

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF CONTRACTING AND PROCUREMENT



OCT 16 2007

Mr. Ignatius Ogu  
CEO  
SupreTech Incorporated  
7600 Georgia Avenue, NW  
Suite LL  
Washington, DC 20012

**Notice of Award**

Re: Information Technology Services, Equipment and Software  
Contract No. DCSS-2007-D-920-120S

Dear Mr. Ogu:

Congratulations! You have been awarded a District of Columbia Supply Schedule contract for Information Technology Services, Equipment and Software.

We look forward to working with you. As a business partner of the Office of Contracting and Procurement, you may identify your firm as a DCSS Schedule Contractor to all District Agencies. Your award, however, may not be used in any advertising as an expressed or implied endorsement by the District government of your products or services, or for any other purpose.

We would like to take this opportunity to call your attention to the following contract clause: Attachment B, Terms and Conditions, Paragraph 26, *Authorized Schedule Pricelist*. As indicated in that clause, you must provide two copies of your price list to key personnel within thirty days after Contract Award. To assist you in meeting this requirement, you may obtain a list of OCP contracting staff by visiting our website at [www.ocp.dc.gov](http://www.ocp.dc.gov) and clicking on "How to Reach Us."

We would like to call your attention to Attachment B, Terms and Conditions, Paragraph 1, *Sales Discounts*, and Paragraph 3, *Quarterly Sales Report*. You are required to report all sales activity under this contract to the Office of Contracting and Procurement within 30 days after the end of each fiscal quarter, even if your firm did not have any recorded sales during the period. Please watch our website for clarification of this requirement.

Additionally, please contact Antoinette Goins, PASS Program Specialist, at (202) 727-5250 to have your price list entered into the Procurement Automated Support System (PASS).

Once again, congratulations. If you have any questions, please do not hesitate to contact Simone Richardson Contract Specialist, at (202) 724-3928.

Sincerely,

Gloria Spann  
Contracting Officer