



Office of the District of Columbia Auditor

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DISTRICT OF COLUMBIA AGENCIES' COMPLIANCE WITH FISCAL YEAR 2011 SMALL BUSINESS ENTERPRISE EXPENDITURE GOALS

May 31, 2012

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Office of the District of Columbia Auditor

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The Honorable Kwame Brown, 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 2011 Small Business Enterprise Expenditure Goals

Dear Chairman Brown:

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) 2011 (October 1, 2010 through September 30, 2011).¹

OBJECTIVES, SCOPE, AND METHODOLOGY

The objectives of this examination were to:

1. determine whether District agencies met the required goal of procuring 50% of their expendable budgets with SBEs in FY 2011; and
2. determine District agencies' compliance with SBE goal establishment and expenditure reporting requirements.²

The examination covered the period October 1, 2010 through September 30, 2011. We did not conduct the examination as an audit as defined by the Government Accountability Office's Government Auditing Standards.

In conducting the examination for this annual report, we reviewed 78 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 SBEs during fiscal year 2011; and (2) submit quarterly SBE expenditure reports, as well as an annual report to DSLBD and the Office of the D.C. Auditor. In the report entitled "District of Columbia Agencies' Compliance with Small Business Enterprise Expenditure Goals for the 1st, 2nd, and 3rd Quarters of Fiscal

¹ See D.C. Official Code § 2-218.41

² See D.C. Official Code §2-218.53(a) and (b)

Year 2011” published on March 9, 2012, we reviewed 84 agencies, offices, or programs. After the 3rd quarter of FY 2011, DSLBD stopped monitoring 6 of the 84 agencies and no longer required them to submit SBE expenditure reports. DSLBD did not notify the Auditor of this change until April 2012. As a result, our March 9, 2012 report included the following 6 agencies which are not included in this report on agencies’ compliance with SBE expenditure goals for FY 2011:

1. Office of Community Relations and Services
2. Council of the District of Columbia
3. D.C. Housing Authority
4. Public Charter Schools
5. Serve DC
6. Special Education Transportation

For each agency, we reviewed appropriated budgets, expendable budgets, and reported SBE goals. For 76 of the 78 agencies, we reviewed SBE expenditures using the District’s System of Accounting and Reporting (SOAR) and the Office of Contracting and Procurement’s Purchase Card Program (P-Card) data. Two of the 78 agencies, Events DC and the University of the District of Columbia (UDC), have independent procurement authority and do not record expenditures in SOAR. Therefore, we were not able to independently verify expenditure data for Events DC and UDC. We also verified vendors in DSLBD’s CBE Online System, reviewed DSLBD’s QuickBase Data Tracking System³, and interviewed key staff from DSLBD and several District agency liaisons responsible for SBE compliance reporting.

³ DSLBD QuickBase Data Tracking System, as of April 18, 2012

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.”⁴

The Act also establishes the following categories of businesses: Local Business Enterprises (LBEs), Small Business Enterprises, Disadvantaged Business Enterprises (DBEs), Local Business Enterprises with Principle Offices Located in an Enterprise Zone (DZEs), Resident-Owned Businesses (ROBs), Longtime 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 the agency's goods and services to SBEs each fiscal year. Additionally, the Act 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, and VOBs.

⁴ See D.C. Official Code §2-218.13(a)

In the middle of FY 2011, DSLBD changed the process they used to record SBE goals and expenditures. In the beginning of the fiscal year, DSLBD required each agency to submit, for review and approval, an Operating Expense Checklist (OEC) and Annual Allocation Letter (AAL), signed by the agency director. The agencies were instructed to complete their OEC by filling in their FY 2011 appropriated budget, detailing all costs that could not be obtained from SBEs (such as personnel and fixed costs), and subtracting the excluded costs from the appropriated budget to arrive at their FY 2011 expendable budget. To calculate the SBE goal, each agency's expendable budget was multiplied by 50%.

Later in FY 2011, DSLBD uploaded all agency goals and expenditure data to QuickBase, an electronic database containing all budget, SBE goal, and agency-reported SBE expenditure data. At the end of FY 2011 and even into FY 2012, DSLBD continued to adjust FY 2011 SBE expenditure goals to reflect changes in procedures, account for budget increases and decreases, and correct errors made at the beginning of the fiscal year.

RESULTS OF THE AUDITOR'S EXAMINATION

The 78 agencies we assessed had a total FY 2011 reported appropriated budget of \$5,902,883,428 and total reported expendable budget for goods and services of \$482,620,178. Based on the expendable budget of \$482,620,178, the FY 2011 SBE expenditure goal for these 78 agencies was \$241,310,100.⁵ The 78 agencies' FY 2011 reported appropriated and expendable budgets and reported SBE goals are in Appendix I.

FY 2011 EXPENDITURE RESULTS

In FY 2011, the 78 District agencies we reviewed spent \$107,580,104 with SBEs or 45% of the total SBE expenditure goal for all of the 78 agencies. Agency SBE goal achievement for the 78 agencies for FY 2011 is presented in Appendix I.

Total expenditures of the 78 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, Longtime Resident Businesses, Local Manufacturing Enterprises, and Veteran Owned Businesses for FY 2011 are presented in Appendix II.

Of the 78 agencies, 37 met or exceeded their reported annual FY 2011 SBE expenditure goal. The 37 agencies that met or exceeded their SBE goal are presented in Table I.

Table I
Agencies that Met or Exceeded Their FY 2011 SBE Expenditure Goal

	Agency	Reported SBE Goal	Total FY 2011 SBE Expenditures	% of SBE Goal Achieved
1	Administrative Hearings, Office of	\$182,218	\$225,823	124%
2	Aging, Office on	\$1,145,047	\$3,025,093	264%
3	Alcoholic Beverage Regulation Administration	\$129,251	\$199,274	154%
4	Attorney General, Office of the	\$589,053	\$1,039,369	176%
5	Campaign Finance, Office of	\$22,404	\$32,191	144%
6	Chief Financial Officer, Office of the	\$35,347	\$4,815,901	13625%
7	Chief Medical Examiner, Office of the	\$161,836	\$219,825	136%
8	Child and Family Services Agency	\$497,381	\$921,662	185%

⁵ DSLBD QuickBase Data Tracking System, as of April 18, 2012

	Agency	Reported SBE Goal	Total FY 2011 SBE Expenditures	% of SBE Goal Achieved
9	Consumer and Regulatory Affairs, Department of	\$87,648	\$227,595	260%
10	Contract Appeals Board	\$2,186	\$2,436	111%
11	Contracting and Procurement, Office of	\$59,218	\$238,265	402%
12	Elections and Ethics, Board of	\$22,346	\$305,671	1368%
13	Environment, District Department of the	\$362,026	\$1,088,172	301%
14	Events DC*	\$6,790,293	\$6,902,450	102%
15	Fire and Emergency Medical Services, Department of	\$1,118,976	\$2,705,649	242%
16	Health, Department of	\$1,486,437	\$5,780,545	389%
17	Homeland Security and Emergency Management Agency	\$40,476	\$1,406,962	3476%
18	Human Rights, Office of	\$88,865	\$260,551	293%
19	Human Services, Department of	\$1,069,789	\$1,841,658	172%
20	Insurance, Securities, and Banking, Department of	\$122,477	\$221,437	181%
21	Mayor, Office of the	\$113,891	\$177,191	156%
22	Metropolitan Police Department	\$913,425	\$3,515,494	385%
23	Motion Picture and Television Development, Office of	\$6,548	\$22,524	344%
24	Motor Vehicles, Department of	\$356,856	\$2,846,948	798%
25	Parks and Recreation, Department of	\$1,267,002	\$3,913,074	309%
26	Planning & Economic Development, Office of the Deputy Mayor For	\$434,192	\$667,512	154%
27	Planning, Office of	\$88,496	\$121,405	137%
28	Public Education Facilities Modernization, Office of	\$3,291,456	\$10,477,917	318%
29	Public Library, D.C.	\$1,501,464	\$2,420,417	161%
30	Public Schools, D.C.	\$3,481,904	\$11,744,166	337%
31	Real Estate Services, Department of	\$3,300,851	\$5,751,206	174%
32	Real Property Assessments and Appeals, Board of	\$11,563	\$33,444	289%
33	Tenant Advocate, Office of the	\$28,150	\$47,238	168%
34	Unified Communications, Office of	\$53,830	\$289,907	539%
35	University of the District of Columbia*	\$5,726,177	\$10,595,627	185%
36	Veterans Affairs, Office of	\$21,032	\$43,742	208%
37	Victim Services, Office of	\$5,000	\$5,562	111%
	Total	\$34,615,111	\$84,133,903	

*Based on Self-Reported Expenditures

DSLBD's METHODOLOGY FOR DETERMINING WHICH AGENCIES TO MONITOR HAD FLAWS

As noted previously, after the 3rd quarter of FY 2011, the Department of Small and Local Business Development (DSLBD) stopped monitoring 6 agencies and no longer required them to submit SBE expenditure reports. The 6 agencies were:

1. Office of Community Relations and Services
2. Council of the District of Columbia
3. D.C. Housing Authority
4. Public Charter Schools
5. Serve DC
6. Special Education Transportation

In some cases, DSLBD lacked a clear and consistent methodology for identifying agencies that no longer required monitoring. Specifically, DSLBD stopped monitoring one agency because DSLBD did not receive any correspondence from agency representatives. However, several other agencies did not regularly correspond with DSLBD, yet DSLBD continued to monitor them. We will continue to examine DSLBD's methodology for determining which agencies to monitor in FY 2012.

