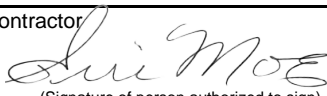



AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number		Page of Pages		
		CFOPD-22-C-021		1	Attachment A & B	
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption			
Modification 25	See 16 C below		OCFO Staff Augmentation Managed Services Provider			
6. Issued by:		Code	7. Administered by (If other than line 6)			
Office of the Chief Financial Officer Office of Contracts 1100 4 th Street, S.W. Suite E620 Washington, D.C. 20024 202-442-7012 (main)						
8. Name and Address of Contractor (No. street, city, county, state and zip code)		9A. Amendment of Solicitation No.				
		9B. Dated (See Item 11)				
		X	10A. Modification of Contract/Order No.		CFOPD-22-C-021	
			10B. Dated (See Item 13)		April 18, 2022	
Code	Facility					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. Accounting and Appropriation Data (If Required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14						
X	A. This change order is issued pursuant to (Specify Authority): 27 DCMR Section 3601.2(c) and Section I.8 Changes of the Contract The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the DC Financial Responsibility and Management Assistance Authority.					
	C. This supplemental agreement is entered into pursuant to authority of:					
	D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document or return any copies to the issuing office.						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)						
1. The purpose of Modification No. 25 is to revise Attachment J.3, Position Descriptions to add positions as referenced in Attachment A, and to revise Attachment J.4, Price Schedule to add the rates as referenced in Attachment B. 2. All other terms and conditions shall remain unchanged.						
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.						
15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer				
Eric Moe, Sr. Contracts Manager		Drakus Wiggins, CPPB, CPPO or Anthony A. Stover, CPPO				
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed			
OST, Inc.  (Signature of person authorized to sign)	1/26/2024	 (Signature of Contracting Officer)	January 26, 2024			

Attachment A

CLIN	C204, C304, C404
Agency	Office of Financial Operations and Systems (OFOS)
Title	Facilitator
Description:	Facilitates meetings of the OCFO with other District Agencies, serving as master of ceremonies and encouraging constructive dialogue.
Duties and Responsibilities:	<p>The OCFO will be scheduling a meeting with the Office of Contracts and Procurement (OCP) and the Office of the Chief Technology Officer (OCTO) to discuss the integrations needed between the OCFO’s DIFS (District Integrated Financial System) and OCP’s PASS (Procurement Automated Support System) systems allowing the District to conduct business. The initial meeting may lead to additional meetings requiring facilitation assistance.</p> <p>The initial session may be in-person or may be a hybrid with some participants onsite and others participating virtually. Any additional meetings will have the format identified when scheduled.</p> <p>The Facilitator will provide the following:</p> <ol style="list-style-type: none"> 1. support the designated OCFO and OCP lead in the development of meeting objectives and success measures; 2. advise the leads on the overall design and format of meetings; 3. participate in a pre-meeting(s) to finalize the design of the meetings and the run-of-show; 4. review documentation provided by the agencies relevant for the meeting(s); 5. serve as master of ceremonies throughout each meeting to engage all members in discussion of issues; 6. create a welcoming environment for all participants; 7. troubleshoot meeting flow and help solve problems in real- time; and 8. participate in debriefing sessions after each meeting to support progress towards outcomes. <p>Throughout the process, the Facilitator will work closely with designated leads. The Facilitator and the leads will determine who will formally lead the meeting(s). The OCFO will designate a resource responsible for notetaking, documentation of feedback and recommendations, as well as managing meeting technology.</p>

Contract No.: CFOPD-22-C-021

Modification 25

OCFO Staff Augmentation Managed Services Provider

Education:	1. Bachelor's degree (Master's or higher preferred)
Qualifications:	Experience: Minimum 10+ years of experience as a facilitator in the public sector 1. Experience designing policy setting and working session meetings. 2. Experience working with diverse audiences with conflicting priorities or responsibilities. 3. Experience with conflict resolution and consensus building in a public sector meeting environment. Skills: 1. Compelling public speaker 2. Strong conflict resolution skills 3. Calm under pressure 4. Understanding of fiscal and procurement policies 5. Knowledge of DC policy landscape 6. Solid understanding of technology systems used by the District to implement procurement and accounting practices

Attachment B

ATTACHMENT J.4, PRICE SCHEDULE - NTE HOURLY RATES

B.5.1 PRICE SCHEDULE – NTE Hourly Rates – REQUIREMENTS

B.5.1.3 OPTION PERIOD TWO

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<i>Office of Financial Operations and Systems (OFOS)</i>				
C204	Facilitator	1	2080	\$274.96

B.5.1.4 OPTION PERIOD THREE

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<i>Office of Financial Operations and Systems (OFOS)</i>				
C304	Facilitator	1	2080	\$280.46

B.5.1.5 OPTION PERIOD FOUR

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<i>Office of Financial Operations and Systems (OFOS)</i>				
C404	Facilitator	1	2080	\$286.07