

AWARD/CONTRACT	1. Solicitation Number CFOPD-21-R-028	Page of Pages 1 76 + Attachments
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2. Contract Number CFOPD-22-C-021	3. Effective Date See 20C	4. Requisition/Purchase Request/Project No.
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5. Issued By Office of the Chief Financial Officer Office of Contracts 1100 - 4th Street, SW., Suite E610 Washington, DC 20024	Code	6. Administered By (If other than line 5)
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7. Name and Address of Contractor (No. Street, city, country, state and ZIP Code) OST, Inc. 2101 L Street NW Suite 800 Washington, DC 20037 Attn: Brian Cole, Vice President BCole@ostglobal.com 202-466-8099 (o) 202-271-4952 ©	8. Delivery <input checked="" type="checkbox"/> FOB Destination <input type="checkbox"/> Other (See Schedule Section F)
9. Discount for prompt payment	
10. Submit Invoices to the Address shown in Line 12 (2 copies unless otherwise specified)	

11. Ship to/Mark For Office of the Chief Financial Officer Office of the Chief Financial Officer Suite E620 1100 4th Street, SW Washington, DC 20024 202-442-6802	Code	Facility	12. Payment will be made by Office of the Chief Financial Officer Office of Management and Administration Financial Operations/Accounts Payable https://vendorportal.dc.gov 1100 4th Street, SW Suite E600 Washington, DC 20024
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13. Contract Type Requirements with NTE Ceiling	14. Accounting and Appropriation Data
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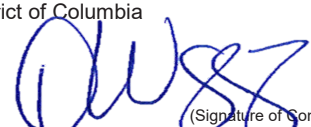
15A. Item	15B. Supplies/Services	15C. Qty	15D. Unit	15E. Unit Price	15F. Amount
1	OCFO Staff Augmentation Managed Service Provider	1	Lot	NTE \$10,000,000.00	NTE \$10,000,000
Total Amount of Contract					NTE \$10,000,000.00


16. Table of Contents							
(X)	Section	Description	Pages	(X)	Section	Description	Pages
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	Solicitation/Contract Form	1		I	Contract Clauses	46
	B	Supplies or Services and Price/Cost	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
	C	Description/Specifications/Work Statement	4		J	List of Attachments	74
	D	Packaging and Marking	24	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	Inspection and Acceptance	25		K	Representations, Certifications and Other Statements of Offerors	75
	F	Deliveries or Performance	29		L	Instructions, conditions & notices to offerors	
	G	Contract Administration Data	30		M	Evaluation factors for award	
	H	Special Contract Requirements	36				

Contracting Officer will Complete Item 17 or 18 as Applicable

17 <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>1 pdf</u> copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)	18 <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
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19A. Name and Title of Signer (Type or print) Eric Moe, Sr. Contracts Manager	20A. Name of Contracting Officer Drakus Wiggins, CPPO, CPPB
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19B. Name of Contractor OST, Inc.	19C. Date Signed 17 March 2022	20B. District of Columbia 	20C. Date Signed 04/18/2022
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(Signature of person authorized to sign)

(Signature of Contracting Officer)

SECTION B

CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE

B.1 GENERAL INFORMATION

The District of Columbia Office of the Chief Financial Officer (OCFO), Office of Contracts, (the “District”) is awarding an OCFO Staff Augmentation Managed Service Provider Contract.

B.2 CONTRACT TYPE

The District is awarding a requirements Contract.

B.3 ALL-INCLUSIVE PRICING

B.3.1 The stated Price Per Unit / Not-to-Exceed (NTE) Hourly Rate for each Contract Line Item Number (CLIN) / Labor Category shall be fixed, inclusive of all of the Prime Contractor’s direct cost, indirect cost, and profit, including travel, material, and delivery costs; specifically, all direct costs associated with the Prime Contractor’s Subcontractor fee, if any, the wage to the Resource, and the Prime Contractor’s managed service provider (MSP) Fee, in accordance with Section C.2.12.

B.3.2 The pricing shall include all cost associated with the services described in and required by the Contract.

B.4 REQUIREMENTS CONTRACT

The District will purchase its requirements of the services included herein from the Prime 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 Prime Contractor by the District or to relieve the Prime Contractor of its obligation to fill all such orders.

- a) Performance shall be made only as authorized in accordance with the Ordering Clause, G.7.
- b) There is no limit on the number of orders that may be issued.

B.5 PRICE SCHEDULES

B.5.1 Price Schedule – MSP Fee (The MSP Fee shall be represented as a percentage. The MSP Fee shall be included within the NTE Hourly Rate in accordance with Section C.2.11)

Contract Term	MSP Fee (%)
Base Period	2.5%
Option Period 1	2.5%
Option Period 2	2.5%
Option Period 3	2.5%
Option Period 4	2.5%

B.5.2 Price Schedule – NTE Hourly Rates

SEE ATTACHMENT J.4, PRICE SCHEDULE – NTE HOURLY RATES

B.5.3 Price Schedule – NTE Contract Terms

B.5.3.1 The total NTE amount of the Contract Base Period is \$10,000,000.00.

B.5.3.2 The total NTE amount of the Contract Option Period 1 is \$20,000,000.00.

B.5.3.3 The total NTE amount of the Contract Option Period 2 is \$20,000,000.00.

B.5.3.4 The total NTE amount of the Contract Option Period 3 is \$20,000,000.00.

B.5.3.5 The total NTE amount of the Contract Option Period 4 is \$20,000,000.00.

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 **INTRODUCTION**

The District of Columbia Office of the Chief Financial Officer (OCFO), Office of Contracts, (the “District”) is awarding an OCFO Staff Augmentation Managed Service Provider Contract.

C.2 **DEFINITIONS**

These terms when used herein have the following meanings:

- C.2.1 Candidate: an individual offered by a Prime Contractor or a Subcontractor in response to a Candidate Staffing Request (CSR). If a proposed Candidate is selected by an OCFO Program Manager to fill the CSR and a purchase order is issued, the Candidate becomes a Resource.
- C.2.2 Candidate Staffing Request (CSR): the OCFO Program Manager’s request to have the Prime Contractor seek, identify, evaluate, and select Resources on behalf of the OCFO.
- C.2.3 Certified Business Enterprise (CBE): a business that is certified by the District Department of Small and Local Business Development (DSLBD) pursuant to the Small, Local, and Disadvantaged Business Development and Assistance Act of 2005, DC Official Code § 2-218.01 et seq.
- C.2.4 Commercial Off-The-Shelf (COTS): Pre-built commercial software that is standard manufactured rather than custom and is available in the commercial marketplace.
- C.2.5 Contracting Officer’s Technical Representative (COTR): the OCFO’s employee identified in Section G.1.b responsible for general administration of the Contract, advising the Contracting Officer as to the Contractor’s compliance, and ensuring the work conforms to the requirements of the Contract.
- C.2.6 OCFO Program Manager: an employee of the OCFO participating as a customer under this Contract, who requests services, evaluates Candidates to perform such services, selects Candidates for award as Resources, and supervises the work of Resources under this Contract.
- C.2.7 Engagement: the conversion from a Candidate to an OCFO Resource.
- C.2.8 Invoice Period: Monthly, either every four weeks or on the last calendar day of the month, based on the timesheet system utilized by the Prime Contractor.
- C.2.9 Intellectual Property (IP): Any concept, document, idea, system, solution or any other process developed as part of the deliverables assigned under this Contract and pursuant to

Section I.18, Rights In Data.

- C.2.10 Managed Service Provider (MSP): The Prime Contractor shall serve as the MSP responsible for day-to-day management responsibilities and functions of the OCFO's temporary resources staffing augmentation program.
- C.2.11 MSP Fee: The Prime Contractor's fee shall be presented as a percentage, shall be included within the NTE Hourly Rate, and shall be the Prime Contractor's all-inclusive compensation for its direct and indirect costs associated with providing all the services describe in and required by the Contract and the required VMS.
- C.2.12 Non-Disclosure Agreement (NDA): an agreement that requires one or both parties to maintain the confidentiality of specified data disclosed by the other party.
- C.2.13 Not to Exceed (NTE) Hourly Rate: The highest possible hourly rate the Prime Contractor may charge for each Labor Category.
- C.2.14 Office of the Chief Financial Officer (OCFO): the independent District agency covered under this Contract and managed by the Chief Financial Officer which has direct control over day-to-day financial operations of each District agency. The OCFO organization consists of Central Financial Operations, Agency Financial Operations, and Associate Chief Financial Officers for Independent Agencies and the Office of Lottery and Gaming found at <https://cfo.dc.gov/node/204842>.
- C.2.15 Prime Contractor: the OCFO's contracting party under the resultant Contract.
- C.2.16 Resource: a qualified individual to fill a Candidate Staffing Request (CSR) selected by an OCFO Program Manager for an Engagement and engaged with a purchase order. The Resource shall work under the direction of an OCFO Program Manager. Unless otherwise noted in the CSR, all Resources will work at the OCFO's agency facilities within the boundaries of the District of Columbia. Resources shall have a W-2 or 1099 relationship with the Prime Contractor or Subcontractor.
- C.2.17 Subcontractor: an entity that contracts directly with the Prime Contractor to provide Resources to the OCFO under the resultant Contract.
- C.2.18 Vendor Management System (VMS): Web-based COTS software that automates and manages the CSR process among the OCFO, the Prime Contractor, Subcontractors, and Resources under this Contract; provides standard and customized reports; and facilitates the publication of open data related to this Contract.
- C.2.19 Workday: any day a Resource is scheduled to work. Schedules will typically be eight hours a day, during normal business hours and days from 8:00am and 6:00pm, Monday through Friday. Schedules may be required outside the normal business hours and normal business days as a set standard for specific Resources or on occasion as situations require.
- C.2.20 Work Week: the standard period during which Resources supply services to the OCFO and report the number of hours of services they provide under the Contract. The normal

Work Week will be from Monday through Friday and not exceed 40 hours of work. The Work Week for a particular Resource may include or be extended to Sunday and Saturday or hours exceeding 40 in a Work Week when pre-approved in writing by the applicable OCFO Program Manager. The Contractor shall invoice the Contract rate for each hour worked by a Resource regardless of the day and how many hours the Resource worked in a Work Week.

C.3 BACKGROUND

- C.3.1 The mission of the Office of the Chief Financial Officer (OCFO) is to enhance the fiscal and financial stability, accountability and integrity of the Government of the District of Columbia.
- C.3.2 The OCFO's responsibilities include oversight and direct supervision of the financial and budgetary functions of the District government; operating and maintaining a coordinated financial management system to budget, collect, control, and properly account for more than \$7 billion in annual operating and capital funds; administering and enforcing the District's tax laws, collecting revenue for the city, and recording deeds and other written instruments affecting a right, title, and interest in real and personal property in the District; developing, implementing and monitoring the District's accounting policies and systems and producing the audited Annual Comprehensive Financial Report for the city; forecasting revenue for the District government, developing fiscal impact statements for proposed legislation, performing tax expenditure analysis, and providing advice on economic development matters; and handling matters of direct control over day-to-day financial operations of each District agency.
- C.3.3 To accomplish its mission and to fulfill its responsibilities, the OCFO engages in staff augmentation as an outsourcing strategy to staff projects, to retain control over project work and direction, and to respond to business objectives. The strategy consists of evaluating existing OCFO staff, determining which additional skills are required, then contracting with staffing companies to get resources. Staff augmentation allows the OCFO to add skilled professionals to the existing workforce as needed that it may not be able to hire in a permanent role, yet the OCFO can benefit from their expertise during a specific period and give professionals the flexibility to work on a project basis. This strategy is useful due to the OCFO's seasonal and project-based needs such as tax season, annual fiscal audits, and system implementations and modernizations. The OCFO complements its employee resources with augmented personnel to maintain a balanced workforce.
- C.3.4 As of FY21, the OCFO's current staff augmentation statistics are as follows:
- 1) 4 primary user departments
 - 2) 23 temporary staff contracts
 - 3) 15 staffing companies
 - 4) 117 temporary staff positions
 - 5) \$19.4M in total temporary staff contracts

- C.3.5 The OCFO has a need for faster, more efficient access to high-quality temporary talent, greater assurance for compliance with relevant laws for use of non-permanent workers, more detailed reporting and analytics on temporary staffing to make better and more informed non-permanent labor decisions, and a workforce consultant to advise on labor trends and custom solutions that will work best for the OCFO.
- C.3.6 The objective of this Contract is a staff augmentation managed service provider focused on driving continuous improvements in staff augmentation by combining process, personnel expertise and technology. This will streamline the OCFO's current practice of using several separate staffing contracts into one managed solution whereby the staffing companies would provide temporary staff through the staff augmentation managed service provider as the Prime Contractor.

C.4 GENERAL REQUIREMENTS

- C.4.1 The Prime Contractor shall provide Resources, from the list of Labor Categories in Attachment J.4, Price Schedule – NTE Hourly Rates that meets the corresponding requirements of the positions descriptions (PDs) in Attachment J.3, to the OCFO on demand, either directly or through a Subcontractor, subject to the terms outlined in the Contract.
- C.4.2 The Prime Contractor shall attempt to first meet the OCFO demands for Resources through CBE Subcontractors. This provision shall apply if the Prime Contractor is not a CBE.
- C.4.3 The Prime Contractor shall supply a VMS to manage CSR, Resources, and Subcontractor reporting and accounts payable functionality which fully supports the facilitation of the terms and conditions as outlined in the Contract.
- C.4.4 The Prime Contractor shall provide the COTR and OCFO Program Managers end-user access to the VMS.
- C.4.5 The District reserves the right to hire any Resource, whether from the Prime Contractor or a Subcontractor, as an employee of the OCFO at any time without any additional charge to the OCFO and at no additional cost or penalty to the OCFO.
- C.4.6 Resources shall participate in applicable District trainings as specified in Section H.10, OCFO/OCIO Cybersecurity Awareness Training; Sections H.11, FTI Confidentiality and Nondisclosure Affidavit and Sections H.12, Integrity and Ethics Training.

C.5 CANDIDATE STAFFING REQUEST (CSR) PROCEDURES REQUIREMENTS

- C.5.1 An OCFO Program Manager with a need for a Resource will prepare and submit through the VMS a CSR which identifies the Labor Category available under the Contract, a description of preferred qualifications which may be beyond the minimum qualifications stated in the corresponding PD but within the standard occupational qualifications for the position, and the planned start date required for the Resource.

- C.5.2 The Prime Contractor shall review the CSR for clarity and completeness and work with the OCFO Program Manager to clarify any ambiguities or to resolve any issues in a CSR. The Prime Contractor shall release all CSR's within the minimum timeframe specified in Section C.7.4.3, CSR Release Deadline, inclusive of any time to work with the OCFO Program Manager to resolve any issues with the CSR.
- C.5.3 Candidates shall be submitted in response to a CSR no later than the minimum timeframe specified in Section C.7.4.4, Resume Submission Deadline, after being released from the VMS to Subcontractors for responses. The OCFO Program Manager may specify a shorter minimum timeframe, no less than three (3) business days, or longer minimum timeframe as part of the CSR at the OCFO Program Manager's discretion based on internal needs or in response to a request from the Contractor.
- C.5.4 The Prime Contractor shall ensure that submissions of Candidates (from Subcontractors or Prime Contractor) are entered into the VMS by the specified or default deadline.
- C.5.5 The Prime Contractor shall screen all Candidate resumes submitted to determine whether they meet the qualifications requirements set forth in the Contract and in the CSR. The Prime Contractor shall exclude from further consideration those resumes that do not meet the qualifications requirements.
- C.5.6 For each Candidate resume identified by screening to meet the qualifications requirements set forth in the Contract and in the CSR, the Prime Contractor shall verify each qualification using appropriate and reliable tools and methods, including but not limited to inquiries with educational and certifying institutions, requests for validating documents such as diplomas, reference checks, and interviews with Candidates. The Prime Contractor shall exclude from further consideration those Candidates whose qualifications cannot be verified.
- C.5.7 Unless a higher minimum is specified by the OCFO Program Manager via the VMS, the Prime Contractor shall ensure that a minimum of three (3) Candidate resumes per position are submitted per CSR. If after the Candidate screening and verification the Prime Contractor cannot identify a minimum of three (3) qualified Candidates, then the Prime Contractor shall review the CSR and provide recommendations to the OCFO Program Manager to increase the Candidate pool to reach a minimum of three (3) qualified Candidates.
- C.5.8 Unless a higher maximum is specified by the OCFO Program Manager via the VMS, the Prime Contractor shall ensure that no more than ten (10) Candidate resumes are submitted per position per CSR.
- C.5.9 Following the screening and verification procedures described above, the Prime Contractor shall provide to the OCFO Program Manager through the VMS qualified Candidates for each CSR within the minimum timeframe specified in Section C.7.4.5, Resume Screening. For each Candidate, the Prime Contractor shall submit the Candidate's name, resume, and hourly rate.
- C.5.10 The hourly rate shall not exceed the NTE Hourly Rate set forth in Section B.5.2 of the

Contract for the Labor Category requested. The Prime Contractor shall ensure that the Candidate names and resumes released to the OCFO Program Manager do not identify any Subcontractor or Prime Contractor information as being the source of the Candidate.