DSLBD'S GOAL-SETTING PROCESS STILL HAD FLAWS

We found that several agencies exceeded their FY 2011 SBE goal by excessively large amounts. The excessive amount by which agencies exceeded their SBE goals raises questions about the validity of the declared expendable budgets of some agencies. DSLBD stated that they implemented new measures to improve the goal setting process for FY 2012, however in our report entitled "District of Columbia Agencies' Compliance with Small Business Enterprise Expenditure Goals through the 1st Quarter of Fiscal Year 2012" published on March 29, 2012, we found that some agencies continued to exceed their goals by excessive amounts in FY 2012. We will continue to monitor DSLBD's goal setting process in FY 2012.

6 AGENCIES DID NOT SUBMIT REQUIRED INFORMATION TO DSLBD THAT WAS NECESSARY FOR THE ACCURATE CALCULATION OF SBE GOALS

According to DSLBD's QuickBase database, as of April 18, 2012, 6 of the 78 agencies had not submitted required information to DLSBD that was necessary for the accurate calculation of SBE goals. The 6 agencies did not submit information on the products and services that they could not obtain from SBEs and which should be excluded when calculating the agencies' SBE goals. Therefore, DSLBD calculated the

SBE goals of the following 6 agencies by multiplying the agencies' entire appropriated budgets by 50%. The 6 agencies that did not properly document their exclusions are:

1. Office of Advisory Neighborhood Commissions
2. Office of Finance and Resource Management
3. Forensic Laboratory Technician Training Program
4. Department of Mental Health
5. Public Employee Relations Board
6. Deputy Mayor for Public Safety and Justice

RECOMMENDATION:

When agencies do not submit the necessary information to accurately establish SBE goals, DSLBD should notify the agency of the SBE goal and advise the Council that DSLBD established the goal because the agency failed to submit required information.

13 DISTRICT AGENCIES DID NOT SUBMIT FY 2011 4th QUARTER EXPENDITURE DATA

We found that 13 of the 78 agencies did not submit FY 2011 4th quarter expenditure data to DSLBD. The agencies that did not submit FY 2011 expenditure data are presented in Appendix III. The following 13 agencies failed to submit FY 2011 4th quarter expenditure data:

1. Office of Advisory Neighborhood Commissions
2. Office of Community Affairs
3. Office of Contracting and Procurement
4. Office of Employee Appeals
5. Office of Finance and Resource Management
6. Forensic Laboratory Technician Training Program
7. Justice Grants Administration
8. Office of the Mayor
9. Public Employee Relations Board
10. Deputy Mayor for Public Safety and Justice
11. D.C. Public Schools
12. Board of Real Property Assessments and Appeals
13. Office of Victim Services

Because we obtain agency expenditure data directly from SOAR and P-Card data, the lack of an agency-submitted expenditure report did not prevent us from listing expenditure totals for all agencies in Appendices I and II. The Office of Contracting and Procurement, the Office of the Mayor, D.C. Public Schools, the Board of Real Property Assessments and Appeals, and the Office of Victim Services met their FY 2011 expenditure goal, even though they did not submit 4th quarter reports.

While some agencies submitted expenditure data in one quarter but failed to submit expenditure data in another quarter, the following 9 agencies did not submit any expenditure data to DSLBD for the 1st, 2nd, 3rd, or 4th quarters of FY 2011.

1. Office of Advisory Neighborhood Commissions
2. Office of Employee Appeals
3. Office of Finance and Resource Management
4. Forensic Laboratory Technician Training Program
5. Justice Grants Administration
6. Public Employee Relations Board
7. Deputy Mayor for Public Safety and Justice
8. Board of Real Property Assessments and Appeals
9. Office of Victim Services

MANY DISTRICT AGENCIES SUBMITTED INACCURATE SBE EXPENDITURE REPORTS

We found that numerous agencies submitted inaccurate expenditure reports. We found individual agency reporting differences of over \$500,000 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 64 agencies for which a comparison is possible, is listed in Appendix IV.

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 receive the SBE financial data from their Agency Fiscal Officer in a timely manner.

As a result of the inability of agencies to 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 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 their 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 progress of those improvements to determine if they produce better quality data.

RECOMMENDATIONS:

1. The DSLBD Director should provide training to Agency Compliance Officers to address SBE reporting errors such as agencies reporting: (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, that result in inaccurate expenditure reports.
2. To assist in the accurate preparation and submission of quarterly SBE expenditure reports, the DSLBD Director and reporting Agency Directors should partner with the Office of the Chief Financial Officer to provide SOAR access to Agency Compliance Officers.

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 2011 SBE expenditure goal; and
- A description of any changes the agency intends to make during FY 2012 to achieve their SBE expenditure goal.

Of the 78 agencies, 56 agencies entered complete supplemental information in QuickBase and 22 agencies did not enter the required supplemental information in QuickBase. The 56 compliant agencies are listed in Appendix V.

There was a significant increase in the number of agencies that submitted supplemental information for FY 2011 over FY 2010.⁶ In FY 2010 only 18 agencies submitted procurement supplemental information, compared with 56 agencies that submitted supplemental information in FY 2011. Also, the quality of the procurement supplemental information improved from FY 2010. It was evident that many agencies were taking a more proactive approach in developing strategies to track their SBE expenditures and assess the capabilities of potential SBEs. It is important to note that DSLBD provided hands-on training to agency liaisons on preparing and submitting the supplemental information.

Appendix VI summarizes (1) the supplemental procurement information from the 56 compliant agencies, (2) our assessment of whether the planned activities of the 56 agencies for FY 2012 are likely to enable the agencies to achieve their SBE expenditure goals, and (3) our recommendations on activities the 56 agencies should engage in to meet or exceed their FY 2012 goals.

Appendix VII lists the 22 agencies that did not submit the required supplemental information.

FY 2012 PROCUREMENT PLAN ANALYSIS

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

Of the 78 agencies, 56 agencies submitted a FY 2012 procurement plan and 22 did not submit a FY 2012 procurement plan. The 56 agencies that submitted a procurement plan are listed in Appendix VIII. The 22 agencies that did not submit a procurement plan are presented in Appendix IX.

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.⁸

⁶ See ODCA Letter Report: District of Columbia Agencies' Compliance with Fiscal Year 2010 Small Business Enterprise Expenditure Goals, September 20, 2011.

⁷ See DCMR Title 27, Section 832.1.

⁸ See DCMR Title 27, Section 832.2.

CONCLUSION

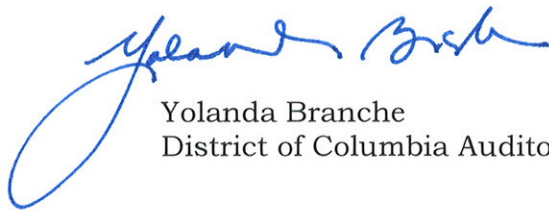
We found that 78 agencies spent \$107,580,104 on SBEs during FY 2011. The 78 agencies we assessed reached 45% of the total overall FY 2011 SBE expenditure goal. Of the 78 agencies, 37 met or exceeded their FY 2011 expenditure goal spending \$84,133,903.

Although there were significant expenditures with SBEs in the 4th quarter of FY 2011, it was not enough for many agencies to reach their SBE goal. In total, the District of Columbia fell over \$133 million short of the overall SBE expenditure goal of \$241,310,100, depriving small businesses of the opportunities that the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act strives to provide.

Furthermore, we found that problems persisted in DSLBD's goal-setting process and agencies' timely and accurate submission of data in FY 2011.

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 progress and the progress of the District agencies to ensure that SBEs receive their share of District procurement opportunities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Yolanda Branche', with a large, stylized loop at the bottom left.

Yolanda Branche
District of Columbia Auditor

APPENDIX I

FY 2011 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 st Quarter SBE Expenditures	2 nd Quarter SBE Expenditures	3 rd Quarter SBE Expenditures	4 th Quarter SBE Expenditures	Total FY 2011 SBE Expenditures ⁹	% of SBE Goal Achieved
1	Administrative Hearings, Office of	\$7,093,322	\$364,435	\$182,218	-\$760	\$5,982	\$53,050	\$167,551	\$225,823	124%
2	Advisory Neighborhood Commissions, Office of ¹⁰	\$889,000	\$889,076	\$444,538	\$0	\$133	\$0	\$0	\$133	0%
3	Aging, Office on	\$15,944,000	\$2,290,094	\$1,145,047	\$881,046	\$820,611	\$928,889	\$394,547	\$3,025,093	264%
4	Alcoholic Beverage Regulation Administration	\$5,539,404	\$258,501	\$129,251	\$3,857	\$48,158	\$38,310	\$108,949	\$199,274	154%
5	Arts and Humanities, Commission on	\$5,876,692	\$110,794	\$55,397	\$3,200	\$6,722	\$7,190	\$11,473	\$28,585	52%
6	Asian/Pacific Islander Affairs, Office on	\$815,493	\$22,128	\$11,064	\$502	\$570	\$2,020	\$6,821	\$9,913	90%
7	Attorney General, Office of the	\$52,103,083	\$1,178,105	\$589,053	\$96,845	\$260,911	\$291,816	\$389,797	\$1,039,369	176%
8	Auditor, Office of the D.C.	\$4,658,821	\$164,635	\$82,318	\$713	\$6,014	\$2,122	\$29,767.56	\$38,617	47%
9	Cable Television, Office of	\$7,631,316	\$220,479	\$110,239	\$3,010	\$45	\$9,400	\$4,970	\$17,425	16%
10	Campaign Finance, Office of	\$1,338,131	\$44,808	\$22,404	\$0	\$2,719	\$4,726	\$24,746	\$32,191	144%
11	Chief Financial Officer, Office of the	\$129,671,421	\$70,693	\$35,347	\$157,366	\$1,519,135	\$1,068,249	\$2,071,151	\$4,815,901	13625%
12	Chief Medical Examiner, Office of the	\$7,668,171	\$323,671	\$161,836	\$5,906	\$10,745	\$74,631	\$128,543	\$219,825	136%
13	Chief Technology Officer, Office of the	\$131,810,215	\$35,790,118	\$17,895,059	\$383,084	\$420,086	\$55,606	\$1,524,685	\$2,383,461	13%
14	Child and Family Services Agency	\$276,262,877	\$994,762	\$497,381	\$84,713	\$245,460	\$118,633	\$472,856	\$921,662	185%
15	City Administrator, Office of the	\$5,238,714	\$221,928	\$110,964	\$5,113	\$8,386	\$8,569	\$62,448	\$84,516	76%
16	Community Affairs, Office of	\$2,232,152	\$207,160	\$103,580	\$417	\$5,452	\$0	\$0	\$5,869	6%
17	Consumer and Regulatory Affairs, Department of	\$8,203,032	\$175,295	\$87,648	\$13,716	\$43,610	\$28,550	\$141,719	\$227,595	260%
18	Contract Appeals Board	\$790,000	\$4,372	\$2,186	\$0	\$0	\$160	\$2,276	\$2,436	111%

⁹ FY 2011 SBE expenditures only reflect expenditures made from October 1, 2010 to September 30, 2011 using appropriation year 2011 funds. All agencies' SBE expenditures were obtained from SOAR and P-Card data, except for Events DC and the University of the District of Columbia.

