


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number		Page of Pages	
		CFOPD-21-C-015B		1	Attachment A
2. Amendment/Modification Number Modification No. 3		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 th Street, SW, Suite E620 Washington, DC 20024			Code	7. Administered by (If other than line 6)	
8. Name and Address of Contractor (No. street, city, county, state and zip code) Midtown Personnel, Inc. 1130 Connecticut Avenue, NW, Suite 1101 Washington, DC 20036 Attn: Tasha Manzano, Sr. Director of Gov't Services 202-887-4747 tasha@themidtowngroup.com			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				
E. IMPORTANT: 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. 3 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 10/13/2021	16B. District of Columbia  (Signature of Contracting Officer)		16C. Date Signed October 18, 2021

ATTACHMENT A

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

Base Year

Contract Line-Item No. (CLIN)	Item Description	Unit	Firm Fixed Unit Price
022	Accounting Financial Manager (EDF) – Section C.5.22	Hour	\$84.10

Option Year One

Contract Line-Item No. (CLIN)	Item Description	Unit	Firm Fixed Unit Price
122	Accounting Financial Manager (EDF) – Section C.5.22	Hour	\$84.10

Option Year Two

Contract Line-Item No. (CLIN)	Item Description	Unit	Firm Fixed Unit Price
222	Accounting Financial Manager (EDF) – Section C.5.22	Hour	\$84.10

Option Year Three

Contract Line-Item No. (CLIN)	Item Description	Unit	Firm Fixed Unit Price
322	Accounting Financial Manager (EDF) – Section C.5.22	Hour	\$84.10

Option Year Four

Contract Line-Item No. (CLIN)	Item Description	Unit	Firm Fixed Unit Price
422	Accounting Financial Manager (EDF) – Section C.5.22	Hour	\$84.10

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

Accounting Unit (AU) Position

- C.5.22 **Accounting Financial Manager (AU):** The Contractor shall provide a Financial Manager as defined in this section.
- C.5.22.1 **Position Description:** The Contractor personnel shall perform the following duties and responsibilities for the Accounting Unit:
- a. Assist District staff in carrying out the overall financial plans.
 - b. Manage the close process by ensuring accounting events are properly recorded in accordance with GAAP and that all entries are reviewed and accurate prior to release by the Accounting Manager in accordance with District Policy.
 - c. Assist with the annual financial audit and other audits by reviewing, providing and/or producing schedules and reconciliations deemed necessary to secure a clean opinion.
 - d. Prepare and update policies and procedures for accounting processes; evaluate and improve the effectiveness of internal accounting controls; identify areas of risk; ensure compliance with policies and procedures and accounting standards
 - e. Participate as a change agent for the new accounting system.
- C.5.22.2 **Qualifications:** The Contractor’s personnel shall, at minimum, have the following qualifications:
- 1) **Experience:**
 - a. Financial Manager, Accounting Unit shall have a minimum of five (5) years financial and accounting work experience
 - b. Expert knowledge of accounting in the areas of Cash, Accounts Receivable. Working knowledge in the areas of Grants, Bonds, Retirement Plans and Unclaimed Property.
 - c. Expert knowledge of generally accepted accounting principles (GAAP)
 - d. Demonstrated experience in the use of project management skills.
 - e. Strong analytical skills. Strong strategic thinking and problem-solving skills.
 - f. Excellent written and verbal communications skills.
 - g. Strong leadership skills.

2) Education:

- a. Undergraduate degree in Business Administration, Accounting or Finance
- b. CPA or MBA preferred, but not required based on work experience.

3) Technical Skills:

- a. Advanced Proficiency in MS Teams, MS Outlook, MS Office (Word, Excel, PowerPoint)
- b. Proficiency with Accounting/General Ledger Systems

3. Section H.9 is hereby added as follows and these requirements apply only to those District contractors who provide goods or perform services in person in District government facilities or worksites, or who have in-person contact with other persons in order to complete their work under their contract:

“H.9 SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

1. The Contractor is required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification. Find and view the complete Mayor’s Order here: <https://coronavirus.dc.gov/healthguidance>.
2. The Contractor is required to comply with City Administrator’s Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded. Find and view the complete City Administrator’s Order here: <https://oca.dc.gov/page/documents-and-orders>.
3. The Contractor can contact vendor.relations@dc.gov for additional information regarding these provisions.”

4. The following attachments hereby incorporated by reference under Section J, Attachments as follows:

“J.4 FAQ Vaccine Requirement for Contractors and Grantees 08.19.21”

[End of Attachment A (Mod 3)]

APPLICATION OF MAYOR'S ORDER 2021-099
TO CONTRACTORS AND GRANTEES

Frequently Asked Questions

(as of August 17, 2021)

This document contains answers to frequently asked questions regarding the application of the COVID-19 vaccination requirement imposed by Mayor's Order 2021-099 on certain contractors and grantees of the District government.

The date on which each question and answer was first included in the document is set forth in brackets after the text of the question, along with any dates on which the question or answer was updated.

The Office of the City Administrator will update this document periodically in response to questions received from agencies.

Q1: What initial steps are agencies taking to implement the vaccination requirement for contractors and grantees? [08/17/2021]

A1: Agencies should first identify the contractors and grantees of the agency that are subject to the vaccination requirement. (See the response to Q2 for a description of the activities that subject contractors and grantees to this requirement.) OCP has sent a notification to all vendors in the PASS system (including both contractors and grantees that use the system) about the Mayor's Order, and agencies that authorize grants or have independent procurement authority should send additional notice to their contractors and/or grantees using the template provided.