- C.5.11 The Prime Contractor shall ensure that each qualified Candidate submitted in response to a CSR is available to start working on the planned start date for the position.
- C.5.12 If the OCFO Program Manager determines that the proposed Resources are inadequate, the OCFO Program Manager shall be able to make that indication in the VMS in association with the CSR. Within two (2) days of the determination, the Prime Contractor shall work closely with the OCFO Program Manager to determine if any additional qualified resumes the Prime Contractor has which were not submitted due to the maximum resume requirement are available to be submitted. Otherwise the OCFO Program Manager shall cancel the original CSR and prepare and submit through the VMS a refined CSR for the Resource if still required.
- C.5.13 The OCFO Program Manager shall be able to select and identify via the VMS those Candidates the OCFO Program Manager wishes to interview. The Prime Contractor shall use the VMS to schedule interviews with selected Candidates. The Prime Contractor shall have a systematic approach to record that the OCFO Program Manager attests to no conflict of interest, as defined in Section C.12, with selected Candidates with or without interviews.
- C.5.14 The OCFO Program Manager shall be able to, via the VMS:
- C.5.14.1 Select a submitted Candidate for engagement to become a Resource with or without interviews;
 - C.5.14.2 Reject any or all Candidates, per CSR;
 - C.5.14.3 Amend the maximum of Candidate resumes that can be submitted per CSR; or;
 - C.5.14.4 Request that the Prime Contractor cancel the CSR.
- C.5.15 The VMS shall capture data concerning the OCFO Program Manager's reason for rejection of each rejected Candidate, including for failure of the Candidate to meet the CSR qualifications requirements or any other reasons.
- C.5.16 The VMS shall denote Candidates that remain unselected (Candidates neither rejected nor selected) per CSR and shall capture the reason(s) concerning the OCFO Program Manager's decision for unselected Candidates.
- C.5.17 If the OCFO Program Manager selects a Candidate, the Prime Contractor shall ensure the OCFO Program Manager records the Procurement Automated Support System (PASS) requisition or purchase order information in the VMS.
- C.5.18 The Prime Contractor shall not permit the Resource to begin work without a purchase

order number issued to the Prime Contractor by the OCFO. The OCFO may create multiple requisitions or purchase orders using different funding sources for a single CSR.

- C.5.19 The Prime Contractor shall ensure that each Resource executes an NDA with the OCFO before that Resource begins work with the OCFO. The Prime Contractor shall deliver the NDA to the OCFO Program Manager and shall retain the NDA in its records.
- C.5.20 Any concept, document, idea, system, solution or any other process developed as part of the deliverables assigned under an Engagement shall be the Intellectual Property (IP) of the OCFO. The Resource may not access or use OCFO IP beyond the scope of their Engagement. Neither the Prime Contractor nor any Subcontractor may access or use OCFO IP except upon the specific written approval of the OCFO Program Manager.
- C.5.21 The Prime Contractor shall securely provide to the OCFO for each engaged Resource the personal information necessary for the OCFO to conduct any additional background check(s).
- C.5.22 Unless otherwise specified by the OCFO Program Manager in the CSR, Resources shall work at locations within the District of Columbia city limits.
- C.5.23 The Prime Contractor shall ensure that a timesheet for each Resource is submitted at least monthly, but no more than weekly, dependent on the timesheet system utilized by the Prime Contractor, to their OCFO Program Manager for approval. All timesheets shall be submitted at the same frequency, and on the Friday of the cycle, unless the cycle is monthly on the last day of the month. The OCFO Program Manager, or designee, will respond by no later than two (2) business days in response to a request for timesheet approval. The Prime Contractor shall notify the COTR of timesheets that remain unapproved and not denied on the third (3rd) business day.
- C.5.24 Each Invoice Period, the Prime Contractor shall submit invoices with the OCFO Program Manager approved timesheets on a per purchase order/Resource basis in accordance with Section G.
- C.5.25 If the OCFO Program Manager determines that a Resource lacks necessary qualifications or demonstrates an inability to perform the work requested, the Prime Contractor shall remove the Resource at the direction of the OCFO Program Manager. The OCFO Program Manager may direct the Prime Contractor to: 1) engage an alternative Candidate from the original CSR pool of Candidates that were unselected without re-competition; 2) re-compete the position in a new CSR; or 3) cancel the CSR as no longer needed, at no additional cost to the OCFO.
- C.5.26 The Prime Contractor shall be responsible for disengagement of Resources from Contract services due to removal, attrition, end of funding, or end of the project period of performance. Disengagement shall include the return of all OCFO furnished equipment and badges and removal of access privileges to OCFO systems and facilities. Disengagement shall be completed no later than the minimum timeframe specified in Section C.7.4.7, Disengagement Timeliness for Resources.

C.5.27 The Prime Contractor shall track reasons in the VMS for removal of all Resources supplied under the Contract and shall provide such data to the COTR according to the reporting requirements.

C.5.28 The OCFO hereby imposes limitations on subcontractor layering. All candidates submitted by the Prime Contractor for consideration must have a W-2 or 1099 relationship with the Subcontractor or Prime Contractor and be no more than a one (1) tier subcontracting layer down. If instances of additional layering are discovered by the OCFO, the Resource shall be either removed or hired as a W-2 or 1099 within five (5) business days and the Prime Contractor shall remove the corresponding total MSP fee amount for the Resource from the next invoice following the discovery. All employer and/or Subcontracting details must be reported accurately through the VMS.

C.5.29 The Prime Contractor shall manage its Subcontractors and hold meetings with its Subcontractor network regarding Contract information and Subcontractor performance. The Prime Contractor shall notify the COTR at least five (5) business days prior to the date of the meeting, and the COTR reserves the right to attend.

C.6 **KEY PERSONNEL**

C.6.1 The Prime Contractor shall have a qualified team of Key Personnel to manage the Prime Contractor's relationship with the OCFO Program Managers, OCFO finance staff, Candidates, Resources, and potential Subcontractors.

C.6.2 The Key Personnel shall manage all Candidate and Resource human resources (HR) related issues. These Key Personnel shall be employees of the Prime Contractor and must have at least five (5) years' experience with responsibility managing or working in the administration of projects of over 50 labor categories for staff augmentation.

C.6.3 The Prime Contractor shall notify the OCFO of any changes to Key Personnel within 36 hours of the change. The OCFO reserves the right to review the qualifications of such replacement Key Personnel to ensure the qualifications meets the experience requirements for Key Personnel.

C.6.4 Key Personnel shall meet at least monthly with the COTR to review Service Level Agreement, per Section C.7, performance, be the point of contact for any function(s) related to the VMS and answer any questions that Subcontractor and/or OCFO Program Managers have.

C.6.5 The Prime Contractor shall conduct surveys on a zero (unsatisfactory) to five (excellent) rating scale for feedback on the OCFO Program Managers satisfaction with the skills and work performed by Resources. The Prime Contractor is not limited to surveys to receive OCFO Program Managers feedback.

C.6.6 The Contracting Officer, in consultation with the COTR, reserves the right to demand a change in or removal of any Key Personnel based on unsatisfactory performance or for any other reasonable cause, at no additional cost to the OCFO.

C.6.7 The Prime Contractor shall have a dedicated support to provide the OCFO and Subcontractors support with VMS help desk calls, VMS issues and to address “how to” questions.

C.7 SERVICE LEVEL AGREEMENT (SLA)

C.7.1 The Prime Contractor shall meet the required service levels and submit performance reports as outlined in Section C.7.4, Required Service Level Measures, where the target for the measure is met based on the calculation within a monthly review period.

C.7.2 The Prime Contractor may only be exempt from the service levels measures in accordance with Section I.34, Force Majeure.

C.7.3 All references to time refer to hours, days, or weeks that the District is open for business, from 8:00 am until 6:00 pm. Evenings, weekends, holidays, and any other official closures shall not be counted towards hours or days.

C.7.4 The Required Service Level Measures are as follows:

Measures	Minimum Timeframe	Target	Description	Calculation
1. Background Checks	Twenty-one (21) days from date of Candidate Selection	95%	Measures the days the successful background check is completed and submitted to the OCFO Program Manager.	Number of Candidate background checks completed and submitted within the minimum timeframe divided by total number of Candidates selected.
2. On Boarding Resources	Twenty-one (21) days from Candidate Selection	95%	Resources report to the assigned location and OCFO department.	Number of Resources on boarded within the minimum timeframe divided by the total number of Resources on boarded.

Measures	Minimum Timeframe	Target	Description	Calculation
3. CSR Release Deadline	Seven (7) business days from submission in the VMS, unless otherwise adjusted by the OCFO Program Manager	95%	Measures the accuracy of the release date of a CSR to receive Candidate resumes.	Number of CSRs released by the minimum timeframe divided by the total number of CSRs released.
4. Resume Submission Deadline	Seven (7) business days from CSR release deadline, unless otherwise adjusted by the OCFO Program Manager	95%	Measures the accuracy of the date the required minimum/maximum number of Candidate resumes are submitted into the VMS for pre-screening in response to a CSR.	Number of CSRs closed by the submission deadline and that received the required minimum/maximum number of Candidate resumes divided by total number of CSRs released.
5. Resume Screening	Three (3) business days from the submission deadline	95%	Measures the time for screening and providing qualified resumes to the OCFO Program Manager through the VMS.	Number of resumes screened and provided by the minimum timeframe divided by the number of resumes provided.
6. Candidate Submissions Customer Satisfaction	N/A	95%	Measures the OCFO Program Managers' satisfaction of Candidates meeting the CSR qualification requirements after the Prime Contractor has screened and provided the Candidate resumes.	Number of resumes OCFO Program Managers did not reject for failure of the Candidate to meet the CSR qualifications requirements divided by total number of resumes provided to OCFO Program Managers.

Measures	Minimum Timeframe	Target	Description	Calculation
7. Disengagement Timeliness of Resources	End of Resource's Workday on the effective date of the disengagement , unless otherwise adjusted by the OCFO Program Manager	95%	Measures the time to completely disengage a Resource.	Disengagements completed within minimum timeframe divided by the total number of disengagements.
8. Reporting	Pursuant to Section C.7.8, Reporting Delivery Schedule	95%	Measures delivery of reports according to the Reporting Delivery Schedule.	Number of reports received within the minimum timeframe divided by the total number of reports required.
9. Invoice Submission	Five (5) business days from the timesheet approval for the month	95%	Measures submission of proper invoices for approval by the COTR.	Number of proper invoices submitted by the minimum timeframe divided by the total number of invoices required to be submitted.
10. Invoice Accuracy	N/A	95%	Measures the accuracy of invoices submitted by the Prime Contractor.	Measures the accuracy of invoices submitted by the Prime Contractor. Invoices that are denied or rejected by the COTR due to issues caused by the OCFO or District systems that are outside of the control of the Prime Contractor will not be included in the calculation.

Measures	Minimum Timeframe	Target	Description	Calculation
11. CBE Subcontracting Goal Reporting	N/A	100%	Measures the accurate progress of the Prime Contractor towards meeting the CBE subcontracting requirement of the Contract.	Amount paid to CBEs (1a) in the month and (2a) to date divided by total amount paid by the OCFO to the Prime Contractor (1b) in the month and (2b) to date.
12. VMS Training Requests	Three (3) business days from the request	95%	Measures the time to respond to and conduct VMS training.	Number of training requests responded to by the minimum timeframe divided by number of training requests submitted.
13. Engaged Resource OCFO Satisfaction	N/A	4.5 or higher	Measures OCFO satisfaction of skill and work performed by Resources.	Average of OCFO survey responses on a rating scale of 0 (unsatisfactory) to 5 (excellent).
14. VMS Availability	N/A	99%	Measures the VMS availability.	Uptime

C.7.5 The COTR shall get consolidated monthly SLA reports that monitor the performance under the Contract and measures the Prime Contractor against all the 14 required service levels as identified in the SLA Measures table above. Calculations shall be based in the month the SLA is completed or acknowledged in writing by the COTR that the SLA will not be completed.

C.7.5.1 These 14 required service levels produce 14 metrics each month.

C.7.5.2 Each month, if the Prime Contractor fails to meet the 14 metrics for the month, the Prime Contractor shall reduce its MSP fee on all invoice for the month as follows:

Number of Metrics that Met Target in the Month	Reduction of MSP Fee Amount on the all Invoices for the Month
13 - 14	0%
12	5%
11	10%
10	15%
8	20%
Fewer than 8	25%

- C.7.6 The Prime Contractor shall not pass any portion of the reduction in its invoice amount on to any Subcontractor. The Prime Contractor's invoice(s) reflecting any reductions pursuant to this Section shall include a certification that the Prime Contractor has not passed and will not pass any portion of such reductions on to any Subcontractor.
- C.7.7 The Prime Contractor shall invoice the OCFO only if Resources have provided services during the monthly Invoice Period and the timesheets have been approved by the appropriate OCFO Program Managers for the reporting period.
- C.7.8 The Prime Contractor shall perform the activities required to successfully complete the OCFO’s requirements and submit electronically, or otherwise make available, reports to the COTR in accordance with the Reporting Delivery Schedule below:

Report	Description	Reporting Delivery Schedule
1. Active Engagements List	List of all engaged Resources with Prime Contractor or Subcontractor information, as applicable. For each Resource, this report shall identify all contractors in the payment chain from the Prime Contractor to the Resource and the hourly rate being paid for the Resource without the MSP Fee amount and the MSP Fee dollar amount to the Prime Contractor.	Daily
2. Executive Dashboard Report	High-level summary of program spend, projected spend, hours utilization, award data, and placement rates for first-tier Subcontractor and the Prime Contractor	Weekly on Fridays

Report	Description	Reporting Delivery Schedule
3. Submitted Timesheet Report	Listing of all timesheet data at a Resource level showing hours worked per day that have been submitted to the appropriate OCFO Program Manager.	Monthly on the 5th business day after the Invoice Period
4. Missing Timesheet Report	Listing of all missing timesheets at a Resource level – timesheet is considered missing if Prime Contractor records indicate an active assignment for a Resource for a given week, but no timesheet was entered.	Monthly on the 5th business day after the Invoice Period
5. Disengagement Report	Listing of all Resources disengaged in the reporting month with reason for disengagement including removal at the request of the OCFO Program Manager or Prime Contractor and attrition.	Monthly on the 5th business day after the Invoice Period
6. CBE Utilization Report	List of all payments disbursed to CBE subcontractors under the Contract. Data must be pulled from the Prime Contractor and CBE's billing or the VMS system. The information must include the Resource name and purchase order number.	Monthly on the 5th business day after the Invoice Period
7. Certified Payroll Reports	Verification of payment information to Subcontractor and Resources including certified Checks, if applicable.	Monthly on the 5th business day after the Invoice Period
8. Monthly SLA Report	Monthly report of SLAs that provides the performance under the Contract and measures the Prime Contractor against all the 14 required service level targets as identified in the SLA Measures table.	Monthly on the 5th business day after the Invoice Period

Report	Description	Reporting Delivery Schedule
9. Quarterly SLA Report	Quarterly report of SLAs that provides the performance under the Contract and measures the Prime Contractor against the 42 metrics for the quarter, derived from the 14 required service level targets as identified in the SLA Measures table for three months.	Quarterly on the 5th business day after the Invoice Period after a quarter
10. Ad Hoc Reports	Ad Hoc reports available from the VMS (without customization to the VMS) as specified by the OCFO.	As Needed

C.8 BACKGROUND CHECK REQUIREMENTS

- C.8.1 The Prime Contractor shall provide, no later than 10 days from the Contract Effective Date, a current successful background check for each Key Personnel.
- C.8.2 Once the OCFO Program Manager has selected the Candidate, the Prime Contractor shall provide a successfully completed background check, in accordance with the Fair Credit Reporting Act (FCRA), the Equal Employment Opportunity Act or any other applicable Act or Regulations, for each Candidate within the minimum timeframe specified in Section C.7.4.1, Background Checks.
- C.8.3 The successfully completed background check shall be a condition of that Candidate's working as a Resource under this Contract.
- C.8.4 The Prime Contractor shall provide annual, anniversary updated background checks for each engaged Resource working under the Contract.
- C.8.5 The background check criteria shall include, at a minimum, the following:
 - a. Criminal record at local, state, and federal levels
 - b. Education record - degrees and certifications
 - c. Professional credentials
 - d. Personal references
 - e. Military record
 - f. Credit reports
- C.8.6 A background check is deemed successfully completed when all of the credential information such as employment history, education record, military record, and professional credentials are verified, personal references have given positive referrals, and any disqualifier specified by the OCFO Program Manager are absent in the

background check.

