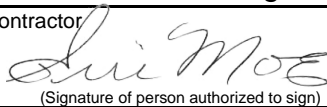
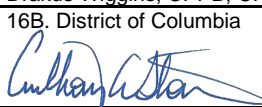


<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Contract Number		Page of Pages		
		CFOPD-22-C-021		1	Attachment A & B	
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption			
Modification 22	See 16 C below		OCFO Staff Augmentation 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 <sup>th</sup> 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)  OST, Inc. 2101 L Street, NW, Suite 800 Washington, DC 20037 T 703-462-8736 C 202-271-4952 Brian Cole, Vice President BCole@ostglobal.com		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)					
<b>E. IMPORTANT:</b> 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. 22 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			
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed	
OST, Inc.  (Signature of person authorized to sign)		24 Aug 2023	 (Signature of Contracting Officer)		August 25, 2023	

## Attachment A

CLIN	G101, G201, G301, G401
Agency	Office of Finance and Resource Management (OFRM)
Title	Budget Analyst
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Budget Formulation and Presentation          Tracks and monitors the execution of and reporting on assigned budgets. Validates the accuracy of budget requests, in conjunction with program needs. Independently, or in conjunction with other staff members, performs special analyses of specific budgetary programs and projects. Provides recommendations to the appropriate deciding official. Coordinates with program managers and other financial personnel to gain information sufficient to provide sustainable justifications for requests. Provides accurate budget projections; compares projections to year-end actions.</li> <li>2. Budget Execution          Collaborates with department and agency post-budget formulation to ensure that the budgets of assigned program operations are expended in a manner that achieves assigned program goals and meets the criteria established by the senior budget personnel. Provides first-level support and oversight on complex execution related matters within the assigned agency. Provides continuous oversight of the program's expenditure of approved funds. Prepares other budgetary-related documents – including tables, reports, letters, and memoranda. Creates monthly status reports, identifies reprogramming necessary to sustain compliance with established procedures, and manages spending plans for apportionment controls.</li> <li>3. Budget Advisory          Develops guidance and tools designed to increase the department's ability to make proper budgetary formulations, execution determinations, and planning decisions, in conjunction with the senior analyst. Assesses the impact of revised budget execution policy and timetables implemented by the Office of Budget and Planning (OBP) and senior budget personnel; provides data and guidance to program management concerning the status of funds and complex issues involving the budget process. Provides training and technical assistance to lower-graded analysts during unusual work assignments.</li> <li>4. Performs other related duties as assigned.</li> </ol>

Qualifications:	<ol style="list-style-type: none"><li>1. Comprehensive knowledge of theory, policy, and regulatory restrictions concerning the budget and capital budget processes to provide sound budget estimates, projections, and submissions which are in compliance with regulatory requirements, guidelines, and financial objectives. Knowledge sufficient to identify and develop alternate funding methods and formulate budget estimates for programs in which objectives, work processes, staffing needs and funding requirements have changed to the extent that substantial reprogramming is required each fiscal year.</li><li>2. Detailed knowledge sufficient to utilize independently budgetary techniques, policies, procedures, regulations and laws governing appropriated, Intra-District, Federal, and other revenues. In depth knowledge of linear programming, decision/regression theory, cost-benefit ratio analysis, critical path method to identify, analyze, and resolve minor budgetary actions and coordinate with higher-level analysts in the development of budgetary projections.</li><li>3. Understanding of the organization's planning/programming budget process and its use throughout the program and budget cycle to develop multiyear budget requests, plans and timetables for assigned programs; detailed knowledge of financial systems used by the District and the OCFO.</li><li>4. Comprehensive knowledge of financial and program management guidelines conforming to directives and policy statements disseminated by the CFO, OBP, the U.S. Department of Treasury and other agencies participating in programs with the organization.</li><li>5. Knowledge of the funding applications process (federal, non-federal, and contract) sufficient to review such applications and recommend revisions where necessary.</li><li>6. Comprehensive and detailed knowledge of SOAR.</li><li>7. Verbal skills sufficient to formulate written or oral presentations that communicate clearly their importance and significance.</li></ol>
Education:	High School Diploma

