



<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number CFOPD-19-C-015		Page of Pages 1   6		
2. Amendment/Modification Number Modification No. 9		3. Effective Date See 16 C below		4. Requisition/Purchase Request No.		5. Contract Caption DIFS Organization Change Management	
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) Deloitte Consulting LLP 1919 North Lynn Street Arlington, VA 22209-1742 Attn: Wendy Carr Email: <a href="mailto:wcarr@deloitte.com">wcarr@deloitte.com</a>				9A. Amendment of Solicitation No.			
				9B. Dated (See Item 11)			
				X 10A. Modification of Contract/Order No. CFOPD-19-C-015			
				10B. Dated (See Item 13) July 15, 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. 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 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 1.8 and 27 DCMR 3601.2							
<b>E. IMPORTANT:</b> 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.)							
<p>A The purpose of Modification No. 9 is to incorporate changes to the contract, including the Pre-Construction and Ramp-up requirements, as set forth beginning on page 2.</p> <p>B. The cost for the additional services increases the total Option Year One amount from \$4,000,000.00, by <b>\$525,000.00</b> to \$4,525,000.00.</p> <p>C. The total contract value is hereby increased from \$5,528,716.00 by <b>\$525,000.00</b> to \$6,053,716.00.</p> <p style="text-align: center;"><b>All other terms and conditions shall remain the same.</b></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) Wendy F. Carr, Managing Director				16A. Name of Contracting Officer Dorothy Whisler Fortune, Esq., CPPO, Drakus Wiggins, CPPB, CPPO or Anthony A. Stover, CPPO			
15B. Name of Contractor  (Signature of person authorized to sign)		15C. Date Signed March 5, 2021		16B. District of Columbia  (Signature of Contracting Officer)		16C. Date Signed March 18, 2021	

1. **DELETE** Sections B.4.2 and B.4.3, in their entirety, and **REPLACE** with the following:

B.4.2 Firm Fixed Price Component: Pre-Construction/Ramp-up Phase (Option Year 1)

The Pre-Construction/Ramp-Up Phase of the OCM project is based on a Firm Fixed Price structure by Deliverable as outlined below:

a. Pre-Construction/Ramp-up Services

Contract Line Item (CLIN)	Item Description	Total Price
101	Engagement Strategy and Approach (Section C.6.2.1)	\$498,294
102	Option Year One Training Strategy and Plan (Section C.6.2.2)	\$452,348
103	OCM Work Plan (Section C.6.2.3)	\$259,358
104	Option Year One Stakeholder Analysis Report (Section C.6.2.4)	\$437,614
105	Virtual Training & Testing Plan (Section C.6.2.5)	\$300,321
106	Chart of Accounts Webinar & Education Series (Section C.6.2.6)	\$253,224
107	Interagency Business Process Analysis (Section C.6.2.7)	\$137,024
108	Current State Organizational Assessment (Section C.6.2.8)	\$386,447
109	Quarterly Benefits Realization Report (Section C.6.2.9)	\$176,872
110	Communications and Engagement Option Year One Lessons Learned and Close Out Report (Section C.6.2.10)	\$147,364
111	Benefits Realization Management Roadmap and Plan (Section C.6.2.11)	\$386,126
112	Accounting Fundamentals CBT Course (Section C.6.2.12)	\$259,905
113	Pre-Construction Training Plan (Section C.6.13)	\$396,789
114	Introduction to Oracle CBT Course (Section C.6.2.14)	\$343,224
115	Policy and Procedures SOP (Section C.6.2.15)	\$90,090
<b>Total, Pricing Components</b>		<b>\$4,525,000</b>

b. Optional Tasks (Section C.6.3)

Contract Line Item (CLIN)	Item Description	Total Price
114	Journey to Oracle CBT Course (Optional) (Section C.6.3.1)	\$257,418
115	Chart of Accounts CBT Course (Optional) (Section C.6.3.2)	\$343,224
<b>Total, Pricing Components</b>		<b>\$600,642</b>

B.4.3 Price Summary

The total pricing table below reflects the pricing for the Blueprint and Pre-Construction/Ramp-Up. The Implementation Phase pricing is based upon the original

proposal submitted with the RFP. Updated pricing for Implementation is to be provided with the Implementation proposal to be submitted no later than mid-March 2021.

