

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Inspector General



April 14, 2017

George A. Schutter
Chief Procurement Officer
Office of Contracting and Procurement
441 4th Street, N.W., Suite 700S
Washington, D.C. 20001

Dear Chief Procurement Officer Schutter:

My Office will soon start a review of the D.C. Supply Schedule temporary support services agreements that the Office of Contracting and Procurement administers with the following vendors:

- (1) **All You Need Temporary Services** (Contract #CW36523);
- (2) **Midtown Personnel, Inc.** (Contract #CW28635); and
- (3) **The Coles Group, LLC.** (Contract #CW45729).

The primary objective of this review will be to assess OCP's oversight and controls for billing and service delivery. The OIG's review team will: 1) assess the District's supply schedule contracts with these three vendors to ascertain whether there are any terms or conditions that are unfavorable to the District or conflict with best practices or applicable criteria, and to identify recommendations for strengthening the effectiveness, efficiency, and sufficiency of the contracts; and 2) determine whether OCP and those agencies that receive services through these contracts maintain proper oversight of deliverables and the implementation of key contract terms.

Please provide Edward Farley, Assistant Inspector General for Inspections and Evaluations, with the name and telephone number of the person who will serve as the primary point of contact at OCP during the review process. He can be reached at 202-727-9249 or edward.farley@dc.gov.

Also, please provide the following information to Mr. Farley no later than April 25, 2017, so that the I&E team can prepare its fieldwork methodology and plan:

- an electronic copy (i.e., PDF) of each contract and all current amendments;
- any policies and procedures that apply to OCP employees or client agencies with regard to contracting for and monitoring the use of temporary support services;

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- any internal or external audits or reviews (conducted within the past 2 years) of District government agencies' use or administration of temporary support services;
- a list of current OCP employees responsible for administering or overseeing any of these contracts, to include each person's name, title, email address, telephone number, and a brief description of their duties; and
- any other documentation or information you believe would assist the review team.

Mr. Farley will schedule an entrance conference with the point of contact you identify. Thank you in advance for your cooperation, and I look forward to working with OCP in our joint efforts to improve the quality of services provided to District government agencies.

Sincerely,



Daniel W. Lucas
Inspector General

DWL/ef

cc: The Honorable Muriel Bowser, Mayor, District of Columbia, Attention: Betsy Cavendish (via email)
Mr. Rashad Young, City Administrator, District of Columbia (via email)
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia (via email)
The Honorable Brandon T. Todd, Chairperson, Committee on Government Operations, Council of the District of Columbia (via email)
Ms. Ventris Gibson, Director, D.C. Department of Human Resources (via email)