,295,000	\$1,990,462	\$995,231	\$642,299	\$1,656,787	\$1,882,401	\$2,466,444	\$6,647,931	668%
54	National Guard, D.C.	\$8,264,444	\$91,551	\$45,776	\$5,169	\$6,261	\$101	\$60,031	\$71,562	156%
55	Parks and Recreation, Department of	\$35,802,000	\$1,714,308	\$857,154	\$22,429	\$70,738	\$245,052	\$662,777	\$1,000,996	117%
56	People's Counsel, Office of the	\$5,447,184	\$477,956	\$238,978	\$56,214	\$41,293	\$45,186	\$125,512	\$268,205	112%
57	Planning and Economic Development, Office of the Deputy Mayor for	\$16,218,505	\$2,061,100	\$1,030,550	\$115,376	\$322,049	\$65,238	\$201,808	\$704,472	68%
58	Planning, Office of	\$24,725,906	\$326,797	\$163,398	\$17,824	\$33,963	\$36,516	\$107,692	\$195,995	120%
59	Police Complaints, Office of	\$2,051,138	\$45,122	\$22,561	\$3,034	\$9,566	\$5,583	\$26,984	\$45,167	200%
60	Public Charter Schools, D.C.	\$489,953,000	\$489,953,000	\$244,976,500	N/A	N/A	N/A	N/A	N/A	N/A
61	Public Employee Relations Board	\$950,866	\$950,866	\$475,433	\$1,500	\$4,674	\$2,292	\$5,781	\$14,247	3%
62	Public Library, District of Columbia	\$36,518,000	\$4,079,215	\$2,039,608	\$307,718	\$756,287	\$633,976	\$1,231,891	\$2,929,872	144%

## Appendix I

### FY 2012 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 <sup>st</sup> Quarter SBE Expenditures	2 <sup>nd</sup> Quarter SBE Expenditures	3 <sup>rd</sup> Quarter SBE Expenditures	4 <sup>th</sup> Quarter SBE Expenditures	Total FY 2012 SBE Expenditures <sup>9</sup>	% of SBE Goal Achieved
63	Public Safety and Justice, Deputy Mayor for	\$22,715,649	\$13,121	\$6,561	\$3,518	\$2,711	\$5,375	\$57,408	\$69,013	1052%
64	Public Schools, D.C.	\$826,943,000	\$29,725,428	\$14,862,714	\$1,498,075	\$1,735,185	\$2,819,791	\$4,706,695	\$10,759,747	72%
65	Public Service Commission	\$10,375,515	\$458,667	\$229,334	\$2,249	\$42,740	\$75,695	\$181,127	\$301,810	132%
66	Public Works, Department of	\$125,807,000	\$10,346,844	\$5,173,422	\$204,404	\$841,407	\$391,027	\$1,016,440	\$2,453,277	47%
67	Real Property Assessments and Appeals, Board of	\$1,631,000	\$153,117	\$76,559	\$7,953	\$6,517	\$1,069	\$14,083	\$29,622	39%
68	Retirement Board, D.C. <sup>11</sup>	\$30,338,000	\$3,739,417	\$1,869,709	\$0	\$135	\$0	\$0	\$135	0%
69	Risk Management, D.C. Office of	\$2,727,602	\$16,637	\$8,319	\$1,427	\$29,803	\$10,050	\$4,988	\$46,268	556%
70	Secretary, Office of the	\$2,905,017	\$290,114	\$145,057	\$6,263	\$17,808	\$68,297	\$98,829	\$191,198	132%
71	Small and Local Business Development, Department of	\$7,035,207	\$61,729	\$30,864	\$3,044	\$5,084	\$5,524	\$69,517	\$83,170	269%
72	Special Education Transportation	\$91,260,000	\$3,704,704	\$1,852,352	\$18,045	\$226,281	\$190,378	\$240,991	\$675,695	36%
73	State Superintendent of Education, Office of the	\$399,490,000	\$7,801,762	\$3,900,881	\$163,184	\$357,663	\$481,837	\$1,836,986	\$2,839,670	73%

<sup>11</sup> The D.C. Retirement Board has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the submitted expenditure data for the D.C. Retirement Board.

## Appendix I

### FY 2012 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 <sup>st</sup> Quarter SBE Expenditures	2 <sup>nd</sup> Quarter SBE Expenditures	3 <sup>rd</sup> Quarter SBE Expenditures	4 <sup>th</sup> Quarter SBE Expenditures	Total FY 2012 SBE Expenditures <sup>9</sup>	% of SBE Goal Achieved
74	Tenant Advocate, Office of the	\$1,923,771	\$256,723	\$128,362	\$2,956	\$2,985	\$9,817	\$20,865	\$36,624	29%
75	Transportation, Department of	\$128,121,000	\$3,386,657	\$1,693,329	\$95,187	\$237,520	\$248,778	\$859,620	\$1,441,105	85%
76	Unified Communications, Office of	\$40,090,000	\$10,570,645	\$5,285,322	\$39,462	\$62,365	\$60,132	\$432,524	\$594,483	11%
77	University of the District of Columbia <sup>12</sup>	\$160,468,655	\$7,652,636	\$3,826,318	\$278,673	\$2,812,819	\$40,559	\$1,053,700	\$4,185,752	109%
78	Veterans' Affairs, Office of	\$373,000	\$21,661	\$10,830	\$0	\$234	\$0	\$4,906	\$5,140	47%
79	Youth Rehabilitation Services, Department of	\$106,898,990	\$2,965,159	\$1,482,580	\$274,645	\$421,734	\$457,161	\$1,204,844	\$2,358,384	159%
80	Zoning, Office of	\$2,567,588	\$386,915	\$193,458	\$22,198	\$75,641	\$68,763	\$123,908	\$290,510	150%
	<b>TOTAL</b>	<b>\$8,314,857,606</b>	<b>\$1,322,200,420</b>	<b>\$661,100,219</b>	<b>\$15,508,774</b>	<b>\$32,741,555</b>	<b>\$26,555,567</b>	<b>\$57,956,066</b>	<b>\$132,761,963</b>	<b>20%</b>

<sup>12</sup> The University of the District of Columbia has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the submitted expenditure data for the University of the District of Columbia.

## Appendix II

Total Expenditures on Local Business Enterprises (LBEs), Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZEs), Resident-Owned Businesses (ROBs), Long-time Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran-Owned Businesses (VOBs) for FY 2012

	Agency	LBE	SBE	DBE	DZE	ROB	LRB	LME	VOB
1	Administrative Hearings, Office of	\$416,308	\$416,308	\$91,226	\$332,398	\$209,886	\$187,570	\$0	\$0
2	Advisory Neighborhood Commissions, Office of	\$2,505	\$2,505	\$0	\$0	\$0	\$2,505	\$0	\$0
3	Aging, Office on	\$2,246,548	\$2,246,548	\$2,215,790	\$2,215,457	\$2,246	\$12,899	\$0	\$0
4	Alcohol Beverage Regulation Administration	\$230,326	\$230,326	\$69,769	\$150,875	\$147,789	\$147,180	\$0	\$0
5	Arts and Humanities, Commission on	\$40,288	\$40,288	\$36,424	\$30,474	\$30,232	\$47	\$0	\$0
6	Asian and Pacific Islander Affairs, Office on	\$8,723	\$8,723	\$3,803	\$5,418	\$1,615	\$0	\$0	\$0
7	Attorney General for the District of Columbia, Office of the	\$1,661,074	\$1,619,149	\$961,254	\$442,642	\$214,223	\$480,168	\$0	\$34,437
8	Auditor, Office of the D.C.	\$32,465	\$32,465	\$17,510	\$24,930	\$2,514	\$18,409	\$0	\$0
9	Cable Television, Office of	\$192,582	\$120,173	\$12,366	\$111,358	\$105,956	\$0	\$0	\$0
10	Campaign Finance, Office of	\$25,559	\$25,559	\$25,559	\$15,688	\$14,515	\$0	\$0	\$0
11	Chief Financial Officer, Office of the	\$4,979,780	\$3,534,295	\$1,860,455	\$3,873,262	\$1,126,436	\$681,794	\$0	\$1,178
12	Chief Medical Examiner, Office of the	\$412,629	\$412,629	\$314,074	\$337,241	\$80,363	\$106,955	\$0	\$1,732
13	Chief Technology Officer, Office of the	\$18,789,418	\$3,558,206	\$9,408,349	\$10,656,934	\$2,347,594	\$207,391	\$0	\$118,004

## Appendix II

Total Expenditures on Local Business Enterprises (LBEs), Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZE), Resident-Owned Businesses (ROBs), Long-time Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran-Owned Businesses (VOBs) for FY 2012

