

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number CFOPD-19-C-001		Page of Pages 1   5		
2. Amendment/Modification Number Modification No. 12		3. Effective Date See 16 C below		4. Requisition/Purchase Request No.		5. Contract Caption District Integrated Financial System (DIFS)	
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 4 <sup>th</sup> 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) <b>Deloitte Consulting LLP</b> 1919 North Lynn Street Arlington, VA 22209-1742 Attn: Amy E. Tener Email: <a href="mailto:amytener@deloitte.com">amytener@deloitte.com</a>			9A. Amendment of Solicitation No.				
			9B. Dated (See Item 11)				
			10A. Modification of Contract/Order No. CFOPD-19-C-001				
			10B. Dated (See Item 13) June 3, 2019				
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. <b>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.</b> 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): Section 1.8 and 27 DCMR3601.2							
<b>E. IMPORTANT:</b> 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.)  The purpose of Modification No. 12 is to update the requirements for the DIFS Implementation and Operations Phases for Option Year Three as set forth beginning on page 2. This modification will result in an increase in the total not-to-exceed amount of Option Year Three of the subject contract by \$855,708.00.  <b>All other terms and conditions shall remain the same.</b>							
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) 			16A. Name of Contracting Officer Dorothy Whisler Fortune, Esq., CPPO, Drakus Wiggins, CPPB, CPPO or Anthony A. Stover, CPPO				
15B. Name of Contractor Amy E. Tener <small>(Signature of person authorized to sign)</small>		15C. Date Signed 4/28/2023		16B. District of Columbia  <small>(Signature of Contracting Officer)</small>		16C. Date Signed April 28, 2023	

**I. Modification No. 12 makes the following changes to the contract:**

- A. Section B.4, *Pricing Summary*, is updated to reflect the total not-to-exceed prices of the DIFS Implementation and Operations Phases for Option Years Two and Three. The total not-to-exceed amount for Option Year Two is corrected to reflect the actual spend.
- B. The Option Year Three Implementation and Operations Phase provisions in Sections C.3.3.3; C.3.3.4; C.3.6.1.7 and C.3.7.1.1 are being updated.
- C. Section H.17, *Key Personnel*, is revised to update the Contractor’s key personnel for the Implementation Phase.
- D. Attachment J.27, *Updated DIFS Implementation and Operations Pricing Schedule Breakouts OY3*, is being added and incorporated by reference to the subject contract.
- E. Based on the update to the provisions in paragraph B, the total amount for Option Year Three shall increase from \$18,947,009.00 by **\$855,708.00** to \$19,802,717.00.

**II. The changes to the contract provisions are as follows:**

- 1. **DELETE** the Price Summary Table in Section B.4.5 and **REPLACE** with the following:

Description	Base	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Option Year 5	Option Year 6	Total
Blueprint Phase – Fixed Price	\$4,500,000							\$4,500,000
Pre-Construction / Ramp-up Phase (Fixed Price)		\$10,352,526						\$10,352,526
Implementation Phase (Not-to-Exceed)			\$21,634,957	\$18,450,157	\$0	\$0	\$0	\$40,085,114
Operations Phase / Warranty (Fixed Price)			\$0	\$1,352,560	\$0	\$0	\$0	\$1,352,560
<b>Contract Year Total</b>	\$4,500,000	\$10,352,526	\$21,634,957	\$19,802,717	\$0	\$0	\$0	\$56,290,200

- 2. **DELETE** Sections C.3.3.3, C.3.3.4, C.3.6.1.7 and C.7.1.1 in their entirety and **REPLACE** with the following:

**C.3.3.3 Implementation Phase** - The District’s assumptions regarding the DIFS implementation timing include:

- a. The contract now specifies a project timeline lasting until June 2, 2023, including the Blueprint Phase.
- b. The Implementation Plan is being revised as a result of Pre-Construction work. ERP

and Budget Execution will go live in October 2022. Budget Formulation will execute through SIT2 only.

