

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number CFOPD-23-C-024		Page of Pages	
				1	1 plus Attachments
2. Amendment/Modification Number Modification #1		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"> The Contract is hereby revised in accordance with Attachment A. The Contractor shall perform the requirements in Section C.8 in accordance with their proposal dated August 11, 2023, hereby incorporated as Attachment B. The Base Year Contract Not to Exceed amount is hereby increased from \$232,000.00 by \$116,532.00 to \$348,532.00. 					
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 08/15/2023	16B. District of Columbia <i>Anthony A. Stover</i> (Signature of Contracting Officer)		16C. Date Signed August 18, 2023

ATTACHMENT A

THE ABOVE REFERENCED CONTRACT IS HEREBY MODIFIED AS FOLLOWS:

- 1. SECTION B.5 – PRICING SCHEDULE -FIRM FIXED PRICE is hereby deleted and replaced with the following:**

SECTION B.5 – REQUIREMENTS

The District will purchase its requirements of the articles or services included herein from the Contractor. The estimated quantities stated herein reflect the best estimates available. The estimate shall not be construed as a representation that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable. The estimated quantities shall not be construed to limit the quantities which may be ordered from the Contractor by the District or to relieve the Contractor of its obligation to fill all such orders.

- 2. SECTION B.6 is hereby incorporated:**

SECTION B.6 – PRICING SCHEDULE

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	Warehousing	Monthly	8	\$8,379.00	\$67,032.00
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				\$337,532.00

B.6.2 OPTION YEAR ONE

Contract Line Item No. (CLIN)	Item Description	Unit	Estimated Quantity	Firm Fixed Unit Price	Total Price
1001	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
	Option Year One Not to Exceed Total				\$232,000.00

B.6.3 OPTION YEAR TWO

Contract Line Item No. (CLIN)	Item Description	Unit	Estimated Quantity	Firm Fixed Unit Price	Total Price
2001	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
	Option Year Two Not to Exceed Total				\$232,000.00

B.6.4 OPTION YEAR THREE

Contract Line Item No. (CLIN)	Item Description	Unit	Estimated Quantity	Firm Fixed Unit Price	Total Price
3001	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
	Option Year Three Not to Exceed Total				\$232,000.00

B.6.5 OPTION YEAR FOUR

Contract Line Item No. (CLIN)	Item Description	Unit	Estimated Quantity	Firm Fixed Unit Price	Total Price
4001	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
	Option Year Four Not to Exceed Total				\$232,000.00

3. SECTION C.8 is hereby incorporated:

C.8 Moving and Storage of Files (Offsite)

C.8.1 Box, pack and relocate records from 1100 and 1101 4th Street, SW, Washington, DC 20024 to the Contractor's warehouse during the "building refresh" in phases.

4. SECTION H.11 is hereby incorporated:

H.11 CONFIDENTIALITY AND NONDISCLOSURE AFFIDAVIT

The Contractor shall provide a completed Attachment J.3, Confidentiality and Non-Disclosure Affidavit and Attachment J.4, Confidentiality and Non-Disclosure Affidavit Acknowledgment Form prior to commencement of service under the Contract to attest to the Contractor's safeguards of District and Federal tax information (FTI) in compliance with the U.S. Internal Revenue Services (IRS) Publication 1075.

5. SECTION J is hereby deleted in its entirety and replaced with the following:

SECTION J

ATTACHMENTS

The following Attachments are hereby incorporated:

- J.1 U.S. Department of Labor Wage Determination No. 2015-4281, Revision 25, Dated 12/27/2022
- J.2 Doing Business with Integrity
- J.3 Confidentiality and Non-Disclosure Affidavit
- J.4 Confidentiality and Non-Disclosure Affidavit Acknowledgment



THE
ROBERT BOBB
GROUP LLC

THE ROBERT BOBB GROUP, LLC DATA MANAGEMENT CENTER
SECURE DATA PACKAGING, TRANSPORTATION, AND WAREHOUSING FOR THE OFFICE OF
THE CHIEF FINANCIAL OFFICER, OFFICE OF TAX AND REVENUE, OFFICE OF FINANCE
AND TAX, AND OFFICE OF REVENUE ANALYSIS

DATE:
RBG FEIN:
SUBMITTED TO:

Friday, August 11, 2023
45-3322024
Yolanda Maiben, COTR
Program Coordinator
Office of the General Counsel
Office of the Chief Financial Officer
1101 4th St., SW, Suite 750
Washington DC, 20024
Phone: 202.839.1866
Email: yolanda.maiben@dc.gov



