

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number		Page of Pages	
		CFOPD-22-C-015		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 Banking Consultant	
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 - 4 th 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) Strategic Treasurer, LLC 525 Westpark Drive, Suite 130 Peachtree City, GA 30269 Attn: Craig Jeffrey, Managing Partner craig@strategictreasurer.com			9A. Amendment of Solicitation No.		
Code _____ Facility _____			9B. Dated (See Item 11)		
			10A. Modification of Contract/Order No. X CFOPD-22-C-015		
			10B. Dated (See Item 13) July 15, 2022		
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.)					
1) Modification No. 1 updates/revises the requirements in Phase One and Phase Two of the subject contract as set forth in Attachment A. 2) The above updates/revisions do not require an increase in the contract amount; therefore, this is a no cost modification. <p style="text-align: center;">All other terms and conditions shall remain unchanged.</p>					
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) Craig A. Jeffery, Managing Partner			16A. Name of Contracting Officer Dorothy Whisler Fortune, Esq., CPPO, Drakus Wiggins, CPPB, CPPO or Anthony A. Stover, CPPO		
15B. Name of Contractor <i>Craig A. Jeffery</i> (Signature of person authorized to sign)		15C. Date Signed 04/27/2023	16B. District of Columbia <i>Anthony A. Stover</i> (Signature of Contracting Officer)		16C. Date Signed April 28, 2023

ATTACHMENT A

1. **DELETE** Section B.1 General Information and Section C.1.1 under Scope, in their entirety and **REPLACE** with the following:

The Office of the Chief Financial Officer (“OCFO”) for the District of Columbia (“District”) and the Office of Contracts on behalf of the Office of Finance and Treasury (“OFT”), Banking Services Unit requires a consultant to:

- 1) Conduct a business process review of the District’s banking services’ current application and requirements as set forth in the current contract.
- 2) Provide strategic advice and analysis regarding potential approaches to ensuring cost-effective provision of lockbox services from banks, nonbanks, or both.
- 3) Assist with the research and pricing estimates of the new required services.
- 4) Develop the statement of work, pricing structure and evaluation criteria for a Request for Proposal (RFP) for banking services.
- 5) Assist in the evaluation and award of a new banking services RFP as needed.

2. **DELETE** Section B.4, Price Schedule – Fixed Fee, and **REPLACE** with the following:

CLIN	Item Description	Estimated Quantity	Fixed Fee
<i>Phase 1 – Business Process Review (CLINs 01 - 02)</i>			
001	Current Business Analysis		
	A. Initial Project Analysis & Discussion, rework of scope, execution of new Statement of Work	1 Deliverable	\$40,000.00
	B. Recommended future state(s), with an emphasis on banking process, lockboxes, and collections		\$40,000.00
002	Business Process Redesign Document	1 Deliverable	\$40,000.00
<i>Phase 2 – Solicitation Development and Support (CLINs 03 - 04)</i>			
003	Statement of Work requirements, pricing table, and evaluation criteria	1 Deliverable	\$20,000.00
004	Written Responses to Vendor Questions	2 Deliverables	\$10,000.00
Total for Phases 1 and 2:			\$150,000.00

2. **DELETE** Section C.3.4 and **REPLACE** with the following:

C.3.4 Upon issuance of a Task Order for Phase Three and/or Phase Four, the Contractor shall perform the requirements in accordance with the respective Phase.

3. Under Section C.3.6, Phase One – Business Process Review, **DELETE** Section C.3.6.1 and **REPLACE** with the following:

C.3.6.1 The Contractor shall provide a detailed assessment of the District’s current banking services and benchmark against industry best practices. The business process review shall focus on potential improvements and increased efficiencies. The process reviewed shall include but may not be limited to the following areas:

1. Bank Account Administration
2. Depository Services
3. Disbursement/Payment Services
4. Reconciliation Services
5. Information Services
6. Documents Retention Requirements
7. Lockbox Services
8. Banking Security Requirements and Internal Controls
9. Banking Systems Infrastructure and Technology

4. Under Section C.3.6, Phase One – Business Process Review, **DELETE** Section C.3.6.2 in its entirety and **REPLACE** with the following:

C.3.6.2 The Contractor shall meet virtually with several staff members to be decided and document an “as-is”/current business processes.

