

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number CFOPD-21-C-019		Page of Pages		
				1	Attachment A	
2. Amendment/Modification Number Modification 5		3. Effective Date See 16 C below	4. Requisition/Purchase Request No.		5. Solicitation Caption Annual Comprehensive Financial Report and PAFR Design and Printing Services	
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 4 th Street, S.W. Suite E620 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) HBP Marketing, LLC 2750 Prosperity Avenue – Suite 240 Fairfax, VA 22031-4338 Scott Engle – Vice President 301-733-2000 - main sengle@hbp.com		9A. Amendment of Solicitation No.				
		9B. Dated (See Item 11)				
		10A. Modification of Contract/Order No. CFOPD-21-C-019		X		
		10B. Dated (See Item 13) July 29, 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						
X	A. This change order is issued pursuant to (Specify Authority) 27 DCMR Chapter 3601.2(c) Agreements of the Parties and Section 1.8 Changes. 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 and return <u>1</u> copies to the issuing office.						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) This contract identified in Block 10A above is hereby modified as described on page 2-6 Attachment A: ALL OTHER TERMS AND CONDITIONS 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) John Snyder Documental Manager			16A. Name of Contracting Officer Drakus Wiggins, CPPB, CPPO			
15B. Name of Contractor Signature of person authorized to sign <i>John Snyder</i>		15C. Date Signed 4/3/2024	16B. District of Columbia Signature of Contracting Officer <i>Drakus Wiggins</i>		16C. Date Signed 04/15/2024	

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ATTACHMENT A

Item 1: Sections B.5.3 through B.5.5 of the Price Schedule - Requirements are hereby deleted in their entirety and replaced with Item 2 as follows for the following purposes:

1. Decrease CLIN 202, CLIN 302, and CLIN 402 Annual Report Estimated Quantity from 1,100 to 1,000;
2. Decrease CLIN 204, CLIN 304, and CLIN 404 Annual Report Covers and Dividers Estimated Quantity from 1,100 to 1,000;
3. Incorporate CLIN 210, CLIN 310, and CLIN Long Range Plan;
4. Incorporate CLIN 211, CLIN 311, and CLIN Long Range Plan Book Cover, Tabs;
5. Decrease the contract not to exceed amount for Option Year Two from \$116,630.30 by \$3,332.30 to \$113,298.00;
6. Decrease the contract not to exceed amount for Option Year Three from \$120,331.30 by \$3,439.30 to \$116,892.00; and
7. Decrease the contract not to exceed amount for Option Year Four from \$124,052.20 by \$3,544.20 to \$120,508.00.

Item 2:

B.5.3 OPTION YEAR TWO

CLIN	Item Description	Estimated Quantity	Estimated Quantity	Unit Price	Total Estimated Price
201	Design Services		12 Designs	\$1,539.00 Per Design	<u>\$18,468.00</u>
202	Annual Reports	220 Pages Per Hardcopy	1,000 Hardcopies	\$0.32 Per Page	<u>\$70,400.00</u>
203	PAFR Report	24 Pages Per Hardcopy	1,500 Hardcopies	\$0.26 Per Page	<u>\$9,360.00</u>
204	Annual Report Covers and Dividers		1,000 Hardcopies	\$1.76 Per Hardcopy	<u>\$1,760.00</u>
205	New File		1 New File	\$160.00 Per File	<u>\$160.00</u>

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206	Courier / Delivery Service		10 Trips	\$160.00 Per Trip	<u>\$1,600.00</u>
207	Portfolio Folder		300 Folders	\$15.15 Per Folder	<u>\$4,545.00</u>
208	Encased CD Annual Report/ PAFR		5 CDs	\$425.00 Per CD	<u>\$2,125.00</u>
209	Poster Boards		5 Poster Boards	\$212.00 Per Board	<u>\$1,060.00</u>
210	Long Range Plan	60 Pages Per Hardcopy	100 Hardcopies	\$0.32 Per Page	<u>\$1,920.00</u>
211	Long Range Plan Book Cover, Tabs		100 Sets	\$19.00 Per Set	<u>\$1,900.00</u>
Option Year Two Total					<u>\$113,298.00</u>

B.5.4 OPTION YEAR THREE

CLIN	Item Description	Estimated Quantity	Estimated Quantity	Unit Price	Total Estimated Price
301	Design Services		12 Designs	\$1,586.00 Per Design	<u>\$19,032.00</u>
302	Annual Reports	220 Pages Per Hardcopy	1,000 Hardcopies	\$0.33 Per Page	<u>\$72,600.00</u>