GENERAL FIRM INFORMATION

FIRM INFORMATION

- District of Columbia Business License: 400318000202 (date: 10/1/2021 – 9/30/2023)
- FEIN: 45-3322024
- DUNS: 969979603

PRIMARY CONTACT

Patrick A. Bobb, Chief Operating Officer
Phone: (510) 289-4781
Email: patrick@robertbobbgroup.com

SECONDARY CONTACT

Robert C. Bobb, President & CEO
Phone: (202) 731-0006
Email: bob@robertbobbgroup.com

TERTIARY CONTACT

Sie Lyons, Project Manager
Phone: (202) 683-5081
Email: sie@robertbobbgroup.com

RBG DATA MANAGEMENT CENTER / RECORDS STORAGE LOCATION

The Robert Bobb Group, LLC
3361 75th Avenue
Unit: 14 T – U
Landover, MD 20785
Hours: Appointment Only **Mon. – Sat.,** 7am – 6pm. **Sun.** Closed

LIST OF CURRENT CERTIFICATIONS

- Disadvantaged Business Enterprise (DBE) Certification No. 18-08-08-RE District of Columbia Unified Certification Program
- LDBE Certification No. LD2015-0427-2018 (Local Disadvantaged Business Enterprise - Metropolitan Washington Airport Authority)
- Disadvantaged Business Enterprise (DBE) Certification No. 15-06-34-N Metropolitan Washington Unified Certification Program (MWUCP)
- Certified Business Enterprise with the District of Columbia government Number: LSZR78244112021
- Certified Small Business Enterprise with the District of Columbia Unified Certification Program (DCUCP), Certification No. 2138
- Virginia Unified Certification Program, Disadvantaged Business Enterprise (DBE) Certification No. DBE 811471

This document includes data that shall not be disclosed outside the receiver and shall not be duplicated, used, or disclosed – in whole or in part for any purpose other than to evaluate the document for the purposes outlined in the letter. If, however, a contract is awarded to this offeror as a result of – or in connection with – the submission of this data, the receiver shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the receiver’s right to use information contained in this data if it’s obtained from another source within restriction. The data subject to this restriction are contained in all pages/sheets herein.

Friday, August 11, 2023

Yolanda Maiben, COTR
Program Coordinator
Office of the General Counsel
Office of the Chief Financial Officer
1101 4th St., SW, Suite 750
Washington DC, 20024
Phone: 202.839.1866
Email: yolanda.maiben@dc.gov

Re: Secure Data Packaging, Transportation and Warehousing for the Office of the Chief Financial Officer, Office of Tax & Revenue, Office of Finance and Tax, and Office of Revenue Analysis

THE ROBERT BOBB GROUP, LLC (“RBG”) viewed the information provided for the document packaging, transportation and warehousing that is currently located at 1101 4th Street, SW, Floors: 5-8, Washington, DC 20024. Ms. Yolanda Miben, Program Coordinator for the Office of the General Counsel, requested the document review and scope of work (“SOW”).

This price quote is for is based on two separate SOWs. The first is record packaging and transportation to the RBG Data Center. The second will be for warehousing the records. Please see below.

Why Us?

RBG provides Records and Data Management Solutions that assist government agencies to innovate and secure the millions of documents and records they administer daily. RBG envisions, plans, and designs management solutions with security as the focus, providing guidance on how best to make our clients' data accessible, available, confidential, and reliable while in compliance with local, state, and federal guidelines.

RBG can expertly manage data and information as a result of paperless and workflow initiatives, data conversions, repository changes, litigation, investigations, FOIA, and discovery requests. We set up proven systems to capture, store, consolidate, organize, categorize, and control all kinds of records and create workflows to improve records management business processes. By utilizing our superior processes, our clients' records and vital information are easier to find, and search results are more conclusive.

PACKING AND TRANSPORTATION PRICE

SCOPE OF WORK

RBG and its team agree to provide all supervision, labor, transportation, equipment, and material necessary to relocate approximately 7,500 cubic feet of identified and labelled boxes. All boxes will be transported to RBG DC.