CLIN	G102, G202, G302, G402
Agency	Office of Finance and Resource Management (OFRM)
Title	Grants Specialist
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Monitors and tracks expenditures and budget execution transactions to assure adherence to established budgetary practices and procedures, adequacy of funds distribution or program requirements, proper reflections of fund transfers, and adequate justification.</li> <li>2. Formulates budget estimates and related justifications for the agency's appropriation; executes appropriated funds and reimbursable budgets. Monitors spending plans, tracks obligations, projects use of funds, compares analyses with limitations on fund availability and works with management staff to reconcile spending plans with fund limitations.</li> <li>3. Ensures use of funds for program purposes are in compliance with regulations, policies and other related guidance, verifies funds availability and performs reprogramming or program adjustments.</li> <li>4. Provides Life-to-Date financial status of each grant received by the agency; ensures SF-424 reporting is received by Program Directors; and prepares monthly grant status reports.</li> <li>5. Liaisons with program staff to clarify, interpret and resolve financial related issues.</li> <li>6. Provides burn rate analysis to ensure that respective grants under their area are balanced by the end of the grant life cycle.</li> <li>7. Performs data entry and retrieval from automated systems to facilitate budget modification processes, audit requests and special assignments.</li> <li>8. Assists in maintaining the central file of all non-local revenues (federal/private grants, etc.) for agency budget modification requests and approvals.</li> <li>9. Assists in the collection of data for external and internal audit requests, and prepares draft responses to audit reports for management team.</li> <li>10. Maintains programmatic and financial documentation to support all expenditures charged to the grant and retains all information for a period of no less than three (3) years from the submission of the Audit Report.</li> <li>11. Performs other related duties as assigned.</li> </ol>
Qualifications:	<ol style="list-style-type: none"> <li>1. Knowledge of budget and financial management regulations, policies and procedures in order to prepare, monitor, report and track financial data; and to authorize re-programming and/or program adjustments as it relates to authorized funds.</li> </ol>

	<ol style="list-style-type: none"> <li>2. Knowledge of OMB Circulars and specific DOL guidance related to budgeting for federal funds to ensure that expenditures are allowable.</li> <li>3. Knowledge of laws, regulations, rules, policies, procedures, and methods governing the administration of Federal grants, cooperative agreements, and awards.</li> </ol>
Education:	High School Diploma

CLIN	G103, G203, G303, G404
Agency	Office of Finance and Resource Management (OFRM)
Title	Accountant
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>1. Evaluates accounting, reporting and disbursing systems for continuous improvements of financial practices and recommends modifications as needed. Participates in the development of new and/or improved accounting systems. Assists with testing system changes to assess their impact on program operations and ensure they do not compromise regular reporting requirements.</li> <li>2. Prepares and interprets financial reports, statements and data as it relates to revenue sources and expenditures for effective program planning. Serves as a consultant to program managers on accounting and financial reporting, and provides accurate reports depending on the needs or purpose of requested financial information. Advises management on the status of accounts and recommends alternatives to improve the agency's financial position.</li> <li>3. Researches accounting issues and new accounting pronouncements and recommends solutions. Participates in the development and implementation of OCFO policies and procedures pertaining to accounting and financial reporting.</li> <li>4. Prepares financial transactions for supervisory review and approval. Performs reconciliations of accounts by selecting the proper accounting treatment; gauging the effect of adjustments on the entire system and maintaining documentation for audit trails.</li> <li>5. Audits accounting transactions to ensure compliance with accounting policy guidelines and governmental regulations. Reconciles general ledger accounts to agency records. Prepares various accounting reports on a monthly, quarterly and annual basis as required.</li> <li>6. Assists with year-end closeout by ensuring that transactions</li> </ol>

	<p>are properly accrued and adjusted at fiscal year-end.</p> <ol style="list-style-type: none"><li>7. Assists with conducting complex financial studies, which management officials heavily rely on in their decisions regarding various programs.</li><li>8. Provides assistance to outside auditors by preparing work papers and financial reports for supervisory review and approval as required.</li><li>9. Identifies accounting situations or problems; and makes recommendations for the adaptation of internal controls which provide alternatives and/or solutions to improve operating program effectiveness and efficiency; and ensures the reliability and security of funds and records.</li><li>10. Serves as a consultant on non-routine complex issues and attends meetings with personnel within the OCFO, other government and private agencies regarding matters relating to federal reimbursements, audit reviews and financial data studies.</li><li>11. Performs other related duties as assigned.</li></ol>
Qualifications:	<ol style="list-style-type: none"><li>1. Comprehensive knowledge of District, OCFO and Federal accounting and financial management laws, policies and regulations.</li><li>2. Comprehensive knowledge of federal grants financial reporting requirements.</li><li>3. Comprehensive knowledge of the principles, practices and techniques of detailed accounting and financial recordings of expenditures and disbursing systems to ensure management has an accurate financial description of expenditures.</li><li>4. Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Federal Accounting Standards Board (FASB) theory, procedures and methods.</li><li>5. Comprehensive knowledge of Microsoft Excel, Access and other financial management systems to design or improve accounting systems and applications; and generate financial reports.</li><li>6. Ability to communicate clearly, both orally and in writing sufficient to formulate written or oral presentations and create reports which deliver a clear understanding of the material covered.</li><li>7. Skill in preparing, analyzing and interpreting financial reports and statements.</li><li>8. Skill in designing, modifying and implementing accounting methods and procedures to increase reliability and efficiency of accounting operations.</li><li>9. Skill in identifying and correcting non-conforming entries made to accounting systems.</li></ol>
Education:	<p>This position requires at least 24 semester hours in accounting courses. This can include up to 6 semester hours of Business Law.</p>

