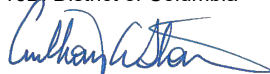


<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Contract Number		Page of Pages	
		CFOPD-21-C-015B		1	Attachment A
2. Amendment/Modification Number Modification No. 2		3. Effective Date See 16 C below		4. Requisition/Purchase Request No.	
				5. Solicitation Caption Professional Staff and Support Services	
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 - 4 <sup>th</sup> 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)  <b>Midtown Personnel, Inc.</b> 1130 Connecticut Avenue, NW, Suite 1101 Washington, DC 20036 Attn: Tasha Manzano, Sr. Director of Gov't Services 202-887-4747 <a href="mailto:tasha@themidtowngroup.com">tasha@themidtowngroup.com</a>			9A. Amendment of Solicitation No.		
			9B. Dated (See Item 11)		
			X 10A. Modification of Contract/Order No. CFOPD-21-C-015B		
			10B. Dated (See Item 13) February 11, 2021		
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): 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					
<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.)  This Modification No. 2 adds a new professional staffing position to the subject contract, as set forth in Attachment A.  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) Tasha Manzano, Senior 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 8/24/2021	16B. District of Columbia  (Signature of Contracting Officer)		16C. Date Signed August 24, 2021

**ATTACHMENT A**

1. In Section B.6, *Price Schedule*, **ADD** the price for a new position (Economic Development Financial Manager) as follows:

**Base Year**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
021	Economic Development Financial Manager (EDF) – Section C.5.21	Hour	\$85.10

**Option Year One**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
121	Economic Development Financial Manager (EDF) – Section C.5.21	Hour	\$85.10

**Option Year Two**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
221	Economic Development Financial Manager (EDF) – Section C.5.21	Hour	\$85.10

**Option Year Three**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
321	Economic Development Financial Manager (EDF) – Section C.5.21	Hour	\$85.10

**Option Year Four**

<b>Contract Line-Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Firm Fixed Unit Price</b>
421	Economic Development Financial Manager (EDF) – Section C.5.21	Hour	\$85.10

2. In Section C.5, *Professional Staffing Positions*, **ADD** the following new professional staff position (Economic Development Financial Manager):

***Economic Development Finance Unit (EDF) Position***

C.5.21 **Economic Development Financial Manager (EDF):** The Contractor shall provide an Financial Manager as defined in this section.

C.5.21.1 **Position Description:** The Contractor personnel shall perform the following duties and responsibilities for the Economic Development Finance Unit:

- a. Perform the evaluation of and recommendations pertaining to requests for economic development finance subsidies.
- b. Be a technical expert in real estate cash flow analysis, economic development analysis, and methods and systems for evaluating economic development subsidy requests.
- c. Be a lead reviewer of tax increment financing and tax abatement analysis requests, providing financial analysis and conveying proposed recommendations on the use of these tools verbally and in writing to team members and senior staff of OCFO, the Executive and Council.
- d. Define and lead negotiation of business terms for public sector financial transactions with private sector counterparties.
- e. As needed, attend and contribute to project team and unit meetings; provide process improvement recommendations and procedures updates for the EDF unit; prepare ad-hoc analyses and reports as needed; maintain filing and record-keeping; and
- f. Perform other related duties as assigned.

C.5.21.2 **Qualifications:** The Contractor’s personnel shall, at minimum, have the following qualifications:

1) **Experience:**

- a. A minimum of ten (10) years real estate and finance work experience, preferably all or in part with one or more public sector entities.
- b. Demonstrated technical and policy authority in the fields of real estate, economic development and finance with an understanding of financial statements and accounting principles.

- c. Strong analytical skills in evaluating present and future financial conditions and providing recommendations; strong strategic thinking and problem-solving skill
- d. Excellent written and verbal communications skills.
- e. Demonstrated team leadership and project management skills.

2) Education:

Undergraduate degree in Real Estate, Urban Planning, Public Policy, Business Administration, Finance, or related field; Masters level degree in such field strongly preferred.

3) Technical Skills:

- a. Mastery of real estate cash flow modeling and discounted cash flow analysis.
- b. Advanced Proficiency in Excel and other Microsoft programs (Word, Teams, Outlook, Powerpoint, SharePoint, etc.)
- c. Proficiency in reviewing and interpreting legal documents.

*[End of Attachment A (Mod 2)]*