Description	Base	OY1	OY2	OY3	OY4	OY5	OY6	Total
Blueprint	\$1,528,716							\$1,528,716
Pre-Construction/ Ramp-up		\$4,525,000						\$4,525,000
Implementation			\$4,786,897	\$3,736,749	\$2,953,546	\$2,367,670	\$880,119	\$14,724,981
<b>Total</b>	\$1,528,716	\$4,525,000	\$4,786,897	\$3,736,749	\$2,953,546	\$2,367,670	\$880,119	<b>\$20,778,697</b>

2. **DELETE** Sections C.4.5.2 and C.6 in their entirety and **REPLACE** with the following:

C.4.5.2 The Contractor shall primarily perform the required services at a District designated facility, subject to COVID-19 restrictions, located in Washington DC.

**C.6 SERVICES SCOPE – Pre-Construction/Ramp-up Phase**

C.6.1 The Pre-Construction/Ramp-up Phase (“Pre-Construction”) includes an 11-month period to conduct ongoing OCM activities, stand-up and support new governance committees and provide specific support related to Interagency and Chart of Accounts socialization.

C.6.2 The deliverables to be produced during the Pre-Construction Phase shall include:

**1. Engagement Strategy and Approach.** The Engagement Strategy and Approach includes the following components:

- a. Change Agent Network Strategy and Approach detailing the role of change agents for the DIFS Oracle Project, the time commitment and the recommended meeting cadence.
- b. Manager Readiness Strategy and Approach detailing the purpose, desired objectives, example meeting topics and cadence of the Manager Readiness sessions. Manager Readiness sessions assist mid-level District managers with understanding the DIFS implementation and how to support their employees through the transformation.
- c. DIFS Roadshows and Information Sessions detailing the purpose, objectives and recommended logistics plan of executing the Roadshows and Information Sessions.
- d. DIFS Leadership Meeting Briefings detailing the purpose, objectives and recommended cadence for conducting DIFS Leadership Briefings. These briefings

target DIFS leadership groups (i.e., ESC, ACFO/DCFO/Governance Committees) to provide updates on the Program status and needs.

2. **Option Year One Training Strategy and Plan.** Initially created in the Blueprint Phase, the Option Year One Training Strategy and Plan provides details around training for Option Year One, focused primarily on Budget Formulation. It includes the Training Approach and Methodology, Critical Success Factors and Assumptions, training scope and audience, end user journey with a sample integrated training, communication, and engagement plan/schedule and the development and management of training content and training environments. This deliverable will be updated based on information received during the Pre-Construction phase.
3. **OCM Work Plan.** The OCM Work Plan documents the execution of the OCM Strategy and tasks for the Pre-Construction Phase, including anticipated deliverable milestones and work products, (e.g. Communication Toolkit, DIFS Website) and timelines for review of documents.
4. **Option Year One Stakeholder Analysis Report.** This report details findings from new surveys and interviews with additional DIFS stakeholders identified in the Blueprint Phase deliverable, the Stakeholder Analysis Report. The Option year One Stakeholder Analysis Report will target new users, specifically end users in the agencies, to determine OCM strategies that will bring them along the adoption curve. The report provides recommendations for governance, communications, engagement, and training activities for these stakeholders to move them along the commitment curve throughout Option Year One.
5. **Virtual Training & Testing Plan.** This plan details the logistics for executing virtual training and testing. It includes the recommendations based on course content/complexity, required technology/tools, number of resources, and timeline & schedule for delivering training and testing for the first go-live of Budget Formulation.
6. **Chart of Accounts (COA) Webinar & Education Series.** The COA Webinar & Education Series effort includes a Chart of Accounts webinar and series of engagement sessions, providing an overview of the Appropriations Year (AY) and process changes. In addition, the education series will be focused on program and cost center changes, conducted in alignment with SI activities.
7. **Interagency Business Process and Policy Analysis.** The Interagency support will include facilitated design sessions and deep dives with stakeholders conducted by the OCM Team, while documenting the initial plan for Future State Interagency transactions including business processes, system procedures, policy impacts, and new/required policy updates and decisions. The detailed Interagency Business Process and Policy Analysis will be further defined during the Implementation.
8. **Current State Organizational Assessment (Pain Points).** This assessment details the pain points identified with stakeholders through agency interviews and provides recommendations to close the gaps, which could include additional change impact