¹⁰ As of April 18, 2012, the agency had not properly documented exclusions in DSLBD's QuickBase database. Therefore, DSLBD calculated the agency's SBE goal by multiplying the agency's entire appropriated budget by 50%.

APPENDIX I

FY 2011 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 st Quarter SBE Expenditures	2 nd Quarter SBE Expenditures	3 rd Quarter SBE Expenditures	4 th Quarter SBE Expenditures	Total FY 2011 SBE Expenditures ⁹	% of SBE Goal Achieved
19	Contracting and Procurement, Office of	\$10,593,167	\$118,436	\$59,218	\$30,998	\$23,645	\$39,109	\$144,513	\$238,265	402%
20	Corrections, Department of	\$110,088,833	\$36,019,183	\$18,009,592	\$423,403	\$425,133	\$273,944	\$302,687	\$1,425,167	8%
21	Disability Compensation Program	\$28,170,000	\$0	\$0	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt
22	Disability Rights, Office of	\$1,068,566	\$177,365	\$88,683	\$30,280	\$30,850	\$0	\$3,238	\$64,368	73%
23	Disability Services, Department on	\$56,808,345	\$0	\$0	\$123,185	\$193,254	\$588,550	\$399,409	\$1,304,398	Non- calculable, Agency established SBE goal of \$0
24	Education, Office of the Deputy Mayor for	\$1,273,383	\$305,116	\$152,558	\$293	\$89	\$2,647	\$2,810	\$5,839	4%
25	Elections and Ethics, Board of	\$4,282,749	\$44,692	\$22,346	\$109,364	\$59,447	\$102,595	\$34,265	\$305,671	1368%
26	Employee Appeals, Office of	\$1,306,854	\$1,287,457	\$643,729	\$1,889	\$12,339	\$2,039	\$7,693	\$23,960	4%
27	Employment Services, Department of	\$36,629,815	\$1,541,714	\$770,857	\$22,116	\$98,574	\$94,011	\$343,883	\$558,584	72%
28	Environment, District Department of the	\$12,904,135	\$724,052	\$362,026	\$99,628	\$218,990	\$266,584	\$502,970	\$1,088,172	301%
29	Events DC ¹¹	\$93,131,198	\$13,580,585	\$6,790,293	\$799,341	\$2,998,953	\$3,095,763	\$8,393	\$6,902,450	102%
30	Finance and Resource Management, Office of ¹²	\$32,829,000	\$32,828,815	\$16,414,408	\$0	\$3,212	\$965	\$4,864	\$9,041	0%
31	Fire and Emergency Medical Services, Department of	\$195,529,834	\$2,237,952	\$1,118,976	\$322,722	\$701,453	\$478,269	\$1,203,205	\$2,705,649	242%
32	Forensic Laboratory Technician Training Program ¹³	\$1,601,000	\$1,600,762	\$800,381	\$0	\$0	\$2,970	\$0	\$2,970	0%

¹¹ Events DC has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the expenditure data for Events DC.

¹² As of April 18, 2012, the agency had not properly documented exclusions in DSLBD's QuickBase database. Therefore, DSLBD calculated the agency's SBE goal by multiplying the agency's entire appropriated budget by 50%.

¹³ Ibid

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FY 2011 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 st Quarter SBE Expenditures	2 nd Quarter SBE Expenditures	3 rd Quarter SBE Expenditures	4 th Quarter SBE Expenditures	Total FY 2011 SBE Expenditures ⁹	% of SBE Goal Achieved
33	Health Care Finance, Department of	\$2,139,715,651	\$50,484,201	\$25,242,101	\$5,788	\$38,171	\$92,732	\$1,676,356	\$1,813,047	7%
34	Health, Department of	\$74,471,870	\$2,972,874	\$1,486,437	\$601,075	\$1,261,956	\$1,027,992	\$2,889,522	\$5,780,545	389%
35	Homeland Security and Emergency Management Agency	\$1,993,709	\$80,951	\$40,476	\$34,260	\$57,839	\$118,054	\$1,196,809	\$1,406,962	3476%
36	Housing and Community Development, Department of	\$12,064,000	\$865,448	\$432,724	\$8,586	\$20,353	\$39,789	\$60,364	\$129,092	30%
37	Human Resources, Department of	\$11,583,000	\$2,139,577	\$1,069,789	\$71,499	\$142,780	\$307,517	\$352,984	\$874,780	82%
38	Human Rights, Office of	\$2,555,726	\$177,731	\$88,865	\$269	\$8,927	\$52,271	\$199,084	\$260,551	293%
39	Human Services, Department of	\$11,583,000	\$2,139,577	\$1,069,789	\$55,221	\$497,934	\$518,747	\$769,756	\$1,841,658	172%
40	Inspector General, Office of the	\$16,243,122	\$557,254	\$278,627	\$14,873	\$10,153	\$23,944	\$162,166	\$211,136	76%
41	Insurance, Securities, and Banking, Department of	\$16,673,884	\$244,954	\$122,477	\$5,813	\$27,004	\$10,008	\$178,612	\$221,437	181%
42	Justice Grants Administration	\$12,414,573	\$23,945	\$11,973	\$682	\$1,262	\$0	\$0	\$1,944	16%
43	Latino Affairs, Office on	\$2,889,000	\$93,000	\$46,500	\$466	\$1,543	\$2,496	\$22,925	\$27,430	59%
44	Lottery and Charitable Games Control Board, D.C.	\$260,250,000	\$12,008,188	\$6,004,094	\$270,342	\$1,629,023	\$2,255,370	\$1,708,758	\$5,863,493	98%
45	Mayor, Office of the	\$4,544,313	\$227,782	\$113,891	\$6,188	\$24,623	\$27,329	\$119,051	\$177,191	156%
46	Medical Liability Captive Insurance	\$2,500,000	\$0	\$0	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt
47	Mental Health, Department of ¹⁴	\$187,527,163	\$187,527,163	\$93,763,582	\$175,373	\$329,617	\$484,485	\$837,831	\$1,827,306	2%
48	Metropolitan Police Department	\$412,846,987	\$1,826,849	\$913,425	\$431,030	\$959,810	\$755,619	\$1,369,035	\$3,515,494	385%
49	Motion Picture and Television Development, Office of	\$555,310	\$13,096	\$6,548	\$4,348	\$4,586	\$1,153	\$12,437	\$22,524	344%

¹⁴ Ibid

APPENDIX I

FY 2011 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 st Quarter SBE Expenditures	2 nd Quarter SBE Expenditures	3 rd Quarter SBE Expenditures	4 th Quarter SBE Expenditures	Total FY 2011 SBE Expenditures ⁹	% of SBE Goal Achieved
50	Motor Vehicles, Department of	\$24,511,536	\$713,711	\$356,856	\$20,622	\$126,119	\$314,327	\$2,385,880	\$2,846,948	798%
51	National Guard, D.C.	\$2,465,029	\$36,129	\$18,065	\$617	\$0	\$0	\$2,360	\$2,977	16%
52	Parks and Recreation, Department of	\$37,677,182	\$2,534,004	\$1,267,002	\$110,212	\$306,601	\$943,468	\$2,552,793	\$3,913,074	309%
53	People's Counsel, Office of the	\$5,228,861	\$743,399	\$371,699	\$14,282	\$58,939	\$76,523	\$168,064	\$317,808	86%
54	Planning & Economic Development, Office of the Deputy Mayor For	\$23,614,430	\$868,384	\$434,192	\$151,002	\$261,458	\$114,983	\$140,069	\$667,512	154%
55	Planning, Office of	\$6,111,934	\$176,992	\$88,496	\$12,881	\$17,488	\$16,001	\$75,035	\$121,405	137%
56	Police Complaints, Office of	\$2,115,721	\$250,044	\$125,022	\$4,624	\$3,290	\$6,919	\$6,934	\$21,767	17%
57	Public Education Facilities Modernization, Office of	\$28,193,210	\$6,582,912	\$3,291,456	\$128,617	\$441,841	\$1,191,582	\$8,715,877.10	\$10,477,917	318%
58	Public Employee Relations Board ¹⁵	\$879,000	\$868,758	\$434,379	\$0	\$4,899	\$1,314	\$34,762	\$40,975	9%
59	Public Library, D.C.	\$36,406,911	\$3,002,928	\$1,501,464	\$203,735	\$691,498	\$420,482	\$1,104,702	\$2,420,417	161%
60	Public Safety and Justice, Deputy Mayor for ¹⁶	\$375,000	\$375,000	\$187,500	\$0	\$3,221	\$2,569	\$7,694	\$13,484	7%
61	Public Schools, D.C.	\$757,630,991	\$6,963,807	\$3,481,904	\$845,866	\$2,482,750	\$2,308,399	\$6,107,151	\$11,744,166	337%
62	Public Service Commission	\$9,568,657	\$436,650	\$218,325	\$713	\$5,987	\$28,316	\$165,382	\$200,398	92%
63	Public Works, Department of	\$126,922,836	\$15,956,041	\$7,978,021	\$223,961	\$463,188	\$348,710	\$797,552	\$1,833,411	23%
64	Real Estate Services, Department of	\$26,313,000	\$6,601,702	\$3,300,851	\$253,366	\$1,683,501	\$664,949	\$3,149,390	\$5,751,206	174%
65	Real Property Assessments and Appeals, Board of	\$1,310,186	\$23,127	\$11,563	\$4,484	\$2,296	\$883	\$25,781	\$33,444	289%
66	Risk Management, Office of	\$1,610,000	\$0	\$0	\$0	\$2,693	-\$41	\$2,971	\$5,623	Non-calculable, Agency established SBE goal of \$0