	<b>Agency</b>	<b>LBE</b>	<b>SBE</b>	<b>DBE</b>	<b>DZE</b>	<b>ROB</b>	<b>LRB</b>	<b>LME</b>	<b>VOB</b>
14	Child and Family Services Agency	\$1,725,044	\$1,348,419	\$827,088	\$1,218,984	\$556,945	\$48,473	\$0	\$0
15	City Administrator, Office of the	\$63,577	\$63,577	\$45,984	\$51,861	\$25,100	\$16,008	\$0	\$0
16	Consumer & Regulatory Affairs, Department of	\$380,885	\$380,885	\$302,793	\$264,048	\$313,203	\$286,385	\$0	\$0
17	Contract Appeals Board	\$12,873	\$12,873	\$0	\$12,873	\$9,496	\$3,377	\$0	\$0
18	Contracting and Procurement, Office of	\$625,950	\$468,793	\$227,839	\$456,322	\$166,571	\$284,112	\$157,157	\$0
19	Corrections, Department of	\$3,450,824	\$3,131,391	\$1,396,044	\$1,661,840	\$974,555	\$398,184	\$0	\$0
20	D.C. Taxicab Commission	\$129,370	\$129,370	\$69,048	\$91,942	\$34,669	\$46,057	\$0	\$0
21	Disability Compensation Fund (Employees' Compensation Fund)	\$99,979	\$99,979	\$0	\$0	\$99,979	\$0	\$0	\$0
22	Disability Rights, Office of	\$20,916	\$20,916	\$20,522	\$2,587	\$5,121	\$15,370	\$0	\$0
23	Disability Services, Department on	\$1,366,045	\$1,190,214	\$89,079	\$1,228,100	\$739,752	\$334,034	\$0	\$0
24	District of Columbia Public Charter School Board	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
25	Education, Deputy Mayor for	\$74,411	\$74,411	\$7,611	\$72,985	\$73,439	\$0	\$0	\$0
26	Elections and Ethics, Board of	\$506,132	\$505,317	\$288,576	\$131,180	\$116,815	\$342,541	\$0	\$2,848

## Appendix II

Total Expenditures on Local Business Enterprises (LBEs), Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZEs), Resident-Owned Businesses (ROBs), Long-time Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran-Owned Businesses (VOBs) for FY 2012

	Agency	LBE	SBE	DBE	DZE	ROB	LRB	LME	VOB
27	Employee Appeals, Office of	\$47,211	\$47,211	\$16,130	\$16,454	\$324	\$26,756	\$0	\$4,001
28	Employment Services, Department of	\$2,038,263	\$457,371	\$611,436	\$1,396,624	\$474,746	\$575,796	\$950	\$3,680
29	Environment, District Department of the	\$1,256,152	\$897,873	\$457,697	\$804,788	\$560,285	\$157,514	\$0	\$13,522
30	Events DC (Washington Convention and Sports Authority) <sup>13</sup>	\$12,322,452	\$12,290,105	\$2,396,274	\$8,635,542	\$1,659,624	\$468,573	\$0	\$0
31	Finance and Resource Management, Office of	\$193,366	\$193,366	\$156,338	\$178,280	\$156,942	\$22,147	\$0	\$0
32	Fire and Emergency Medical Services Department	\$3,351,002	\$3,350,391	\$1,180,875	\$2,680,646	\$568,836	\$808,072	\$0	\$0
33	Forensic Laboratory Technician Training Program	\$97,409	\$97,409	\$97,409	\$97,409	\$10,253	\$0	\$0	\$0
34	General Services, Department of	\$33,819,595	\$29,762,839	\$15,438,815	\$21,833,677	\$11,605,068	\$7,484,585	\$783,268	\$387,634
35	Health and Human Services, Deputy Mayor for	\$19,965	\$19,965	\$13,582	\$19,965	\$0	\$6,383	\$0	\$0
36	Health Care Finance, Department of	\$3,319,693	\$2,532,934	\$1,570,505	\$2,498,982	\$214,189	\$1,151,042	\$0	\$0
37	Health, Department of	\$7,953,074	\$5,280,179	\$2,364,680	\$5,048,421	\$1,716,472	\$2,540,798	\$0	\$0

<sup>13</sup> Events DC (Washington Convention and Sports Authority) has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the submitted expenditure data for Events DC.

## Appendix II

Total Expenditures on Local Business Enterprises (LBEs), Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZEs), Resident-Owned Businesses (ROBs), Long-time Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran-Owned Businesses (VOBs) for FY 2012

	<b>Agency</b>	<b>LBE</b>	<b>SBE</b>	<b>DBE</b>	<b>DZE</b>	<b>ROB</b>	<b>LRB</b>	<b>LME</b>	<b>VOB</b>
38	Homeland Security and Emergency Management Agency	\$3,719,060	\$3,214,504	\$2,762,838	\$3,261,713	\$676,455	\$33,989	\$0	\$22,409
39	Housing Finance Agency	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
40	Housing and Community Development, Department of	\$1,297,918	\$1,287,918	\$1,095,735	\$1,240,825	\$1,114,008	\$90,174	\$0	\$0
41	Human Resources, D.C. Department of	\$1,255,317	\$1,179,603	\$913,664	\$1,104,939	\$67,665	\$105,562	\$0	\$0
42	Human Rights, Office of	\$51,967	\$51,967	\$30,870	\$20,657	\$25,143	\$14,750	\$0	\$0
43	Human Services, Department of	\$1,406,699	\$1,167,689	\$426,495	\$921,569	\$313,263	\$214,749	\$0	\$33,088
44	Inspector General, Office of the	\$293,885	\$293,885	\$103,571	\$217,352	\$58,216	\$42,936	\$0	\$0
45	Insurance, Securities and Banking, Department of	\$158,510	\$158,510	\$78,716	\$123,892	\$82,619	\$22,232	\$0	\$0
46	Latino Affairs, Office on	\$128,713	\$128,713	\$71,607	\$28,705	\$51,707	\$84,106	\$0	\$0
47	Lottery & Charitable Games Control Board, D.C.	\$6,569,383	\$6,569,383	\$170,969	\$672,167	\$111,079	\$5,845,150	\$0	\$0
48	Mayor, Executive Office of the	\$258,575	\$256,793	\$96,624	\$86,816	\$67,698	\$121,035	\$0	\$0
49	Medical Liability Captive Insurance Agency	\$5,000	\$5,000	\$4,310	\$0	\$2,500	\$690	\$0	\$0

## Appendix II

Total Expenditures on Local Business Enterprises (LBEs), Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZE), Resident-Owned Businesses (ROBs), Long-time Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran-Owned Businesses (VOBs) for FY 2012

	Agency	LBE	SBE	DBE	DZE	ROB	LRB	LME	VOB
50	Mental Health, Department of	\$1,558,311	\$1,538,984	\$430,333	\$1,038,670	\$524,794	\$270,040	\$1,054	\$0
51	Metropolitan Police Department	\$7,135,800	\$4,023,565	\$2,423,917	\$5,019,607	\$936,532	\$355,705	\$0	\$16,009
52	Motion Picture and Television Development, Office of	\$42,437	\$42,437	\$34,383	\$8,004	\$205	\$0	\$0	\$0
53	Motor Vehicles, Department of	\$6,789,478	\$6,647,931	\$563,262	\$700,496	\$514,859	\$149,220	\$0	\$0
54	National Guard, D.C.	\$71,562	\$71,562	\$18,005	\$58,115	\$38,451	\$7,381	\$0	\$0
55	Parks and Recreation, Department of	\$1,042,712	\$1,000,996	\$461,058	\$723,507	\$610,868	\$346,225	\$40,771	\$0
56	People's Counsel, Office of the	\$270,534	\$268,205	\$37,009	\$242,454	\$89,755	\$51,648	\$0	\$0
57	Planning and Economic Development, Office of the Deputy Mayor for	\$705,657	\$704,472	\$563,023	\$570,335	\$483,575	\$33,565	\$1,186	\$0
58	Planning, Office of	\$195,995	\$195,995	\$64,454	\$60,610	\$58,578	\$59,461	\$1,238	\$13,284
59	Police Complaints, Office of	\$45,167	\$45,167	\$32,271	\$39,283	\$39,047	\$6,776	\$0	\$0
60	Public Charter Schools, D.C.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
61	Public Employee Relations Board	\$14,247	\$14,247	\$0	\$806	\$806	\$13,441	\$0	\$0
62	Public Library, District of Columbia	\$2,929,872	\$2,929,872	\$1,556,768	\$2,659,318	\$478,236	\$491,803	\$0	\$13,137

## Appendix II

Total Expenditures on Local Business Enterprises (LBEs), Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZEs), Resident-Owned Businesses (ROBs), Long-time Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran-Owned Businesses (VOBs) for FY 2012

	Agency	LBE	SBE	DBE	DZE	ROB	LRB	LME	VOB
63	Public Safety and Justice, Deputy Mayor for	\$69,013	\$69,013	\$57,963	\$14,785	\$45,071	\$10,939	\$0	\$0
64	Public Schools, D.C.	\$10,963,618	\$10,759,747	\$3,264,289	\$6,891,568	\$4,188,528	\$4,688,552	\$0	\$0
65	Public Service Commission	\$301,810	\$301,810	\$175,606	\$273,658	\$41,304	\$33,535	\$0	\$0
66	Public Works, Department of	\$3,361,119	\$2,453,277	\$898,324	\$2,259,294	\$823,677	\$1,087,239	\$0	\$0
67	Real Property Assessments and Appeals, Board of	\$29,622	\$29,622	\$9,406	\$10,181	\$10,181	\$18,841	\$0	\$0
68	Retirement Board, D.C. <sup>14</sup>	\$1,470,463	\$135	\$0	\$135	\$0	\$0	\$0	\$0
69	Risk Management, D.C. Office of	\$46,268	\$46,268	\$1,587	\$38,174	\$1,267	\$40,673	\$820	\$0
70	Secretary, Office of the	\$196,198	\$191,198	\$24,658	\$45,031	\$64,711	\$76,359	\$0	\$0
71	Small and Local Business Development, Department of	\$83,170	\$83,170	\$21,379	\$54,617	\$51,221	\$32,049	\$0	\$0
72	Special Education Transportation	\$899,074	\$675,695	\$65,506	\$562,978	\$85,450	\$112,717	\$0	\$0
73	State Superintendent of Education, Office of the	\$5,598,351	\$2,839,670	\$2,443,858	\$3,425,838	\$2,397,329	\$1,035,918	\$0	\$0
74	Tenant Advocate, Office of the	\$36,624	\$36,624	\$14,493	\$22,806	\$4,733	\$8,918	\$0	\$0

<sup>14</sup> The D.C. Retirement Board has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the submitted expenditure data for the D.C. Retirement Board.