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Modification 22

OCFO Staff Augmentation Managed Services Provider

CLIN	H101, H201, H301, H401
Agency	Office of Pay and Retirement Services (OPRS)
Title	Retirement Corrections Project Contractor
Duties and Responsibilities	<p>The Contractor shall perform the following duties and responsibilities:</p> <ol style="list-style-type: none"><li>1. Calculate retirement corrections.</li><li>2. Respond to all inquiries sent to retirement corrections public mailbox.</li><li>3. Log all retirement corrections calculation requests, journals, etc. into spreadsheet/database.</li><li>4. Prioritize inquiries and calculation requests sent to OPRS.</li><li>5. Follow-up on all submitted requests and track progress of retirement corrections.</li><li>6. Work with CSRS team to expedite requests for CSRS understatements.</li><li>7. Serve as liaison to DCHR for the SharePoint site for retirement corrections.</li><li>8. Organize retirement corrections data on shared drive.</li><li>9. Work on creating database for retirement corrections project.</li><li>10. Make recommendations for standardization of communications and other aspects for project.</li></ol>
Education:	High school diploma and minimum 3-5 years of relevant experience.
Qualifications:	<ol style="list-style-type: none"><li>1. Advanced Excel skills (3 to 5 years)<ol style="list-style-type: none"><li>a. Pivot Tables</li><li>b. VLOOKUP</li><li>c. Advanced formulas</li></ol></li><li>2. Advanced Outlook skills (3 to 5 years)<ol style="list-style-type: none"><li>a. Creating rules</li><li>b. Scheduling</li><li>c. Task Management</li></ol></li><li>3. Advanced organizational skills ( 3 to 5 years)<ol style="list-style-type: none"><li>a. SharePoint</li><li>b. Database development (preferred)</li><li>c. Must be able to track multiple cases at the simultaneously.</li></ol></li><li>4. Basic financial/accounting knowledge</li><li>5. Must know how to use the internet, web browsers, online apps (5 to 7 years)<ol style="list-style-type: none"><li>a. Bookmarks</li><li>b. Microsoft Teams, SharePoint, Office, etc.</li></ol></li><li>6. Must know how to use a smartphone and apps on a smartphone.</li></ol>

## Attachment B

### ATTACHMENT J.4, PRICE SCHEDULE - NTE HOURLY RATES

#### B.5.1 PRICE SCHEDULE – NTE Hourly Rates – REQUIREMENTS

##### B.5.1.2 OPTION PERIOD ONE

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<b>Office of Finance and Resource Management (OFRM)</b>				
G101	Budget Analyst	1	272	\$73.15
G102	Grants Specialist	1	272	\$61.21
G103	Accountant	1	272	\$74.81
<b>Office of Pay and Retirement Services (OPRS)</b>				
H101	Retirement Corrections Project Contractor	1	272	\$51.27

##### B.5.1.3 OPTION PERIOD TWO

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<b>Office of Finance and Resource Management (OFRM)</b>				
G201	Budget Analyst	1	2080	\$74.61
G202	Grants Specialist	1	2080	\$62.43
G203	Accountant	1	2080	\$76.31
<b>Office of Pay and Retirement Services (OPRS)</b>				
H101	Retirement Corrections Project Contractor	1	2080	\$52.30

##### B.5.1.4 OPTION PERIOD THREE

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<b>Office of Finance and Resource Management (OFRM)</b>				
G301	Budget Analyst	1	2080	\$76.10
G302	Grants Specialist	1	2080	\$63.68
G303	Accountant	1	2080	\$77.84
<b>Office of Pay and Retirement Services (OPRS)</b>				
H301	Retirement Corrections Project Contractor	1	2080	\$53.35



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OCFO Staff Augmentation Managed Services Provider

**B.5.1.5 OPTION PERIOD FOUR**

<b>CLIN</b>	<b>Labor Category</b>	<b>Est. # of Resources</b>	<b>Est. # of Hours</b>	<b>NTE Hourly Rate</b>
<b>Office of Finance and Resource Management (OFRM)</b>				
G401	Budget Analyst	1	2080	\$77.62
G402	Grants Specialist	1	2080	\$64.95
G403	Accountant	1	2080	\$79.40
<b>Office of Pay and Retirement Services (OPRS)</b>				
H401	Retirement Corrections Project Contractor	1	2080	\$54.42