¹⁵ Ibid

¹⁶ Ibid

APPENDIX I

FY 2011 Reported Appropriated Budgets, Reported Expendable Budgets, Reported SBE Goals, and SBE Expenditures

	Agency	Reported Appropriated Budget	Reported Expendable Budget	Reported SBE Goal	1 st Quarter SBE Expenditures	2 nd Quarter SBE Expenditures	3 rd Quarter SBE Expenditures	4 th Quarter SBE Expenditures	Total FY 2011 SBE Expenditures ⁹	% of SBE Goal Achieved
67	Secretary, Office of the	\$2,744,767	\$104,133	\$52,067	\$3,097	\$15,938	\$3,430	\$28,832	\$51,297	99%
68	Small and Local Business Development, Department of	\$5,005,540	\$326,814	\$163,407	\$2,765	\$3,758	\$1,372	\$95,649	\$103,544	63%
69	State Superintendent of Education, Office of	\$115,812,913	\$14,037,548	\$7,018,774	\$23,544	\$443,215	\$437,537	\$912,019	\$1,816,315	26%
70	Taxicab Commission, D.C.	\$1,096,948	\$141,111	\$70,555	\$6,755	\$12,565	\$10,638	\$35,978	\$65,936	93%
71	Tenant Advocate, Office of the	\$654,000	\$56,300	\$28,150	\$1,824	\$2,364	\$0	\$43,050	\$47,238	168%
72	Transportation, Department of	\$12,586,716	\$11,146,592	\$5,573,296	\$53,958	\$135,046	\$206,241	\$561,778	\$957,024	17%
73	Unified Communications, Office of	\$27,097,232	\$107,659	\$53,830	\$22,024	\$33,088	\$132,379	\$102,416	\$289,907	539%
74	University of the District of Columbia ¹⁷	\$118,918,519	\$11,452,353	\$5,726,177	\$2,054,949	\$5,766,563	\$1,545,014	\$1,229,101	\$10,595,627	185%
75	Veterans Affairs, Office of	\$391,952	\$42,064	\$21,032	\$2,451	\$15,233	\$11,050	\$15,008	\$43,742	208%
76	Victim Services, Office of	\$13,905,506	\$10,000	\$5,000	\$833	\$1,457	\$972	\$2,300	\$5,562	111%
77	Youth and Rehabilitation Services, Department of	\$90,680,625	\$3,536,998	\$1,768,499	\$30,852	\$293,244	\$203,367	\$630,472	\$1,157,935	65%
78	Zoning, Office of	\$2,660,195	\$345,245	\$172,623	\$14,357	\$23,036	\$39,489	\$69,751	\$146,633	85%
	Total	\$5,902,883,428	\$482,620,178	\$241,310,100	\$9,480,151	\$26,487,535	\$22,387,746	\$49,224,671	\$107,580,104	

¹⁷ UDC has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the expenditure data for UDC.

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), Longtime Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran Owned Businesses (VOBs) for FY 2011

	Agency	LBE ¹⁸	SBE	DBE	DZE	ROB	LRB	LME	VOB
1	Administrative Hearings, Office of	\$225,823	\$225,823	\$37,060	\$135,538	\$115,906	\$74,353	\$0	\$0
2	Advisory Neighborhood Commissions, Office of	\$133	\$133	\$0	\$0	\$0	\$133	\$0	\$0
3	Aging, Office on	\$3,176,700	\$3,025,094	\$1,136,505	\$3,175,338	\$357,329	\$152,969	\$0	\$0
4	Alcoholic Beverage Regulation Administration	\$199,274.92	\$199,274.92	\$29,703.41	\$173,421.72	\$178,325.46	\$157,939.45	\$0.00	\$2,118.50
5	Arts and Humanities, Commission on	\$28,586	\$28,586	\$21,481	\$19,406	\$12,959	\$0	\$0	\$0
6	Asian/Pacific Islander Affairs, Office on	\$9,914	\$9,914	\$4,151	\$4,724	\$2,200	\$4,700	\$0	\$0
7	Attorney General, Office of the	\$1,097,880	\$1,039,368	\$165,789	\$206,748	\$103,848	\$108,557	\$0	\$3,632
8	Auditor, Office of the D.C.	\$38,617	\$38,617	\$3,572	\$15,950	\$14,405	\$9,118	\$0	\$0
9	Cable Television, Office of	\$127,668	\$17,426	\$9,698	\$11,998	\$7,749	\$2,772	\$0	\$0
10	Campaign Finance, Office of	\$32,191	\$32,191	\$24,099	\$32,191	\$4,726	\$5,372	\$0	\$0
11	Chief Financial Officer, Office of the	\$5,800,586	\$4,815,900	\$3,550,238	\$4,102,886	\$2,347,375	\$1,373,354	\$0	\$0
12	Chief Medical Examiner, Office of the	\$219,826	\$219,826	\$191,287	\$133,679	\$32,703	\$49,343	\$0	\$0
13	Chief Technology Officer, Office of the	\$15,121,208	\$2,383,460	\$14,742,984	\$1,134,284	\$1,616,694	\$211,736	\$0	\$0
14	Child and Family Services Agency	\$1,343,287	\$921,661	\$973,245	\$632,150	\$55,377	\$43,098	\$0	\$48,488
15	City Administrator, Office of the	\$84,516	\$84,516	\$8,864	\$69,549	\$9,037	\$68,948	\$0	\$0
16	Community Affairs, Office of	\$5,869	\$5,869	\$0	\$5,025	\$0	\$844	\$0	\$0
17	Consumer and Regulatory Affairs, Department of	\$227,595	\$227,595	\$135,218	\$142,247	\$53,331	\$75,022	\$0	\$0
18	Contract Appeals Board	\$2,436	\$2,436	\$0	\$2,436	\$472	\$1,964	\$0	\$0
19	Contracting and Procurement, Office of	\$238,264	\$238,264	\$123,836	\$112,073	\$64,897	\$65,611	\$0	\$0

¹⁸ All agencies' expenditures in Appendix II were obtained from SOAR and P-Card data, except for Events DC and 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), Longtime Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran Owned Businesses (VOBs) for FY 2011

	Agency	LBE ¹⁸	SBE	DBE	DZE	ROB	LRB	LME	VOB
20	Corrections, Department of	\$1,570,789	\$1,425,167	\$418,560	\$670,944	\$407,090	\$196,677	\$0	\$0
21	Disability Compensation Program	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt
22	Disability Rights, Office of	\$64,368	\$64,368	\$2,287	\$2,564	\$31,728	\$1,090	\$0	\$0
23	Disability Services, Department on	\$1,451,155	\$1,304,397	\$540,834	\$1,221,348	\$443,241	\$688,173	\$0	\$0
24	Education, Office of the Deputy Mayor for	\$5,839	\$5,839	\$5,546	\$4,949	\$5,546	\$0	\$0	\$0
25	Elections and Ethics, Board of	\$307,290	\$305,671	\$218,238	\$104,170	\$67,036	\$52,893	\$0	\$5,753
26	Employee Appeals, Office of	\$23,959	\$23,959	\$0	\$368	\$368	\$23,591	\$0	\$0
27	Employment Services, Department of	\$2,093,030	\$558,584	\$1,860,724	\$282,945	\$212,249	\$211,066	\$0	\$0
28	Environment, District Department of the	\$1,139,606	\$1,088,173	\$300,489	\$476,434	\$674,831	\$85,101	\$0	\$124,602
29	Events DC ¹⁹	\$7,799,259	\$6,902,450	\$1,922,321	\$5,594,356	\$890,750	\$495,836	\$0	\$0
30	Finance and Resource Management, Office of	\$9,042	\$9,042	\$2,227	\$1,646	\$1,327	\$6,815	\$0	\$0
31	Fire and Emergency Medical Services, Department of	\$2,858,331	\$2,705,649	\$1,463,359	\$2,359,122	\$448,516	\$929,205	\$0	\$0
32	Forensic Laboratory Technician Training Program	\$2,970	\$2,970	\$2,970	\$2,970	\$0	\$0	\$0	\$0
33	Health Care Finance, Department of	\$2,269,406	\$1,813,047	\$570,206	\$1,682,615	\$222,418	\$1,503,075	\$0	\$0
34	Health, Department of	\$7,402,196	\$5,780,545	\$3,006,979	\$4,264,363	\$1,552,122	\$2,188,994	\$0	\$0
35	Homeland Security and Emergency Management Agency	\$1,811,983	\$1,406,962	\$1,358,156	\$1,057,767	\$1,029,143	\$37,508	\$0	\$0
36	Housing and Community Development, Department of	\$129,093	\$129,093	\$43,680	\$80,473	\$9,591	\$70,343	\$0	\$0

¹⁹ Events DC has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the 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), Longtime Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran Owned Businesses (VOBs) for FY 2011