## Appendix II

Total Expenditures on Local Business Enterprises (LBEs), Small Business Enterprises (SBEs), Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZEs), Resident-Owned Businesses (ROBs), Long-time Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran-Owned Businesses (VOBs) for FY 2012

	Agency	LBE	SBE	DBE	DZE	ROB	LRB	LME	VOB
75	Transportation, Department of	\$2,149,828	\$1,441,105	\$570,878	\$1,236,180	\$199,067	\$507,762	\$48,987	\$0
76	Unified Communications, Office of	\$1,621,887	\$594,483	\$897,768	\$943,168	\$300,541	\$23,834	\$0	\$0
77	University of the District of Columbia <sup>15</sup>	\$4,294,293	\$4,185,752	\$953,434	\$3,192,916	\$305,467	\$2,333,780	\$0	\$38,458
78	Veterans' Affairs, Office of	\$5,140	\$5,140	\$4,906	\$3,390	\$4,906	\$234	\$0	\$0
79	Youth Rehabilitation Services, Department of	\$2,491,586	\$2,358,384	\$1,690,791	\$2,120,863	\$1,060,034	\$308,911	\$0	\$8,478
80	Zoning, Office of	\$405,295	\$290,510	\$59,579	\$336,452	\$222,161	\$141,407	\$0	\$11,183
	<b>TOTAL</b>	<b>\$171,882,551</b>	<b>\$132,761,963</b>	<b>\$65,689,211</b>	<b>\$106,832,061</b>	<b>\$40,517,460</b>	<b>\$35,683,431</b>	<b>\$1,035,431</b>	<b>\$723,082</b>

<sup>15</sup> The University of the District of Columbia has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the submitted expenditure data for the University of the District of Columbia.

### Appendix III

FY 2012 Verified SBE Expenditures vs. Agency Self-Reported SBE Expenditures in DSLBD's QuickBase database, as of March 5, 2013

	Agency	Agency Self-Reported FY 2012 SBE Expenditures	Agency Self-Reported % of SBE Goal Achieved	Verified FY 2012 SBE Expenditures	Verified % of SBE Goal Achieved	Difference (Self-Reported Minus Verified)
1	Administrative Hearings, Office of	\$320,241	115%	\$416,308	149%	-\$96,067
2	Advisory Neighborhood Commissions, Office of	\$1,146	58%	\$2,505	126%	-\$1,359
3	Aging, Office on	\$3,666,791	116%	\$2,246,548	71%	\$1,420,243
4	Alcohol Beverage Regulation Administration	\$251,111	177%	\$230,326	162%	\$20,785
5	Arts and Humanities, Commission on	\$55,567	100%	\$40,288	73%	\$15,279
6	Asian and Pacific Islander Affairs, Office on	\$6,666	417%	\$8,723	545%	-\$2,057
7	Attorney General for the District of Columbia, Office of the	\$1,259,617	96%	\$1,619,149	123%	-\$359,532
8	Auditor, Office of the D.C.	\$36,292	172%	\$32,465	154%	\$3,827
9	Cable Television, Office of	\$123,937	55%	\$120,173	53%	\$3,764
10	Campaign Finance, Office of	\$27,489	175%	\$25,559	163%	\$1,930
11	Chief Financial Officer, Office of the	\$1,696,910	51%	\$3,534,295	105%	-\$1,837,385
12	Chief Medical Examiner, Office of the	\$220,657	84%	\$412,629	157%	-\$191,972
13	Chief Technology Officer, Office of the	\$23,500,081	148%	\$3,558,206	22%	\$19,941,875
14	Child and Family Services Agency	\$1,297,803	296%	\$1,348,419	307%	-\$50,616
15	City Administrator, Office of the	\$42,525	378%	\$63,577	565%	-\$21,052
16	Consumer & Regulatory Affairs, Department of	\$335,014	114%	\$380,885	129%	-\$45,871
17	Contract Appeals Board	\$6,932	248%	\$12,873	460%	-\$5,941
18	Contracting and Procurement, Office of	\$131,645	218%	\$468,793	776%	-\$337,148
19	Corrections, Department of	\$2,149,741	101%	\$3,131,391	148%	-\$981,650
20	D.C. Taxicab Commission	\$90,048	189%	\$129,370	271%	-\$39,322
21	Disability Compensation Fund (Employees' Compensation Fund)	\$99,889	199%	\$99,979	199%	-\$90
22	Disability Rights, Office of	\$0	0%	\$20,916	16%	-\$20,916
23	Disability Services, Department on	\$442,463	258%	\$1,190,214	695%	-\$747,751
24	District of Columbia Public Charter School Board	N/A	N/A	N/A	N/A	N/A
25	Education, Deputy Mayor for	\$74,022	34%	\$74,411	34%	-\$389
26	Elections and Ethics, Board of	\$396,929	252%	\$505,317	320%	-\$108,388
27	Employee Appeals, Office of	\$0	0%	\$47,211	7%	-\$47,211
28	Employment Services, Department of	\$796,177	435%	\$457,371	250%	\$338,806
29	Environment, District Department of the	\$587,400	53%	\$897,873	81%	-\$310,473
30	Events DC (Washington Convention and Sports Authority)	\$12,262,593	165%	\$12,290,105	165%	-\$27,512
31	Finance and Resource Management, Office of	\$180,426	315%	\$193,366	337%	-\$12,940

### Appendix III

FY 2012 Verified SBE Expenditures vs. Agency Self-Reported SBE Expenditures in DSLBD's QuickBase database, as of March 5, 2013

	Agency	Agency Self-Reported FY 2012 SBE Expenditures	Agency Self-Reported % of SBE Goal Achieved	Verified FY 2012 SBE Expenditures	Verified % of SBE Goal Achieved	Difference (Self-Reported Minus Verified)
32	Fire and Emergency Medical Services Department	\$3,046,594	128%	\$3,350,391	141%	-\$303,797
33	Forensic Laboratory Technician Training Program	\$0	0%	\$97,409	13%	-\$97,409
34	General Services, Department of	\$30,306,372	30%	\$29,762,839	29%	\$543,533
35	Health and Human Services, Deputy Mayor for	\$35,618	44%	\$19,965	25%	\$15,653
36	Health Care Finance, Department of	\$2,169,302	1%	\$2,532,934	1%	-\$363,632
37	Health, Department of	\$5,932,685	584%	\$5,280,179	520%	\$652,506
38	Homeland Security and Emergency Management Agency	\$891,806	2807%	\$3,214,504	10117%	-\$2,322,698
39	Housing Finance Agency	N/A	N/A	N/A	N/A	N/A
40	Housing and Community Development, Department of	\$2,989,071	74%	\$1,287,918	32%	\$1,701,153
41	Human Resources, D.C. Department of	\$888,669	107%	\$1,179,603	142%	-\$290,934
42	Human Rights, Office of	\$78,814	120%	\$51,967	79%	\$26,847
43	Human Services, Department of	\$3,498,412	114%	\$1,167,689	38%	\$2,330,723
44	Inspector General, Office of the	\$312,298	1044%	\$293,885	982%	\$18,413
45	Insurance, Securities and Banking, Department of	\$169,845	151%	\$158,510	141%	\$11,335
46	Latino Affairs, Office on	\$130,862	176%	\$128,713	173%	\$2,149
47	Lottery & Charitable Games Control Board, D.C.	\$7,937,514	157%	\$6,569,383	130%	\$1,368,131
48	Mayor, Executive Office of the	\$367,539	164%	\$256,793	115%	\$110,746
49	Medical Liability Captive Insurance Agency	\$5,076	102%	\$5,000	100%	\$76
50	Mental Health, Department of	\$9,695,070	154%	\$1,538,984	24%	\$8,156,086
51	Metropolitan Police Department	\$5,721,952	100%	\$4,023,565	71%	\$1,698,387
52	Motion Picture and Television Development, Office of	\$51,873	287%	\$42,437	234%	\$9,436
53	Motor Vehicles, Department of	\$9,975,074	1002%	\$6,647,931	668%	\$3,327,143
54	National Guard, D.C.	\$197,792	432%	\$71,562	156%	\$126,230
55	Parks and Recreation, Department of	\$1,007,706	118%	\$1,000,996	117%	\$6,710
56	People's Counsel, Office of the	\$194,346	81%	\$268,205	112%	-\$73,859
57	Planning and Economic Development, Office of the Deputy Mayor for	\$876,845	85%	\$704,472	68%	\$172,373
58	Planning, Office of	\$175,992	108%	\$195,995	120%	-\$20,003
59	Police Complaints, Office of	\$34,929	155%	\$45,167	200%	-\$10,238
60	Public Charter Schools, D.C.	N/A	N/A	N/A	N/A	N/A
61	Public Employee Relations Board	\$0	0%	\$14,247	3%	-\$14,247
62	Public Library, District of Columbia	\$2,988,528	147%	\$2,929,872	144%	\$58,656

### Appendix III

FY 2012 Verified SBE Expenditures vs. Agency Self-Reported SBE Expenditures in DSLBD's QuickBase database, as of March 5, 2013

