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

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Written Discussion Questions to CCP *

CCP Response to Written Discussion Questions *

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CCP's Response to Oral Discussions *

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CCP April 22, 1996 Bid Protest

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

San Diego Convention Center Letter Contracts

CCP May 1, 1996 Supplemental Bid Protest

CCP May 3, 1996 Revised Supplemental Bid Protest

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

CCP May 10, 1996 Second Supplemental Bid Protest

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

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

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