- C.8.7 The Prime Contractor may perform a background check concurrently with the OCFO issuing a purchase order to the Prime Contractor, provided that if the Candidate fails to pass the background check, the OCFO will cancel the purchase order. No Candidate may start an assignment prior to the successful completion of a background check.
- C.8.8 The Prime Contractor shall provide a copy of the background check to the OCFO Office of Integrity and Oversight (OIO) prior to the Candidate start of an assignment. The Candidate's start of an assignment shall not be conditioned on a response from OIO. OIO may conduct an additional background check or verify a Candidate's background check at the District's expense.
- C.8.9 If, according to the background check success criteria, the Candidate is ineligible to provide services to the OCFO, the Prime Contractor shall immediately inform the OCFO of the Candidate's ineligibility through the VMS. The OCFO Program Manager may then select another Candidate, reissue, amend or cancel the CSR.
- C.8.10 If, at any time, the OCFO or the Prime Contractor discovers that a Resource has a criminal record that includes a felony or misdemeanor involving terrorist behavior, violence, use of a lethal weapon, or breach of trust or fiduciary responsibility, which raises concerns about building, system, or personal security or is otherwise job-related, the Prime Contractor shall immediately dismiss the Resource.
- C.8.11 The Prime Contractor shall immediately notify the OCFO of Section C.8.10 Resources, and the OCFO will then remove any access privileges already given to the Resource and will not permit that Resource remote access.

C.9 VMS TRAINING

- C.9.1 The Prime Contractor shall be responsible for ensuring that their Key Personnel, Subcontractors, and OCFO Program staff that will utilize the VMS are properly trained on the VMS and that the OCFO Program staff has the access and the trained knowledge to successfully submit the first CSR within 30 calendar days of the Contract Effective Date.
- C.9.2 The Prime Contractor shall respond to and conduct VMS training as a result of any OCFO training request for any OCFO Program staff new to the staff augmentation program that will utilize the VMS within the minimum timeframe specified in Section C.7.4.12, VMS Training Requests.
- C.9.3 The Prime Contractor shall also conduct no less than two program training sessions each year that are to be made available to all participating OCFO Programs. The purpose of the program training sessions shall be to provide OCFO Programs insight into the Prime Contractor's management of the OCFO staff augmentation program that encourages and promotes proper utilization.
- C.9.4 The Prime Contractor shall provide the COTR its training plan to meet the training

requirements of the Contract within one (1) week of the Contract Effective Date.

C.10 IMPLEMENTATION

- C.10.1 To maintain the continuity of OCFO government operations, OCFO Programs may identify critical incumbent Resources. The Prime Contractor shall work to ensure continuity of operations with Resources that have been identified as critical for rebadging and ensure that the transition for the incumbent Resources is seamless.
- C.10.2 The Prime Contractor shall prioritize recruitment efforts of incumbent Resources identified as critical by the OCFO and incumbent providers.
- C.10.3 The Prime Contractor shall provide a transition and implementation plan within one (1) week of contract Effective Date. The plan shall include the following:
- C.10.3.1 The critical tasks, responsibilities of each of the parties, and timelines that need to occur to provide a smooth and orderly transition of functions to the Prime Contractor with minimal disruption to operations;
 - C.10.3.2 The structure of Key Personnel with roles and responsibilities who will be dedicated to the Contract, roll-out of the VMS, and the process for transitioning selected incumbent Resources under the Contract. The OCFO will provide the Prime Contractor a list of current resources to be transitioned.
- C.10.4 The Prime Contractor shall manage and coordinate communications amongst the primary process partners (Prime Contractor staff, OCFO Program Managers, Subcontractors, and COTR) concerning the implementation plan and its execution. This communication requirement includes activities such as weekly status reports and meetings, and implementation plan updates.
- C.10.5 The Prime Contractor recognizes that during the transition of incumbent Resources, the OCFO may request an upward adjustment of the established NTE Hourly Rate (also known as “rate card”) to match the current subcontractor rate being paid for incumbent Resources, for the purpose of retaining the incumbent Resource for the benefit of the OCFO. In cases where this rate match must occur as a modification to the Contract to retain Resources during transition, the Prime Contractor’s MSP Fee shall stay fixed at the originally awarded rate card amount for that labor category. The Prime Contractor shall receive no benefit from any upward adjustment to the bill rate paid by the OCFO in excess of the originally awarded rate card for transitioned incumbent Resources. As an example, if the Contract rate is \$100 per hour, with the MSP Fee of 2.50% (\$2.50 MSP amount), the amount of \$97.50 remains for the subcontractor, but if the current incumbent Resource subcontractor amount is \$117.50, the OCFO may request an upward adjustment to \$120 per hour to retain the Resource and the Prime Contractor MSP Fee will remain \$2.50.

C.11 CONSULTING SERVICES

- C.11.1 The Contract prescribes all Labor Categories from which Resources are available under the Contract. In the event the OCFO requires a Labor Category not identified in the Contract or requires a change to a PD, such as due to new emerging technologies, the OCFO and the Prime Contractor may take steps for a bilateral modification to the Contract to incorporate the new Labor Category, change to an existing Labor Category, or a new or change in Rate.
- C.11.2 The Prime Contractor shall avail itself to the OCFO for consulting services, at no additional cost to the OCFO, to finalize new Labor Categories, new PDs, change existing PDs, and to determine Rates based on evidentiary market information.
- C.11.3 The Prime Contractor's MSP fee shall not change with the incorporation of a new Labor Category to the Contract. Once a new Labor Category and PD are incorporated into the Contract, the OCFO may follow the Contract procedures to order the Resource.
- C.11.4 The Prime Contractor shall regularly provide the OCFO guidance and avail itself to the OCFO for consulting services on (1) best practices and procedures for compliance with state and federal regulations and processes that adheres the OCFO to relevant laws pertaining to non-permanent workers, and (2) market intelligence on trends and changes in the temporary workforce talent landscape.
- C.11.5 The Prime Contractor shall be responsible for vetting its Subcontractors to mitigate risk with compliance and liability associated with non-permanent employees such as worker credentialing, proper worker classification, and co-employment issues.

C.12 CONFLICT OF INTEREST

- C.12.1 The procurement process and the obligations imposed by District of Columbia law require the OCFO to ensure that the competitive procurement process operates in a fair and equitable manner. Outside of this Contract, the Prime Contractor, including its personnel, Subcontractors, and Resources utilized in conjunction with this Contract, are prohibited from participating in or benefiting from any solicitation that will be created or acquisition procured in connection with deliverables and requirements that results in conjunction with work under this Contract.
- C.12.2 Confidentiality: The Prime Contractor, Subcontractors, and Resources will have access to information not generally available to the public. The Prime Contractor, Subcontractors, and Resources shall not use such information obtained for any personal benefit, monetary or otherwise, nor copy and/or disseminate any information at any time prior to, during, or after his or her work on this Contract.
- C.12.3 Conflict of Interest: A conflict of interest or the appearance of a conflict of interest may occur if the Prime Contractor, Subcontractors, or Resources are directly or indirectly involved with an organization, or a subcontractor of an organization, that will submit a response for evaluation for any solicitation or acquisition that is or will be created pursuant to the requirements in this Contract. The Prime Contractor, Subcontractors, and

Resources shall not have any professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict with his or her obligations under this Contract. Examples of potential conflicts are as follows (not an exhaustive list):

- A. The Prime Contractor, Subcontractors, and Resources' solicitation, acceptance, or agreement to accept from anyone any benefit, monetary, or otherwise, as consideration for his or her advice, recommendation, or services related to the resulting solicitation or acquisition.
- B. The Prime Contractor, Subcontractors, and Resources' affiliation with an organization that may submit a response for evaluation or consideration:
 - i. Current employment or consideration of employment;
 - ii. Membership on a board or committee; or
 - iii. Ownership in the organization;
- C. The Prime Contractor, Subcontractors, and Resources' personal relationship with someone who has an interest in the solicitation or acquisition, including affiliation or relationship by marriage or through family membership, professional partnership, personal friendship, or any other relationship that could give the appearance of a conflict of interest.

C.12.4 For the OCFO to evaluate any potential conflict of interest that may exist or may be perceived to exist, the Prime Contractor, Subcontractors, and Resources shall disclose its client and employment relationship(s), prior and ongoing, with any company or organization as requested by the OCFO.

C.12.5 The Prime Contractor warrants and agrees that it will not knowingly or willfully acquire any interest that would create a conflict of interest.

C.12.6 If any conflict of interest arises under this Contract or any of its subcontracts, the Prime Contractor shall immediately notify the Contracting Officer and the COTR in writing.

C.12.7 If, in the reasonable judgment of the Contracting Officer, a known conflict substantially impacts the fair and equitable performance of this Contract, the Contracting Officer will take actions, not limited to the Contract being deemed voidable or terminated, depending on the circumstances surrounding the conflict.

C.12.8 The Prime Contractor shall include in each subcontract under this Contract a provision for avoidance of conflict of interest as provided in this section.

C.12.9 The Prime Contractor shall require the Subcontractor to include in its contract with any Resources a provision for avoidance of conflict of interest as provided in this section.

C.12.10 The Prime Contractor shall have no conflict of interest with its Subcontractors or

Contract No. CFOPD-22-C-021

OCFO Staff Augmentation Managed Service Provider

Resources and shall be responsible for its Subcontractors and Resources adherence to the conflict of interest provision provided in this section.

SECTION D

PACKAGING AND MARKING

D.1 PACKAGING

All reports and deliverables that are in “hard copy” and physically transported through the U.S. mail or private courier services are to be securely packaged using the Contractor’s best practices.

D.2 MARKING

- D.2.1 Unless otherwise specified herein, all reports and deliverables delivered under this contract must be plainly marked, stating the Contractor’s name, contract number and addressed to the recipient, including the name of the office or floor, and the recipient’s office telephone number as noted in the contract.
- D.2.2 In case of carload lots, the Contractor shall tag the car, stating Contractor’s name and contract number. Any failure to comply with these instructions will place the material at the Contractor’s risk.
- D.2.3 Deliveries by rail, water, truck or otherwise, must be within the working hours and in ample time to allow for unloading and if necessary, the storing of the materials or supplies before closing time. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the contact person identified in the contract at the delivery point.

SECTION E

INSPECTION, ACCEPTANCE AND WARRANTY OF SERVICES

E.1 INSPECTION

E.1.1 All supplies and services provided by the Contractor under this contract shall be subject to inspection by the Contracting Officer's Technical Representative ("COTR") identified in Section G.1 (b).

E.1.2 Inspection of Supplies

- (a) Definition. "Supplies," as used in this clause, includes, but is not limited to raw materials, components, intermediate assemblies, end products, and lots of supplies.
- (b) The Contractor shall be responsible for the materials or supplies covered by this contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notification of rejection. Upon the Contractor's failure to cure within ten (10) days after date of notification, the District may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense.
- (c) The Contractor shall provide and maintain an inspection system acceptable to the District covering supplies under this contract and shall tender to the District for acceptance only supplies that have been inspected in accordance with the inspection system and have been found by the Contractor to be in conformity with contract requirements. As part of the system, the Contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the District during contract performance and for as long afterwards as the contract requires. The District may perform reviews and evaluations as reasonably necessary to ascertain compliance with this paragraph. These reviews and evaluations shall be conducted in a manner that will not unduly delay the contract work. The right of review, whether exercised or not, does not relieve the Contractor of the obligations under this contract.
- (d) The District has the right to inspect and test all supplies called for by the contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. The District will perform inspections and tests in a manner that will not unduly delay the work. The District assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in the contract.
- (e) If the District performs inspection or test on the premises of the Contractor or subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the District will bear the expense of District inspections or tests made at other than Contractor's or subcontractor's premises; provided, that in case of rejection, the District will not be liable for any reduction in the value of inspection or test samples.
 - (1) When supplies are not ready at the time specified by the Contractor for

inspection or test, the Contracting Officer may charge to the Contractor the additional cost of inspection or test.

- (2) Contracting Officer may also charge the Contractor for any additional cost of inspection or test when prior rejection makes re-inspection or retest.
- (f) The District has the right either to reject or to require correction of nonconforming supplies. Supplies are nonconforming when they are defective in material or workmanship or otherwise not in conformity with contract requirements. The District may reject nonconforming supplies with or without disposition instructions.
- (g) The Contractor shall remove supplies rejected or required to be corrected. However, the Contracting Officer may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and when required, shall disclose the corrective action taken.
- (h) If the Contractor fails to remove, replace, or correct rejected supplies that are required to be replaced or corrected within ten (10) days, the District may either (1) by contract or otherwise, remove, replace or correct the supplies and charge the cost to the Contractor or (2) terminate the contract for default. Unless the Contractor corrects or replaces the supplies within the delivery schedule, the Contracting Officer may require their delivery and make an equitable price reduction. Failure to agree to a price reduction shall be a dispute.
- (i) If this contract provides for the performance of District quality assurance at source, and if requested by the District, the Contractor shall furnish advance notification of the time (i) when Contractor inspection or tests will be performed in accordance with the terms and conditions of the contract, and (ii) when the supplies will be ready for District inspection.
- (j) The District request shall specify the period and method of the advance notification and the District representative to whom it shall be furnished. Requests shall not require more than 2 business days of advance notification if the District representative is in residence in the Contractor's plant, nor more than 7 business days in other instances.
- (k) The District will accept or reject supplies as promptly as practicable after delivery, unless otherwise provided in the contract. District failure to inspect and accept or reject the supplies shall not relieve the Contractor from responsibility, nor impose liability upon the District, for non-conforming supplies.
- (l) Inspections and tests by the District do not relieve the Contractor of responsibility for defects or other failures to meet contract requirements discovered before acceptance. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.
- (m) If acceptance is not conclusive for any of the reasons in subparagraph (l) hereof, the District, in addition to any other rights and remedies provided by law, or under provisions of this contract, shall have the right to require the Contractor (1) at no increase in contract price, to correct or replace the defective or nonconforming supplies at the original point of delivery or at the Contractor's plant at the Contracting Officer's election, and in accordance with a reasonable delivery schedule as may be agreed upon between the Contractor and the Contracting Officer; provided, that the Contracting Officer may require a reduction in contract price if the Contractor fails to meet such delivery schedule, or (2) within a reasonable time after receipt by the Contractor of notice of defects or noncompliance, to repay such portion of the contract as is equitable

under the circumstances if the Contracting Officer elects not to require correction or replacement. When supplies are returned to the Contractor, the Contractor shall bear the transportation cost from the original point of delivery to the Contractor's plant and return to the original point when that point is not the Contractor's plant. If the Contractor fails to perform or act as required in (1) or (2) above and does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure, the District will have the right to return the rejected materials at Contractor's risk and expense or contract or otherwise to replace or correct such supplies and charge to the Contractor the cost occasioned the District thereby.

E.1.3 Inspection of Services

- (a) Definition. "Services" as used in this clause includes services performed, workmanship, and material furnished or utilized in the performance of services.
- (b) The Contractor shall provide and maintain an inspection system acceptable to the District covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the District during contract performance and for as long afterwards as the contract requires.
- (c) The District has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The District will perform inspections and tests in a manner that will not unduly delay the work.
- (d) If the District performs inspections or tests on the premises of the Contractor or subcontractor, the Contractor shall furnish, without additional charge, all reasonable facilities and assistance for the safety and convenient performance of these duties.
- (e) If any of the services do not conform to the contract requirements, the District may require the Contractor to perform these services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and reduce the contract price to reflect value of services performed. If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the District may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred by the District that is directly related to the performance of such services, or (2) terminate the contract for default.

