

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number		Page of Pages		
		CFOPD-21-C-035		1	Plus Attachment	
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption			
Modification 5	See 16 C below		eWIC Processing Services			
6. Issued by:		Code	7. Administered by (If other than line 6)			
Office of the Chief Financial Officer Office of Contracts 1100 4 th Street, S.W. Suite E620 Washington, D.C. 20024-4453 202-442-7012 – main						
8. Name and Address of Contractor (No. street, city, county, state and zip code) Custom Data Processing, Inc. 951 Chenault Road Frankfort, KY 40601-8833 Scott Pralle – Vice President for Business Development scotta.pralle@cdpehs.com 800-888-6035 (p) 630-972-6337 (f) Code Facility		9A. Amendment of Solicitation No.				
		9B. Dated (See Item 11)				
		X	10A. Modification of Contract/Order No.		CFOPD-21-C-035	
			10B. Dated (See Item 13)		30 August 2021	
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 Section 3601.2(c) and Section I.8 Changes of the Contract The changes set forth in Item 14 are made in the contract/order no. in item 10A. 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.)						
A. The purpose of Modification No. 5 is to add Attachment A, Farmers Markets Nutrition Program (FMNP).						
B. The Contract Option Year Two amount is increased from \$226,683.98 by \$14,452.00 to \$241,135.98 is added for the services requested in Attachment A.						
C. The cumulative value of the contract has increased by \$14,452.00 to an amount not to exceed \$1,241,326.93.						
D. 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) Scott Pralle Chief operating officer		16A. Name of Contracting Officer Dorothy Whisler Fortune, Esq., CPPO, Drakus Wiggins, CPPB, CPPO or Anthony A. Stover, CPPO				
15B. Name of Contractor Done by Scott Pralle Signature of person authorized to sign	15C. Date Signed 5/6/2024	16B. District of Columbia Drakus Wiggins Signature of Contracting Officer		16C. Date Signed 05/06/2024		

Modification 5

Attachment A



STATEMENT OF WORK

Farmers Markets Nutrition Program (FMNP) Electronic Solution

A. Overview Provide Electronic Benefit Transfer (EBT) solution for redeeming WIC Farmers' Market Nutrition Program (FMNP) benefits in farmers' markets via the Contractor's (CDP's) *Farm Market Direct* which utilizes QR code technology and CDP's Farmer Portal.

The elements of the *Farm Market Direct* benefit redemption process are:

1. For each authorized farmer, an agreement will be executed between CDP and the farmer for the use of the farmer portal and authorizing CDP to make ACH payments to the farmers.
2. For each eligible participant, the District issues a WIC EBT card which has a QR code containing the participant's EBT account number (for existing WIC cards, a sticker with the QR code can be added).
3. Participant presents the card/QR code to the farmer as they make their shopping selection.
4. Farmer authenticates to *Farm Market Direct* via CDP's farmer portal using a mobile smart device and CDP Identity authentication.
5. Farmer uses smart device to scan QR code to the farmer portal. The QR code identifies the household.
6. Farmer enters price of purchase into portal and transmits to *Farm Market Direct*.
7. Farmer allows participant to enter PIN to authorize transaction.
8. For WIC Cash Value Benefit (CVB) and FMNP, the FMNP benefit will be used first and then WIC CVB.
9. *Farm Market Direct* will add generic cat/subcat and Universal Product Code/Price Look Up (UPC/PLU). No UPC/PLU scanning in the market is needed.
10. *Farm Market Direct* will return purchase or rejection information to farmer via farmer portal.
11. For approved transactions, *Farm Market Direct* will settle with farmer via a separate CDP-held clearing account.
12. Reporting is via *Data Direct*.

B. Deliverables: The Contractor shall provide project services for initial implementation include the following:

1. Produce and deliver QR code stickers for clinic staff to add to WIC cards for those participants who will be participating in FMNP for the season.
2. Host and support *Farm Market Direct* for processing of farmers' market WIC CVB and FMNP transactions, including weekly settlement via ACH payments to farmers.
3. Support data entry by the District staff or import by CDP of farmer information including bank account information to support ACH payments to farmers.
4. At a minimum per season import participants and benefit issuance we may request for additional uploads this year.
5. Provide all *Farm Market Direct* configuration (user ids, credentials, import data, configure drawdown email, configure settlement, configure farmer portal, and set up *Data Direct*).
6. Provide Help Desk for farmers and participants during business hours (7:30AM to 10PM Mon. – Fri. the phone will be answered on weekends and evenings, but no immediate support will be available a ticket opened for next business day response).

7. Provide virtual training to the District office staff.
8. Provide one round of User Acceptance Testing with the agency, to be done virtually.
9. Produce and mail year end 1099-K to each farmer (as required by federal law).
10. Provide project management including monthly status calls.
11. Host and support *Farm Market Direct* for processing of farmers' market FMNP transactions, including weekly settlement via ACH payments to the farmers.
12. Support data entry by WIC or import by CDP of farmer information including bank account information to support ACH payments to farmers.
13. Import participants and benefit issuance at a minimum once per season.
14. Provide beginning of season system configuration validation and adjustment as needed.
15. Provide Help Desk for farmers and participants during business hours (7:30 AM to 10 PM Mon- Fri). The phone will be answered on weekends and evenings, but no immediate support will be available (a ticket opened for next business day response).
16. Produce and mail year-end 1099 to each farmer (as required by federal law).
17. Provide account management including monthly status calls.

C. Contingencies: The following assumptions apply:

1. The number of participants is 12,524 WIC (WIC CVB, FMNP). There are 60 farmers.
2. No new WIC EBT cards are included in the modification because participants already have their cards. Additional cards can be ordered with QR codes in addition to the magnetic stripe as needed.
3. This modification includes a one-time order of FMNP stickers for the first season. Subsequent sticker orders can be provided via change order.
4. Processing and support for WIC cash value benefits (CVBs) in category 19 is supported.
5. WIC will collect and enter farmer information into *Farm Market Direct* or CDP can import this information from a spreadsheet at no extra cost.
6. The District will train farmers. Optionally, CDP can provide this service at an extra cost.
7. All meetings are virtual. Travel and/or onsite support is not included.
8. Seasonal implementation and monthly operations fees are subject to change after the first two seasons.
9. Pricing is subject to change after the first two seasons in the form of a mutually agreed upon Change Order.

D. Cost

Description	Unit Price	Estimated Quantity	Total Estimated, Not-to-Exceed Cost
Monthly Operation Cost for benefit transactions while benefits are administered	\$1,550 per month	9 ¾ months	\$14,452

E. Payment Terms *This development work is also included in another state agency's eFMNP quote. If both projects are funded this amount would be negotiated.

1. CDP will invoice for services upon completion of the work as will be negotiated with WIC. Implementation costs are one-time, non-recurring costs.
2. Seasonal Implementations are one-time non-recurring costs for each subsequent season. Operations costs will be billed monthly during the months that benefits are active.