	<b>Agency</b>	<b>Agency Self-Reported FY 2012 SBE Expenditures</b>	<b>Agency Self-Reported % of SBE Goal Achieved</b>	<b>Verified FY 2012 SBE Expenditures</b>	<b>Verified % of SBE Goal Achieved</b>	<b>Difference (Self-Reported Minus Verified)</b>
63	Public Safety and Justice, Deputy Mayor for	\$28,356	432%	\$69,013	1052%	-\$40,657
64	Public Schools, D.C.	\$14,963,408	101%	\$10,759,747	72%	\$4,203,661
65	Public Service Commission	\$275,007	120%	\$301,810	132%	-\$26,803
66	Public Works, Department of	\$1,822,576	35%	\$2,453,277	47%	-\$630,701
67	Real Property Assessments and Appeals, Board of	\$30,821	40%	\$29,622	39%	\$1,199
68	Retirement Board, D.C.	\$135	0%	\$135	0%	\$0
69	Risk Management, D.C. Office of	\$50,268	604%	\$46,268	556%	\$4,000
70	Secretary, Office of the	\$146,194	101%	\$191,198	132%	-\$45,004
71	Small and Local Business Development, Department of	\$60,549	196%	\$83,170	269%	-\$22,621
72	Special Education Transportation	\$257,255	14%	\$675,695	36%	-\$418,440
73	State Superintendent of Education, Office of the	\$1,237,718	32%	\$2,839,670	73%	-\$1,601,952
74	Tenant Advocate, Office of the	\$49,878	39%	\$36,624	29%	\$13,254
75	Transportation, Department of	\$4,505,314	266%	\$1,441,105	85%	\$3,064,209
76	Unified Communications, Office of	\$1,731,507	33%	\$594,483	11%	\$1,137,024
77	University of the District of Columbia	\$5,627,800	147%	\$4,185,752	109%	\$1,442,048
78	Veterans' Affairs, Office of	\$5,140	47%	\$5,140	47%	\$0
79	Youth Rehabilitation Services, Department of	\$2,401,425	162%	\$2,358,384	159%	\$43,041
80	Zoning, Office of	\$317,883	164%	\$290,510	150%	\$27,373

## **Appendix IV**

Agencies That Submitted Procurement Supplemental Information as of March 19, 2013

1. Administrative Hearings, Office of
2. Aging, Office on
3. Alcoholic Beverage Regulation Administration
4. Asian and Pacific Islander Affairs, Office on
5. Attorney General for the District of Columbia, Office of the
6. Auditor, Office of the
7. Cable Television and Telecommunications, Office of
8. Campaign Finance, Office of
9. Chief Financial Officer, Office of the
10. Chief Medical Examiner, Office of the
11. Child and Family Services Agency
12. City Administrator, Office of the
13. Contract Appeals Board
14. Corrections, Department of
15. D.C. Taxicab Commission
16. Disability Compensation Fund (Employees' Compensation Fund) (Expenditures dispersed through Office of Risk Management)
17. Disability Services, Department on
18. Education, Office of the Deputy Mayor for
19. Elections and Ethics, Board of
20. Employment Services, Department of
21. Environment, District Department of the
22. Finance and Resource Management, Office of
23. Fire and Emergency Medical Services Department
24. Health and Human Services, Deputy Mayor for
25. Health Care Finance, Department of
26. Health, Department of
27. Homeland Security and Emergency Management Agency
28. Human Resources, DC Department of
29. Human Rights, Office of
30. Human Services, Department of
31. Inspector General, Office of the
32. Insurance, Securities, and Banking, Department of
33. Mayor, Office of the
34. Medical Liability Captive Insurance Agency (Expenditures dispersed through Office of Risk Management)
35. Mental Health, Department of
36. Metropolitan Police Department
37. Motion Picture and Television Development, Office of
38. Motor Vehicles, Department of
39. National Guard, D.C.
40. Parks and Recreation, Department of
41. People's Counsel, Office of the
42. Planning and Economic Development, Office of the Deputy Mayor for

## **Appendix IV**

Agencies That Submitted Procurement Supplemental Information as of March 19, 2013

43. Planning, Office of
44. Police Complaints, Office of
45. Public Library, District of Columbia
46. Public Safety and Justice, Deputy Mayor for
47. Public Schools, D.C.
48. Public Service Commission
49. Public Works, Department of
50. Retirement Board, District of Columbia
51. Risk Management, D.C. Office of
52. Secretary, Office of the
53. Small and Local Business Development, Department of
54. State Superintendent of Education, Office of the
55. Tenant Advocate, Office of the
56. Transportation, District Department of
57. Unified Communications, Office of
58. University of the District of Columbia
59. Youth Rehabilitation Services, Department of
60. Zoning, Office of

## **Appendix V**

### Procurement Supplemental Information Analysis

#### **1. Office of Administrative Hearings**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - Pursuant to DC Official Codes § 2-218.41, § 2-218.53, § 2-218.54 and in conjunction with DCMR Chapter 8, the Office of Administrative Hearings is pleased to report our agency's annual set-aside target for Fiscal Year 2012 has exceeded its CSBE goal. The Office of Administrative Hearings FY12 goal of \$279,295.77 (50% of our expendable budget with certified business enterprises (CSBEs)) was attained and surpassed by spending a total of \$320,241.37(114.66%). Our agency thoroughly reviewed our operational needs for FY12 and provided a detailed Statement of Work(s) within the procurement system to ensure the utilization of CSBE's within our agency.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - In the succeeding years, we will continue to use best efforts to utilize the services of CSBE's by providing detailed requirements when soliciting vendors to ensure the increase in the number of viable employment opportunities for District of Columbia businesses and residents. In addition, we will continue to actively support in the economic growth and development of CSBE's within the District of Columbia through our proactive participation in the aforementioned program.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **2. Office on Aging**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - Negotiating with CBE food contractors to provide meal support for our senior citizens and reaching out to CBEs for other services and goods with the PCard transactions enabled DCOA to exceeds its FY 2012 CBE set-a-side goal.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - DCOA plans to continue its practice in reaching out and awarding contracts to the CBE community to provide services and goods for the agency, when available in accordance with to OCP guidelines and procedures.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No
- **ODCA Recommendations**
  - DSLBD should meet with the Department on Aging to match with SBE capabilities and assist with outreach to SBEs.

## **Appendix V**

### Procurement Supplemental Information Analysis

#### **3. Alcohol Beverage Regulation Administration**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Alcoholic Beverage Regulation Administration (ABRA) consistently strives to utilize CSBDE businesses in our daily transactions as well as our larger procurements. ABRA has surpassed the CSBE goal by \$50,000 for FY 2012 and will look to continued success in FY 2013.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - ABRA will continue to utilize as many CSDBE businesses as possible in order to exceed the goal again in FY 2013.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **4. Office on Asian and Pacific Islander Affairs**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - Office on Asian and Pacific Islander Affairs (OAPIA) utilizes services and goods provided by Certified Business Enterprise vendors whenever possible. These services include office supplies, printing outreach materials and etc.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - OAPIA intends to continue the same process as it works well for the agency.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **5. Office of the Attorney General**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Office of the Attorney General ("OAG") met its FY 2012 CSBE goal by doing business, whenever possible, with CSBEs. OAG's non-personal services expendable budget primarily funds litigation support, child support functions, information technology, and office operations. OAG utilizes CSBEs for information technology and office operations, as there is a ready supply of CSBE vendors providing those services. This includes equipment purchase and maintenance, furniture purchase, office supplies, computer supplies and relocation services. Similarly, if there are available CSBE vendors that can provide the services necessary for OAG's child support functions, OAG attempts to procure their services. When procuring litigation support services where OAG selects the deposition transcription company, OAG always uses

## **Appendix V**

### Procurement Supplemental Information Analysis

CSBE vendors. Each year, OAG's contracting officer contacts all CSBE deposition transcription services vendors and offers them the opportunity to respond to OAG's request for proposals. Each litigating unit within OAG is assigned one or more CSBE transcription vendors to ensure that only CSBE vendors are used when OAG requires a court reporter. Finally, in FY 2012, OAG's office space was renovated. OAG required renovation services beyond what was allocated in DGS's capital budget. OAG was not able to procure the services directly because such services are within DGS' exclusive authority. Consequently, OAG transferred FY 2012 operational funds to DGS to procure services on OAG's behalf from three CSBEs: Consys, Inc., Interior Dimensions Group, Inc. and Diversified Environmental, Inc.

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - OAG intends to meet its FY 2012 CSBE goal by complying with the law and diligently exercising its responsibilities to CSBE vendors. OAG will continue the excellent work that is has been doing in this regard by: (1) seeking CSBE vendor services for equipment purchase and maintenance, information technology services and supplies, office supplies and deposition transcription services; (2) closely scrutinizing employee requests for purchase orders to ensure that CSBE vendors are used whenever possible and (3) actively reviewing OAG's programs to determine whether CSBE vendor services can be utilized.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **6. Office of the D.C. Auditor**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - To achieve its CBE annual set aside goals, the Office of the District of Columbia Auditor (ODCA) gives all its preferences to CBE vendors unless there is no CBE contractor that can provide that service.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The agency will utilize the DSLBD's online resource in order to increase CBE participation. In addition, the agency will continue to meet with CBE vendors who have been certified by DSLBD to provide them with FY 2013 ODCA requirements for equipment, supplies, and services.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

## **Appendix V**

### Procurement Supplemental Information Analysis

#### **7. Office of Cable Television and Telecommunications**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - OCT often utilizes specialized goods and services such as proprietary television broadcast equipment/software and television programming services in order to achieve its mission. OCT does not receive any federal, local or capital funding and receives only Special Purpose Revenue (SPR) – O Type Funding. In an effort to achieve the goal of procuring and contracting 50% of the dollar value of its goods and services with small business enterprises (SBEs) OCT often uses the services of certified business enterprises (CBEs) to support a variety of activities including the purchase of general office supplies, equipment, staffing and cable installation support services. In addition, OCT makes routine small purchases with CBE vendors using the JP Morgan purchase card.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - OCT's original CBE set-aside goal was based on proposed expenditures for FY12 prior to any reprogramming. OCT is slated to relocate from its headquarters from 3007 Tilden Street NW to 1894 9th Street NE. In FY12, OCT reprogrammed \$2.2 from the approved budget to support the renovation and build-out of the agency's new headquarters. To that end, OCT's actual expenditures were less than the proposed expenditure amount. OCT will continue to proactively seek the services of small business enterprises and work with OCP and DSLBD to support future endeavors in order to achieve the goals of procuring and contracting 50% of the dollar volume of its goods and services with small business enterprises and local business enterprises.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No. The CSBE base is limited within this industry
- **ODCA Recommendations**
  - DSLBD should work with OCTT on its goal setting and assist OCTT in setting realistic CSBE expenditure goals

#### **8. Office of Campaign Finance**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Office of Campaign Finance achieved the Fiscal Year 2012 goal by reaching out to OFRM and DSLBD. Based upon the Agency Compliance Report the total expendable budget available to the OCF in FY 2012 was \$44,808.13. The agency annual goal allocated for use with CSBE was \$15,674.91. The total amount of contracts awarded to certified small business enterprises was \$27,489.18. This represented 175.37% of the total expendable funds available for this purpose in Fiscal Year 2012, and reflects the commitment of OCF to CSBE Compliance. The funds expended in FY 2012 were awarded to four (4) certified vendors, namely, DataNet Systems, Inc., Neal R. Gross, Metropolitan Office Products, and Capital SupreTech Supplies.