	Agency	LBE ¹⁸	SBE	DBE	DZE	ROB	LRB	LME	VOB
37	Human Resources, Department of	\$906,857	\$874,780	\$479,614	\$553,701	\$13,955	\$57,625	\$0	\$0
38	Human Rights, Office of	\$260,551	\$260,551	\$213,397	\$175,095	\$217,681	\$15,584	\$0	\$0
39	Human Services, Department of	\$2,244,931	\$1,841,658	\$689,255	\$418,361	\$1,426,793	\$196,578	\$0	\$0
40	Inspector General, Office of the	\$211,137	\$211,137	\$132,284	\$153,168	\$57,817	\$39,182	\$0	\$0
41	Insurance, Securities, and Banking, Department of	\$221,436	\$221,436	\$151,885	\$43,428	\$98,759	\$8,718	\$0	\$0
42	Justice Grants Administration	\$1,944	\$1,944	\$0	\$220	\$0	\$1,724	\$0	\$0
43	Latino Affairs, Office on	\$27,430	\$27,430	\$21,500	\$23,496	\$21,966	\$5,930	\$0	\$0
44	Lottery and Charitable Games Control Board, D.C.	\$6,018,003	\$5,863,492	\$156,341	\$536,633	\$52	\$5,371,762	\$0	\$0
45	Mayor, Office of the	\$177,191	\$177,191	\$59,113	\$63,255	\$55,248	\$90,725	\$0	\$0
46	Medical Liability Captive Insurance	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt	Expenditures dispersed through Office of Risk Mgmt
47	Mental Health, Department of	\$1,870,571	\$1,827,307	\$568,700	\$1,385,511	\$693,861	\$301,974	\$0	\$0
48	Metropolitan Police Department	\$5,652,793	\$3,515,494	\$3,235,340	\$2,787,378	\$632,173	\$298,261	\$0	\$26,171
49	Motion Picture and Television Development, Office of	\$22,523	\$22,523	\$14,062	\$9,482	\$13,360	\$5,712	\$0	\$0
50	Motor Vehicles, Department of	\$3,047,613	\$2,846,949	\$692,141	\$655,498	\$459,874	\$116,718	\$0	\$0
51	National Guard, D.C.	\$2,977	\$2,977	\$2,360	\$2,977	\$617	\$0	\$0	\$0
52	Parks and Recreation, Department of	\$4,063,854	\$3,913,073	\$2,934,693	\$1,898,705	\$2,470,377	\$331,913	\$0	\$0
53	People's Counsel, Office of the	\$322,393	\$317,808	\$93,848	\$305,501	\$68,475	\$52,842	\$0	\$0
54	Planning & Economic Development, Office of the Deputy Mayor For	\$667,512	\$667,512	\$493,322	\$557,457	\$546,883	\$44,958	\$0	\$0
55	Planning, Office of	\$121,405	\$121,405	\$59,219	\$77,336	\$86,185	\$26,080	\$0	\$3,141

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), Longtime Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran Owned Businesses (VOBs) for FY 2011

	Agency	LBE ¹⁸	SBE	DBE	DZE	ROB	LRB	LME	VOB
56	Police Complaints, Office of	\$21,767	\$21,767	\$13,733	\$17,735	\$13,733	\$1,962	\$0	\$0
57	Public Education Facilities Modernization, Office of	\$11,061,555	\$10,477,917	\$3,853,176	\$3,337,045	\$4,045,812	\$1,225,410	\$0	\$0
58	Public Employee Relations Board	\$40,975	\$40,975	\$29,120	\$288	\$29,248	\$11,727	\$0	\$0
59	Public Library, D.C.	\$2,423,236	\$2,420,418	\$1,343,109	\$2,087,701	\$624,050	\$177,029	\$0	\$0
60	Public Safety and Justice, Deputy Mayor for	\$13,483	\$13,483	\$0	\$0	\$0	\$13,309	\$0	\$0
61	Public Schools, D.C.	\$11,744,165	\$11,744,165	\$2,761,423	\$7,682,795	\$4,661,515	\$3,733,793	\$0	\$0
62	Public Service Commission	\$202,907	\$200,397	\$167,514	\$163,291	\$5,896	\$35,662	\$0	\$0
63	Public Works, Department of	\$1,998,121	\$1,833,411	\$1,144,059	\$1,300,061	\$781,578	\$333,465	\$0	\$0
64	Real Estate Services, Department of	\$6,134,903	\$5,751,206	\$3,796,421	\$2,648,693	\$2,554,732	\$1,254,497	\$0	\$0
65	Real Property Assessments and Appeals, Board of	\$33,445	\$33,445	\$13,522	\$12,535	\$10,964	\$17,917	\$0	\$0
66	Risk Management, Office of	\$5,623	\$5,623	\$2,222	\$2,808	\$1,809	\$2,171	\$0	\$0
67	Secretary, Office of the	\$51,297	\$51,297	\$18,884	\$17,113	\$16,404	\$25,687	\$0	\$0
68	Small and Local Business Development, Department of	\$103,544	\$103,544	\$84,500	\$14,824	\$99,069	\$6,895	\$0	\$0
69	State Superintendent of Education, Office of	\$4,026,903	\$1,816,315	\$2,572,745	\$1,370,437	\$1,467,775	\$1,030,045	\$0	\$0
70	Taxicab Commission, D.C.	\$65,936	\$65,936	\$42,995	\$31,845	\$35,178	\$2,280	\$0	\$0
71	Tenant Advocate, Office of the	\$47,237	\$47,237	\$14,350	\$45,273	\$16,129	\$32,842	\$0	\$0
72	Transportation, Department of	\$2,962,558	\$957,024	\$627,505	\$2,120,140	\$137,607	\$2,045,956	\$290,268	\$0
73	Unified Communications, Office of	\$1,746,644	\$289,909	\$1,722,364	\$269,946	\$75,081	\$35,528	\$0	\$0
74	University of the District of Columbia ²⁰	\$11,261,564	\$10,595,627	\$7,445,138	\$9,573,357	\$912,879	\$250,710	\$0	\$145,732

²⁰ UDC has independent procurement authority and does not record expenditures in SOAR. Therefore, we were not able to independently verify the expenditure data for UDC.

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), Longtime Resident Businesses (LRBs), Local Manufacturing Enterprises (LMEs), and Veteran Owned Businesses (VOBs) for FY 2011

	Agency	LBE ¹⁸	SBE	DBE	DZE	ROB	LRB	LME	VOB
75	Veterans Affairs, Office of	\$43,742	\$43,742	\$1,750	\$5,058	\$41,065	\$1,744	\$0	\$0
76	Victim Services, Office of	\$5,561	\$5,561	\$750	\$2,555	\$750	\$3,006	\$0	\$0
77	Youth and Rehabilitation Services, Department of	\$1,469,756	\$1,157,935	\$828,454	\$1,018,479	\$384,061	\$249,700	\$94,035	\$0
78	Zoning, Office of	\$326,700	\$146,632	\$205,749	\$116,115	\$106,748	\$85,491	\$0	\$12,368
	TOTAL	\$138,551,433	\$107,580,104	\$69,560,863	\$69,401,974	\$33,859,448	\$26,439,312	\$384,303	\$372,006

APPENDIX III

Agencies That Did Not Submit Expenditure Data to DSLBD in FY 2011, as of April 18, 2012

	Agency	1 st Quarter Expenditure Data Submitted	2 nd Quarter Expenditure Data Submitted	3 rd Quarter Expenditure Data Submitted	4 th Quarter Expenditure Data Submitted
1	Advisory Neighborhood Commissions, Office of	No	No	No	No
2	Community Affairs, Office of	Yes	Yes	Yes	No
3	Contracting and Procurement, Office of ²¹	Yes	Yes	Yes	No
4	Education, Office of the Deputy Mayor for	Yes	No	Yes	Yes
5	Employee Appeals, Office of	No	No	No	No
6	Finance and Resource Management, Office of	No	No	No	No
7	Forensic Laboratory Technician Training Program	No	No	No	No
8	Justice Grants Administration	No	No	No	No
9	Mayor, Office of the ²²	Yes	Yes	Yes	No
10	Public Employee Relations Board	No	No	No	No
11	Public Safety and Justice, Deputy Mayor for	No	No	No	No
12	Public Schools, D.C. ²³	Yes	Yes	Yes	No
13	Real Property Assessments and Appeals, Board of ²⁴	No	No	No	No
14	Victim Services, Office of ²⁵	No	No	No	No

²¹ Although the Office of Contracting and Procurement did not submit a 4th quarter expenditure report to DSLBD, SOAR and P-Card data indicated that the agency still met its FY 2011 SBE expenditure goal.

²² Although the Office of the Mayor did not submit a 4th quarter expenditure report to DSLBD, SOAR and P-Card data indicated that the agency still met its FY 2011 SBE expenditure goal.

²³ Although D.C. Public Schools did not submit a 4th quarter expenditure report to DSLBD, SOAR and P-Card data indicated that the agency still met its FY 2011 SBE expenditure goal.

²⁴ Although the Board of Real Property Assessments and Appeals did not submit any expenditure reports to DSLBD, SOAR and P-Card data indicated that the agency still met its FY 2011 SBE expenditure goal.

²⁵ Although the Office of Victim Services did not submit any expenditure reports to DSLBD, SOAR and P-Card data indicated that the agency still met its FY 2011 SBE expenditure goal.

