

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number CFOPD-23-C-024		Page of Pages	
				1	plus Attachments
2. Amendment/Modification Number Modification #2		3. Effective Date See 16 C below		4. Requisition/Purchase Request No.	
				5. Solicitation Caption Records Retention Services	
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 4 th Street, S.W. Suite E610 Washington, D.C. 20024			7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code) The Robert Bobb Group 1025 Connecticut Ave, NW, Suite 1000 Washington, DC 20006 Patrick@robertbobbgroup.com Code _____ Facility _____			9A. Amendment of Solicitation No.		
			9B. Dated (See Item 11)		
			X 10A. Modification of Contract/Order No. CFOPD-23-C-024		
			10B. Dated (See Item 13) March 14, 2023		
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)					
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:					
X 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 and return one (1) copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
A. The above referenced contract for Records Retention Services is hereby modified as follows:					
<ol style="list-style-type: none"> CLIN 0002 (Warehousing) in Section B.6.1 – Base Year is hereby revised in accordance with Attachment A. The Base Year Contract Not to Exceed amount is hereby decreased from \$348,532.00 by \$40,224.00 to \$308,308.00. The Contract is hereby amended to incorporate Section H.12 – IRS Publication 1075, Section 2.B.2 in accordance with Attachment B. 					
B. 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) Patrick A. Bobb, Chief Operating Officer			16A. Name of Contracting Officer Anthony A. Stover, CPPO		
15B. Name of Contractor <i>Patrick A. Bobb</i> (Signature of person authorized to sign)		15C. Date Signed 10/23/2023	16B. District of Columbia <i>Anthony A. Stover</i> (Signature of Contracting Officer)		16C. Date Signed Oct 24, 2023

ATTACHMENT A

THE ABOVE REFERENCED CONTRACT IS HEREBY MODIFIED AS FOLLOWS:

- SECTION B.6.1 is hereby deleted and replaced with the following to account for the change in price to CLIN 0002 (Warehousing):**

B.6.1 BASE YEAR

Contract Line Item No. (CLIN)	Item Description	Unit	Estimated Quantity	Firm Fixed Unit Price	Total Price
0001	Develop and complete an agency-specific Record Retention Schedule, which includes multiple administrations with varying duties and responsibilities in accordance with Section C.	Each	22	\$10,545.45	\$232,000.00
0002	<i>Warehousing</i>	<i>Monthly</i>	8	\$3,351.00	\$26,808.00
0003	Supervisors	Hourly	100	\$60.00	\$6,000.00
0004	Drivers	Hourly	100	\$85.00	\$8,500.00
0005	Packers	Hourly	20	\$50.00	\$1,000.00
0006	Help	Hourly	500	\$46.00	23,000.00
0007	Specialized Facility Secured Buildout per IRS Guidelines	Each	1	\$11,000.00	\$11,000.00
	Base Year Not to Exceed Total				\$308,308.00

ATTACHMENT B

INTERNAL REVENUE SERVICE TWO BARRIER RULE IRS PUBLICATION 1075, SECTION 2.B.2

1. SECTION H.12 is hereby incorporated:

H.12 INTERNAL REVENUE SERVICE TWO BARRIER RULE

- H.12.1 IRS Publication 1075 requires two barriers to access FTI under normal security, i.e., a locked perimeter and secured interior area. Locked means an area that has a lock with controlled access to the keys or combinations. Secured interior area refers to internal areas that have been designed to prevent undetected entry by unauthorized persons during duty and non-duty hours. Non agency personnel may not reside in computer rooms and/or areas containing FTI unless the person is authorized to access that FTI. Secured perimeter/secured area must meet the following minimum standards:
- H.12.1 SECTION 2.B.2 Minimum Protection Standards MPS establishes a uniform method of physically protecting data and systems as well as non-electronic forms of FTI.
- a. This method contains minimum standards that will be applied on a case-by-case basis. Because local factors may require additional security measures, management must analyze local circumstances to determine location, container, and other physical security needs at individual facilities. MPS have been designed to provide management with a basic framework of minimum-security requirements. The objective of these standards is to prevent unauthorized access to FTI. MPS thus requires two barriers. Example barriers under the concept of MPS are outlined in the following table. Each topic represents one barrier and must be used as a starting point to identify two barriers of MPS to protect FTI.
- H.12.2 Table 1 – Minimum Protection Standards Secured Perimeter The perimeter is enclosed by slab-to-slab walls constructed of durable materials and supplemented by periodic inspection. Any lesser-type partition must be supplemented by electronic intrusion detection and fire detection systems. All doors entering the space must be locked in accordance with Locking Systems for Secured Areas. In the case of a fence/gate, the fence must have intrusion detection devices or be continually guarded, and the gate must be either guarded or locked with intrusion alarms. Security Room A security room is a room that has been constructed to resist forced entry. The entire room must be enclosed by slab-to-slab walls constructed of approved materials (e.g., masonry brick, concrete) and supplemented by periodic inspection and entrance must be limited to specifically authorized personnel. Door hinge pins must be non-removable or installed on the inside of the room. Badged Employee During business hours, if authorized personnel serve as the second barrier between FTI and unauthorized individuals, the authorized personnel must wear picture identification badges or credentials. The badge must be clearly displayed and worn above the waist. Security Container A security container is a storage device (e.g., turtle case, safe/vault, locked IT cabinet) with a resistance to forced penetration, and a security lock with controlled access to keys or combinations. The MPS or “two-barrier”

rule applies to FTI, beginning at the FTI itself and extending outward to individuals without a need-to-know. MPS provides the capability to deter, delay or detect surreptitious entry. Protected information must be containerized in areas where unauthorized employees may have access after-hours.

- H.12.3 As an example, an agency often desires or requires that security personnel, custodial service workers, or landlords for non-government-owned facilities have access to locked buildings and rooms. This may be permitted if there is a second barrier to prevent access to FTI. A security guard, custodial services worker or landlord may have access to a locked building or a locked room if FTI is in a locked security container. If FTI is in a locked room but not in a locked security container, the guard, janitor, or landlord may have a key to the building but not the room.