E.2 ACCEPTANCE

Acceptance of all products and services provided under this contract shall be performed by the COTR. Acceptance means approval by the COTR of specific services as partial or complete performance of the contract.

E.3 WARRANTY OF SERVICES

- E.3.1 The time period for this warranty provision is the life of the contract plus all active options and extensions.

E.3.2 Warranty Provision:

- (a) Notwithstanding inspection and acceptance by the District or any provision concerning the conclusiveness thereof, the Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The Contracting Officer shall give written notice of any defect or nonconformance to the Contractor within 30 days from the date of discovery. This notice shall state either:
 - (1) That the Contractor shall correct or re-perform any defective or nonconforming services; or
 - (2) That the District does not require correction or reperformance.
- (b) If the Contractor is required to correct or reperform, it shall be at no cost to the District, and any services corrected or reperformed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or reperform, the Contracting Officer may, by contract or otherwise, correct or replace with similar services and charge to the Contractor the cost occasioned to the District thereby, or make an equitable adjustment in the contract price.
- (c) If the District does not require correction or reperformance, the Contracting Officer shall make an equitable adjustment in the contract price.

SECTION F

PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be for a period of the Contract Effective Date to September 30, 2022.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of four (4), one (1) year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the Section B.5.2 of the contract.

F.3 DELIVERABLES

F.3.1 The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the COTR identified in Section G in accordance with Section C.

F.3.2 The Contractor shall submit to the District, as a deliverable, the report described in Section I.31 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to Section G.6.

SECTION G

CONTRACT ADMINISTRATION

G.1 CONTRACT ADMINISTRATORS

(a) Contracting Officer

- i. The Contracting Officer (or “CO”) for this contract is:

Drakus Wiggins
Contracting Officer
Office of the Chief Financial Officer
1100 4th St. SW Suite E620
Washington, DC 20024
Telephone: (202) 442-7121
Fax: 202-442-6454
E-mail address: drakus.wiggins@dc.gov

- ii. The Contracting Officer is the only official authorized to legally bind the District and make changes to the requirements, terms and conditions of this contract. Only the Contracting Officer can increase, decrease, extend or terminate this contract. All other changes are unauthorized.
- iii. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.
- iv. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

(b) Contracting Officer Technical Representative (COTR)

- i. The COTR for this contract is:

Lisa Pierson
Contracting Officer Technical Representative (COTR)
Office of the Chief Information Officer (OCIO)
1100 4th St. SW E620 Washington, DC 20024
(202) 442-6352
lisa.pierson@dc.gov

- ii. The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor’s compliance or noncompliance with the contract. The COTR has the responsibility of ensuring the work conforms to the

requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

- a. Keeping the Contracting Officer fully informed of any technical or contractual difficulties encountered during the performance period and advising the Contracting Officer of any potential problem areas under the contract;
 - b. Coordinating site entry for Contractor personnel, if applicable;
 - c. Reviewing invoices for completed work and approving invoices if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;
 - d. Reviewing and approving invoices for deliverables to ensure receipt of goods and services.
 - e. Timely processing of invoices and vouchers in accordance with the District's payment provisions; and
 - f. Maintaining a file that includes all contract correspondence, modifications, records of inspections and invoice or vouchers.
- iii. The COTR does NOT have the authority to:
- a. Award, agree to, or sign any contract, delivery order or task order. Only the Contracting Officer shall make contractual agreements, commitments or modifications;
 - b. Grant deviations from or waive any of the terms and conditions of the contract;
 - c. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
 - d. Authorize the expenditure of funds by the Contractor;
 - e. Change the period of performance; or
 - f. Authorize the use of District property, except as specified under the contract.
- iv. The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

G.2 INVOICE PAYMENT

- G.2.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.2.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor. The District reserves the right to conduct post payment reviews or audits.

G.2.3 Unless otherwise specified in this contract, and with presentation of a properly executed invoice:

- a) Payment will be made on completion and acceptance of each item for which the price is stated in the Pricing Schedule in Section B.5.2,
- b) Payment will be made on completion and acceptance of each percentage or milestone of work in accordance with the prices stated in the Pricing Schedule in Section B.5.2, or
- c) Payment may be made on partial deliveries of goods and services accepted by the District if the Contractor requests it and the amount due on the deliveries warrants it as determined by the District.

G.3 INVOICE SUBMITTAL

G.3.1 The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>

G.3.2 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4.

G.3.3 To constitute a proper invoice, the Contractor shall enter all required information into the DC Vendor Portal after selecting the applicable purchase order number which is listed on the Contractor's profile.

G.4 THE QUICK PAYMENT ACT

G.4.1 Interest Penalties to Contractors

G.4.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq.*, as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:

G.4.1.1.1 The date on which payment is due under the terms of this contract;

G.4.1.1.2 Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products;

G.4.1.1.3 Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or

G.4.1.1.4 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.

G.4.1.2 No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or before:

G.4.1.2.1 3rd day after the required payment date for meat or a meat product;

G.4.1.2.2 5th day after the required payment date for an agricultural commodity; or

G.4.1.2.3 15th day after any other required payment date.

G.4.1.3 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.4.2 Payments to Subcontractors

G.4.2.1 The Contractor shall take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:

G.4.2.1.1 Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or

G.4.2.1.2 Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.4.2.2 The Contractor shall pay subcontractors or suppliers interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

G.4.2.2.1 3rd day after the required payment date for meat or a meat product;

G.4.2.2.2 5th day after the required payment date for an agricultural commodity; or

G.4.2.2.3 15th day after any other required payment date.

G.4.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.4.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.4.3 Subcontract requirements

- G.4.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code § 2-221.02(d).
- G.4.3.2 The Contractor shall include in each subcontract under this contract a provision that obligates the Contractor, at the election of the subcontractor, to participate in negotiation or mediation as an alternative to administrative or judicial resolution of a dispute between them.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

- G. 5.1 The Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.
- G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.
- G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G.6 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

- G.6.1 For contracts subject to the 51% District Residents New Hires Requirement and First Source Employment Agreement, final requests for payment shall be accompanied by the report or a waiver of compliance pursuant to Section I.31.
- G.6.2 No final payment shall be made to the Contractor until the CFO has received the Contracting Officer’s final determination or approval of waiver of the Contractor’s compliance with 51% District Residents New Hires Requirement and First Source Employment Agreement requirements.

G.7 ORDERING CLAUSE

- G.7.1 Any services to be furnished under this Contract must be ordered by issuance of delivery orders, task orders, or purchase orders by the CO. Such orders may be issued during the term of this Contract.

Contract No. CFOPD-22-C-021

OCFO Staff Augmentation Managed Service Provider

G.7.2 All orders are subject to the terms and conditions of this Contract. In the event of a conflict between an order and this Contract, the Contract shall control.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 STAFFING

The Contractor shall not employ or permit the employment of any unfit or unqualified person or persons not skilled in the tasks assigned to them by the contractor. The Contractor shall at all times employ sufficient labor to carry out functions and services in the manner and time prescribed by the Contract. The Contractor shall be responsible to the District for all acts and omissions of the Contractor's employees, agents and subcontractors and the Contractor shall enforce strict discipline among the Contractor's employees, agents and subcontractors performing the services under the Contract. Any person employed by the Contractor shall, at the written request of the District, and within the District's sole discretion, be removed immediately by the Contractor from work relating to the Contract.

H.2 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior, written consent of the Contracting Officer in consultation with the COTR. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this Contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder, including any work conducted by a subcontractor.

H.3 CERTIFIED BUSINESS ENTERPRISE SUBCONTRACTING REQUIREMENTS

H.3.1 Beneficiaries of all non-construction contracts for government-assisted projects in excess of \$250,000 during a period when there is no COVID-19 emergency (as later defined in Section H.3.16(c)(3)), unless a waiver has been approved by the Director of the Department of Small and Local Business Development in accordance with D.C. Code §2-218.51, are required to:

- (a) Subcontract at least 35% of the dollar volume to small business enterprises, as defined in D.C. Code §2-218.32; or
- (b) If there are insufficient qualified small business enterprises to completely fulfill the requirement set forth in H.3.1(a), then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises, as defined in D.C. Code §§2-218.31-39a; provided, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.
- (c) For each government-assisted project for which a certified business enterprise is utilized to meet the subcontracting requirements set forth above in H.3.1(a) or H.3.1(b), the certified business enterprise shall perform at least 35% of the contracting effort with its own organization and resources.

- (d) Beneficiaries certified as a small business enterprise, local business enterprise, or disadvantaged business enterprise shall not have to comply with Sections H.3.1(a) or H.3.1(b).

H.3.2

- (a) For each government-assisted project for which a certified business enterprise is selected as a Beneficiary and is granted points or a price reduction pursuant to D.C. Code §2-218.43 or is selected through a set-aside program, the certified business enterprise shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracted effort shall be with certified business enterprises. A certified business enterprise prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (b) For each government-assisted project for which a certified joint venture is selected as a Beneficiary and is granted points or a price reduction pursuant to D.C. Code §2-218.43 or is selected through a set-aside program, the certified business enterprise shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracted effort shall be with certified business enterprises. If the certified business enterprise member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- (c) For each government-assisted project of \$1 million or less for which a certified business enterprise is selected as a Beneficiary and is granted points or a price reduction pursuant to D.C. Code §2-218.43 or is selected through a set-aside program, the certified business enterprise shall perform at least 50% of the on-site work with its own workforce.

H.3.3 Bids or proposals responding to a solicitation, including an open market solicitation, shall be deemed nonresponsive and shall be rejected if a subcontracting plan is required by law and the Beneficiary fails to submit a subcontracting plan as part of its bid or proposal. The subcontracting plan required shall be provided before the District accepts the submission of the bid or proposal.

H.3.4 A Beneficiary's subcontracting plan shall specify all of the following:

- (a) The name and address of the subcontractor;
- (b) A current certification number of the small or certified business enterprise;
- (c) The scope of work to be performed by the subcontractor; and
- (d) The price to be paid by the Beneficiary to the subcontractor.

H.3.5 No Beneficiary shall be allowed to amend the subcontracting plan filed as part of its bid or proposal except with the consent of the Director of the Department of Small and Local Business Development. Any reduction in the dollar volume of the subcontracted portion resulting from such amendment of the plan shall inure to the benefit of the District.

H.3.6 No multiyear contracts or extended contracts, which are not in compliance with D.C. Code §2-218.46 or this Section H.3 at the time of the contemplated exercise of the option or extension, shall be renewed or extended, and any such option or extension shall be void.

- H.3.7 A Beneficiary shall submit to the Contracting Officer, project manager, and the Director of the Department of Small and Local Business Development (at compliance.enforcement@dc.gov) copies of the executed contracts with the subcontracts identified in the subcontracting plan. Failure to submit copies of the executed contracts shall render the underlying contract voidable by the District.
- H.3.8 The Beneficiary shall provide written notice to the Department of Small and Local Business Development upon the initiation and completion of a project.
- H.3.9 Within 15 days after the end of each quarter, the Beneficiary shall provide a quarterly report to the Department of Small and Local Business Development (at compliance.enforcement@dc.gov), the Contracting Officer, and the project manager which shall include a list of each subcontractor identified in the subcontracting plan and for each subcontract:
- (a) The price to be paid by the contractor to the subcontractor;
 - (b) A description of the goods procured or the services contracted for;
 - (c) The amount paid by the contractor to the subcontractor under the subcontract; and
 - (d) A copy of the fully executed subcontract, if it was not provided in a prior quarterly report. If not included, the Beneficiary shall not receive credit toward the subcontracting requirements of this section for that subcontract.

The Beneficiary shall go to <https://dslbd.dc.gov> → Scroll down to SBE Forms under the section ‘Stay in Compliance’ → Click on that link & select ‘District Agency Compliance’ in order to access the DSLBD forms for beneficiaries to use for reporting requirements. The Beneficiary may further contact DSLBD at (202) 727-3900 for instructions on SBE Forms.

- H.3.10 The Beneficiary shall meet on an annual basis with the Department of Small and Local Business Development, the Contracting Officer, and the project manager to provide an update of the subcontracting plan for utilization of small business enterprises and certified business enterprises. The Department of Small and Local Business development shall provide the Beneficiary with a 30-day written notice of the meeting.
- H.3.11 A Beneficiary and/or certified business enterprise subject to this section, that fails to meet the requirements of this section shall be subject to penalties set forth in D.C. Code §2-218.63.
- H.3.12 Waiver of Subcontracting Requirements
- (a) The Director of the Department of Small and Local Business Development may waive the subcontracting requirements only if there is insufficient market capacity for the goods and services that comprise the project and such lack of capacity leaves the contractor commercially incapable of achieving the subcontracting requirements.
 - (b) Prior to submission of bids or proposals, the Beneficiary may request a waiver of the subcontracting requirements by timely filing a written request with to the point of contact on Page 1 of this solicitation, to the attention of the Contracting Officer detailing the reasons

justifying a waiver, including the Beneficiary's efforts to secure involvement by Certified Business Enterprises, no later than 09/02/2021, 2:00pm EST Time. The Contracting Officer will, in turn, use the Beneficiary's information to submit a waiver request to the Director of the Department of Small and Local Business Development.

- (c) The Contracting Officer will provide written notice of the waiver determination to the Beneficiary prior to the acceptance of bids or proposals and upon a decision of the waiver by the Director of the Department of Small and Local Business Development.
- (d) The Beneficiary should provide the following information in its waiver request to the Contracting Officer to demonstrate the Beneficiary's good faith efforts to secure involvement by a Certified Business Enterprise:
 - i. Whether the Beneficiary advertised in general circulation, trade association, or other media outlets concerning the subcontracting opportunity;
 - ii. Whether the Beneficiary provided written notice to a reasonable number of certified business enterprises that their interest in the subcontracting opportunity was being solicited;
 - iii. Whether the Beneficiary conducted any pre-solicitation or pre-bid conferences to inform certified business enterprises of the subcontracting opportunity;
 - iv. Whether the Beneficiary provided sufficient time to allow certified business enterprises to participate effectively in its efforts to secure involvement by a certified business enterprise;
 - v. Whether the Beneficiary followed up responses of interest by conducting negotiations with certified business enterprises;
 - vi. Whether rejections by the Beneficiary of certified business enterprises as being unqualified were based on sound reasoning and thorough investigation of their capabilities;
 - vii. Whether the Beneficiary made efforts to assist interested certified business enterprises in obtaining bonding, lines of credit, or insurance required by the Beneficiary;
 - viii. Whether the Beneficiary effectively used the services of the Department of Small and Local Business Development, (202) 727-3900 and <http://dslbd.dc.gov>, in recruiting qualified certified business enterprises; and
 - ix. Whether bids submitted by certified business enterprises were excessive or noncompetitive based upon a review of prevailing market conditions.
- (e) While the information described in (d) above will assist the Director of the Department of Small and Local Business Development in reviewing the waiver request, it does not guarantee that a waiver will, in fact, be approved. Additional factors may be considered and additional information may be requested from the Beneficiary to support the waiver request.

H.3.13 In addition to the information provided by the Beneficiary, the Contracting Officer will include the following information in its written request for a waiver:

- (a) The number of certified business enterprises, if any, qualified to perform the elements of the work that comprise the project;
- (b) A summary of the market research or outreach conducted to analyze the relevant market; and

- (c) The consideration given to alternate methods for acquiring the work to be subcontracted in order to make the work more amenable to being performed by certified business enterprises.

H.3.14 For purposes of this Section H.3, the term:

- (a) “Beneficiary” means a business enterprise that is the prime contractor or developer on a government-assisted project.
- (b) “Government-assisted project” means:
 - i. A contract executed by an agency on behalf of the District or pursuant to statutory authority that involves District funds or, to the extent not prohibited by federal law, funds that the District administers in accordance with a federal grant or otherwise;
 - ii. A project funded in whole or in part by District funds;
 - iii. A project that receives a loan or grant from a District agency;
 - iv. A project that receives bonds or notes or the proceeds thereof issued by a District agency, including tax increment financing or payment in lieu of tax bonds and notes, or industrial revenue bonds;
 - v. A project that receives District tax exemptions or abatements that are specific to the project and not to the nature of the entity undertaking the project, such as a religious institution or nonprofit corporation; or
 - vi. A development project conducted pursuant to a disposition under section 1 of An Act Authorizing the sale of certain real estate in the District of Columbia no longer required for public purposes, approved August 5, 1939 (53 Stat. 1211; D.C. Official Code § 10-801).