APPENDIX IV

FY 2011 Verified SBE Expenditures vs. Agency Self-Reported SBE Expenditures in DSLBD's QuickBase database, as of April 18, 2012

	Agency	Agency Self-Reported FY 2011 SBE Expenditures	Agency Self-Reported % of SBE Goal Achieved	Verified FY 2011 SBE Expenditures	Verified % of SBE Goal Achieved	Difference
1	Administrative Hearings, Office of	\$225,242	38%	\$225,823	124%	\$581
2	Aging, Office on	\$1,838,880	84%	\$3,025,094	264%	\$1,186,214
3	Alcoholic Beverage Regulation Administration	\$185,840	100%	\$199,274	154%	\$13,434
4	Arts and Humanities, Commission on	\$19,823	100%	\$28,586	52%	\$8,763
5	Asian/Pacific Islander Affairs, Office on	\$11,864	66%	\$9,914	90%	(\$1,950)
6	Attorney General, Office of the	\$996,964	96%	\$1,039,368	176%	\$42,404
7	Auditor, Office of the D.C.	\$39,194	100%	\$38,617	47%	(\$577)
8	Cable Television, Office of	\$20,787	5%	\$17,426	16%	(\$3,361)
9	Campaign Finance, Office of	\$37,962	91%	\$32,191	144%	(\$5,771)
10	Chief Financial Officer, Office of the	\$2,604,589	77%	\$4,815,900	13625%	\$2,211,311
11	Chief Medical Examiner, Office of the	\$144,762	21%	\$219,826	136%	\$75,064
12	Chief Technology Officer, Office of the	\$13,905,116	36%	\$2,383,460	13%	(\$11,521,656)
13	Child and Family Services Agency	\$798,891	3%	\$921,661	185%	\$122,770
14	City Administrator, Office of the	\$118,402	53%	\$84,516	76%	(\$33,886)
15	Community Affairs, Office of	\$3,123	26%	\$5,869	6%	\$2,746
16	Consumer and Regulatory Affairs, Department of	\$90,712	100%	\$227,595	260%	\$136,883
17	Contract Appeals Board	\$7,406	100%	\$2,436	111%	(\$4,970)
18	Corrections, Department of	\$1,982,966	97%	\$1,425,167	8%	(\$557,799)
19	Disability Rights, Office of	\$35,818	19%	\$64,368	73%	\$28,550
20	Disability Services, Department on	\$520,040	2%	\$1,304,397	Non-calculable. Agency established SBE goal of \$0	\$784,357
21	Education, Office of the Deputy Mayor for	\$9,475	100%	\$5,839	4%	(\$3,636)
22	Elections and Ethics, Board of	\$264,179	28%	\$305,671	1368%	\$41,492

APPENDIX IV

FY 2011 Verified SBE Expenditures vs. Agency Self-Reported SBE Expenditures in DSLBD's QuickBase database, as of April 18, 2012

	Agency	Agency Self-Reported FY 2011 SBE Expenditures	Agency Self-Reported % of SBE Goal Achieved	Verified FY 2011 SBE Expenditures	Verified % of SBE Goal Achieved	Difference
23	Employment Services, Department of	\$986,607	4%	\$558,584	72%	(\$428,023)
24	Environment, District Department of the	\$130,302	47%	\$1,088,173	301%	\$957,871
25	Fire and Emergency Medical Services, Department of	\$5,525,228	37%	\$2,705,649	242%	(\$2,819,579)
26	Health Care Finance, Department of	\$1,234,032	91%	\$1,813,047	7%	\$579,015
27	Health, Department of	\$3,927,168	2%	\$5,780,545	389%	\$1,853,377
28	Homeland Security and Emergency Management Agency	\$1,152,306	29%	\$1,406,962	3476%	\$254,656
29	Housing and Community Development, Department of	\$381,432	61%	\$129,093	30%	(\$252,339)
30	Human Resources, Department of	\$248,337	23%	\$874,780	82%	\$626,443
31	Human Rights, Office of	\$260,519	90%	\$260,551	293%	\$32
32	Human Services, Department of	\$1,682,861	59%	\$1,841,658	172%	\$158,797
33	Inspector General, Office of the	\$1,402,559	38%	\$211,137	76%	(\$1,191,422)
34	Insurance, Securities, and Banking, Department of	\$230,057	89%	\$221,436	181%	(\$8,621)
35	Latino Affairs, Office on	\$22,744	64%	\$27,430	59%	\$4,686
36	Lottery and Charitable Games Control Board, D.C.	\$5,004,362	100%	\$5,863,492	98%	\$859,130
37	Mayor, Office of the	\$29,831	41%	\$177,191	156%	\$147,360
38	Mental Health, Department of[5]	\$7,884,119	6%	\$1,827,307	2%	(\$6,056,812)
39	Metropolitan Police Department	\$2,550,229	19%	\$3,515,494	385%	\$965,265
40	Motion Picture and Television Development, Office of	\$10,567	48%	\$22,523	344%	\$11,956
41	Motor Vehicles, Department of	\$5,296,585	32%	\$2,846,949	798%	(\$2,449,636)
42	National Guard, D.C.	\$8,717	64%	\$2,977	16%	(\$5,740)
43	Parks and Recreation, Department of	\$3,159,329	100%	\$3,913,073	309%	\$753,744
44	People's Counsel, Office of the	\$165,543	26%	\$317,808	86%	\$152,265

APPENDIX IV

FY 2011 Verified SBE Expenditures vs. Agency Self-Reported SBE Expenditures in DSLBD's QuickBase database, as of April 18, 2012

	Agency	Agency Self-Reported FY 2011 SBE Expenditures	Agency Self-Reported % of SBE Goal Achieved	Verified FY 2011 SBE Expenditures	Verified % of SBE Goal Achieved	Difference
45	Planning & Economic Development, Office of the Deputy Mayor for	\$489,387	10%	\$667,512	154%	\$178,125
46	Planning, Office of	\$130,960	20%	\$121,405	137%	(\$9,555)
47	Police Complaints, Office of	\$21,948	20%	\$21,767	17%	(\$181)
48	Public Education Facilities Modernization, Office of	\$3,083,352	37%	\$10,477,917	318%	\$7,394,565
49	Public Library, D.C.	\$2,409,968	46%	\$2,420,418	161%	\$10,450
50	Public Schools, D.C.	\$4,117,496	12%	\$11,744,166	337%	\$7,626,670
51	Public Service Commission	\$284,099	37%	\$200,397	92%	(\$83,702)
52	Public Works, Department of	\$2,409,021	10%	\$1,833,411	23%	(\$575,610)
53	Real Estate Services, Department of	\$7,411,752	26%	\$5,751,206	174%	(\$1,660,546)
54	Risk Management, Office of	\$6,203	28%	\$5,623	Non-calculable, Agency established SBE goal of \$0	(\$580)
55	Secretary, Office of the	\$17,482	7%	\$51,297	99%	\$33,815
56	Small and Local Business Development, Department of	\$16,852	72%	\$103,544	63%	\$86,692
57	State Superintendent of Education, Office of	\$5,997,795	99%	\$1,816,315	26%	(\$4,181,480)
58	Taxicab Commission, D.C.	\$81,315	97%	\$65,936	93%	(\$15,379)
59	Tenant Advocate, Office of the	\$27,841	100%	\$47,237	168%	\$19,396
60	Transportation, Department of	\$5,922,047	78%	\$949,523	17%	(\$4,972,524)
61	Unified Communications, Office of	\$1,809,494	14%	\$289,909	539%	(\$1,519,585)
62	Veterans Affairs, Office of	\$35,022	66%	\$43,742	208%	\$8,720
63	Youth and Rehabilitation Services, Department of	\$2,222,908	8%	\$1,157,935	65%	(\$1,064,973)
64	Zoning, Office of	\$325,744	84%	\$146,632	85%	(\$179,112)

APPENDIX V

Agencies That Submitted Procurement Supplemental Information as of April 18, 2012

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. Auditor, Office of the
6. Cable Television, Office of
7. Campaign Finance, Office of
8. Chief Financial Officer, Office of the
9. Chief Medical Examiner, Office of the
10. Child and Family Services Agency
11. City Administrator, Office of the
12. Community Affairs, Office of
13. Contract Appeals Board
14. Corrections, Department of
15. Disability Services, Department on
16. Employment Services, Department of
17. Environment, District Department of the
18. Events DC
19. Fire and Emergency Medical Services Department
20. Health, Department of
21. Health Care Finance, Department of
22. Homeland Security and Emergency Management Agency
23. Housing and Community Development, Department of
24. Human Resources, DC Department of
25. Human Rights, Office of
26. Human Services, Department of
27. Inspector General, Office of the
28. Insurance, Securities, and Banking, Department of
29. Latino Affairs, Office of
30. Mayor, Office of the
31. Mental Health, Department of
32. Metropolitan Police Department
33. Motion Picture and Television Development, Office of
34. Motor Vehicles, Department of
35. Parks and Recreation, Department of
36. People's Counsel, Office of the
37. Planning and Economic Development, Office of the Deputy Mayor for
38. Planning, Office of
39. Police Complaints, Office of
40. Public Education Facilities Management, Office of
41. Public Library, District of Columbia
42. Public Service Commission
43. Public Works, Department of
44. Real Estate Services, Department of
45. Risk Management, DC Office of
46. Disability Compensation Fund (Expenditures dispersed through Office of Risk Management)

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Agencies That Submitted Procurement Supplemental Information as of April 18, 2012

47. Medical Liability Captive Insurance Agency (Expenditures dispersed through Office of Risk Management)
48. Secretary, Office of the
49. Small and Local Business Development, Department of
50. State Superintendent of Education, Office of the
51. Taxicab Commission, DC
52. Unified Communications, Office of
53. University of the District of Columbia
54. Veterans' Affairs, Office of
55. Youth Rehabilitation Services, Department of
56. Zoning, Office of

APPENDIX VI

Procurement Supplemental Information Analysis

1. Office of Administrative Hearings

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Thoroughly reviewed operational needs for FY 11 and provided CSBE friendly Statements of Work within the procurement system to specify CSBE opportunities
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 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 2011 SBE expenditure goal**
 - Awarded Meal Delivery contract and service and supply contracts to SBEs
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will continue to use qualified SBEs
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

3. Alcohol Beverage Regulation Administration

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Surpassed CSBE expenditure goal by utilizing CSBEs in daily transactions as well as for larger procurements
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No
- **ODCA recommendations**
 - ABRA should work with DSLBD to identify SBEs that can provide necessary products and services.