- c. The District currently uses Ariba On Premise for contracting and procurement, which is operated and supported by the Mayor's Office of the Chief Technology Officer (OCTO). The District plans to upgrade to Ariba Cloud and as a result DIFS will integrate with the Cloud version of Ariba at a future date to be determined but Contractor will not be involved.
- d. The Contractor shall develop a solution based on the Desired End State Business Processes and User Stories gathered during the Blueprint Phase and Pre-Construction Phase as documented in the Implementation Strategy & Plan.
- e. The Contractor shall use the Oracle Cloud ERP out-of-the-box capabilities to the greatest extent possible to minimize impact of heavy customizations and extensions of the Cloud products.
- f. Based upon Blueprint analysis and further analysis conducted during the Pre-Construction phase as documented in the Integration Strategy & Plan, the Contractor estimated Reports, Integrations, Conversions, Extensions, Forms, and Workflows as follows: 37 ERP Reports; 80 Integrations; 21 Conversions; 3 Extensions. For Budget Formulation and Budget Execution, the Contractor shall develop 110 Budget Book reports; 50 Budget reports; 725 Budget Forms, 27 Budget Workflows, and 725 Budget Business Rules and Formulas and 93 Dashboards. During the Implementation Phase, the estimated Reports, Integrations, Conversions, Extensions, Forms, and Workflows were further adjusted and are as set out in **Attachment J.27**.
- g. The District will be responsible for technical work such as extracting data from legacy systems for conversion and data integration, and for legacy data cleansing, as agreed in the Statement of Work.
- h. The Contractor shall close ACFR Sprint 22 by 5/28/2023, resulting in completion of development and sprinting of 72 user stories and 55 ACFR reports.
- i. As a part of ACFR Sprint 22, Contractor will perform ACFR reports validation based on FY22 trial balance data against defined ERP GL Account segment. This exercise will not include consolidation journal adjustments or manual elimination done in Excel in their current state process. Conversion of Spreadsheet journals to FCCS Consolidation journals will be carried out by the District as part of their data validation and reconciliation as the Parallel run and End-to-End data validation and reconciliation of FY22 data are not part of the Contractor OY3 closeout activity.
- j. For Budget Formulation SIT2, the following applies: Agency data loaded during SIT1 will be used as the starting point for SIT2 testing to simulate OBP inputs/processes. The SIT2 effort will start in April 2023 and end in May 2023 to allow for the closure of any Critical or High System Defects and the update of Test Scripts according to Defects found. Octane will be used to track Defects but not to track script execution. There will be no formal training conducted before SIT2.
- k. The Contractor shall provide Knowledge Transfer sessions regarding Budget Formulation each morning for the 3-week period and the District will test each afternoon. No design changes or enhancements will be made.
- l. Budget Execution Knowledge Transfer Round #2 will be conducted on the Carry Forward process only.

**C.3.3.4 Operations Phase** - The assumptions regarding the DIFS Operations Phase include:

- a. There shall be 120 days of post-production/hypercare support following the ERP and Budget Execution Go Live on October 1, 2022, is hereby extended to include an additional 45 days of post-production/hypercare support, for a total of 165 days of post-production/hypercare.
- b. Post-production/hypercare support consists of staffing the community calls, supporting Tier 1 questions, and answering of “How to” questions, minor enhancements deemed necessary changes to support the business process and general user support.
- c. The Operations support team (additional resources beyond the Implementation Team) starts in August 2022 and remains until June 2, 2023, for Tier 3 DIFS efforts.

C.3.6.1.7 The billing milestones and deliverables for the Implementation Phase Option Year 3 are outlined in **Attachment J.27**. To facilitate District planning, the table sets out the projected month/year the milestone will be achieved and the estimated costs. The Contractor will bill the actual hours incurred by labor category at milestone completion. Should the Contractor anticipate that the milestone will not be delivered per the projected milestone completion date or at the estimated costs, the Contractor shall alert the District.

C.3.7.1.1 Deploy

- a) Post-production/Hypercare Support – 165 days of support following Release 1; overlaps with tasks b-d below
- b) Operations Documentation
  1. Operations Manual
  2. Release Plan
- c) Knowledge and Skills Transfer Process
- d) Post Go-Live Support
  1. Tiers 2 & 3 Help Desk services to resolve product bugs or failures reported to the District staff on the DIFS software product and escalate problems to a resolution. Contractor to provide these services during installation and through the warranty period. If not required, the additional hours can be used to build additional reports or integrations.
  2. The Contractor shall be available to address those issues that the District cannot resolve, prioritizing the validation of quarterly vendor patches/releases.
  3. The District will provide Tier 1 Support which includes basic navigation, username/password reset, and minor troubleshooting of how to use the applications.
  4. The District is responsible for integration monitoring.
  5. As part of the Operations Phase scope, the Contractor provides maintenance/fixes (e.g., design, build, test) on conversion programs, integrations, and extensions throughout the course of the contract so that the code remains under warranty.
  6. Provide, apply and test all updates related to system security, operating system and database that are required for the DIFS software.
  7. Provide on-going maintenance and support of the Development, “Sandbox”,

Testing and Production environments required for the Contractor to perform ongoing development and testing efforts as those efforts relate to the DIFS Implementation.

8. Provide, apply, and test DIFS software updates including new versions, fixes, and patches. The District shall be notified and approve all updates.
9. The Knowledge Transfer Documentation will be delivered after Phase 1 and 120-day Production Support/Hypercare Support time period.