H.3.15 Notwithstanding the requirements set forth in this Section H.3, a Beneficiary, and any other certified business enterprise subject to this section, shall fully comply with the requirements set forth in D.C. Code §§ 2-218.46, 2-218.51. If there is a conflict between the requirements set forth in this Section H.3 and D.C. Code §§ 2-218.46, 2-218.51, the requirements set forth in D.C. Code §§ 2-218.46, 2-218.51 shall govern.

H.3.16

- (a) Notwithstanding the requirements set forth in this Section H.3, D.C. Code §§ 2-218.01 – 2-218.82 or any other provision of District law or regulation, during the period of the COVID-19 emergency, any contract for a government-assisted project in excess of \$250,000 that is unrelated to the District's response to the COVID-19 emergency but entered into during the COVID-19 emergency, absent a waiver pursuant to D.C. Code § 2-218.51, shall provide that:
 - (1) At least 50% of the dollar volume of the contract be subcontracted to small business enterprises; or
 - (2) If there are insufficient qualified small business enterprises to meet the requirement of paragraph (1) of this subsection, the subcontracting requirement may be satisfied by

subcontracting 50% of the dollar volume ("CBE minimum expenditure") to any qualified certified business enterprises; provided, that best efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

- (a-1) Notwithstanding subsection (a) of this section, a certified business enterprise awarded a contract for a government-assisted project in excess of \$250,000 that is unrelated to the District's response to the COVID-19 emergency but entered into during the COVID-19 emergency shall:
- (1) Perform at least 35% of the contracting effort with its own organization and resources if the certified business enterprise is granted points or a price reduction pursuant to D.C. Code § 2-218.43 or selected through a set-aside program; and
 - (2) If the certified business enterprise subcontracts, ensure that 50% of the dollar volume of the subcontracted effort be with certified business enterprises unless a waiver is granted pursuant to D.C. Code § 2-218.51.
- (a-2) Notwithstanding subsection (a) of this section, a certified joint venture awarded a contract for a government-assisted project in excess of \$250,000 that is unrelated to the District's response to the COVID-19 emergency but entered into during the COVID-19 emergency shall:
- (1) Perform at least 50% of the contracting effort with its own organization and resources if the certified joint venture is granted points or a price reduction pursuant to D.C. Code § 2-218.43 or selected through a set-aside program; and
 - (2) If the certified joint venture subcontracts, 50% of the dollar volume of the subcontracted effort shall be with certified business enterprises unless a waiver is granted pursuant to D.C. Code § 2-218.51.
- (b) (1) For every dollar expended by a beneficiary with a resident-owned business, the beneficiary shall receive a credit for \$1.10 against the CBE minimum expenditure.
- (2) For every dollar expended by a beneficiary with a disadvantaged business enterprise, the beneficiary shall receive a credit for \$1.25 against the CBE minimum expenditure.
- (3) For every dollar expended by a beneficiary that uses a company designated as both a disadvantaged business enterprise under D.C. Code § 2-218.33 and as a resident-owned business under D.C. Code § 2-218.02(15), the beneficiary shall receive a maximum credit for \$1.30 against the CBE minimum expenditure.
- (c) For the purposes of this section, the term:
- (1) "Beneficiary" has the same meaning as set forth in D.C. Code § 2-218.02(1B).
 - (2) "Best efforts" means that a beneficiary is obligated to make its best attempt to accomplish the agreed-to goal, even when there is uncertainty or difficulty.
 - (3) "COVID-19 emergency" means the emergencies declared in the Declaration of Public Emergency (Mayor's Order 2020-045) together with the Declaration of Public Health Emergency (Mayor's Order 2020-046), declared on March 11, 2020, including any extension of those declared emergencies.
 - (4) "Disadvantaged business enterprise" has the same meaning as set forth in D.C. Code § 2-218.33.
 - (5) "Government-assisted project" has the same meaning as set forth in D.C. Code § 2-218.02(9A).

- (6) "Longtime resident business" has the same meaning as set forth in D.C. Code § 2-218.02(13).
- (7) "Resident-owned business" has the same meaning as set forth in D.C. Code § 2-218.02(15).
- (8) "Small Business Enterprises" has the same meaning as set forth in D.C. Code § 2-218.32.

H.4 WARRANTIES

- H.4.1 The Contractor warrants and agrees that it is lawfully organized and constituted under all federal, state and local laws, ordinances and other authorities of its domicile and is otherwise in full compliance with all legal requirements of its domicile.
- H.4.2 The Contractor warrants and agrees that it is of legal authority and capacity to enter into and perform under the Contract, and that it has the financial ability to perform its obligations under such Contract.
- H.4.3 The Contractor warrants and agrees that it has been duly authorized to operate and do business in all places where it will be required to do business under the Contract that it has obtained or will obtain all necessary licenses and permits required in connection with such Contract; and that it will fully comply with all laws, decrees, labor standards and regulations of its domicile and wherever performance occurs during the term of such Contract.
- H.4.4 The Contractor warrants and agrees that it has no present interest and shall not acquire any interest which would conflict in any manner with its duties and obligations under the Contract.
- H.4.5 The Contractor warrants and agrees that all systems analysis, systems design and programming pursuant to the Contract or for use in its performance there under has been and shall be prepared or done in a high quality, professional and competent manner using only qualified personnel.
- H.4.6 The Contractor further represents and warrants that all programs implemented in its performance under the contract shall meet the performance standards required there under and shall correctly and accurately perform their intended functions on the equipment supplied by the District or Contractor.
- H.4.7 The Contractor warrants and agrees that all services provided by it under the Contract shall be performed in a prompt, high quality, professional and competent manner using only qualified personnel.
- H.4.8 The Contractor warrants and agrees that it will not take any action inconsistent with any of the terms, conditions, agreements, or covenants set forth in this Contract without the express written consent of the District.
- H.4.9 The Contractor warrants and agrees that it shall keep all equipment in good condition and repair, and shall not permit anything to be done that may materially impair the value thereof. The Contractor shall use such equipment only in the ordinary course of its performance under

the Contract and shall not permit such equipment to be used in violation of any applicable law, regulation or policy of insurance. The Contractor agrees to develop a maintenance and replacement schedule subject to approval by the District and agrees to comply with that schedule.

H.4.10 The Contractor warrants and agrees that it shall not sell, assign, lease, transfer, pledge, hypothecate, or otherwise dispose of any component of any goods, system proposed in the Contract or any interest therein, or permit any of it to become a fixture or accession to other goods or property without the prior written consent of the District.

H.5 DISCLOSURE OF LITIGATION

The Contractor shall provide complete disclosure of any material civil or criminal litigation or indictment either threatened or pending involving the Contractor. The Contractor shall also disclose any material litigation threatened or pending for subcontractors, consultants, and/or lobbyists. For purposes of this section, material refers to any action or pending action that a reasonable person knowledgeable in the industry would consider relevant or any development such a person would want to be aware of in order to stay fully apprised of the total mix of information relevant to the industry and its operations. This is a continuing disclosure requirement; any litigation commencing after submission of a response to a solicitation or execution of a contract shall be disclosed in a written statement within fifteen (15) days of its occurrence. The Contractor shall be required to file with the District comprehensive monthly reports regarding all threatened or pending litigation involving the Contractor's District of Columbia operations and all threatened or pending litigation that may be considered material to the overall operations of the Contractor.

H.6 CONTINUITY OF SERVICES

The Contractor recognizes that the services provided under this contract are vital to the District of Columbia and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District Government or another Contractor, at the District's option, may continue to provide these services. If another Contractor is awarded a future contract for performance of the required services, the original Contractor shall cooperate fully with the District and the new Contractor in any transition activities that the Contracting Officer deems necessary during the term of the contract. To that end, the Contractor agrees to exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor.

H.7 BACKGROUND INVESTIGATIONS AND OTHER INTEGRITY REQUIREMENTS

H.7.1 The District may initiate investigations into the backgrounds of any of the Contractor's officers, principals, investors, owners, employees, vendors, subcontractors, or subcontractors' officers, principals, owners, employees or vendors, or any other associates of the Contractor(s) it deems appropriate. Such background investigations may include the completion of certain documents, and fingerprint identification by appropriate law enforcement agencies.

H.7.2 The Contractor agrees that, during the term of the Contract and any renewal thereof, it shall be obligated to provide such information about its officers, directors, employees and owners, as

well as all information about its subcontractors' officers, directors, employees and owners, as the District may prescribe. The Contractor also agrees that the District may conduct background investigations of such persons.

H.7.3 The District may also require that contractors (1) fully cooperate with official inquiries by responding to questions truthfully and under oath when required, whether orally or in writing, (2) provide documents and other information of official interest, and (3) attend integrity training.

H.8 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL

The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the CO at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the CO for any proposed substitution of key personnel.

H.9 ADVISORY AND ASSISTANCE SERVICES

This contract is a "non-personal services contract". The Contractor and the Contractor's employees: (1) shall perform the services specified herein as independent contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

H.10 OCFO/OCIO CYBERSECURITY AWARENESS TRAINING

In the OCFO's ongoing effort to protect OCFO data, networks and computers against cyber attackers all Contractor personnel, including direct or indirect employees and any employed by a subcontractor, assigned to the Contract shall take and must pass the OCFO/OCIO Cybersecurity Awareness Training at the District's direction. The training is web-based, designed to heighten cybersecurity awareness so that the OCFO is less likely to become a victim of cybercrimes. The training is typically completed in one to two hours. The training shall be taken and must be passed annually by all Contractor personnel, during the term of the Contract.

H.11 FTI CONFIDENTIALITY AND NONDISCLOSURE AFFIDAVIT

The Contractor shall provide a completed Attachment J.5, Confidentiality and Non-Disclosure Affidavit 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. The Contractor personnel, including direct or indirect employees and any employed by a subcontractor, shall provide a completed Attachment J.6, Confidentiality and Non-Disclosure Affidavit Acknowledgment Form prior to commencement of work associated with the Office of Tax and Revenue and shall participate in safeguard awareness training, provided by OTR, prior to accessing and/or handling Federal Tax Information.

H.12 INTEGRITY AND ETHICS TRAINING

To advise Contractor individuals of the high expectation of integrity, in addition to Attachment J.2, Doing Business with Integrity, all Contractor personnel, including direct or indirect employees and any employed by a subcontractor, assigned to the Contract shall be subject to annually attend the OCFO/OIO Integrity and Ethics Training at the District's direction. The training may be in-person and last up to four hours or may be web-based and last up to two hours.

H.13 SPECIAL PROVISIONS RELATED TO THE COVID-19 EMERGENCY

- H.13.1 The Contractor is required to comply with Mayor's Order 2021-099, COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees, dated August 10, 2021, and all substantially similar vaccine requirements including any modifications to this Order, unless and until they are rescinded or superseded. At the request of the District government, Contractors may be asked to provide certification of compliance with this requirement and/or documents and records in support of this certification.
- H.13.2 The Contractor is required to comply with City Administrator's Order 2021-4, Resumption of Requirement for All Persons to Wear a Mask Inside District Government Buildings and While on Duty as a District Government Employee or Contractor, dated July 30, 2021, and all substantially similar mask requirements including any modifications to this Order, unless and until they are rescinded or superseded.
- H.13.3 The Contractor can contact vendor.relations@dc.gov for additional information regarding these provisions.

SECTION I

CONTRACT CLAUSES

I.1 LAWS AND REGULATIONS INCORPORATED BY REFERENCE

To the extent applicable, the provisions of the following acts, together with the provisions of applicable regulations made pursuant to said acts are hereby incorporated by reference into this contract; together with the laws and regulations of the District of Columbia:

- A. Contract Work Standards Act of August 13, 1962, also known as the Contract Work Hours and Safety Standards Act of 1962, 76 Stat. 357-360.
- B. Buy American Act, Act of March 3, 1983, c.212, Title III, 47 Stat. 1520, as amended.
- C. Walsh-Healy Public Contracts Act, Act of June 30, 1936, c.881, 49 Stat. 2036, as amended. (Applies only when contract is \$10,000 or more).
- D. Mayor's Order 85-85, dated June 10, 1985, as amended, entitled: "Compliance with Equal Opportunity Obligations in Contracts."
- E. Public Law 93-112, Rehabilitation Act of 1973, Section 504, as amended.
- F. Mayor's Order 83-265, dated November 9, 1983 entitled: Employment Agreement Goals and Objectives for all District of Columbia Projects."
- G. D.C. Law 5-93, dated May 9, 1984, the First Source Employment Agreement Act of 1984.
- H. Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 et seq. (PPWF Act)
- I. Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 et seq.
- J. Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152)
- K. Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 et seq.), as amended, ("Living Wage Act of 2006") which applies to all contracts for services in the amount \$100,000 or more in a 12-month period. The current living wage rate, the Living Wage Act Fact Sheet which includes exemption information, and the Living Wage Act Poster may be found at <https://does.dc.gov/service/office-wage-hour-compliance-0> or contact the Department of Employment Services at (202) 724-7000.

I.2 WAIVER

The waiver of any breach of the contract will not constitute a waiver of any subsequent breach thereof, or a waiver of the contract.

I.3 INDEMNIFICATION

I.3.1 The Contractor agrees to defend, indemnify and hold harmless the District, its officers, agencies, departments, agents, and employees (collectively the “District”) from and against any and all claims, losses, liabilities, penalties, fines, forfeitures, demands, causes of action, suits, costs and expenses incidental thereto (including cost of defense and attorneys’ fees), resulting from, arising out of, or in any way connected to activities or work performed by the Contractor, Contractor’s officers, employees, agents, servants, subcontractors, or any other person acting for or by permission of the Contractor in performance of this Contract. The Contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed in performance of this Contract. The Contractor shall also repair or replace any District property that is damaged by the Contractor, Contractor’s officers, employees, agents, servants, subcontractors, or any other person acting for or by permission of the Contractor while performing work hereunder.

I.3.2 The indemnification obligation under this section shall not be limited by the existence of any insurance policy or by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any subcontractor, and shall survive the termination of this Contract. The District agrees to give Contractor written notice of any claim of indemnity under this section. Additionally, Contractor shall have the right and sole authority to control the defense or settlement of such claim, provided that no contribution or action by the District is required in connection with the settlement. Monies due or to become due the Contractor under the contract may be retained by the District as necessary to satisfy any outstanding claim which the District may have against the Contractor.

I.4 TRANSFER

No contract or any interest therein shall be transferred by the parties to whom the award is made; such transfer will be null and void and will be cause to annul the contract.

I.5 TAXES

- (a) The Government of the District of Columbia is exempt from and will not pay Federal Excise Tax, Transportation Tax, and the District of Columbia Sales and Use Taxes.
- (b) Tax exemption certificates are no longer issued by the District for Federal Excise Tax. The following statement may be used by the supplier when claiming tax deductions for Federal Excise Tax exempt items sold to the District.

“The District of Columbia Government is Exempt from Federal Excise Tax – Registration No. 52-73-0206-K, Internal Revenue Service, Baltimore, Maryland.”

Exempt from Maryland Sales Tax, Registered with The Comptroller of The Treasury –
Exemption No. 09339

“The District of Columbia Government is Exempt from Sales and Use Tax –
Registration No. 53-600, The District of Columbia Office of Tax and Revenue.”

I.6 OFFICIALS NOT TO BENEFIT

- I.6.1 Unless a determination is made as provided herein, no officer or employee of the District will be admitted to any share or part of this contract or to any benefit that may arise therefrom, and any contract made by the Contracting Officer or any District employee authorized to execute contracts in which they or an employee of the District will be personally interested shall be void, and no payment shall be made thereon by the District or any officer thereof, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. A District employee shall not be a party to a contract with the District and will not knowingly cause or allow a business concern or other organization owned or substantially owned or controlled by the employee to be a party to such a contract, unless a written determination has been made by the head of the procuring agency that there is a compelling reason for contracting with the employee, such as when the District’s needs cannot reasonably otherwise be met. (Procurement Practices Reform Act of 2010, D.C. Law 18-0371, D.C. Official Code, section 2-359.10, and Chapter 18 of the DC Personnel Regulations)
- I.6.2 The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

I.7 DISPUTES

All disputes arising under or relating to this contract shall be resolved as provided herein.