## **Appendix V**

### Procurement Supplemental Information Analysis

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The Expendable Budget for FY 13 for the Office of Campaign Finance is \$147,100.00. The 50% requirements is \$73,550.00, and the agency intends to meet this requirement. OCF will continue working with OFRM and DSLBD.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **9. Office of the Chief Financial Officer**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The OCFO is pleased to have spent \$3.8M in CBE expenditures and \$1.69M in CSBE expenditures. The \$3.8M represents 115% of the 2012 goal
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The agency will continue to work toward attaining the target goal in 2013
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **10. Office of the Chief Medical Examiner**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - As a small, single mission agency with unusual functions and a unique mission, OCME made diligent attempts to seek the services and/or products of DC certified business enterprises (CBEs), where possible.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - We will continue to check the latest CSBE roster prior to making purchases to ascertain if new vendors that provide needed services and/or products have been added.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **11. Child and Family Services Agency**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**

## **Appendix V**

### Procurement Supplemental Information Analysis

- All efforts were made to ensure that we reached our stated goal for FY-12. We screened all purchases to see if there were CSBE vendors matching our need against the DC Supply schedule regardless of the dollar amount. In doing so we were able to maximize our efforts and as a result met and exceeded our FY-12.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - CFSA contracts and procurement administration will continue to screen all procurement to ensure that we fully utilize our CSBE's in an effort to maximize our requirements.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **12. Office of the City Administrator**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The OCA is heavily reliant upon the DC Supply Schedule for the purchase of goods and services.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The OCA exceeded our CBE expenditure requirement goal for FY12. We will strive to exceed the requirement as well in FY13.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **13. Contract Appeals Board**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - We are pleased to have substantially exceeded our goal. Many of the office supplies and computer equipment we utilize are available from CSBE sources. Our success is the result of a preference for purchasing from CSBE sources when available
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - For FY13 we will continue maximize our utilization of CSBE vendors.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**

## **Appendix V**

### Procurement Supplemental Information Analysis

- None

#### **14. Department of Corrections**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Department of Corrections (DOC) uses CSBE vendors as often as we can. Should the vendors not be certified CSBEs, we encourage them to become one by explaining the process to them. DOC had \$1,555,223 in unforeseen expenditures as follows: (1) Prior year (FY 11) obligation (\$545,223) for Pharmaceuticals; (2) \$100,000 Juvenile Justice Insurance that is mandatory; and (3) Legal Fees \$910,000. Agency Projected FY12 CSBE expenditures would be \$3,751,513.35, the Agency CSBE actual expenditures were \$3,199,154.77. DOC was 15% short of projected goal.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - In Fiscal Year 2013, DOC will make every effort to meet our CSBE goals.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **15. D.C. Taxicab Commission**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - DCTC continues to ensure that CBEs are considered for procurement and has exceeded the CBE goal for FY 2012.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - No change is required.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **16. Disability Compensation Fund (Employees' Compensation Fund)**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Employees' Compensation Fund (BG0), under the jurisdiction of the Office of Risk Management, has met its yearly set-aside expenditure goal for Certified Business Enterprise (CBE) for FY 2012. The Office of Risk Management has three separate budget agencies under its authority. One of these agencies is the Employees' Compensation Fund, formerly known as the Disability Compensation Fund (BG0). The PSWCP budget is unique and distinct because

## Appendix V

### Procurement Supplemental Information Analysis

of the nature of its programmed mission. The Employees' Compensation Fund supports the cost of claims management handling for the Public Sector Workers' Compensation Program (PSWCP). The monies are used for paying indemnity benefits to PSWCP claimants. The fund also pays compensation to claimants when an award is made either by the programmer by an administrative law judge. Other expenses that are paid from the fund include: Additional Medical Examinations (AME), pharmaceutical vendors, diagnostic testing, transportation services, physical therapy providers, attending physicians, surgery centers, hospitals and investigative services. In addition, the funds pay for the Third Party Administrator (TPA) contract to manage the day-to-day administration of the program as well as the annual actuarial study. In FY 12, BG0 met its goal by the awarding of a new actuarial contract to a CBE contractor by the Office of Contracting and Procurement. This fund generally does not require spending outside of the realm of medical services, vocational rehabilitation, indemnity payments and other services for claimants as mentioned in the description of activities above.

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - For FY13, the PSWCP program entered into two contract awards: one for Third Party Administrator services and another for actuarial services. The latter contract was awarded to a CBE vendor which ensures that our CBE goals for this particular budget agency are met.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### 17. Department on Disability Services

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - Close communication between COTR and Chief Procurement officer to identify CBE contractors when applicable. Worked with the Pcard holders in identifying CBE vendors after review of Pcard expenditures. The CPO is very determined to award CBE vendors whenever possible at all times and informs the COTR.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - Continue to educate the Managers of the requisitioners and Pcard holders the importance of using CBE vendors and the requirements for the District. The Director involvement with enforcing the requirement to meet CBE goals to the employees. Inform all Pcard holders of new CBE vendors related to most common services used.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**

## **Appendix V**

### Procurement Supplemental Information Analysis

- Yes
- **ODCA Recommendations**
  - None

#### **18. Office of the Deputy Mayor for Education**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - DME ensured that all supplies were purchased from CBE. As for other contracts and purchases: Travel should have been an exception to the rule and a lot of money was spent on travel; Contracts for DME went through the proper procurement processes.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - DME is aware that they did not achieve the goal required. As a result, a meeting was held with DSLBD to look at ways that DME can focus on achieving that goal. Moving forward, DME will focus on more CBE vendors for future projects.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **19. Board of Elections and Ethics**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Board of Elections held elections in FY2012 which used the services of small and minority businesses. The April 3rd Primary Election and Special Election for Ward 5 on May 15, as well as an Recall Election in Advisory Neighborhood Commission Single-Member District 4B04 on February 28. The services of the small and minority businesses were based upon the needs of the elections, which were substantial in that over 480,000 voters are on the Board's voter database.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - Continue working with small and minority businesses to support the business community and remain compliant with the District of Columbia's Government expectation of its agencies as it relates to small and minority businesses.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **20. Department of Employment Services**

## **Appendix V**

### Procurement Supplemental Information Analysis

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - DOES has continued to achieve the CSBE goal via the strong micropurchase policy that requires pcard holders to use CSBE vendors for every purchase. If that is impossible, the pcard holder must provide a valid justification. DOES also ensures that all small purchases are first open only to CBE vendors and are set aside for this market. If and only if, no CBE vendors respond to the solicitation is an open market solicitation made.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - In preparation for FY13 DOES conducted a thorough review of all budget exclusions to ensure the most accurate reporting of these items. We have found more possibilities for CSBE spending and that is reflected in the increased CSBE approved goal for FY13.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **21. District Department of the Environment**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The District Department of the Environment (DDOE) this year worked extensively to improve the review of goal and procurement of goods and services. DDOE reported expenditures from all sources for the first time.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - DDOE plans to work more closely with programs staff to identify CBE and CBSE vendors when procuring products and services. Also DDOE will actively monitor quarterly procurement activities, enhanced by staff training to identify vendors that can supply specialty items needed to perform environmental services.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - DDOE should meet with DSLBD to identify needs and match with SBE capabilities. DDOE should also obtain DSLBD's assistance with outreach to SBEs.

#### **22. Office of Finance and Resource Management**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**

## **Appendix V**

### Procurement Supplemental Information Analysis

- The Office of Finance and Revenue (OFRM) was able to meet and surpass its stated goal by over 300%. The agency did not intentionally underestimate the goal. We had an unanticipated surplus resulting from recently vacated positions. Those funds were re-appropriated to complete a few big dollar projects to include the carpeting and painting of the main office suite. OFRM explicitly sought to use only DSLBD companies, thereby, significantly increasing our year-end compliance results.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - OFRM has demonstrated its commitment to using DSLBD companies by surpassing our goal. However, we seek to increase our spending with DSLBD vendors by making a more concerted effort to use them, when possible, for the services and/or products previously purchased through online companies (i.e., www.amazon.com).
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **23. Fire and Emergency Medical Services**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - FEMS vigorously monitors its expenditures to ascertain how well it is doing to maximize CBE participation in its procurements. To help accomplish this end FEMS' procurement specialist often outreaches to known CBE companies/vendors on a frequent basis.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - FEMS continues to work with the District Government's Office of Contracting and Procurement to make sure that FEMS spends as much as the allotted for CBE's as possible.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **24. Deputy Mayor for Health and Human Services**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - For all Pcard purchases, DMHHS first used the DC Supply schedule to identify CBE vendors. DMHHS competitively bid its one contract solicitation. DMHHS also submitted the relevant exclusions to determine the appropriate SBE goal.

