

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Inspector General



July 20, 2023

Shirley Kwan-Hui
Interim Director
Department of Licensing and Consumer Protection
1100 4th Street, S.W.
Washington, D.C. 20024

Dear Director Kwan-Hui:

The OIG will soon start a special evaluation of the Department of Licensing and Consumer Protection's (DLCP) compliance with the Procurement Practices Reform Act of 2010 and District of Columbia Official Code, Title II, Government Administration.

The objective for this project, which is included in the OIG's *Fiscal Year 2023 Audit and Inspection Plan*,¹ is to determine whether DLCP adhered to applicable federal and District contracting, acquisition, and procurement laws and policies in the solicitation, award, and administration of Contract # DCSS-CW56402.

We will conduct this engagement in accordance with standards established by the Council of Inspectors General on Integrity and Efficiency and the U.S. Government Accountability Office, paying particular attention to the quality of internal controls.²

Please provide the name, telephone number, and email address of the person who will serve as the primary DLCP point of contact (POC) during this evaluation to Yulanda Gaither, Assistant Inspector General for Inspections and Evaluations.

Also, please provide electronic copies of the following information to Ms. Gaither no later than July 31, 2023, so that the I&E team can prepare its fieldwork methodology and plan:

- contract # DCSS-CW56402 and all associated modifications;
- any policies and procedures about the administration of contracts;
- current DLCP organizational chart;

¹ This document is accessible on the OIG website at <https://oig.dc.gov/oig-services/reports/annual-reports>.

² "Internal control" is defined by the U.S. Government Accountability Office (GAO) as comprising "the plans, methods, policies, and procedures used to fulfill the mission, strategic plan, goals, and objectives of the entity" and is "not one event, but a series of actions that occur throughout an entity's operations." Furthermore, internal control is a process that provides "reasonable assurance that the objectives of an entity will be achieved," "serves as the first line of defense in safeguarding assets," and is an "integral part of the operational processes management uses to guide its operations...." U.S. GOV'T ACCOUNTABILITY OFFICE, GAO-14-704G, STANDARDS FOR INTERNAL CONTROL IN THE FEDERAL GOV'T, §§ OVI.01 - .07 at 5-6. (Sept. 2014), <https://www.gao.gov/assets/gao-14-704g.pdf>, (last visited July 17, 2023).

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- a list of current employees responsible for administering contract DCSS-CW56402, including each person's name, title, email address, and a brief description of their duties; and
- any other documentation or information you believe will assist the review team.

Ms. Gaither will coordinate with your identified POC to schedule an entrance conference. If you have any questions, please get in touch with me or Yulanda Gaither, Assistant Inspector General for Inspections and Evaluations, at yulanda.gaither@dc.gov or 202-355-4707.

Thank you, in advance, for your cooperation and I look forward to working with DLCP in our joint efforts to improve the quality of services provided to the District.

Sincerely,


Daniel Lucas (Jul 19, 2023 18:39 EDT)

Daniel W. Lucas
Inspector General

DWL/yg

cc: Mr. Kevin Donahue, City Administrator, District of Columbia
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia
The Honorable Brianne K. Nadeau, Chairperson, Committee on Public Works and
Operations
The Honorable Brooke Pinto, Ward 2 Councilmember, Council of the District of Columbia
The Honorable Janeese Lewis George, Ward 4 Councilmember, Council of the District of
Columbia
The Honorable Trayon White, Sr., Ward 8 Councilmember, Council of the District of
Columbia
The Honorable Robert C. White, Jr., Councilmember At-Large, Council of the District of
Columbia