

## D.C. Archives Registry of Accession Holdings

Record Group: 355 DC Sports & Entertainment Commission  
James Kerr, Project Manager

Inclusive dates of the files and documents 1995 - 1997

Accession number: 05-003

Volume: 8 (Letter Size Archives Boxes)  
4 cubic ft.

Beginning Location: 1-01-16-05-4-1

Ending Location: 1-01-16-05-4-4

The records were retrieved from a basement room at One Judiciary Square on the authorization of Clarence Davis, PRA and transported by William Branch, Archivist and William Walker, Records Manager. The records were processed into the Archives' holding by Robert Nelson, Archivist for D.C.

The records of the DC Sports & Entertainment Commission were not designated by office, employee or function. The records were unprocessed and packed in oversized boxes with regard for files arrangement or annotation and were intermingled with the records of the DC Sports Arena – MCI Center. The records are incomplete, most notably the Program Management Services Source Selection Procurement Index – tabs marked T through MM.

The records are the “recorded documents” related to the planning and building of the Washington Convention Center and are permanent because of their historic, information and intrinsic value. The processed documents are accession, arranged in folders, by category, name or topic. The content is detailed on a comprehensive box list. Attached is the Program Management Services Source Selection Procurement Index - Tabs Listing.

The records were purged of duplicated copies of documents, empty folders, blank forms, agency letterhead and envelopes, business cards, telephone messages and trash.

## DC Office of Sports and Entertainment Box List (Contents)

- Box 1: Administrative Issuances
  - Initial Plans and Planning Documents
  - Washington Convention Center Authority Control Files
  - Project Information Files dated March 1996 – December 1996
- Box 2: Project Information Files dated February 1997 – June 1997
  - Project Information Files dated July 1997 – December 1997
- Box 3: Program Management Services Source Selection Procurement Index
  - Tabs: A - I
  - Tabs: J - Z
- Box 4: Program Management Services Source Selection Procurement Index
  - Tabs: AA - MM
- Box 5: Program Reference Files – D.C. Agency Generated
  - Program Reference Files – Federal Government Generated
- Box 6: Financing Files
  - Land Purchase Contracts
  - Memorandums of Agreement – Washington Convention Center Authority
    - With Community Organizations, Corporations and Service Providers
  - Property Acquisition Files
  - Relocations Files
  - Relocation Plans
- Box 7: Reports and Studies
  - Appraisal of Convention Center Sites – Valuation: June 1996
  - New Convention Center – Master Plan
  - Historic Resources Report for Proposed Washington Convention Center
  - Preliminary Design Submission Report
  - Design Concept Report
  - Washington Convention Center Information Package
- Box 8: Reports and Studies
  - Transportation Management Plan for Washington Convention Center

**RFP 9-96, PROGRAM MANAGEMENT SERVICES  
SOURCE SELECTION PROCUREMENT  
INDEX**

TAB A	Source Selection Plan *
TAB B	Addendums and Amendments RFP 9-96
TAB C	District of Columbia Register, D.C. Act 10-314
TAB D	Financial Feasibility Study of New Convention Center
TAB E	RFP 9-96, Program Management Services
TAB F	Exhibit 2, Presentations and Certifications
TAB G	General Conditions for Use with Contracts for Supplies and Services
TAB H	Strengths and Weaknesses *
TAB I	CCA Initial Proposal *
TAB J	Written Discussion Questions *
TAB K	CCA Response to Written Discussion Questions *
TAB L	Notification of Request for Oral Discussions
TAB M	CCA Response to Oral Discussions *
TAB N	Request for Best and Final Offers
TAB O	CCA Response to Best and Final Offers *
TAB P	March 26, 1996 Draft Board Memorandum *
TAB Q	April 11, 1996 Board Memorandum
TAB R	Submission to Financial Control Board and Approval from Financial Control Board
TAB S	Executed Contract
TAB T	May 8, 1996 Memorandum to File - Determination Not to Suspend Contract

TAB U May 17, 1996 Board Evaluation Committee Justification for Award to CCA Memorandum to File \*

TAB V Submission to District of Columbia City Council

TAB W CCP Initial Proposal \*

TAB X Written Discussion Questions to CCP \*

TAB Y CCP Response to Written Discussion Questions \*

TAB Z Request for Oral Discussions

TAB AA CCP's Response to Oral Discussions \*

TAB BB Request for Best and Final Offers

TAB CC CCP's Response to Best and Final Offers \*

TAB DD CCP April 22, 1996 Bid Protest

TAB EE Chief Contracting Officer Decision in Response to April 22, 1996 Bid Protest Dated May 6, 1996

TAB FF San Diego Convention Center Letter Contracts

TAB GG CCP May 1, 1996 Supplemental Bid Protest

TAB HH CCP May 3, 1996 Revised Supplemental Bid Protest

TAB II Chief Contracting Officer Decision Dated May 17, 1996 in Response to May 3, 1996 Revised Supplemental Bid Protest

TAB JJ CCP May 10, 1996 Second Supplemental Bid Protest

TAB KK CCP May 10, 1996 Request for Reconsideration of Chief Contracting Officer's Decision of May 6, 1996

TAB LL Chief Contracting Officer Decision in Response to Second Supplemental Bid Protest Dated May 10, 1996

TAB MM CCP May 24, 1996 Request for Reconsideration of Chief Contracting Officer's Decision of May 17, 1996