Technical Notes:

- **Floors:** 5 – 8 for Move
- **Approximate No. of Boxes in cubic feet:** 7,500
- **Evening and Weekend Work Schedule**
- **Relocation:** Relocate identified boxes from Floors 5 - 8 of 1101 4th Street SW

- No Furniture removal
- No IT Equipment Removal
- **Preservation of Flooring in Halls, Elevators, and Common Areas**
 - Flooring Protection Rolls and Boards
 - Carts and Movement Carts from Freight Elevator through the Garage into Secondary Freight Elevator to trucks.
 - Cataloging Materials
- **Rates inclusive of Overhead Expenses** (i.e., Gas for two (2) trucks, etc.)

Personnel Costs

Resource	Rate	Hours	Fees
Supervisor	\$ 60.00	50	\$ 3,000.00
Supervisor	\$ 60.00	50	\$ 3,000.00
Driver	\$ 85.00	50	\$ 4,250.00
Driver	\$ 85.00	50	\$ 4,250.00
Packer	\$ 50.00	10	\$ 500.00
Packer	\$ 50.00	10	\$ 500.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Help	\$ 46.00	50	\$ 2,300.00
Total Project Cost	\$ 38,500.00	720	\$ 38,500.00

Total Project Cost for Move: \$38,500.00

SPECIALIZED FACILITY SECURED BUILDOUT

Per the IRS guidelines for FTI, OCFO has standards for our facility that will result in an immediate custom buildout. The plan for the buildout will include the following:

1. Design build of cage at T-side front door to contain entry with a secondary door.
2. Design build of multiple security gates along two (2) dock doors to contain unauthorized entry.
3. Design build of gates along all elevated backdoors to contain unauthorized entry.

4. Suring up of secondary front door on the U-side of the building to contain unauthorized entry. To include both sets of doors within the office areas.
5. Adding door entry sensors to secondary units (where we have the ability too) to integrate into overall building sensor-based security.
6. Ensuring and hardening of framing to allow all the security barriers to be secured to the building and/or flooring.
7. Ensuring lock and keys are available among those personnel with overall building access.

Cost for completion: \$11,000.00

TOTAL PROJECT COST

Total Project Cost for the Secured Buildout and Move: \$49,500.00

WAREHOUSE PRICE QUOTE

THE ROBERT BOBB GROUP, LLC DATA CENTER (“RBG DC”)

RBG DC, located at 3361 75th Avenue, Unit 14 T-U, Landover, MD 20785, is a secured facility that has been utilized for Data and Record Management for the past eight (8) years. We have a history of storing and conducting a large scope of full records management services for the District Government over the course of these eight (8) years within our facility.

Safety and Security

To protect your data, RBG DC has a comprehensive facility plan for security, access control, fire safety and environmental safety. Utilizing full 24/7 building security systems, surveillance cameras, hidden cameras, signage, fire detection and prevention systems, among other layers of visible and non-visible barriers, our team response is rapid in detection solutions. Exterior layers of security are provided via physical security guard monitoring throughout the area in which the facility is located. Most of our personnel with the ability to access the interior of the building live within an approximate 15-minute vicinity to our facility. Police and Fire stations in Landover, MD are within 5-minute drive from our facility.

- Landover Police Station – 7600 Barlowe Road, Landover, MD 20785
- Kentland Fire Department – 7701 Landover Road, Landover, MD 20785
- PGFD Fire Station 830 – 6801 Webster Street, Landover Hills, MD 20784

Our Data Center access control is critical to maintaining that authorized staff and vehicles have access to the interior of the building. Our policy maintains a 24/7 door lock policy, with a handful of RBG personnel that can access the interior of the building. It is important to note that although we have multiple personnel who work inside the location, they do not all have the ability to access the interior location itself. This culture ensures that there are always personnel with access control inside the building with other individuals. Lastly, we operate strictly on an appointment-based level for all clients, vendors, etc. Our strict no appointment, no entry policy is always enforced.

Custom Security Plans can be provided based on needs. Please reach out to us for additional information.

Note: The Office of Public Records, District Archivist has approved our facility for Records Storage and Data Management Services.

Project Technical Notes:

- **Approximate No. of Boxes in cubic feet:** 7,500

- All boxes to be palletized and labeled – Technology based tagging.
- All boxes assigned designated area in RBG DC
- Bi-Weekly inspection of all palletized boxes.
- Chain of Custody Documentation
- By Appointment based viewpoint of Records
- Customer Support

Warehousing Cost per Cubic Foot: \$1.12

Total Cost for Warehousing 7,500 cu.ft. of Records per month: \$8,379.00

Respectfully Submitted,



Patrick A. Bobb
Chief Operating Officer
The Robert Bobb Group, LLC