3. **DELETE** Section H.17.5 and **REPLACE** with the following:

H.17.5 During the Implementation Phase, the following Contractor roles shall be considered Key Personnel:

1. Project Advisor – Amy Tener
2. Project Manager Releases 1 & 3 – Scott Carroll
3. Project Manager Release 2 - Anshuman Ghose
4. Finance Lead – Rohan Patel
5. Budget Lead – Sushant Deshpande
6. Process Area Leads (for example Procure to Pay (P2P), Order to Cash (O2C) etc.) – Keenan Dickard, Jake Loughridge
7. Functional and Technical Architects– Fayaz Syed, Seshadri Reddy Kondakkagari

4. The following attachments are hereby incorporated under Section J:

<b>Attachment Number</b>	<b>Document</b>
<b>J.27</b>	<i>Updated DIFS Implementation and Operations Pricing Schedule Breakouts OY3</i>

[End of Modification No. 12]

## Attachment J.27

### DIFS Implementation and Operations Pricing Schedule Breakouts OY3 (CFOPD-19-C-001 - Version 1)

#	Milestone Name	Amount	Explanation
1	Sprint 13 Closeout	\$249,202	
2	User Acceptance Test 1 (UAT 1) Results	\$1,628,757	
3	Sprint 14 Closeout	\$311,503	
4	Updated Configuration Management Plan (Production and Budget Formulation)	\$465,185	
5	Sprint 15 Closeout	\$995,060	
6	User Acceptance Test 2 (UAT 2) Results	\$2,108,941	
7	Sprint 16 Closeout	\$445,424	
8	Configuration Workbook (Sprint Cycle 3)	\$361,388	
9	RICE Tracker (Budget Formulation) #1	\$947,947	
10	ERP and BE Cutover Results	\$990,404	Extended Cutover
11	Financial Reporting Controls (FRC) Design	\$109,307	
12	Budget Formulation (BF) Test Plan	\$820,481	
13	Sprint 17 Closeout	\$667,885	
14	ERP Knowledge Transfer	\$1,587,003	Hypercare required larger team & 6 more weeks
15	Sprint 18 Closeout	\$461,492	
16	Budget Execution Knowledge Transfer	\$86,759	
17	Sprint 19 Closeout	\$290,214	
18	BF SIT 1 Results	\$1,142,170	BF Timeline Adjustment
19	Configuration Workbook (Sprint Cycle 4)	\$222,746	
20	Configuration Management Plan (BF)	\$99,842	
21	RICE Tracker (Budget Formulation) #2	\$2,466,832	
22	BF SIT 2 Results	\$389,000	SIT2 Planning Only & Run through with OCIO
23	BF UAT 1 Results	\$0	BF Timeline Adjustment
24	BF Cutover Plan	\$0	BF Timeline Adjustment
25	BF UAT 2 Results	\$0	BF Timeline Adjustment
26	BF Cutover Results	\$0	BF Timeline Adjustment
<b>NEW</b>	Budget Formulation Design Review Closeout	\$564,500	BF Timeline Adjustment
<b>NEW</b>	Design documents (OBP, EOM, Council)	\$374,500	OY Closeout Requests
<b>NEW</b>	Enhancements	\$0	Removed
<b>NEW</b>	BE KT Round 2	\$35,000	OY Closeout Requests
<b>NEW</b>	Budget Formulation Knowledge Transfer Final	\$198,750	OY Closeout Requests
<b>NEW</b>	Annual Report Knowledge Transfer Final	\$98,500	OY Closeout Requests
<b>NEW</b>	ACFR Sprint Closeout (Including Config Workbook)	\$278,334	OY Closeout Requests

## Attachment J.27

### DIFS Implementation and Operations Pricing Schedule Breakouts OY3 (CFOPD-19-C-001 - Version 1)

<b>NEW</b>	Implementation Closeout	\$53,034	OY Closeout Requests
<b>TOTAL</b>		<b>\$ 18,450,157.82</b>	

\*The Deliverable Dates and associated Line Item amounts are estimated and provided for planning purposes. Deloitte will bill actual hours worked for each Billing Milestone using the fixed unit rates in J.17 and such billings may be less than or exceed the line item amount. No contract modification is required to adjust the Deliverable Dates or the estimated Line Item amounts. In accordance with Section B.3.1, a written modification is required to adjust the maximum contract amount

Operations Pricing (OY3)			
Line	Description	Deliverable Date	Firm Fixed Price
1.	Release Management Plan (ERP, Budget Execution)	Sep 2022	\$285,600
2.	Hypercare Closeout Report (ERP & Budget Execution)	Jan 2023	\$323,700
3.	Release Management Plan (Budget Formulation)	Feb 2023	\$225,900
4.	Operations Manual ERP	May 2023	\$517,360
<b>Total Firm Fixed Price</b>			<b>\$1,352,560</b>