5. Under Section C.3.6, Phase One – Business Process Review, **DELETE** Sections C.3.6.5 through C.3.6.8 in their entirety and **REPLACE** with the following:

C.3.6.5 [*Intentionally Deleted*]

C.3.6.6 The plan shall include a schedule identifying changes that should be put into practice immediately and those that should be put into effect with the implementation of the new banking contract services.

C.3.6.7 The Contractor shall provide recommendations and a highlighted overview for how the District can revise its banking policies and procedures.

C.3.6.8 The Deliverables for this task are:

1. Current Banking Services Business Analysis with Process Maps, due within sixty (60) days from issuance of contract Modification No. 1; and
2. Banking Services Business Process Redesign Document, including requirements definition and New Process Design Maps.

6. Under Section C.3.7, Phase Two – Solicitation Development and Support, **DELETE** Section C.3.7.2 and **REPLACE** with the following:
 - C.3.7.2 The Contractor shall develop a statement of work, pricing structure, and evaluation criteria as a draft. The starting point for the Contractor’s statement of work shall be an updated document (Phase One deliverable) that accurately captures work currently performed by the District’s banks. The Contractor shall distinguish between “commoditized” bank services and “non-commoditized” bank services.

7. Under Section C.3.7, Phase Two – Solicitation Development and Support, **DELETE** Section C.3.7.4 and **REPLACE** with the following:
 - C.3.7.4 The Contractor shall provide a potential bidder’s list based on the scope of work and explain its approach to creating the list.

8. Under Section C.3.7, Phase Two – Solicitation Development and Support, **DELETE** Section C.3.7.6 and **REPLACE** with the following:
 - C.3.7.6 The Contractor shall deliver the initial documents to the COTR within thirty (30) days after the District’s acceptance of the Phase One Deliverable.

[End of Attachment A]

SIGNATURE CERTIFICATE




REFERENCE NUMBER

955AC2B6-4716-4553-A8E9-53EA60AFAB4A

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 955AC2B6-4716-4553-A8E9-53EA60AFAB4A</p> <p>Transaction Type Signature Request</p> <p>Sent At 04/27/2023 09:23 EDT</p> <p>Executed At 04/27/2023 09:28 EDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 338fcd8fc4deb953d69d672339fbd9c4a8bf0458bb97a72beb85cbd61cf20d29</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name 22-C-015 - Mod 1 Dcgov</p> <p>Filename 22-c-015_-_mod_1_dcgov.pdf</p> <p>Pages 4 pages</p> <p>Content Type application/pdf</p> <p>File Size 239 KB</p> <p>Original Checksum b8b812115d178abfb9964c7bc25c82c11b13ec5cdded6f77eee575b71af96f821</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Craig Jeffery</p> <p>Email craig@strategictreasurer.com</p> <p>Components 3</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 1edb0d33143225584713330e7d8ed78b6e63488cc85fdc45c87f8cbf2f35859a</p> <p>IP Address 108.217.214.79</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 797973B2</p>	<p>Viewed At 04/27/2023 09:28 EDT</p> <p>Identity Authenticated At 04/27/2023 09:28 EDT</p> <p>Signed At 04/27/2023 09:28 EDT</p>

AUDITS

TIMESTAMP	AUDIT
04/27/2023 09:23 EDT	Nicki Gillispie (nicki@strategictreasurer.com) created document '22-c-015_-_mod_1_dcgov.pdf' on Chrome via Windows from 70.237.96.69.
04/27/2023 09:23 EDT	Craig Jeffery (craig@strategictreasurer.com) was emailed a link to sign.
04/27/2023 09:28 EDT	Craig Jeffery (craig@strategictreasurer.com) viewed the document on Chrome via Windows from 108.217.214.79.
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