## Appendix V

### Procurement Supplemental Information Analysis

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The largest contributing factor for not achieving the 50% goal was due to DMHHS's one contract not being awarded to a CBE. The only change that can remedy that is to more aggressively seek out CBEs to bid on any solicitations we post with OCP. We will continue to work with the Office of Contracts and Procurement to meet the requirements for using SBEs.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - DMHHS should meet with DSLBD to identify needs and match with SBE capabilities. DMHHS should also obtain DSLBD's assistance with outreach to SBEs.

#### 25. Department of Health Care Finance

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Department of Health Care Finance is a unique agency within the District. Our major budget line items encompass the Medicaid and CHIP Programs which are regulated by federal mandates. This restricts our pool of potential vendors to a limited number of national firms that specialize in the services we provide to our beneficiaries. Due to the complexity of the healthcare business and the limited number of vendors with business products that are adequate to meet these guidelines, we have found an insufficient number of qualified Certified Small Business Enterprises to completely fulfill the requirements of the Agency. We have however, fulfilled the set aside requirements for contracts in excess of \$250k (DC Code §2-218.46) to give 35% of dollar volume to SBE Subcontractors.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The agency will continuously seek Small and Local Businesses for all procurements while meeting the 50% set aside requirements for contracts in excess of \$250k (according to DC Code §2-218.46) to give 35% of dollar volume to SBE Subcontractors.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No
- **ODCA Recommendations**
  - DCHF should meet with DSLBD to identify needs and match with SBE capabilities. DCHF should also obtain DSLBD's assistance with outreach to SBEs. If SBEs are not available, DSLBD should adjust DCHF's SBE expenditure goal to a more realistic level.

#### 26. Department of Health

## **Appendix V**

### Procurement Supplemental Information Analysis

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - In FY12 as in previous years, the DOH Office of Procurement Services partnered with OCP to select CBE's to provide the goods and services needed to facilitate meeting the Department's program goals. The DOH OPS has been diligent in adhering to the laws and procedures that require priority selection of vendors from the DCSS and CBE register. We also consistently emphasize to our customer base the importance of utilizing local businesses, as well as explaining the process so that they have a clear understanding of the purchasing process and requirements. PCard holders are also strongly encouraged in every ART meeting to use CBE's for the purchase of goods and services whenever possible.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - DOH does not plan to make any significant changes to our approach as it has allowed us to meet or exceed our CBE goal for the past several years. This FY, we will continue to work closely with OCP to engage in trainings and other opportunities that will assist in our meeting our CBE utilization goals. We will continue to make a conscious effort to ensure that if at all possible, our purchase orders are awarded to our CBE vendors, and that those awards are rotated among the CBE pool as often as practical. We will vigorously maintain our efforts to enlighten our program offices on the importance of doing business with CBE vendors. We have educated them on how to use the DSLBE website to do market research on suppliers and will continue to provide them with information on CBE vendors that fit their particular requirements.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **27. Homeland Security and Emergency Management Agency**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - HSEMA attempted to use CBEs when making purchases using local funds. The agency also directed all new local vendors to register with DSLBD.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - HSEMA has no intentions on making changes to achieve the goal in FY 2013.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

## **Appendix V**

### Procurement Supplemental Information Analysis

#### **28. D.C. Department of Human Resources**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - DCHR has met over 50% of its goal. DCHR search for the best price offered by the vendors.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - DCHR will continue the use of required CSBE vendors.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **29. Office of Human Rights**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - In FY 2012 DC Office on Human Rights primarily contracted with CBEs for our operational needs such as: Office Supplies, Design and Printing, Advertisement, Coordination of Public Education and Outreach events, Couriers Services, Repair of Equipment (Fax Machines Copiers, Printers) and Training. Also, we focused on our quarterly goals by making sure that we have CBE expenditures either by Purchase Orders or Purchase Card every quarter. These strategies enabled us to reach our goal, and beyond.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - In FY2013, DC Office on Human Rights will continue to target CBEs to provide us with services in support of our operations.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No
- **ODCA Recommendations**
  - OHR should meet with DSLBD to obtain assistance with procurement planning.

#### **30. Department of Human Services**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - In FY 2012 DHS ensured that as many CBEs were utilized to provided services and products as possible. Additionally, DHS identified all possible exclusions to ensure that the CSBE goal was achieved.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**

## Appendix V

### Procurement Supplemental Information Analysis

- In FY13 DHS intends to continue to identify and possibly identify new CBEs to provide services during the fiscal year.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No
- **ODCA Recommendations**
  - DHS should meet with DSLBD to obtain assistance in procurement planning.

#### **31. Office of the Inspector General**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - We are pleased to report that the OIG supported small businesses with expenditures of \$312,298.03, which is more than ten times our goal of \$29,927.00. During FY 2012, as reflected by significantly exceeding our goal, the OIG rigorously adhered to its commitment to focus on awarding competitive and non-competitive small purchase acquisitions of goods, services, and data to District local and small business enterprises through District requirements and city-wide contracts, as well as to pursue maximum usage of the D.C. For example, after conducting research, we redirected contracts for goods and services previously acquired through outside vendors to now be acquired through local and small businesses (we now purchase body armor for OIG special agents from a District small business).
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - We will continue our proven approaches to supporting District small businesses during FY 2013, as reported above.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **32. Department of Insurance, Securities, and Banking**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Department continues to be successful in achieving this goal by making every effort to seek bids from current CBE certified contractors listed on the DSLBD website. This will continue to be our standard procedure when attempting to secure goods and only after this effort is exhausted do we seek alternate vendors.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - We will continue to make every effort to obtain CBE's as our first choice of vendor when applicable.

## **Appendix V**

### Procurement Supplemental Information Analysis

- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA recommendations**
  - None

#### **33. Office of the Mayor**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Office of the Mayor worked to identify qualified CSBE vendors and utilize them whenever possible. We have also made an effort to monitor monthly credit card expenditures in order to gauge our progress, quarterly.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The agency intends to seek out potential CSBE vendors in the District that may be qualified to perform services that we previously could not find qualified CSBE's to do and shall encourage them to register with the DSLBD Office. We will also impress continue to impress upon staff the mission of the DSLBD Office and how it pertains to our agency's compliance and spending habits.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **34. Medical Liability Captive Insurance Agency (Expenditures dispersed through Office of Risk Management)**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Medical Liability Captive Insurance Company (RJO), which is administered by the Office of Risk Management, has met its yearly set-aside expenditure goal for Certified Business Enterprise (CBE) for FY 2012. The Office of Risk Management has three separate budget agencies under its jurisdiction. One of the agencies is the Medical Liability Captive Insurance Company (MLCI), also known as "the Captive." The MLCI budget is unique and distinct because of the nature of its programmed mission. The District of Columbia Medical Liability Captive Insurance Company (RJO) was incorporated on May 29th, 2008 through the District of Columbia Department of Insurance, Securities, and Banking. In FY09, the District of Columbia Medical Liability Captive Insurance Company began providing medical malpractice insurance to community health centers and 24-hr physicians' insurance coverage to qualified medical providers. The budget for this agency is primarily used to support the payment of claims, legal services, and other services and charges associated with managing the captive fund. The Captive has two contracts. One contract is for a captive manager and other is for legal services. Neither

## **Appendix V**

### Procurement Supplemental Information Analysis

are CBE vendors because of the unique mission of the Captive. Nonetheless, in FY12, the Captive met its goal by using its government purchase card to acquire supplies from CBE businesses.

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - For FY 13, we will continue to strive to make as many purchases as possible with CBE businesses, outside of the contracts previously awarded to other vendors.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **35. Department of Mental Health**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - DMH is in the process of re-training staff concerning CSBE requirements, along with strengthening mandated monitoring utilizing Contracting Officers Technical Representatives and CA's and re-educating Senior Management of the critical importance of LSDBE requirements. DMH is committed to being a Change Agent for the existing perception of LSDBE within the Agency by providing reality situations to aid in communicating the strengths of LSDBE requirements to all Vendors. DMH shall be taking a proactive approach of engaging all of its Vendors who can potentially achieve CBE Certification and advocating the advantages of becoming CBE Certified to Vendors currently providing Janitorial Services, Landscaping Services, Construction related Services, Shredding and Pest Control Services to name a few at available opportunities DMH is tasked to provide emergency care and comprehensive Mental Health Services with supports to District Residents requiring a public mental health system. In order to accomplish its Mission Statement and goals, DMH requires customized and/or specialized services for its Consumers which creates a hardship to utilize NIGP Commodity Codes. Vendors performing services for DMH are heavily outside of CBE requirements due to the nature and purpose of mandated services including but not limited to Acute Psychiatric Care Services, Children/Youth Services, Crisis Beds and Mental Health Rehabilitation Services (MHRS).
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - DMH is in the process of re-training staff concerning CSBE requirements, along with strengthening mandated monitoring utilizing Contracting Officers Technical Representatives and CA's and re-educating Senior Management of the critical importance of LSDBE requirements.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**

## **Appendix V**

### Procurement Supplemental Information Analysis

- Yes
- **ODCA Recommendations**
  - DMH should work closely with DSLBD to train staff and identify procurement opportunities with SBEs.

