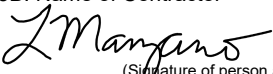
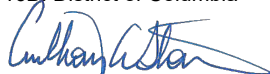


<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Contract Number		Page of Pages	
		CFOPD-21-C-015B		1	Attachment A
2. Amendment/Modification Number Modification No. 1		3. Effective Date See 16 C below		4. Requisition/Purchase Request No.	
				5. Solicitation Caption Professional Staff and Support Services	
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 - 4 <sup>th</sup> Street, SW, Suite E620 Washington, DC 20024			7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code)  <b>Midtown Personnel, Inc.</b> 1130 Connecticut Avenue, NW, Suite 1101 Washington, DC 20036 Attn: Tasha Manzano, Sr. Director of Gov't Services 202-887-4747 <a href="mailto:tasha@themidtowngroup.com">tasha@themidtowngroup.com</a>			9A. Amendment of Solicitation No.		
			9B. Dated (See Item 11)		
			X 10A. Modification of Contract/Order No. CFOPD-21-C-015B		
			10B. Dated (See Item 13) February 11, 2021		
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					
A. This change order is issued pursuant to (Specify Authority): 27 DCMR 2008					
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 27 DCMR Section 3601.3.					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority): Section I.8 and 27 DCMR 3601.2					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return one copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  This Modification No. 1 adds a new professional staffing position to the subject contract, as set forth in Attachment A.  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) Tasha Manzano, Senior Director			16A. Name of Contracting Officer Dorothy Whisler Fortune, Esq., CPPO, Drakus Wiggins, CPPB, CPPO or Anthony A. Stover, CPPO		
15B. Name of Contractor  (Signature of person authorized to sign)		15C. Date Signed 4/22/2021	16B. District of Columbia  (Signature of Contracting Officer)		16C. Date Signed April 23, 2021

**ATTACHMENT A**

1. In Section B.6, *Price Schedule*, **ADD** the price for a new position (Accountant) as follows:

**Base Year**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
020	Accountant (GU) – Section C.5.20	Hour	\$82.67

**Option Year One**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
120	Accountant (GU) – Section C.5.20	Hour	\$82.67

**Option Year Two**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
220	Accountant (GU) – Section C.5.20	Hour	\$83.50

**Option Year Three**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
320	Accountant (GU) – Section C.5.20	Hour	\$83.50

**Option Year Four**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
420	Accountant (GU) – Section C.5.20	Hour	\$84.34

2. In Section C.5, *Professional Staffing Positions*, **ADD** the following new professional staff position (Accountant):

***Grants Unit Position***

C.5.20 **Accountant (GU):** The Contractor shall provide an Accountant as defined in this section.

C.5.20.1 Position Description: The Contractor personnel shall perform the following duties and responsibilities for the Grants Unit:

- Establishing procedures for accounting for the specific purpose of stimulus funds;
- Performing analysis used to report on the use and application of stimulus funds to the Treasurer and Associate Treasurer;
- Collaborate with OBP, OBPM, and OFOS and determine a method for stimulus funds to be recorded in the District’s general ledger;
- Assist with setting up basic accounting methods for the team; and
- Performing reconciliations on multiple bank accounts with incoming funds.

C.5.20.2 Qualifications: The Contractor’s personnel shall, at minimum, have the following qualifications:

1) Experience:

- The accountant shall have at least 2 years of:
  - Demonstrated accounting experience;
  - Developing procedures for accounting;
  - Preparing and interpreting financial reports, statements and data;
  - Performing reconciliations of accounts by selecting the proper accounting treatment; and
  - Maintaining documentation for audit trails.

2) Education:

Bachelor’s Degree in Accounting or Finance

3) Technical Skills:

- Must have the aptitude for using various financial tools and software;
- Possess strong organizational skills and attention to detail; and
- Possess strong communications skills (written and verbal) in order to work with other teams.

*[End of Attachment A (Mod 1)]*