- (a) **Claims by a Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.
- (1) All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the Contracting Officer for a decision. The Contractor’s claim shall contain at least the following:
- (i) A description of the claim and the amount in dispute;
 - (ii) Data or other information in support of the claim;
 - (iii) A brief description of the Contractor’s efforts to resolve the dispute prior to filing the claim; and

- (iv) The Contractor's request for relief or other action by the Contracting Officer.
- (2) The Contracting Officer may meet with the Contractor in a further attempt to resolve the claim by agreement.
- (3) The Contracting Officer shall issue a decision on any claim within 120 calendar days after receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
- (4) The Contracting Officer's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the contracting officer's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (5) Failure by the Contracting Officer to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim, and will authorize the commencement of an appeal to the Contract Appeals Board as authorized by D.C. Official Code § 2-360.04.
- (6) If a Contractor is unable to support any part of his or her claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability this paragraph (a)(6) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.
- (7) Pending final decision of an appeal, action, or final settlement, a Contractor shall proceed diligently with performance of the contract in accordance with the decision of the Contracting Officer.
- (b) **Claims by the District against a Contractor:** Claim as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or

other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

- (1) The Contracting Officer shall decide all claims by the District against a Contractor arising under or relating to a contract.
 - (2) The Contracting Officer shall send written notice of the claim to the Contractor. The Contracting Officer's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the Contracting Officer's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
 - (3) The Contracting Officer shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
 - (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
 - (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle, or determine.
 - (6) This paragraph shall not authorize the Contracting Officer to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the Contracting Officer shall be final and not subject to review unless an administrative appeal or action for judicial review is timely commenced by the Contractor as authorized by D.C. Official Code §2-360.04.
 - (d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the Contracting Officer.

I.8 CHANGES

- (a) The CO may, at any time, by written order, and without notice to the surety, if any, make changes in the contract within the general scope hereof. If such change causes an increase or decrease in the cost of performance of the contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the general scope must be asserted within ten (10) days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider, and adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in **Section I.7 Disputes**.
- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the contract or subcontract, including work under a District-issued change order, when the additional work increases the contract price beyond the not-to-exceed price or negotiated maximum price of the contract, unless the CO:
 - (1) Agrees with the Contractor, and if applicable the subcontractor, on a price for the additional work;
 - (2) Obtains a certification of funding to pay for the additional work;
 - (3) Makes a written, binding commitment with the Contractor to pay for the additional work within thirty (30) days after the Contractor submits a proper invoice; and
 - (4) Provides the Contractor with written notice of the funding certification.
- (c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:
 - (1) Within five (5) business days of its receipt of notice of the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor;
 - (2) Pay the subcontractor any undisputed amount to which the subcontractor is entitled for the additional work within ten (10) days of receipt of payment from the District; and
 - (3) Notify the subcontractor and CO in writing of the reason(s) the Contractor withholds any payment from a subcontractor for the additional work.
- (d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default, or assess, claim, or pursue damages for delays until the parties agree on a price for the additional work.

I.9 TERMINATION FOR DEFAULT

- A. The District may, subject to the provisions of paragraph C., below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances: (i) If the Contractor fails to make delivery of the supplies or to perform the services within the time specified within the project work plan or any extension

thereof; or (ii) If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

- B. In the event the District terminates this contract in whole or part as provided in paragraph A. above, the District may procure, upon such terms and in such manner as the Contracting Officer may deem appropriate, supplies or service similar to those so terminated; and the Contractor shall be liable to the District for any excess costs for similar supplies or services. Provided, that the Contractor shall continue the performance of this contract to the extent not terminated under provisions of this clause. The Contractor shall work with any subsequent contractor to ensure a smooth transfer of information for a period of sixty (60) days.
- C. Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to, acts of God or of public enemy, acts of the District or Federal Government in either their sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess cost for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
- D. If this contract is terminated as provided in paragraph A., above, the District in addition to any other rights provided in this clause, may require the Contractor to transfer title and deliver to the District, in the manner and to the extent directed by the Contracting Officer, (i) completed supplies, (ii) such partially completed supplies and materials, information, and contract rights (herein after called "manufacturing materials") as the Contractor has specifically produced or specifically produced or specifically acquired for the performance being terminated; and the Contractor, shall, upon direction of the Contracting Officer, protect and preserve property in possession of the Contractor in which the District has an interest. Payment for completed supplies delivered to and accepted by the District shall be at the contract price. Payment for manufacturing materials delivered to and agreed upon by the Contractor and Contracting Officer; failure to agree to such amount shall be a dispute concerning a question of fact. The District may withhold from amounts otherwise due the Contractor for such completed supplies or manufacturing materials such sums as the Contracting Office determines to be necessary to protect the District against loss because of outstanding liens or claims of former lien holders.
- E. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provision of this clause, or that the default was excusable under the provisions of this clause, the rights and

obligations of the parties shall, if the contract contains a clause providing for a termination for convenience be the same as if the notice of termination had been issued pursuant to such clause. Section I.10 "Termination for Convenience."

- F. The rights and remedies of the District provided in this clause shall not be exclusive and are in addition to any rights and remedies provided by law or under this contract.
- G. As used in paragraph C., above, the terms "subcontractor" and "subcontractors" means subcontractor(s) at any tier.

I.10 TERMINATION FOR CONVENIENCE

(a) The District may terminate performance of work under this contract in whole or, from time to time, in part if the Contracting Officer determines that a termination is in the District's interest. The Contracting Officer shall terminate by delivering to the Contractor a Notice of Termination specifying the extent of termination and effective date.

(b) After receipt of a Notice of Termination, and except as directed by the Contracting Officer, the Contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:

- (1) Stop work as specified in the notice.
- (2) Place no further subcontracts or orders (referred to as subcontracts in this clause) for materials, services, or facilities, except as necessary to complete the continued portion of the contract.
- (3) Terminate all contracts to the extent they relate to the work terminated.
- (4) Assign to the District, as directed by the Contracting Officer, all rights, title and interest of the Contractor under the subcontracts terminated, in which case the District will have the right to settle or pay any termination settlement proposal arising out of those terminations.
- (5) With approval or ratification to the extent required by the Contracting Officer, settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts. The approval or ratification will be final for purposes of this clause.
- (6) As directed by the Contracting Officer, transfer title and deliver to the District (i) the fabricated or unfabricated parts, work in process, completed work, supplies, and other materials produced or acquired for the work terminated, and (ii) the completed or partially completed plans, drawings, information, and other property that, if the contract has been completed, would be required to be furnished to the District.
- (7) Complete performance of the work not terminated.

(8) Take any action that may be necessary, or that the Contracting Officer may direct, for the protection and preservation of the property related to this contract that is in the possession of the Contractor and in which the District has or may acquire an interest.

(9) Use its best efforts to sell, as directed or authorized by the Contracting Officer, any property of the types referred to in subparagraph (6) above; provided, however, that the Contractor (i) is not required to extend credit to any purchaser and (ii) may acquire the property under the conditions prescribed by, and at prices approved by, the Contracting Officer. The proceeds of any transfer or disposition will be applied to reduce any payments to be made by the District under this contract, credited to the price or cost of the work, or paid in any other manner directed by the Contracting Officer.

(c) After the expiration of ninety (90) days (or such longer period as may be agreed to) after receipt by the Contracting Officer of acceptable inventory schedules, the Contractor may submit to the Contracting Officer a list, certified as to quantity and quality of termination inventory not previously disposed of excluding items authorized for disposition by the Contracting Officer. The Contractor may request the District to remove those items or enter into an agreement for their storage. Within fifteen (15) days, the District will accept title to those items and remove them or enter into a storage agreement. The Contracting Officer may verify the list upon removal of the items, or if stored, within forty-five (45) days from submission of the list, and shall correct the list, as necessary, before final settlement.

(d) After termination, the Contractor shall submit a final termination settlement proposal to the Contracting Officer in the form and with the certification prescribed by the Contracting Officer. The Contractor shall submit the proposal promptly, but no later than one year from the effective date of termination, unless extended in writing by the Contracting Officer upon written request of the Contractor within this one-year period. However, if the Contracting Officer determines that the facts justify it, a termination settlement proposal may be received and acted on after one year or any extension. If the Contractor fails to submit the proposal within the time allowed, the Contracting Officer may determine, on the basis of information available, the amount, if any, due to the Contractor because of the termination and shall pay the amount determined.

(e) Subject to paragraph (d) above, the Contractor and the Contracting Officer may agree upon the whole or any part of the amount to be paid because of the termination. The amount may include a reasonable allowance for profit on work done. However, the agreed amount, whether under this paragraph (e) or paragraph (f) below, exclusive of costs shown in subparagraph (f)(3) below, may not exceed the total contract price as reduced by (1) the amount of payment previously made and (2) the contract price of work not terminated. The contract shall be amended, and the Contractor paid the agreed amount. Paragraph (f) below shall not limit, restrict, or affect the amount that may be agreed upon to be paid under this paragraph.

(f) If the Contractor and the Contracting Officer fail to agree on the whole amount to be paid because of the termination work, the Contracting Officer shall pay the Contractor the amounts determined by the Contracting Officer as follows, but without duplication of any amounts agreed on under paragraph (e) above:

(1) The contract price for completed supplies or services accepted by the District (or sold or acquired under subparagraph (b)(9) above) not previously paid for, adjusted for any saving of freight and other charges.

(2) The total of :

(i) The costs incurred in the performance of the work terminated, including initial costs and preparatory expense allocable thereto, but excluding any costs attributable to supplies or services paid or to be paid under subparagraph (f)(1) above;

(ii) The cost of settling and paying termination settlement proposals under terminated subcontracts that are properly chargeable to the terminated portion of the contract if not included in subparagraph (f)(1) above; and

(iii) A sum, as profit on subparagraph f(1) above, determined by the Contracting Officer to be fair and reasonable; however, if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, the Contracting Officer shall allow no profit under this subparagraph (iii) and shall reduce the settlement to reflect the indicated rate of loss.

(3) The reasonable cost of settlement of the work terminated, including-

(i) Accounting, legal, clerical, and other expenses reasonably necessary for the preparation of termination settlement proposals and supporting data;

(ii) The termination and settlement of subcontractors (excluding the amounts of such settlements); and

(iii) Storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory.

(g) Except for normal spoilage, and except to the extent that the District expressly assumed the risk of loss, the Contracting Officer shall exclude from the amounts payable to the Contractor under paragraph (f) above, the fair value as determined by the Contracting Officer, of property that is destroyed, lost, stolen, or damaged so as to become undeliverable to the District or to a buyer.

(h) The Contractor shall have the right of appeal, under the Disputes clause, from any determination made by the Contracting Officer under paragraphs (d), (f) or (j), except that if the Contractor failed to submit the termination settlement proposal within the time provided in paragraph (d) or (j), and failed to request a time extension, there is no right of appeal. If the Contracting Officer has made a determination of the amount due under paragraph (d), (f) or (j), the District will pay the Contractor (1) the amount determined by the Contracting Officer if there

is no right of appeal or if no timely appeal has been taken, or (2) the amount finally determined on an appeal.

(i) In arriving at the amount due the Contractor under this clause, there shall be deducted:

- (1) All unliquidated advances or other payments to the Contractor under the termination portion of the contract;
- (2) Any claim which the District has against the Contractor under this contract; and
- (3) The agreed price for, or the proceeds of sale of, materials, supplies, or other things acquired by the Contractor or sold under the provisions of this clause and not recovered by or credited to the District.

(j) If the termination is partial, the Contractor may file a proposal with the Contracting Officer for an equitable adjustment of the price(s) of the continued portion of the contract. The Contracting Officer shall make any equitable adjustment agreed upon. Any proposal by the Contractor for an equitable adjustment under this clause shall be requested within ninety (90) days from the effective date of termination unless extended in writing by the Contracting Officer.

(k) (1) The District may, under the terms and conditions it prescribes, make partial payments and payments against costs incurred by the Contractor for the terminated portion of the contract, if the Contracting Officer believes the total of these payments will not exceed the amount to which the Contractor shall be entitled.

(2) If the total payments exceed the amount finally determined to be due, the Contractor shall repay the excess to the District upon demand together with interest computed at the rate of 10 percent (10%) per year. Interest shall be computed for the period from the date the excess payment is received by the Contractor to the date the excess payment is repaid. Interest shall not be charged on any excess payment due to a reduction in the Contractor's termination settlement proposal because of retention or other disposition of termination inventory until 10 days after the date of the retention or disposition, or a later date determined by the Contracting Officer because of the circumstances.

(l) Unless otherwise provided in this contract or by statute, the Contractor shall maintain all records and documents relating to the terminated portion of this contract for 3 years after final settlement. This includes all books and other evidence bearing on the Contractor's costs and expenses under this contract. The Contractor shall make these records and documents available to the District, at the Contractor's office, at all reasonable times, without any direct charge. If approved by the Contracting Officer, photographs, micrographs, or other authentic reproductions may be maintained instead of original records and documents.

I.11 TERMINATION OF CONTRACTS FOR CERTAIN CRIMES AND VIOLATIONS

A. The District may terminate without liability any contract and may deduct from the contract price or otherwise recover the full amount of any fee, commission, percentage,

gift, or consideration paid in violation of this title if:

(1) the Contractor has been convicted of a crime arising out of or in connection with the procurement of any work to be done or any payment made under this contract.

(2) There has been any breach or violation of:

(A) Any provision of the District of Columbia Procurement Practices Reform Act of 2010, (D.C. Law 18-371; D.C. Official Code §§ 2-351.01, et seq., or

(B) The contract provision against contingent fees.

- B. If a contract is terminated pursuant to this section, the Contractor: (i) May be paid only the actual costs of the work performed to the date of termination, plus termination costs, if any; and (ii) shall refund all profits or fixed fees realized under the contract.
- C. The rights and remedies contained in this Clause are in addition to any other rights or remedies provided by law, and the exercise of any of them is not a waiver of any other right or remedy provided by law.

I.12 EXAMINATION OF THE BOOKS

I.12.1 The Contractor shall establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under the contract that results from this solicitation. The Contractor shall retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to the contract for a period of three (3) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract. The Contractor shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Contracting Officer.

I.12.2 The Contracting Officer, the DC Inspector General, OCFO, and the District of Columbia Auditor, and/or any of their duly authorized representatives shall, until three years after final payment, have the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to the contract.

I.13 NON-DISCRIMINATION CLAUSE

- (a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, approved December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code §2-1402.11) (2001 Ed.) (“Act” as used in this Section). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial

supplies or raw materials. In addition, Contractor agrees and any subcontractor shall agree to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause as provided in Section 251 of the Act.

- (b) Pursuant to rules of the Office of Human Rights, published on August 15, 1986 in the D.C. Register, Mayor's Order 2002-175 (10/23/02), 49 DCR 9883 and Mayor's Order 2006-151 (11/17/06), 52 DCR 9351, the following clauses apply to this contract:
- (1) The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.
 - (2) The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, genetic information, source of income, or place of residence or business.

The affirmative action shall include, but not be limited to the following:
 - (a) employment, upgrading or transfer;
 - (b) recruitment or recruitment advertising;
 - (c) demotion, layoff, or termination;
 - (d) rates of pay, or other forms of compensation; and
 - (e) selection for training and apprenticeship.
 - (3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Agency, setting forth the provisions in subsections (b)(1) and (b)(2) concerning non-discrimination and affirmative action.
 - (4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in subsection (b)(2).

- (5) The Contractor agrees to send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (6) The Contractor agrees to permit access to his books, records and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of Human Rights or designee, for purposes of investigation to ascertain compliance with this chapter, and to require under the terms of any subcontractor agreement each subcontractor to permit access of such subcontractor's books, records, and accounts for such purposes.
- (7) The Contractor agrees to comply with the provisions of this chapter and with all guidelines for equal employment opportunity applicable in the District of Columbia adopted by the Director of the Office of Human Rights, or any authorized official.
- (8) The Contractor shall include in every subcontract the equal opportunity clauses, subsections (b)(1) through (b)(9) of this section, so that such provisions shall be binding upon each subcontractor or vendor.
- (9) The Contractor shall take such action with respect to any subcontract as the Contracting Officer may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or Contractor as a result of such direction by the Contracting Officer, the Contractor may request the District to enter into such litigation to protect the interest of the District.