#### **36. Metropolitan Police Department**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Metropolitan Police Department exceeded the approved CSBE goal of \$5.7 million by \$19,418. MPD strongly supports the set-aside program & in conjunction with the ACO identifies potential markets & recommends local suppliers.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - Work closer with the Agency Contracting Officer and the Office of Contracting & Procurement to ensure CBEs goals are met accordingly.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No
- **ODCA Recommendations**
  - MPD should meet with DSLBD to obtain assistance in procurement planning.

#### **37. Office of Motion Picture and Television Development**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Office of Motion Picture continues to ensure CBEs are considered for procurements and have exceeded its' goal for FY 2012.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - No changes are required
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **38. Department of Motor Vehicles**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - DMV, with OCP as our procurement agent, sought CSBE vendors whenever possible, procuring supplies, inventory, and equipment which were competitively available from local vendors. These included copy paper, toner, envelopes, uniforms, computer equipment, and transcription services. In addition, we exercised the option year for a service contract with ASPEN of DC

## Appendix V

### Procurement Supplemental Information Analysis

for imaging services, and procured a contract extension with Industrial Bank for ticket collections.

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - As DMV has significantly exceeded our CSBE goals in FY2012, we will continue our contracting and procurement operations with the same focus in FY2013.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### 39. National Guard, D.C.

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - We have a spending plan to provide set aside funds to exceed our goal.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The DC National Guard plans to meet and exceed our 2013 goal.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### 40. Department of Parks and Recreation

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Department of Parks and Recreation has continuously sought out CBE first in all of their procurements. We also reach out to CBE vendors to see if they could expand their offerings to include goods or services that were previously obtained from non-CBEs. Although in some cases this causes the expenditure to be up to 12% higher, we understand that these dollars are supporting our local economy.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - We do not anticipate making any changes; however, we are going to continue to diligently monitor our CBE spending and to reach out to the CBE community encouraging them to expand the types of services that they offer.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

## **Appendix V**

### Procurement Supplemental Information Analysis

#### **41. Office of the People's Counsel**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - Establishment of OPC Administrative Order No. 100-04-12 dated February 16, 2012 (The purpose of this administrative order is to establish guidelines in OPC to ensure compliance with the required goal of procuring 50% of the expendable budget with certified small business enterprises (CSBE) firms.)
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - More focus on using CSBE vendors and working closely with the Office of Small & Local Business Development. Also, encourage vendors to become certified with the DSLBD
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **42. Office of the Deputy Mayor for Planning and Economic Development**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - DMPED is committed to seeking CBE contractors as a first source relative to contracts and procurement. Additionally, we will continue to encourage non CBE, District based businesses to contact DSLBD in order to inquire about possibly obtaining the CBE certification. Although our CBE goal attainment was 22% below the established threshold, DMPED remains committed to ensuring use of CBE contractors through adherence to the law.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - DMPED will more closely monitor its established CBE goal and attempt to find and utilize CBE contractors with the SBE designation to fulfill our contract and procurement needs especially when utilizing local funds.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA recommendations**
  - DMPED should meet with DSLBD to obtain assistance in procurement planning.

#### **43. Office of Planning**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - In FY 2012, OP exceeded its CSBE goal. OP reported expenditures with CSBEs of \$175,991.86 vs. a CSBE goal of \$163,398.31. OP coordinates its procurement activity with our own Edward Giefer, who also serves as OP's

## Appendix V

### Procurement Supplemental Information Analysis

liaison to DSLBD. Mr. Giefer works to ensure that procurements made via PASS and OCP, as well as those made via OP's purchase cards, give first consideration to District companies certified as small business enterprises. Mr. Giefer uses DSLBD's CBE Contractors searchable database to find and suggest to staff CBE firms that can satisfy OP requirements.

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - OP plans to continue in FY 2013 to give first consideration to District companies certified as small business enterprises.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### 44. Office of Police Complaints

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Office of Police Complaints (OPC) uses SBE vendors as often as possible. Our CSBE goal for 2012 was achieved. Whenever the agency comes across a Washington, DC, based vendor, we ask if they are an authorized SBE vendor. If they are not, we invite them to become a SBE vendor.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - OPC will better utilize budget exclusions, and will continue to seek out and use qualified SBE's for as many of the agency's purchases as possible.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA recommendations**
  - None

#### 45. D.C. Public Library

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - (1) Continue to hold regular staff meetings to discuss strategies to maintain the use of current SBEs and to discuss new methods for recruitment and use of new ones and (2) Encourage program managers to use the CBE database to find new CBE vendors
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - Business Operations management will institute methods to better track use of SBEs
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**

## Appendix V

### Procurement Supplemental Information Analysis

- Yes
- **ODCA Recommendations**
  - None

#### **46. Deputy Mayor for Public Safety and Justice**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - We utilized the CBE database as well as the Local Business Development Team and made purchases with our Certified Business Enterprises.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - N/A
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **47. D.C. Public Schools**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The District of Columbia Public Schools (DCPS) achieved its CSBE goal with a total CBE expenditure amount of \$14,963,407.59. On a percentage basis this represents a 100.68% goal attainment. During this period DCPS has demonstrated its commitment to maximizing business opportunities for CBEs. Working in tandem with DSLBD, District of Columbia Public Schools will continue to communicate to our school administrators the importance of utilizing local certified businesses.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - We plan to review our procurement practices with a goal of developing strategic sourcing techniques to improve high volume low value purchases. This will include supplies and services from local certified businesses.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - DCPS should meet with DSLBD to obtain assistance in procurement planning.

#### **48. Public Service Commission**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Commission accessed the DLSBE CBE List to obtain new services and purchase equipment. The Commission continues to include CBE information

## Appendix V

### Procurement Supplemental Information Analysis

in its RFPs and RFQs. Finally, the Commission continually seeks out and meets with CBE vendors that provide services in the areas of need.

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The Commission will continue to forge new relationships that will help to achieve FY 2013 CBE goals. In FY 2013, the benefit of working and forging relationship in FY 2012 will be fully realized and assist in meeting goals.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### 49. Department of Public Works

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The agency has reviewed its spend on a quarterly basis. All Administrators within the agency have been provided a list of CBE vendors for commodities most frequently purchased; and reminded that pcard transactions should be set aside to CSBE as much as possible.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The agency will re-review pcard transactions to ensure CSBEs are being used to the maximum extent. For commodities where the largest total dollars were spent, the agency will look to utilize more CSBEs. For example, the agency is reviewing uniform purchases, copier leases, and equipment and facility maintenance services.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - DPW should meet with DSLBD to obtain assistance in procurement planning.

#### 50. D.C. Retirement Board

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - While the DC Retirement Board failed to achieve its CSBE goal, overall 40% of the combination of expenditures of CSBEs and CBEs was achieved. The agency will continue to seek District based contractors where appropriate.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The agency has and will continue to perform more set-aside procurement activities for CSBEs and CBEs where applicable.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**

## **Appendix V**

### Procurement Supplemental Information Analysis

- No
- **ODCA Recommendations**
  - The D.C. Retirement Board should meet with DSLBD to obtain assistance in procurement planning.

#### **51. D.C. Office of Risk Management**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Office of Risk Management (RKO), has met its yearly set-aside expenditure goal for Certified Business Enterprise (CBE) for FY 2012. The Office of Risk Management has three separate budget agencies under its jurisdiction. RKO is its main operating budget. The funds primarily are used for personnel, overhead fixed costs, and professional services. The remainders of the funds are used for goods and services to support the daily operations of the agency, which provides ORM with more opportunities to do business with CBE vendors by using the agency purchase card or by purchase order as awarded by the Office of Contacts and Procurement. In FY 12, ORM met its goal by purchasing from CBE companies to furnish a new office for the Tort division and for purchasing goods and services for the day-to-day administrative functions of the agency.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - For FY 13, we will continue to strive to make as many purchases as possible with CBE businesses, outside of the purchase orders previously awarded to other vendors.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **52. Office of the Secretary**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The Office of the Secretary made a resolute effort to re-examine potential CSBE candidates who cater after noticing that there were missed opportunities to spend with these vendors in the previous fiscal year. Much of the agency purchasing goes to ceremonial items as well in which it was impressed upon staff that qualified SBE vendors should be sought out for these items on the DLSDBE database.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The agency will continue to seek out CSBE vendors in areas where the money was not spent with them in FY12 in an effort to continue our compliance. We

## **Appendix V**

### Procurement Supplemental Information Analysis

will also encourage potential CSBE vendors to register online with the CSBE office so they may become recognized on the database searches.

- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **53. Department of Small and Local Business Development**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - We utilized the CBE database as well as the Local Business Development Team and made purchases with our Certified Business Enterprises.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - Re-educate new and existing management, staff members, and project managers in each division about spending funds with Certified Business Enterprises. Re-evaluate processes in which the agency's programs outreach to CBE firms prior to procuring and make it a standard operating procedure for divisions and programs to place a request with the division of Local Business Development to research firms. This process will allow DSLBD to proactively support CSBEs on an ongoing basis. The Local Business Development team members will provide a listing prior to division representatives beginning their procurement process. We will take a closer look at promoting grantees use of CBEs as well.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **54. Office of the State Superintendent of Education**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The OSSE's activities involving purchasing goods and services through SBE's included procuring temporary services, interpretation services, printing services, and catering services. In addition, OSSE SBE vendors provided consulting services, workshops, and census examinations. SBE vendors are often used for the purchase of office supplies and furniture. As a result of these activities, OSSE reached 32% of the 50% Certified Small Business Enterprise goal established at the beginning of 2012. A number of contracts were issued pursuant to the Blackman Jones Consent Decree. Under this Consent Decree, the defendants are not bound by the D.C. Procurement Practices Act, D.C. Code §2-301 et seq., and other District or federal law

## **Appendix V**

### Procurement Supplemental Information Analysis

relating to procurement, and any regulations there under. However, an outreach effort is still made to the SBE market.