4. Office of the Attorney General

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Utilized SBEs for information technology, office operations, and litigation support as there is a ready supply
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**

APPENDIX VI

Procurement Supplemental Information Analysis

- Closer scrutiny of employee purchase order requests to ensure that SBEs are used whenever possible
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

5. Office of the D.C. Auditor

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Gave preference to SBE vendors (as available) on all purchases
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will continue to utilize the CBE Online Database
 - Will continue to meet with certified SBEs and provide them with ODCA service and product needs
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

6. Office of Cable Television

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - None described
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - OCT will continue to be proactive and seek the services of SBEs
 - OCT will work with DSLBD to support goal success
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No
- **ODCA Recommendations**
 - OCT only receives Special Purpose Revenues (SPR), or O Type Funding. In that OCT does not receive local funds, we suggest that DSLBD examine OCT's procurement history to determine the degree to which OCT is able to comply with the SBE expenditure requirements
 - OCT should meet with DSLBD prior to establishing its new procurement schedule to determine if any new procurements will be able to be performed by SBEs

7. Office of Campaign Finance

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Far exceeded CSBE goal by reaching out to the Office of Finance and Resource Management and DSLBD
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**

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Procurement Supplemental Information Analysis

- None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

8. Office of the Chief Financial Officer

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - No action items described
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Unable to determine
- **ODCA Recommendations**
 - OCFO's FY 2011 expenditures far exceeded its reported SBE goal. This indicates that the agency may have understated its expendable budget. DSLBD should meet with OCFO to review the basis for its FY 2012 SBE expenditure goal.

9. Office of the Chief Medical Examiner

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Tried to utilize as many CSBEs as possible for contracting
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - OCME has a unique function and is not able to fully utilize CSBE services
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - DSLBD should assist OCME in assessing its purchasing needs to determine if there is a sufficient pool of CSBEs available to provide products and services. If a sufficient pool of CSBEs is not available, DSLBD should assist OCME with its procurement planning and goal setting so that OCME can reach its goal.
 - DSLBD should assist OCME in sponsoring informational workshops designed to inform CSBE of the types of business opportunities available at OCME.

10. Child and Family Services Agency

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Screened all purchase requests, regardless of size, against the DC Supply Schedule list of SBEs; effectively exceeded goals
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - No changes

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Procurement Supplemental Information Analysis

- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

11. Office of the City Administrator

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Relied on the DC Supply Schedule for procuring with CSBEs
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - No changes
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No
- **ODCA Recommendations**
 - The Office of the City Administrator should work with DSLBD to identify SBEs that can provide necessary products and services.

12. Office of Community Affairs

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Engaged in several annual events which required more printing orders and requests for office supplies
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will continue to make a concerted effort to procure from SBEs
 - Will develop more relationships with SBEs who provide competitive pricing
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No
- **ODCA Recommendations**
 - The Office of Community Affairs should work with DSLBD to identify SBEs that can provide necessary products and services.

13. Contract Appeals Board

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Surpassed expenditure goal by fully utilizing the DSLBD database to identify vendors
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Instructed staff to aggressively pursue identifying vendors
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

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Procurement Supplemental Information Analysis

14. Department of Corrections

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Utilized SBEs as much as possible
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Include 2 budget exceptions (healthcare contract and Food Services) that were omitted in error in establishing the expenditure budget
 - Monitor procurement performance closely
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA recommendations**
 - None

15. Department on Disability Services

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Contracting Officer was very involved in identifying and awarding CBE vendors for contracts and purchase orders
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

16. Department of Employment Services

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Proactive in encouraging SBE purchases
 - Included the preference for SBE vendors in internal policy
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will require written explanations from Purchase Card Holders who do not utilize SBEs
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

17. District Department of the Environment

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Explained shortfall on inability to use only local funding in calculating goal
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Work more closely with DSLBD in establishing goal

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- Expressed difficulty in targeting SBEs capable of providing products and services
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - DDOE should request additional training from DSLBD on establishing SBE expenditure goals and reporting SBE expenditures.

18. Events DC

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Sponsored a citywide local business outreach program
 - Participated in the Greater Washington Hispanic Chamber of Commerce Business Expo
 - Participated in a construction business roundtable forum
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

19. Fire and Emergency Medical Services

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Close monitoring of expenditures
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Intend to work closer with OCP to target SBE set asides
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - Involve DSLBD in the procurement planning process

20. Department of Health Care Finance

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - All bids under \$100,000 were submitted through the DC Supply Schedule for SBE preference
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Intend to expand all opportunities to suitable SBEs who express an interest in providing products and services
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No

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- **ODCA Recommendations**

- A large number of this agency's procurements are related to Medicaid mandates and there are a limited number of SBEs certified in these areas. Although Health Care Finance intends to expand opportunities to SBEs expressing an interest in providing products and services, the agency must be certain that the SBEs are certified in the categories related to Medicaid providers. In addition, DSLBD should provide the agency with assistance in expanding its SBE outreach and in providing assistance to SBEs capable of providing the required products and services.

21. Department of Health

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Partnered with the Office of Contracts and Procurement to select and train certified vendors and encourage vendors to use P-cards.
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA recommendations**
 - None

22. Homeland Security and Emergency Management Agency

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Directed all local businesses that wished to procure from HSEMA to certify with DSLBD
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None. FY 2011 Shortfall resulted from a decrease in the budget and a late change in the SBE goal.
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes.
- **ODCA Recommendations**
 - Active procurement planning with DSLBD.

23. Department of Housing and Community Development

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Engaged DSLBD to participate in DHCD's Contractors' Conference
 - Ensured that 35% of construction contracts were awarded to SBEs
 - Encouraged small businesses to become certified
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will work more closely with DSLBD and OCP to identify SBEs for providing goods and services
 - Provide more opportunities for SBEs through contracting opportunities associated with the Section 3 housing programs

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- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Possibly
- **ODCA Recommendations**
 - DHCD appears to have a solid SBE contracting strategy for FY12; however, DHCD did not meet its FY 2011 goal. DHCD should seek training from DSLBD on establishing SBE goals and identifying SBEs for necessary goods and services.

24. Department of Human Resources

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - None Provided
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Efforts to use SBEs will be made
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No
- **ODCA Recommendations**
 - DCHR should include strategic sourcing as part its strategic planning process in order to reassess purchases not planned to be obtained from SBEs; DCHR should involve both OCP and DSLBD in this process
 - DCHR should request the assistance of DSLBD in the early stages of its FY 2013 procurement planning process in order to provide SBEs with sufficient time to prepare for its potential business opportunities

25. Office of Human Rights

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Invited only CSBEs to bid on contracts up to \$100,000
 - Structured P-Card purchases primarily for CSBEs
 - Carefully monitored quarterly expenditures to measure progress
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

26. Department of Human Services

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Sought approval from DSLBD of all acceptable exclusions
 - Actively sought SBEs that were able to provide as many services as possible
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**

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Procurement Supplemental Information Analysis

- Actively reach out to valid SBEs whose capabilities align with the agency's purchasing needs
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

27. Office of the Inspector General

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Vigorously focused on awarding acquisitions to SBEs through the DC Supply Schedule and city-wide contracts
 - Carefully structured solicitations to fit the scope of SBE capabilities
 - Moved a major opportunity from the GSA Supply Schedule to acquiring the service from a SBE
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Continued improvement
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

28. Department of Insurance, Securities, and Banking

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Sought certified SBEs first
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None. Shortfall was due to budget changes and agency did not change goal
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA recommendations**
 - None

29. Office of Latino Affairs

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Conducted business as much as possible with SBEs
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will continue to use SBEs to provide office supplies and equipment
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No
- **ODCA Recommendations**

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Procurement Supplemental Information Analysis

- The Office of Latino Affairs should work with DSLBD to identify SBEs that can provide necessary products and services.

30. Office of the Mayor

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Relationship building with certified vendors
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will continue to seek new SBEs
 - Advance procurement planning
 - Stress the importance of SBE utilization with purchase card holders
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

31. Department of Mental Health

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - None Described
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Re-training of staff on SBE requirements
 - Strengthening mandated monitoring utilizing Contract Administrators
 - Highlight the benefits of the certification to vendors that supply janitorial, landscaping, pest control, and construction services
 - Ongoing assessment of specialized services and SBE availability
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Possibly
- **ODCA Recommendations**
 - DSLBD should assist DMH in assessing the availability of SBEs for providing specialized products and services
 - DSLBD should assist DMH with outreach efforts designed to attract providers of health care products and services into the CBE certification program

32. Metropolitan Police Department

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Directed as many business opportunities as possible to SBEs and exceeded expenditure goal
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - No changes
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes

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- **ODCA Recommendations**
 - None

33. Office of Motion Picture and Television Development

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - No description given; goal exceeded
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Proactive in achieving SBE goal
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

34. Department of Motor Vehicles

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Exceeded CSBE expenditure goal by collaborating with OCP to seek CSBE vendors whenever possible
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

35. Department of Parks and Recreation

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Sought out SBEs first for all procurements
 - Conducted outreach activities to determine if SBEs could expand their offerings
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - No changes
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

36. Office of the People's Counsel

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Will look for more procurement areas for SBEs
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**

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- The office will put in place new processes and procedures designed to better educate the staff on what non-personal funds are to be used for
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - DSLBD should meet with the Office of the People's Counsel and review its procurement patterns
 - DSLBD should assist in identifying SBES certified in the "Counsel's" procurement areas

37. Office of Planning

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Exceeded goals by planning the procurement activities with the office's DSLBD Liaison who carefully monitored the office's purchases and its awards to CSBEs
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

38. Office of the Deputy Mayor for Planning and Economic Development

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Actively sought SBEs for opportunities as feasible
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Proactive in soliciting SBEs and encouraging non-SBEs to certify
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA recommendations**
 - None

39. Office of Police Complaints

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Uses DC vendors whenever possible and encourages non-certified vendors to affiliate with the DSLBD certification program.
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Better analysis of budget exclusions and use of certified SBEs
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Possibly

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- **ODCA recommendations**
 - The Office of Police Complaints should work with DSLBD to identify SBEs that can provide necessary products and services.