I.14 SERVICE CONTRACT ACT OF 1965

Definitions:

“Act”, as used in this clause, means the Service Contract Act of 1965, as amended (41 U.S.C. 351- 358). “Contractor” as used in this clause, means the prime Contractor or any subcontractor at any tier. “Service employee” as used in this clause, means any person (other than a person employed in a bona fide executive, administrative, or professional capacity as defined in 29 CFR 541) engaged in performing a Government contract nor exempted under 41 U.S.C. 356, the principal purpose of which is to furnish services in the United States as defined in section 22.1001 of the Federal Acquisition Regulation. It includes all such persons regardless of the actual or alleged contractual relationship between them and a contractor.

- A. **Applicability.** To the extent that the Act applies, this contract is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor (29CFR 4). All interpretations of the Act in Subpart C of 29 CFR 4 are incorporated in this contract by reference. This clause does not apply to contracts or subcontracts administratively exempted by the Secretary of Labor or exempted by 41 U.S.C. 356, as interpreted in Subpart C, 29 CFR 4.
- B. **Compensation:** (i) The Contractor shall pay not less than the minimum wage and shall furnish fringe benefits to each service employee under this contract in accordance with wages and benefits determined by the Secretary of Labor or the Secretary's authorized representative, as specified in any attachments to this contract; (ii) If there is an attachment, the Contractor shall classify any class of service employees not listed in it, but to be employed under this contract. The classification shall provide a reasonable relationship to those listed in the attachment. The Contractor shall pay that class wages and fringe benefits determined by agreement of the interested parties: The contracting agency, the Contractor, and the employees who will perform the contract or their representatives. If the interested parties do not agree, the Contracting Officer shall submit the question, with a recommendation for final determination to the Office of Government Contract Wage Standards, Wage and Hour Division Employment Standards Administration (ESA), and the Department of Labor. Failure to pay such employees the compensation agreed upon by the interested parties or finally determined by ESA is a contract violation. (iii) If the term of this contract is more than one (1) year, the minimum wages and fringe benefits required for service employees under this contract shall be subject to adjustment after 1 year and not less often than once every two (2) years under wage determinations issued by ESA.
- C. **Minimum Wage.** In the absence of a minimum wage attachment for this contract, the Contractor shall not pay any service or other employees performing this contract less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. 206). Nothing in this clause shall relieve the Contractor of any other legal or contractual obligations to pay a higher wage to any employee.
- D. **Successor Contracts.** If this contract succeeds a contract subject to the Act under which substantially the same services were furnished and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, then, in the absence of a minimum wage attachment to this contract, the Contractor may not pay any service employee performing this contract less than the wages and benefits, including those accrued and any prospective increases, provided for under that agreement. No Contractor may be relieved of this obligation unless the limitations of 29 CFR 4.1c (b) apply or unless the Secretary of Labor or the Secretary's authorized representative - (i) Determines that the agreement under the predecessor was not the result of arms-length negotiations, or (ii) Finds, after a hearing under 29 CFR 4.10, that the wages and benefits provided for by that agreement vary substantially from those prevailing for similar services in the locality.
- E. **Notification to Employees.** The Contractor shall notify each service employee commencing work on this contract of the minimum wage and any fringe benefits

required to be paid, or shall post a notice of these wages and benefits in a prominent and accessible place at the work site, using such poster as may be provided by the Department of Labor.

- F. **Safe and sanitary working conditions.** The Contractor shall not permit services called for by this contract to be performed in building or surroundings or under working conditions provided by or under the control or supervision of the Contractor that are unsanitary, hazardous, or dangerous to the health or safety of service employees. The Contractor shall comply with the health standards applied under 29 CFR Part 1925.
- G. **Records.** The Contractor shall maintain for three (3) years from the completion of the work, and make available for inspection and transcription by authorized ESA representatives, a record of the following:
- (i) For each employee subject to the Act –
 - (a) Name and address;
 - (b) Work classification or classifications, rate or rates of wages and fringe benefits provided;
 - (c) Rate or rates of payments in lieu of fringe benefits, and total daily and weekly compensation;
 - (d) Daily and weekly hours worked; and
 - (e) Any deductions, rebates, or refunds from total daily and weekly compensation.
 - (ii) For those classes of service employees not included in any wage determination attached to this contract, wage rates or fringe benefits determined by the interested parties or by ESA under the terms of paragraph (B)(iii) of this clause. A copy of the report required by paragraph (D) of this clause will fulfill this requirement.
- H. **Withholding of Payments and Termination of Contract:** The Contracting Officer shall withhold from the prime contractor under this or any other government contract with the prime contractor any sums the Contracting Officer, or an appropriate officer of the Labor Department, decides may be necessary to pay underpaid employees. Additionally, any failure to comply with the requirements of this clause may be grounds for termination for default.
- I. **Contractor's Report:** (i) If there is a wage determination attachment to this contract and any classes of service employees not listed on it are to be employed under the contract, the Contractor shall report promptly to the Contracting Officer the wages to be paid and the fringe benefits to be provided each of these classes, when determined under paragraph C. of this clause. (ii) If wages to be paid or fringe benefits to be

furnished any service employee(s) under the contract are covered in collective bargaining agreement effective at any time when the contract is being performed, the prime Contractor shall provide to the Contracting Officer a copy of the agreement and full information on the application and accrual of wages and benefits (including any prospective increases) to service employees working on the contract. The prime Contractor shall report when contract performance begins, in the case of agreements then in effect, and shall report subsequently effective agreements, provisions, or amendments promptly after they are negotiated.

- J. **Variations, tolerances, and exemptions involving employment:** Notwithstanding any of the provisions in this clause, the following employees may be employed in accordance with the following variations, tolerances, and exemptions authorized by the Secretary of Labor: (i) In accordance with regulations issued under Section 14, of the Fair Labor Standards Act of 1938 by the Administrator of the Wage and Hour Division, ESA(29 CFR 520, 521, 524 and 525), apprentices, student learners, and workers whose earning capacity is impaired by age or by physical or mental deficiency or injury, may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1) of the Service Contract Act, without diminishing any fringe benefits or payments in lieu of these benefits required under section 2(a)(2) of the Act. (ii) The Administrator will issue certificates under the Act for employing apprentices, and student learners, disabled persons, or disabled clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of minimum wages, but without changing requirements concerning fringe benefits for supplementary cash payments in lieu of these benefits; (iii) The Administrator may also withdraw, annul, or cancel such certificates under 29 CFR 525 and 528; and (iv) an employee engaged in an occupation in which the employee customarily and regularly receives more than \$30 a month in tips credited by the employer against the minimum wage required by section 2(a)(1) of the Act or section 2(b)(1) of the Act, in accordance with regulations in 29 CFR 531. However, the amount of credit shall not exceed 40 percent of the minimum rate specified in section 6(a) (1) of the Fair Labor Standards Act of 1938, as amended.

I.15 RECOVERY OF DEBTS OWED THE DISTRICT

The Contractor hereby agrees that the District may use all or any portion of any consideration or refund due the Contractor under the present contract to satisfy in whole or part, any debt due the District.

I.16 NON-DISCLOSURE AGREEMENT

- A. The Contractor shall maintain as confidential and shall not disclose to third parties without the District's prior written consent, any District information including, but not limited to, the District's business activities, practices, systems, conditions, products, services, public information and education plans and related materials, and game and marketing plans.
- B. The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it, any of its officers, agents, employees or subcontractors, either during or

after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

- C. No information regarding the Contractor's performance of the contract shall be disclosed by the Contractor to anyone other than District Government officials unless written approval is obtained in advance from the Contracting Officer.
- D. The District shall ensure that its personnel do not disclose to any non-District person or organization information concerning the process the Contractor uses to provide services under the awarded contract.

I.17 GOVERNMENT PROPERTY

Contractor use of Government property shall be governed by Chapter 41 of Title 27 of the D.C. Municipal Regulations.

I.18 RIGHTS IN DATA

A. Definitions

1. "Products" - A deliverable under any contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.
2. "Existing Products" - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.
3. "Custom Products" - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.
4. "District" – The District of Columbia and its agencies.

B. Title to Project Deliverables

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall: (1) remain with Contractor or third party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District is granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor's proposal that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District's satisfaction) and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose(s) of the project or work plan or contract; and (2) be licensed in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, Contractor hereby conveys, assigns, and transfers to the District the sole and exclusive rights, title and interest in Custom Product(s), whether preliminary, final or otherwise, including all patent, trademark and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor's business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software

furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/ developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above, and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.19 PATENTS

The Contractor shall hold and save the District, its officers, agents, servants and employees harmless from liability of any nature or kind, including costs, expenses, for or on account of any patented or unpatented invention, article, process, or appliance, manufactured or use in the performance of this contract, including their use by the District, unless otherwise specifically stipulated in this contract.

I.20 RESEVED

I.21 APPROPRIATION OF FUNDS

The District’s liability under this contract is contingent upon the future availability of appropriated monies with which to make payment for the contract purposes. The legal liability on the part of the District for payment of any money shall not arise unless and until such monies shall have been provided. The District's obligation to pay under this contract is subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01 – 355.08 (2001); (iii) D.C. Official Code § 47-105 (2001); and (iv) D.C. Official Code § 1-204.46 (2001), as the foregoing statutes may be amended from time to time. Any expenditures under the contract in excess of the encumbered budget authority are subject to appropriation or additional budget authority.

I.22 MULTIYEAR CONTRACT

If funds are not appropriated or otherwise made available for the continued performance in a subsequent year of a multiyear contract, the contract for the subsequent year shall be terminated, either automatically or in accordance with the termination clause of this contract. Unless otherwise provided for in this contract, the effect of termination is to discharge both the District and the Contractor from future performance of the Contract, but not from their existing obligations. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred, but not amortized in the price of the supplies or services delivered under the Contract.

I.23 RESERVED

I.24 CONTRACTS IN EXCESS OF \$1 MILLION DOLLARS

Any contract in excess of one million dollars (\$1,000,000) within a 12-month period shall not be binding or give rise to any claim or demand against the District unless first approved by the Council of the District of Columbia and signed by the Contracting Officer.

I.25 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.26 RESERVED

I.27 AMERICANS WITH DISABILITIES ACT OF 1990 (“ADA”)

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. § 12101 et seq.

I.28 FREEDOM OF INFORMATION ACT (“FOIA”)

The District of Columbia’s Freedom of Information Act, at D.C. Official Code § 2-532 (a)(3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in subsection G.1 who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code § 2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

I.29 RESERVED

I.30 INSURANCE

- A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein.

All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers’ compensation, employer’s liability, professional liability and crime) as an additional insureds for claims against the Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor’s and its subcontractors’ Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement

form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. The Contractor and its subcontractors' liability policies (except for workers' compensation, employer's liability, professional liability, and crime) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Grantee and subcontractors.

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. i) Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

ii) Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- iii) All insurance required by this paragraph 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.
4. Crime Insurance (3rd Party Indemnity) - The Contractor shall provide a Crime policy including 3rd party fidelity to cover the dishonest acts of Contractor, its employees and/or volunteers which result in a loss to the District. The policy shall provide a limit of \$100,000 per occurrence.
 5. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$5,000,000 per occurrence or claim, \$5,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. This insurance requirement will be considered met if the general liability insurance includes an affirmative cyber endorsement for the required amounts and coverages. Shared limits with the Professional Liability coverage will be acceptable.
 6. Employment Practices Liability - The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed to cover the defense of claims arising from employment related wrongful acts including but not limited to: Discrimination, Sexual Harassment, Wrongful Termination, or Workplace Torts, whether between employees of contractor or against third parties. Employment Practices Liability coverage must specifically state Third Party Liability coverage is included. Contractor will indemnify and defend the District of Columbia should it be named co-defendant or be subject to or party of any claim. Coverage shall also extend to Temporary Help Firms and Independent Contractors hired by Contractor. The policy shall provide limits of not less than \$1,000,000 for each wrongful act and \$2,000,000 annual aggregate for each wrongful act.
 7. Installation Floater Insurance - For projects involving District property being installed, fabricated or erected by a contractor, the contractor shall provide an installation floater policy with a limit equal to the full contract value. The policy shall cover property while located at the project site, at temporary locations, or in transit; deductibles will be the sole responsibility of the contractor.
 8. Professional Liability Insurance (Errors & Omissions) - The Contractor shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$5,000,000 per claim or per occurrence for each wrongful act and \$5,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or

an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Shared limits with the Cyber Liability coverage will be acceptable.

9. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

B. PRIMARY AND NONCONTRIBUTORY INSURANCE.

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- C. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

- D. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**

- E. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.

- F. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

- G. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.

- H. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

**And mailed to the attention of:
(Name of Contracting Officer/Agency)
(Address)
(Phone Number)
(E-mail Address)**

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or other evidence of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- I. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- J. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the in the District.

I.31 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

- I.31.1 For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).
- I.31.2 The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:
 - (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and

(b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

- I.31.3 The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.
- I.31.4 The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.
- I.31.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.
- I.31.6 The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.
- I.31.7 If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.
- I.31.8 Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.
- I.31.9 The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in Section I.7.
- I.31.10 The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.
- I.31.11 The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

I.32 COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the District will have the right to terminate the contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of the commission, percentage, brokerage, or contingent fee.

I.33 HEALTH AND SAFETY STANDARDS

Items delivered under this contract shall conform to all requirements of the Occupational Safety and Health Act of 1970, as amended (“OSHA”), and Department of Labor Regulations under OSHA, and all Federal requirements in effect at time of bid opening/proposal submission.

I.34 FORCE MAJEURE

Neither the Contractor nor the District shall be deemed in default or otherwise liable hereunder due to either party’s inability to perform by reason of any fire, earthquake, flood, epidemic, accident, explosion, casualty, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, or any municipal, county, state or national ordinance or law, or any executive, administrative or judicial orders (which judicial orders are not the result of any act or omission to act which would constitute a default hereunder), or any failure or delay of any transportation, power or other essential thing required, or similar causes beyond the parties control.

I.35 GOVERNING LAW

This contract shall be governed by, and construed in accordance with, the laws of the District of Columbia, including, but not limited to, the District of Columbia Procurement Practices Reform Act of 2010, (D.C. Law 18-371; D.C. Official Code §§ 2-351.01, et seq. and D.C. MUN. REGS. tit. 27.

I.36 ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) Contract
- (2) Contract Attachments
- (3) BAFO dated February 1, 2022
- (4) Contractor Proposal dated October 8, 2021

SECTION J

ATTACHMENTS

The following Attachments are hereby incorporated:

- J.1 U.S. Department of Labor Wage Determination No. 2015-4281, Revision 21, Dated 12/27/2021
- J.2 Doing Business with Integrity
- J.3 Position Descriptions
- J.4 Price Schedule
- J.5 Confidentiality and Non-Disclosure Affidavit
- J.6 Confidentiality and Non-Disclosure Affidavit Acknowledgment Form
- J.7 Metropolitan Washington Council of Governments Rider Clause

SECTION K

REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 AUTHORIZED OFFICERS

The Contractor shall list the names of persons authorized to negotiate on the Contractor's behalf in connection with this solicitation (list names, titles, and telephone numbers of the authorized negotiators):

Eric Moe, Senior Contracts Manager, (703) 462-9700

K.2 PENDING LEGAL CLAIMS AGAINST THE DISTRICT

The Offeror must disclose any pending legal claims against the District. Pending legal claims includes, but is not limited to, Federal and District court litigation, administrative actions such as contract appeals or protests, claims for money damages from the District, and any other type of action (court or administrative) against the District. Offerors with pending legal claims against the District are not automatically precluded from contract award. If Offerors does not have any pending legal claims against the District, please indicate this below.

N/A

The Contractor hereby certifies that the information provided above is true, correct and complete.



Signature

October 8, 2021
Date

Senior Contracts Manager
Title

K.3 TERMS AND CONDITIONS CERTIFICATION

The Contractor hereby certifies that it has read, understands, acknowledges and agrees to comply with the terms and conditions as set forth in this solicitation/contract/resultant contract, ***without exception.***



Signature

October 8, 2021
Date

Senior Contracts Manager
Title

<p>"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor</p>	<p>U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210</p>
<p>Daniel W. Simms Director</p>	<p>Division of Wage Determinations</p>

Wage Determination No.: 2015-4281
Revision No.: 21
Date Of Last Revision: 12/27/2021

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

If the contract is entered into on or after January 30 2022 or the contract is renewed or extended (e.g. an option is exercised) on or after January 30 2022 Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$15.00 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on that contract in 2022.