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303	PAFR Report	24 Pages Per Hardcopy	1,500 Hardcopies	\$0.27 Per Page	<u>\$9,720.00</u>
304	Annual Report Covers and Dividers		1,000 Hardcopies	\$1.82 Per Hardcopy	<u>\$1,820.00</u>
305	New File		1 New File	\$165.00 Per File	<u>\$165.00</u>
306	Courier / Delivery Service		10 Trips	\$165.00 Per Trip	<u>\$1,650.00</u>
307	Portfolio Folder		300 Folders	\$15.61 Per Folder	<u>\$4,683.00</u>
308	Encased CD Annual Report/ PAFR		5 CDs	\$438.00 Per CD	<u>\$2,190.00</u>
309	Poster Boards		5 Poster Boards	\$219.00 Per Board	<u>\$1,095.00</u>
310	Long Range Plan	60 Pages Per Hardcopy	100 Hardcopies	\$0.33 Per Page	<u>\$1,980.00</u>
311	Long Range Plan Book Cover, Tabs		100 Sets	\$19.57 Per Set	<u>\$1,957.00</u>
Option Year Three Total					<u>\$116,892.00</u>

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B.5.5 OPTION YEAR FOUR

CLIN	Item Description	Estimated Quantity	Estimated Quantity	Unit Price	Total Estimated Price
401	Design Services		12 Designs	\$1,634.00 Per Design	<u>\$19,608.00</u>
402	Annual Reports	220 Pages Per Hardcopy	1,000 Hardcopies	\$0.34 Per Page	<u>\$74,800.00</u>
403	PAFR Report	24 Pages Per Hardcopy	1,500 Hardcopies	\$0.28 Per Page	<u>\$10,080.00</u>
404	Annual Report Covers and Dividers		1,000 Hardcopies	\$1.88 Per Hardcopy	<u>\$1,880.00</u>
405	New File		1 New File	\$170.00 Per File	<u>\$170.00</u>
406	Courier / Delivery Service		10 Trips	\$170.00 Per Trip	<u>\$1,700.00</u>
407	Portfolio Folder		300 Folders	\$16.08 Per Folder	<u>\$4,824.00</u>
408	Encased CD Annual Report/ PAFR		5 CDs	\$452.00 Per CD	<u>\$2,260.00</u>
409	Poster Boards		5 Poster Boards	\$226.00 Per Board	<u>\$1,130.00</u>

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410	Long Range Plan	60 Pages Per Hardcopy	100 Hardcopies	\$0.34 Per Page	<u>\$2,040.00</u>
411	Long Range Plan Book Cover, Tabs		100 Sets	\$20.16 Per Set	<u>\$2,016.00</u>
Option Year Four Total					<u>\$120,508.00</u>

Item 3: Section C.4.2 Long Range Capital Financial Plan is hereby incorporated as follows to add the new requirements:

C.4.2 Long Range Capital Financial Plan

1. The Contractor shall print, produce, and deliver the District's Long Range Capital Financial Plan. The Contractor shall present a printing schedule to be used when working with the District. This schedule shall include nights and weekends and facilitate the presentation of drafts of the Long Range Capital Financial Plan for review, formatting, and to meet the printing requirements of the final plans as specified by the District. The Contractor shall meet any additional scheduling needs and delivery deadlines required by the District throughout the duration of the Contract.
2. The Contractor shall coordinate, in conjunction with District personnel, both face-to-face and telephone meetings.
3. The Contractor shall accommodate and strictly follow all design requirements as stipulated by the District for which various financial and related information is presented. The design services shall include the Contractor providing redesigns as requested by the District.
4. The Long Range Plan Book Covers shall be on 80# Gloss Cover, printed 4/4, and the Tabs (7 – 3rd and 4th cut, printed 110# Index, K/0 on the tab with clear laminate).
5. The Contractor shall produce up to the quantity of the Long Range Capital Financial Plan hardcopies and Book Covers sets, which is one cover and seven tabs, per Revised Section B.5 Price Schedule.
6. Delivery services by be on a deliverable-by-deliverable basis, as requested by the District.
7. The Contractor's representative shall meet with the District at times and dates as specified by the District during the term of the Contract and as required by the District. The purpose of these meetings will be to discuss changes to drafts or adjustments to the delivery timeline.

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8. The specific delivery dates and timelines will be presented by the District to the Contractor. The District may require no less than 24 hours turnaround time for all printing requirements for the Long Range Capital Financial Plan.