- mitigations (e.g., the Change Impacts Mitigation Report), engagement activities, communications awareness and/or training interventions. This assessment will also look at the current organizational structure at a high level, and begin to propose initial organizational structure recommendations, based on best practices or similar size and scale organizational transformations. This organizational structure recommendation effort will be further defined during the Implementation Phase. The OCM Team will remain in alignment with SI Team activities to provide functional expertise to close gaps, as needed.
- 9. Quarterly Benefits Realization Report.** This report, i.e. dashboard, tracks the progress towards achieving the benefits identified in the Benefits Register. It includes details related to progress to date, projections for the next quarter, and recommendations to course correct or modify the trajectory as new data becomes available through the implementation of DIFS. It establishes the reporting vehicle for Benefits Realization, including after Go-Live.
  - 10. Communications and Engagement Option Year One Lessons Learned and Close Out Report.** This report details the outcomes of communications and engagement activities to key stakeholders, including end users and governance groups, for Option Year One as defined by the metrics contained within the Blueprint Phase deliverable, the OCM Plan. This report documents the number, types and audiences for the communications delivered throughout the Blueprint Phase and Option Year One. It also includes lessons learned for future phases (e.g., Option Year Two) to inform communications and engagement activities for the remainder of the Implementation Phase.
  - 11. Benefits Realization Management Roadmap and Plan.** This plan provides a detailed overview of the identified stakeholder groups and description of benefits for each targeted group. It also includes the high-level timeline for achieving planned benefits, assumptions and the roles/responsibilities of team members to manage benefits.
  - 12. Accounting Fundamentals CBT Course.** This course provides details on why Transaction Codes (T-codes) are being eliminated, execution of credits and debits, and other information required as prerequisite knowledge prior to taking DIFS end user training. It is meant to enable users to perform their duties in the Oracle system and supplement the OHR Foundational Accounting curriculum.
  - 13. Pre-Construction Training Plan.** The Pre-Construction Training Plan provides details around training the Core Team and Sprint Participants to re-engage in Sprints. It will outline the training approach and methodology, critical success factors and assumptions, training scope and audience, required resources, development and facilitation of training content, training logistics, and communication/engagement plan/schedule.
  - 14. Intro to Oracle CBT Course.** This course provides an overview of Oracle, basic navigation and key functionality of the system (e.g., notifications, mandatory fields, and help features) and will be delivered in conjunction with the Core Team and

Sprint Participant training.

**15. Policy and Procedures SOP.** Outlines detailed instructions for documenting future DIFS policies and procedures during the Implementation Phase.

C.6.3 Optional Tasks

The following deliverables describe optional tasks that may be executed after a modification to the contract:

1. **Journey to Oracle CBT Course – Optional Task.** This course provides details on why the District selected Oracle, how the individual modules work together to complete District business needs, and an overview of key system features such as Reporting.
2. **District Chart of Accounts CBT Course – Optional Task.** This course provides details on why the COA is changing, the key segments, and the impact to end users.

3. **DELETE** Sections H.12.4 in its entirety and **REPLACE** with the following:

H.12.4 During the Pre-Construction/Ramp-up Phase, the following Contractor roles shall be considered Key Personnel:

1. Project Manager – Holli Rice
2. Training Lead - Eboni Dease
3. OCM Lead - Brandon Artis
4. OCM Support - Jasmine Watson

*[End of Modification 9]*