40. Office of Public Education Facilities Management

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - None specifically stated
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will require SBE goal of 50% rather than 35% in construction
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - See Office of Real Estate Services
- **ODCA Recommendations**
 - See Office of Real Estate Services

41. D.C. Public Library

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Regular staff meetings to discuss strategies for not only maintaining the use of current SBEs but recruitment of new ones
 - Encouraging Program Managers to use the DSLBD Online database to find new vendors
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Chief Business Officer will track SBE use on a regular basis
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

42. Public Service Commission

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Identified services and products supplied by SBEs and targeted procurements for them;
 - Made other opportunities open to them; and
 - Required non-CBE contractors to utilize SBEs.
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Exclusive bidding by SBEs on leases for copier machines
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

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43. Department of Public Works

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Strived to procure from SBEs whenever possible
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Closer monitoring of spending practices
 - Continuous identification of certified SBEs
 - Reinforcement of the importance of SBE participation to buyers
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No
- **ODCA Recommendations**
 - DPW asserts that many SBEs do not provide the goods and services needed; therefore, DSLBD should assess historical purchasing patterns and assist DPW at the beginning of its procurement planning process to identify qualified SBEs
 - DSLBD should assist DPW with developing a forum at which vendors are informed about the products and services procured by DPW

44. Department of Real Estate Services

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - No specific details provided
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Will raise its SBE expenditure goal from 35% to 50%
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Possibly
- **ODCA Recommendations**
 - DSLBD should work with the Department of General Services to create an outreach strategy for the agency to meet its SBE expenditure goal

45. DC Office of Risk Management

46. Medical Liability Captive Insurance Agency

47. Disability Compensation Fund

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - The 3 offices did not provide descriptions.
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No. ORM sets its expenditure goal at zero.
- **ODCA Recommendations**
 - ORM is the funding entity for the Medical Liability Captive Insurance Agency and the Disability Compensation Fund. All three offices are essentially administrative. With the exception of small purchases of office supplies, ORM rarely finds a need to purchase

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products or services outside of legal or insurance services. DSLBD should assess the purchasing history of ORM to determine an appropriate goal.

48. Office of the Secretary

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Made use of DSLBD resources to find SBEs
 - Used SBEs more when purchasing supplies
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Utilize all DSLBD resources
 - Encourage vendors to certify through DSLBD
 - Better coordination with purchase card holders to be more proactive in selecting SBEs
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - Purchases appear to be very specific in nature; therefore, the availability of SBEs is small. DSLBD should assist OS in establishing relationships with SBEs who provide event planning services and gift/award programs so that OS will have a core group of vendors available.
 - OS should engage in a strategic procurement planning process that will allow small vendors time to provide competitive pricing and product variety

49. Department of Small and Local Business Development

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Utilized the CBE database and the Local Business Development Team (LBDT)
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Re-evaluate the processes the department uses to outreach to SBE firms prior to procuring
 - Establish standard operating procedures for all departments and programs to seek the assistance of the LBDT prior to placing orders
 - Take a closer look at allowing grantees to utilize SBEs
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Possibly
- **ODCA Recommendations**
 - None

50. Office of the State Superintendent of Education

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - SBEs were selected to provide 7 major services: temporary employment, printing, interpretation, catering, consulting, training, and census examinations
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Wide use of the DC Supply Schedule and the CBE Online System

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- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No
- **ODCA recommendations**
 - The Office of the State Superintendent of Education should work with DSLBD to identify SBEs that can provide necessary products and services.

51. D.C. Taxicab Commission

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - No Description Given
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - None
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Possibly
- **ODCA Recommendations**
 - DSLBD should meet with the Taxicab Commission to clarify Taxicab's procurement strategy and SBE goal setting process.

52. Office of Unified Communications

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Awarded every P-Card purchase under the agency's control to SBEs
 - Established an understanding with OCP that SBEs were to be given priority in award considerations
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Continued engagement of the SBE community
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

53. University of the District of Columbia

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Continuous education of the university community on the importance of SBE inclusion in the procurement process
 - Equipped Purchase Card holders and end users with the CBE listing
 - Trained purchasers on using DSLBD's vendor database
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Implemented a CBE awareness program
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - No

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- **ODCA Recommendations**
 - UDC should work with DSLBD to identify SBEs that can provide necessary products and services.

54. Office of Veterans' Affairs

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Utilized the assistance of OVP to obtain products and services from SBEs
 - Utilized CBE Online database to identified SBES
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - No changes
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Yes
- **ODCA Recommendations**
 - None

55. Department of Youth Rehabilitation Services

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Worked closely with OCP to set aside SBE opportunities
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Closer quarterly monitoring of SBE expenditures
 - Better utilization of DC Supply schedule and the CBE Online System
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Possibly
- **ODCA Recommendations**
 - The Department of Youth Rehabilitation Services should work with DSLBD to identify SBEs that can provide necessary products and services.

56. Office of Zoning

- **Activities the agency engaged in to achieve the FY 2011 SBE expenditure goal**
 - Made every effort to contract with SBEs before contracting with non-SBEs
- **Changes the agency intends to make in FY 2012 to achieve the SBE expenditure goal**
 - Work closely with OCP to identify potential SBEs
- **Will the agency's planned activities for FY 2012 enable it to achieve its SBE expenditure goal?**
 - Possibly
- **ODCA Recommendations**
 - The Office of Zoning should work with DSLBD to identify SBEs that can provide necessary products and services.

APPENDIX VII

Agencies That Did Not Submit Procurement Supplemental Information as of April 18, 2012

1. Advisory Neighborhood Commissions, Office of
2. Asian and Pacific Islander Affairs, Office on
3. Chief Technology Officer, Office of the
4. Commission on Arts and Humanities
5. Consumer & Regulatory Affairs, Department of
6. Contracting and Procurement, Office of
7. Disability Rights, Office of
8. Education, Deputy Mayor for
9. Elections and Ethics, Board of
10. Employee Appeals, Office of
11. Finance and Resource Management, Office of
12. Forensic Laboratory Technician Training Program
13. Justice Grants Administration
14. Lottery & Charitable Games Control Board, D.C.
15. National Guard, D.C.
16. Public Employee Relations Board
17. Public Safety and Justice, Deputy Mayor for
18. Public Schools, District of Columbia
19. Real Property Assessments and Appeals, Board of
20. Tenant Advocate, Office of the
21. Transportation, District Department of
22. Victim Services, Office of

APPENDIX VIII

Agencies That Submitted FY 2012 Procurement Plans as of April 18, 2012

1. Administrative Hearings, Office of
2. Aging, Office on
3. Alcoholic Beverage Regulation Administration
4. Asian and Pacific Islander Affairs, Office on
5. Auditor, Office of the
6. Campaign Finance, Office of
7. Chief Financial Officer, Office of the
8. Chief Medical Examiner, Office of the
9. Chief Technology Officer, Office of the
10. Child and Family Services Agency
11. City Administrator, Office of the
12. Commission on Arts and Humanities
13. Consumer & Regulatory Affairs, Department of
14. Contract Appeals Board
15. Contracting and Procurement, Office of
16. Corrections, Department of
17. Disability Compensation Fund (Expenditures dispersed through Office of Risk Management)
18. Disability Services, Department on
19. Elections and Ethics, Board of
20. Employment Services, Department of
21. Environment, District Department of the
22. Events DC
23. Health Care Finance, Department of
24. Health, Department of
25. Homeland Security and Emergency Management Agency
26. Housing and Community Development, Department of
27. Human Resources, DC Department of
28. Human Rights, Office of
29. Inspector General, Office of the
30. Insurance, Securities, and Banking, Department of
31. Mayor, Office of the
32. Medical Liability Captive Insurance Agency (Expenditures dispersed through Office of Risk Management)
33. Metropolitan Police Department
34. Motion Picture and Television Development, Office of
35. Motor Vehicles, Department of
36. National Guard, D.C.
37. People's Counsel, Office of the
38. Planning and Economic Development, Office of the Deputy Mayor for
39. Planning, Office of
40. Police Complaints, Office of
41. Public Education Facilities Management, Office of (submitted as Department of General Services)
42. Public Library, District of Columbia
43. Public Service Commission
44. Public Works, Department of
45. Real Estate Services, Department of (submitted as Department of General Services)

APPENDIX VIII

Agencies That Submitted FY 2012 Procurement Plans as of April 18, 2012

46. Risk Management, DC Office of
47. Secretary, Office of the
48. Small and Local Business Development, Department of
49. State Superintendent of Education, Office of the
50. Taxicab Commission, DC
51. Tenant Advocate, Office of the
52. Transportation, District Department of
53. University of the District of Columbia
54. Veterans' Affairs, Office of
55. Youth Rehabilitation Services, Department of
56. Zoning, Office of

APPENDIX IX

Agencies That Did Not Submit FY 2012 Procurement Plans as of April 18, 2012

1. Advisory Neighborhood Commissions, Office of
2. Attorney General for the District of Columbia, Office of the
3. Cable Television, Office of
4. Community Affairs, Office of
5. Disability Rights, Office of
6. Education, Deputy Mayor for
7. Employee Appeals, Office of
8. Finance and Resource Management, Office of
9. Fire and Emergency Medical Services Department
10. Forensic Laboratory Technician Training Program
11. Human Services, Department of
12. Justice Grants Administration (would have been submitted through Deputy Mayor for Public Safety and Justice)
13. Latino Affairs, Office of
14. Lottery & Charitable Games Control Board, D.C.
15. Mental Health, Department of
16. Parks and Recreation, Department of
17. Public Employee Relations Board
18. Public Safety and Justice, Deputy Mayor for
19. Public Schools, District of Columbia
20. Real Property Assessments and Appeals, Board of
21. Unified Communications, Office of
22. Victim Services, Office of (would have been submitted through Deputy Mayor for Public Safety and Justice)