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - To meet the 50% requirement for fiscal year 2013, OSSE Contracts and Procurement continues to work closely with OCP to ensure every effort is made to procure SBE's by using the DC Supply Schedule and the LSBDE database before going to the GSA Schedule or Open Market. Additionally, OSSE's Supervisory Contract Specialist and Chief Operating Officer have devised an agency strategy to ensure that programs are aware of the spending requirement. Meetings have been held with programs to discuss the strategy of meeting the requirement at the divisional level. (1) The OSSE Procurement department has made it a priority to reach out to vendors listed on the DC Supply Schedule and CBE database prior to soliciting the Open Market and GSA. (2) As old contracts expire, every effort will be made to utilize CBE's, if capable of providing the services. (3) Although non-competitive small purchases do not require solicitation of CBE's, OSSE will reach out to the CBE market first. Establish a CBE monitoring plan to ensure each program contributes to the agency targeted amount.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA recommendations**
  - None

#### **55. Office of the Tenant Advocate**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - Worked with OCP
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - Identify valid exclusions.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No
- **ODCA Recommendations**
  - OTA should work closely with DSLBD to train staff and identify procurement opportunities with SBEs.

#### **56. D.C. Department of Transportation**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - We did not have a shortfall when one considers both DDOT local operating and local capital spending combined.

## **Appendix V**

### Procurement Supplemental Information Analysis

- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - During FY'13 DDOT will continue its efforts to identify opportunities for SBEs.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No
- **ODCA Recommendations**
  - DDOT should work closely with DSLBD to identify procurement opportunities with SBEs.

#### **57. Office of Unified Communications**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - With every small purchase, particularly those within our control such as ones the agency intends to make via credit card, the OUC gives first preference to the CBE community. In making larger purchases, the agency defers to the Office of Contracting and Procurement with the understanding that CBEs receive preference points during the bid evaluation process.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - The OUC achieved the goal this year. Nonetheless, the agency plans to continue to engage the CBE community to purchase goods and services whenever possible going forward.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - No
- **ODCA Recommendations**
  - OUC should work closely with DSLBD to train staff and identify procurement opportunities with SBEs.

#### **58. University of the District of Columbia**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - The University's Office of Contracting and Procurement is committed to ensuring the success of this program by continually educating the University's community, equipping the purchase cardholders and end users with DSLBD's certified contractor listing and educating the cardholders and end users on how to utilize DSLBD's website. Ensuring that the University's contract specialist utilizes CBE when applicable. Monthly friendly reminders are sent to cardholders and end-user to remind them to utilize CBE whenever possible. Contract Specialist uses commodity lookup on DSLBD's website to ensure that they utilize CBEs especially CSBEs first.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**

## **Appendix V**

### Procurement Supplemental Information Analysis

- The University has implemented a certified business enterprises (CBE) awareness program to ensure that the purchase cardholders, end users, contract specialist reach out to the certified business enterprises first when applicable. The University's Office of Contracting and Procurement is committed to ensuring the success of this program by continually educating the University's community, equipping the purchase cardholders and end users with DSLBD's certified contractor listing and educating the cardholders and end users on how to utilize DSLBD's website. Ensuring that the University's contract specialist utilizes CBE when applicable.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **59. Department of Youth Rehabilitation Services, Department of**

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - Each fiscal year the agency develops a spending plan for all funds. Included within the spending plan are all expendable funds set-aside for DSLBD. DYRS works closely with the Office of Contracts and Procurement (OCP) to ensure that all DSLBD vendors given first consideration during the solicitation process. Progress toward the goal of 50% of the expendable budget is monitored quarterly and adjustments are made to the spending plan to ensure that the goals are achieved.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - DYRS is committed to increasing contracting opportunities for small business and assisting the District in achieving or exceeding their DSLBD goals. The agency will continue to work with OCP to ensure that DSLBD vendors are given priority when goods and services are procured. DYRS will first source the bidder pool from the DC Supply Schedule. Any solicitations not addressed by the DC Supply Schedule will be sourced from the DSLBD database. In addition, DYRS will continue to monitor DSLBD spending quarterly so that adjustment in spending can be made to ensure compliance with the DSLBD goals.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

#### **60. Office of Zoning**

## **Appendix V**

### Procurement Supplemental Information Analysis

- **Activities the agency engaged in to achieve the FY 2012 SBE expenditure goal**
  - Whenever possible, OZ made every effort to spend all expendable dollars with CSBEs before contracting with non-CSBE entities. Please note that 96% (\$392,962.73) of all expenditures were spent with CBEs.
- **Changes the agency intends to make in FY 2013 to achieve the SBE expenditure goal**
  - In FY 2013, OZ maintains its pledge to spend all expendable dollars with CSBEs before contracting with non-CSBE entities. However, as the award of contracts is not solely at the discretion of OZ, but primarily at the discretion of the Office of Contracts and Procurement, OZ can request contracts be awarded to CSBEs, but ultimately the request may be denied. In an effort to ensure compliance this fiscal year, OZ has made a concerted effort to encourage non-CSBE awardees to become CSBE-certified.
- **Will the agency's planned activities for FY 2013 enable it to achieve its SBE expenditure goal?**
  - Yes
- **ODCA Recommendations**
  - None

## **Appendix VI**

Agencies That Did Not Submit Procurement Supplemental Information as of March 19, 2013

1. Advisory Neighborhood Commissions, Office of
2. Arts and Humanities, Commission on
3. Chief Technology Officer, Office of the
4. Consumer & Regulatory Affairs, Department of
5. Contracting and Procurement, Office of
6. Disability Rights, Office of
7. District of Columbia Public Charter School Board
8. Employees Appeals, Office of
9. Events DC (Washington Convention and Sports Authority)
10. Forensic Laboratory Technician Training Program
11. General Services, Department of
12. Housing Finance Agency
13. Housing and Community Development, Department of
14. Latino Affairs, Office on
15. Lottery & Charitable Games Control Board, D.C.
16. Public Charter Schools, D.C.
17. Public Employee Relations Board
18. Real Property Assessment and Appeals, Board of
19. Special Education Transportation
20. Veterans' Affairs, Office of

## **Appendix VII**

### Agencies That Submitted FY 2013 Procurement Plans as of March 19, 2013

1. Administrative Hearings, Office of
2. Aging, Office on
3. Alcoholic Beverage Regulation Administration
4. Attorney General for the District of Columbia, Office of the
5. Asian and Pacific Islander Affairs, Office on
6. Auditor, Office of the
7. Cable Television, Office of
8. Campaign Finance, Office of
9. Chief Financial Officer, Office of the
10. Chief Technology Officer, Office of the
11. Child and Family Services Agency
12. City Administrator, Office of the
13. Consumer and Regulatory Affairs, Department of
14. Contract Appeals Board
15. Contracting and Procurement, Office of
16. Corrections, Department of
17. Disability Compensation Fund (Employees' Compensation Fund) (Expenditures dispersed through Office of Risk Management)
18. Disability Rights, Office of
19. Disability Services, Department on
20. Elections and Ethics, Board of
21. Employment Services, Department of
22. Environment, District Department of the
23. Events DC (Washington Convention and Sports Authority)
24. Finance and Resource Management, Office of
25. Fire and Emergency Medical Services Department
26. General Services, Department of
27. Health, Department of
28. Health and Human Services, Deputy Mayor for
29. Health Care Finance, Department of
30. Homeland Security and Emergency Management Agency
31. Housing and Community Development, Department of
32. Human Resources, DC Department of
33. Human Rights, Office of
34. Human Services, Department of
35. Inspector General, Office of the
36. Insurance, Securities, and Banking, Department of
37. Latino Affairs, Office of
38. Lottery and Charitable Games Control Board
39. Mayor, Office of the
40. Medical Liability Captive Insurance Agency (Expenditures dispersed through Office of Risk Management)
41. Metropolitan Police Department
42. Motion Picture and Television Development, Office of
43. Motor Vehicles, Department of

## **Appendix VII**

### Agencies That Submitted FY 2013 Procurement Plans as of March 19, 2013

44. National Guard, DC
45. Parks and Recreation, Department of
46. People's Counsel, Office of the
47. Planning and Economic Development, Office of the Deputy Mayor for
48. Planning, Office of
49. Police Complaints, Office of
50. Public Library, District of Columbia
51. Public Safety and Justice, Deputy Mayor for
52. Public Schools, D.C.
53. Public Service Commission
54. Public Works, Department of
55. Risk Management, D.C. Office of
56. Secretary, Office of the
57. Small and Local Business Development, Department of
58. Special Education Transportation
59. State Superintendent of Education, Office of the
60. Taxicab Commission, D.C.
61. Transportation, District Department of
62. Unified Communications, Office of
63. University of the District of Columbia
64. Veterans' Affairs, Office of
65. Youth Rehabilitation Services, Department of
66. Zoning, Office of

## **Appendix VIII**

### Agencies That Did Not Submit FY 2013 Procurement Plans as of March 19, 2013

1. Advisory Neighborhood Commissions, Office of
2. Arts and Humanities, Commission on
3. Chief Medical Examiner, Office of the
4. District of Columbia Public Charter School Board
5. Education, Deputy Mayor for
6. Employee Appeals, Office of
7. Ethics and Government Accountability, Board of
8. Housing Finance Agency
9. Mental Health, Department of
10. Public Charter Schools, D.C.
11. Public Employee Relations Board
12. Real Property Assessments and Appeals, Board of
13. Retirement Board, D.C.
14. Tenant Advocate, Office of the