



DISTRICT OF COLUMBIA | OFFICE OF THE INSPECTOR GENERAL

November 20, 2023

Nancy Hapeman
Interim Chief Procurement Officer
Office of Contracting and Procurement
441 4th Street NW, Suite 330
Washington, DC 20001

Kevin Donahue
City Administrator
Office of the City Administrator
1350 Pennsylvania Avenue NW, Suite 513
Washington, DC 20004

Subject: **Audit of District Agencies' Contract Administration** | **OIG No. 24-1-03AT**

Dear Administrator Donahue and Interim Chief Hapeman:

The Office of the Inspector General (OIG) plans to conduct an audit of the District of Columbia agencies' contract administration. The objectives of this audit are to determine whether agencies are: (1) effectively administering contracts to ensure the District receives the goods and services it procures; and 2) complying with District contracting regulations. The OIG will conduct this audit in accordance with the [Government Auditing Standards](#), issued by the Comptroller General of the United States.

In August 2022, the OIG published the [Fiscal Year 2022 Procurement Risk Assessment](#). This assessment concluded that District agencies lack uniformity in documentation uploaded and retained in automated workflows. This makes management and oversight of the procurement function more difficult and contributes to unsupported procurement actions and decisions.

As a result of the assessment, this audit was included in the OIG's *Fiscal Year 2024 Audit and Inspection Plan* and will be conducted as project OIG No. 24-1-03AT. Please reference this project number in all correspondence involving this audit. The preliminary audit fieldwork will begin on or about November 27, 2023.

Katrice Howell, Senior Auditor, will call to arrange an entrance conference to discuss the audit process and objectives and answer questions. In the interim, if you have

questions, please contact me or Eileen Shanklin-Andrus, Acting Assistant Inspector General for Audits, at (202) 727-5052.

Sincerely,

Marie Hart

For: Daniel W. Lucas
Inspector General

DWL/krh

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