

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General



August 30, 2021

The Honorable Muriel Bowser
Mayor
District of Columbia
1350 Pennsylvania Avenue, N.W.
Mayor's Correspondence Unit, Suite 316
Washington, D.C. 20004

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

RE: Triennial Comprehensive Risk Assessment of the District of Columbia's Procurement Activities

Dear Mayor Bowser and Chairman Mendelson:

This letter is to notify you of the upcoming Office of the Inspector General's (OIG) comprehensive risk assessment of the District of Columbia's procurement activities as required by D.C. Code § 1-301.115a.¹ This engagement was included in the OIG's [Fiscal Year 2021 Audit and Inspection Plan](#).

The objectives of this risk assessment are to: (1) identify high-risk systemic issues, practices, or incongruent rules and regulations within the District's procurement system; and (2) assess the status of high-risk areas and recommendations included in the *Fiscal Year 2017 Procurement Practices Risk Assessment*. The comprehensive risk assessment will pay particular attention to: (1) goods and services procured during the COVID-19 Public Emergency using emergency procurement authorities; (2) large-scale Information Technology system procurements; and (3) non-emergency goods and services procured using applicable laws, regulations, and policies. The OIG plans to release the results of this risk assessment iteratively through a series of reports. Based on these reports, the OIG will identify follow-on audits, inspections, or evaluations to address high-risk areas, starting in fiscal year (FY) 2022.

¹ Note: In order to meet this statutory mandate, the OIG conducts a risk assessment of the District's procurement system every three years. Using the procurement risk assessment results, the OIG then conducts follow-on engagements, which result in recommendations to District agencies that are designed to help mitigate the identified procurement risk area. Conducting the procurement risk assessment on a triennial basis affords District agencies adequate amount of time to implement OIG recommendations prior to reevaluating the District's procurement system risks.


The OIG has opted to procure a contractor to perform this audit. It is expected that the contractor will identify District agencies for their sample and subsequently make requests for information. The contractor will require the support of District agencies to promptly respond to requests for information. We anticipate working with the Office of the City Administrator and the Office of Contracting and Procurement to facilitate an efficient audit engagement.

This engagement will be conducted under project code OIG No. 21-1-29MA. Please reference this project code in all correspondence. The preliminary fieldwork will begin on or about August 30, 2021.

Katrice Howell, Contract Administrator, will be reaching out to District agencies to arrange a kick-off meeting to introduce the contractor, discuss the risk assessment process, and answer questions. I also request that all District agency leaders who receive this letter provide a point of contact from their agency to Mrs. Howell at katrice.howell@dc.gov by September 10, 2021.

If you have questions in the interim, please contact Fekede Gindaba, Assistant Inspector General for Audits at (202) 727-2540. Thank you in advance for your attention to this matter and your continued support of this Office.

Sincerely,


Daniel W. Lucas
Inspector General

DWL/krh

cc (via email):

Mr. Kevin Donahue, City Administrator, District of Columbia
Mr. George A. Schutter, Chief Procurement Officer, Office of Contracting and
Procurement
District of Columbia Agency Heads