Q2: Which District government contractors and grantees are subject to the Order's vaccination requirement? [08/17/2021]

A2: The following categories of District government contractors and grantees are subject to the Order's vaccination requirements:

- a. District government contractors and grantees who provide services at District government facilities; and
- b. District government contractors and grantees whose work is regularly directed by District government employees and who have in-person contact with other persons in order to complete their work under the contract or grant.

By way of example, contracted food service workers who work at DCPS schools and contracted security personnel who work at District government buildings are subject to the requirement, because they perform their work at District government facilities. In addition, grantees under the COVID-19 Community Corps are subject to the requirement because their work is regularly directed by District government employees and the contract or grant staff have in-person contact with other individuals in order to complete their work.

In contrast, grantees who received emergency funds to maintain business operations that are unrelated to District government functions and whose operations are not directed by District

government offices are not covered by the vaccination requirement. Additionally, attorneys and consultants who perform work under a contract with an agency would likely be exempt from this requirement if all of their duties are carried out remotely. Moreover, non-profit organizations that receive grants from or through District government may be exempt if the extent of their interaction with the government is to receive and report on the use of those funds, but otherwise are not operating regularly as an extension or agent of the government.

Q3: Are contractors or grantees required to show proof of vaccination status to enter District government facilities? [08/17/2021]

A3: At this time, there is no requirement to provide proof of vaccination to enter District government facilities.

Q4: How should contractors or grantees track vaccination status, weekly COVID-19 test results, and process exemptions within their organizations? [08/17/2021]

A4: Contractors and grantees are responsible for ensuring that their eligible personnel are in compliance with the vaccine requirement outlined in Mayor's Order 2021-099, and should manage the tracking and exemption processes internally. However, the Order does not require a particular tracking system and contractors and grantees should develop a process that works for their systems and operations. There is no requirement to preemptively or regularly submit vaccination statuses, test results, or exemption requests to the District at this time.

Q5: Is the requirement as mandated in the Mayor's Order applicable to volunteers? [08/17/2021]

A5: The Mayor's Order applies to all agents of a grantee or contractor, including employees and volunteers.

Q6: I am a contractor or grantee supporting the District government virtually. Does this requirement apply to my employees or me? [08/17/2021]

A6: No, the Mayor's Order does not apply to those contractors or grantees supporting the District government in a solely virtual capacity.

Q7: Is there a vaccination certification form for contractors or grantees to complete? [08/17/2021]

A7: No, there is currently no requirement to preemptively or regularly send documentation to the District government.

Q8: Will the District provide COVID-19 testing? [08/17/2021]

A8: For information on testing options, please visit: <https://coronavirus.dc.gov/testing>.

Q9: Grantees are not under OCP. Which agency or executive entity will provide further guidance and standardized forms for grantees should they become needed? [08/17/2021]

A9: Standardized forms and further guidance will be disseminated from grantor agencies to grantees should they become needed.

Q10: What records will contractors or grantees be required to maintain for a future audit to prove compliance with the Mayor's Order? [08/17/2021]

A10: At any time, contractors or grantees may be asked by District government to certify their compliance with the vaccination requirement. Therefore, contractors and grantees should maintain and update records as necessary to be able to promptly supply this certification if requested. Grant Administrators or Contracting Officers may provide additional instructions for certifying compliance with the vaccine requirement and may request access to documents and records to audit this certification.

Q11: Will contractors or grantees have to collect proof of vaccination/a doctor's order/negative tests and keep them on file for audits or merely employee statements? [08/17/2021]

A11: Contractors and grantees will be required to collect proof of vaccination status, test results, and/or documentation of medical or religious exemption as part of a comprehensive auditable file.

Q12: If one of their employees (i.e., an accountant) is not paid from the contract or grant, but works for the organization on an aspect of the funding (e.g., signature on payroll checks), and they perform work in-person, does the order apply to them? [08/17/2021]

A12: The Mayor's Order applies to employees, agents, and subcontractors who provide goods or perform services in person in District government facilities or worksites, or who have in-person contact with other persons in order to complete their work. The following categories of District government contractors and grantees are subject to the Order's vaccination requirements:

- a. District government contractors and grantees who provide services at District government facilities; and
- b. District government contractors and grantees whose work is regularly directed by District government employees and who have in-person contact with other persons in order to complete their work under the contract or grant.

Q13: Can a contractor or grantee impose stronger vaccination requirements for their employees? [08/17/2021]

A13: Yes, the Mayor's Order allows private employers to impose stronger vaccination requirements on their employees, agents, or subcontractors/subgrantees, subject to applicable federal and local laws and regulations.

Q14: What language should I include in my agency's forthcoming Request for Applications and natural agreement renewals? [08/17/2021]

A:14: In all RFAs to be published henceforth, please include the following text:

The grantee(s) selected in response to this Request for Applications is/are required to comply with Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded.

Q15: What language should I include in my agency's forthcoming solicitations and natural agreement renewals? [08/17/2021]

A15: All solicitations to published henceforth should include the following text:

The Contractor is required to comply with Mayor’s Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.

The Contractor is required to comply with City Administrator’s Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.

Q16: I have another question. Who should I ask? [08/17/2021]

A16: Please email any other questions you may have about the application of the Mayor’s Order to grantees to Kish Rusek, Grants Policy Division, at kish.rusek@dc.gov. For questions related to contractors, please email vendor.relations@dc.gov.