If the contract was awarded on or between January 1 2015 and January 29 2022 and the contract is not renewed or extended on or after January 30 2022 Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$11.25 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on that contract in 2022.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at www.dol.gov/whd/govcontracts.

States: District of Columbia Maryland Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert Charles Prince George's

Virginia Counties of Alexandria Arlington Fairfax Falls Church Fauquier Loudoun Manassas Manassas Park Prince William Stafford

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		19.39
01012 - Accounting Clerk II		21.79
01013 - Accounting Clerk III		24.36
01020 - Administrative Assistant		35.58
01035 - Court Reporter		26.42
01041 - Customer Service Representative I		15.75
01042 - Customer Service Representative II		17.18

01043 - Customer Service Representative III	19.30
01051 - Data Entry Operator I	16.64
01052 - Data Entry Operator II	18.16
01060 - Dispatcher Motor Vehicle	22.02
01070 - Document Preparation Clerk	18.04
01090 - Duplicating Machine Operator	18.04
01111 - General Clerk I	15.92
01112 - General Clerk II	17.38
01113 - General Clerk III	19.52
01120 - Housing Referral Assistant	25.29
01141 - Messenger Courier	19.79
01191 - Order Clerk I	15.29
01192 - Order Clerk II	16.68
01261 - Personnel Assistant (Employment) I	19.76
01262 - Personnel Assistant (Employment) II	22.10
01263 - Personnel Assistant (Employment) III	24.63
01270 - Production Control Clerk	26.81
01290 - Rental Clerk	18.17
01300 - Scheduler Maintenance	18.61
01311 - Secretary I	18.61
01312 - Secretary II	20.81
01313 - Secretary III	25.29
01320 - Service Order Dispatcher	19.69
01410 - Supply Technician	35.58
01420 - Survey Worker	20.03
01460 - Switchboard Operator/Receptionist	16.94
01531 - Travel Clerk I	17.63
01532 - Travel Clerk II	19.21
01533 - Travel Clerk III	20.67
01611 - Word Processor I	18.62
01612 - Word Processor II	20.92
01613 - Word Processor III	23.39
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	28.60
05010 - Automotive Electrician	25.03
05040 - Automotive Glass Installer	23.58
05070 - Automotive Worker	23.58
05110 - Mobile Equipment Servicer	20.28
05130 - Motor Equipment Metal Mechanic	26.36
05160 - Motor Equipment Metal Worker	23.58
05190 - Motor Vehicle Mechanic	26.36
05220 - Motor Vehicle Mechanic Helper	18.55
05250 - Motor Vehicle Upholstery Worker	22.01
05280 - Motor Vehicle Wrecker	23.58
05310 - Painter Automotive	25.03
05340 - Radiator Repair Specialist	23.58
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	26.36
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.74
07041 - Cook I	16.93
07042 - Cook II	19.68
07070 - Dishwasher	13.37
07130 - Food Service Worker	13.51
07210 - Meat Cutter	20.41
07260 - Waiter/Waitress	12.84
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.85
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	13.02

11060 - Elevator Operator	15.40
11090 - Gardener	21.24
11122 - Housekeeping Aide	15.40
11150 - Janitor	15.40
11210 - Laborer Grounds Maintenance	15.85
11240 - Maid or Houseman	14.58
11260 - Pruner	14.86
11270 - Tractor Operator	19.43
11330 - Trail Maintenance Worker	15.85
11360 - Window Cleaner	16.42
12000 - Health Occupations	
12010 - Ambulance Driver	23.71
12011 - Breath Alcohol Technician	23.71
12012 - Certified Occupational Therapist Assistant	33.40
12015 - Certified Physical Therapist Assistant	27.29
12020 - Dental Assistant	23.78
12025 - Dental Hygienist	50.57
12030 - EKG Technician	34.67
12035 - Electroneurodiagnostic Technologist	34.67
12040 - Emergency Medical Technician	23.71
12071 - Licensed Practical Nurse I	20.72
12072 - Licensed Practical Nurse II	23.16
12073 - Licensed Practical Nurse III	25.82
12100 - Medical Assistant	18.95
12130 - Medical Laboratory Technician	27.80
12160 - Medical Record Clerk	20.86
12190 - Medical Record Technician	24.60
12195 - Medical Transcriptionist	20.72
12210 - Nuclear Medicine Technologist	42.47
12221 - Nursing Assistant I	12.61
12222 - Nursing Assistant II	14.17
12223 - Nursing Assistant III	15.46
12224 - Nursing Assistant IV	17.37
12235 - Optical Dispenser	25.02
12236 - Optical Technician	21.03
12250 - Pharmacy Technician	18.40
12280 - Phlebotomist	19.43
12305 - Radiologic Technologist	36.21
12311 - Registered Nurse I	30.40
12312 - Registered Nurse II	36.78
12313 - Registered Nurse II Specialist	36.78
12314 - Registered Nurse III	44.14
12315 - Registered Nurse III Anesthetist	44.14
12316 - Registered Nurse IV	52.91
12317 - Scheduler (Drug and Alcohol Testing)	29.37
12320 - Substance Abuse Treatment Counselor	27.59
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.30
13012 - Exhibits Specialist II	30.10
13013 - Exhibits Specialist III	36.82
13041 - Illustrator I	22.26
13042 - Illustrator II	27.57
13043 - Illustrator III	33.73
13047 - Librarian	42.46
13050 - Library Aide/Clerk	17.04
13054 - Library Information Technology Systems Administrator	38.33
13058 - Library Technician	23.10
13061 - Media Specialist I	27.67
13062 - Media Specialist II	30.94
13063 - Media Specialist III	34.50
13071 - Photographer I	18.45
13072 - Photographer II	20.79
13073 - Photographer III	26.04
13074 - Photographer IV	31.52

13075 - Photographer V	37.84
13090 - Technical Order Library Clerk	21.40
13110 - Video Teleconference Technician	28.01
14000 - Information Technology Occupations	
14041 - Computer Operator I	20.81
14042 - Computer Operator II	23.30
14043 - Computer Operator III	25.96
14044 - Computer Operator IV	28.84
14045 - Computer Operator V	31.96
14071 - Computer Programmer I	(see 1) 26.76
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	20.81
14160 - Personal Computer Support Technician	28.84
14170 - System Support Specialist	38.69
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	43.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	35.88
15085 - Maintenance Test Pilot Fixed Jet/Prop	51.76
15086 - Maintenance Test Pilot Rotary Wing	51.76
15088 - Non-Maintenance Test/Co-Pilot	51.76
15090 - Technical Instructor	31.61
15095 - Technical Instructor/Course Developer	38.67
15110 - Test Proctor	25.52
15120 - Tutor	25.52
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	16.58
16030 - Counter Attendant	16.58
16040 - Dry Cleaner	18.94
16070 - Finisher Flatwork Machine	16.58
16090 - Presser Hand	16.58
16110 - Presser Machine Drycleaning	16.58
16130 - Presser Machine Shirts	16.58
16160 - Presser Machine Wearing Apparel Laundry	16.58
16190 - Sewing Machine Operator	19.73
16220 - Tailor	20.52
16250 - Washer Machine	17.37
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	28.82
19040 - Tool And Die Maker	35.01
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	20.95
21030 - Material Coordinator	26.81
21040 - Material Expediter	26.81
21050 - Material Handling Laborer	14.53
21071 - Order Filler	16.60
21080 - Production Line Worker (Food Processing)	20.95
21110 - Shipping Packer	18.17
21130 - Shipping/Receiving Clerk	18.17
21140 - Store Worker I	15.79
21150 - Stock Clerk	19.69
21210 - Tools And Parts Attendant	20.95
21410 - Warehouse Specialist	20.95
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	40.71
23019 - Aircraft Logs and Records Technician	32.27

23021 - Aircraft Mechanic I	38.65
23022 - Aircraft Mechanic II	40.71
23023 - Aircraft Mechanic III	42.69
23040 - Aircraft Mechanic Helper	27.20
23050 - Aircraft Painter	36.70
23060 - Aircraft Servicer	32.27
23070 - Aircraft Survival Flight Equipment Technician	36.70
23080 - Aircraft Worker	34.57
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	34.57
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	38.65
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	16.73
23125 - Cable Splicer	34.63
23130 - Carpenter Maintenance	24.81
23140 - Carpet Layer	20.49
23160 - Electrician Maintenance	29.95
23181 - Electronics Technician Maintenance I	30.70
23182 - Electronics Technician Maintenance II	32.60
23183 - Electronics Technician Maintenance III	34.33
23260 - Fabric Worker	25.34
23290 - Fire Alarm System Mechanic	29.84
23310 - Fire Extinguisher Repairer	23.35
23311 - Fuel Distribution System Mechanic	36.27
23312 - Fuel Distribution System Operator	27.91
23370 - General Maintenance Worker	23.48
23380 - Ground Support Equipment Mechanic	38.65
23381 - Ground Support Equipment Servicer	32.27
23382 - Ground Support Equipment Worker	34.57
23391 - Gunsmith I	23.35
23392 - Gunsmith II	27.15
23393 - Gunsmith III	30.35
23410 - Heating Ventilation And Air-Conditioning Mechanic	30.17
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	31.78
23430 - Heavy Equipment Mechanic	28.46
23440 - Heavy Equipment Operator	24.69
23460 - Instrument Mechanic	33.14
23465 - Laboratory/Shelter Mechanic	28.82
23470 - Laborer	14.98
23510 - Locksmith	32.72
23530 - Machinery Maintenance Mechanic	30.29
23550 - Machinist Maintenance	27.42
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	33.14
23592 - Metrology Technician II	34.91
23593 - Metrology Technician III	36.61
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter Maintenance	21.75
23790 - Pipefitter Maintenance	28.84
23810 - Plumber Maintenance	27.39
23820 - Pneudraulic Systems Mechanic	30.35
23850 - Rigger	28.23
23870 - Scale Mechanic	27.15
23890 - Sheet-Metal Worker Maintenance	29.04
23910 - Small Engine Mechanic	22.69
23931 - Telecommunications Mechanic I	37.06
23932 - Telecommunications Mechanic II	39.03
23950 - Telephone Lineman	35.40
23960 - Welder Combination Maintenance	25.07
23965 - Well Driller	25.57
23970 - Woodcraft Worker	30.35

23980 - Woodworker	23.35
24000 - Personal Needs Occupations	
24550 - Case Manager	20.05
24570 - Child Care Attendant	15.17
24580 - Child Care Center Clerk	18.91
24610 - Chore Aide	14.29
24620 - Family Readiness And Support Services Coordinator	20.05
24630 - Homemaker	20.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	35.53
25040 - Sewage Plant Operator	28.29
25070 - Stationary Engineer	35.53
25190 - Ventilation Equipment Tender	25.01
25210 - Water Treatment Plant Operator	28.29
27000 - Protective Service Occupations	
27004 - Alarm Monitor	23.83
27007 - Baggage Inspector	18.06
27008 - Corrections Officer	29.35
27010 - Court Security Officer	30.66
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	29.35
27070 - Firefighter	31.96
27101 - Guard I	18.06
27102 - Guard II	20.57
27131 - Police Officer I	32.66
27132 - Police Officer II	36.30
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	15.37
28042 - Carnival Equipment Repairer	16.80
28043 - Carnival Worker	11.76
28210 - Gate Attendant/Gate Tender	17.09
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	19.11
28510 - Recreation Aide/Health Facility Attendant	13.94
28515 - Recreation Specialist	23.67
28630 - Sports Official	15.21
28690 - Swimming Pool Operator	19.53
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	34.82
29020 - Hatch Tender	34.82
29030 - Line Handler	34.82
29041 - Stevedore I	32.51
29042 - Stevedore II	36.97
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	45.33
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	31.26
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	34.43
30021 - Archeological Technician I	20.86
30022 - Archeological Technician II	23.34
30023 - Archeological Technician III	28.90
30030 - Cartographic Technician	28.90
30040 - Civil Engineering Technician	32.88
30051 - Cryogenic Technician I	32.01
30052 - Cryogenic Technician II	35.36
30061 - Drafter/CAD Operator I	20.86
30062 - Drafter/CAD Operator II	23.34
30063 - Drafter/CAD Operator III	26.01
30064 - Drafter/CAD Operator IV	32.01
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76

30090 - Environmental Technician	28.90
30095 - Evidence Control Specialist	28.90
30210 - Laboratory Technician	27.47
30221 - Latent Fingerprint Technician I	37.63
30222 - Latent Fingerprint Technician II	41.56
30240 - Mathematical Technician	31.83
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30375 - Petroleum Supply Specialist	35.36
30390 - Photo-Optics Technician	28.90
30395 - Radiation Control Technician	35.36
30461 - Technical Writer I	28.83
30462 - Technical Writer II	35.27
30463 - Technical Writer III	42.68
30491 - Unexploded Ordnance (UXO) Technician I	28.81
30492 - Unexploded Ordnance (UXO) Technician II	34.86
30493 - Unexploded Ordnance (UXO) Technician III	41.78
30494 - Unexploded (UXO) Safety Escort	28.81
30495 - Unexploded (UXO) Sweep Personnel	28.81
30501 - Weather Forecaster I	32.01
30502 - Weather Forecaster II	38.93
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2) 26.01
30621 - Weather Observer Senior	(see 2) 28.90
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	34.86
31020 - Bus Aide	14.84
31030 - Bus Driver	21.58
31043 - Driver Courier	18.86
31260 - Parking and Lot Attendant	14.50
31290 - Shuttle Bus Driver	19.93
31310 - Taxi Driver	17.71
31361 - Truckdriver Light	20.62
31362 - Truckdriver Medium	22.39
31363 - Truckdriver Heavy	23.78
31364 - Truckdriver Tractor-Trailer	23.78
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.00
99030 - Cashier	12.54
99050 - Desk Clerk	14.61
99095 - Embalmer	34.10
99130 - Flight Follower	28.81
99251 - Laboratory Animal Caretaker I	14.86
99252 - Laboratory Animal Caretaker II	16.25
99260 - Marketing Analyst	35.57
99310 - Mortician	34.10
99410 - Pest Controller	21.89
99510 - Photofinishing Worker	17.97
99710 - Recycling Laborer	22.98
99711 - Recycling Specialist	28.16
99730 - Refuse Collector	20.81
99810 - Sales Clerk	13.71
99820 - School Crossing Guard	16.38
99830 - Survey Party Chief	31.00
99831 - Surveying Aide	19.26
99832 - Surveying Technician	29.45
99840 - Vending Machine Attendant	15.48
99841 - Vending Machine Repairer	19.67
99842 - Vending Machine Repairer Helper	15.48

Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.60 per hour up to 40 hours per week or \$184.00 per week or \$797.33 per month

HEALTH & WELFARE EO 13706: \$4.23 per hour up to 40 hours per week or \$169.20 per week or \$733.20 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Juneteenth National Independence Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives

and pyrotechnic compositions such as lead azide black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

- 2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

- 3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).

- 4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.

- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER**

DOING BUSINESS WITH INTEGRITY

Introduction

You are receiving this because you are a contractor or a vendor who does repeated business with the Office of the Chief Financial Officer (OCFO), Government of the District of Columbia, or you are an organization or individual outside the OCFO with whom we frequently interact.

Our purpose is to advise you of the high expectation of integrity that we strive to bring to bear in all of our business relationships.

Environment of Trust

The Office of the Chief Financial Officer is committed to maintaining working relationships that are founded on fair and honest exchanges in all of our business interactions. Our employees are held to high standards of ethical behavior in the conduct of their official business.

We want to share these expectations of ethical business practices with you to ensure that our business relationships are conducted with the highest level of honesty and integrity.

OCFO Code of Conduct for Employees

The OCFO Code of Conduct imparts three fundamental values for employees:

- Employees should conduct themselves in such a manner as to maintain and enhance the integrity and professional reputation of the OCFO organization
- Employees should not use their position to secure unwarranted privileges, awards, or exemptions for themselves or others
- Employees should avoid real or perceived conflicts of interest between the employee's private interest and the employee's official duties.

For your reference, the OCFO Code of Conduct can be accessed electronically at www.cfo.dc.gov. Go to Information, click on Integrity and Oversight, then click on Integrity Documents to reach the Code of Conduct.

Confidentiality of Financial and Other Information

We expect our employees to maintain absolute confidentiality concerning all information that they obtain, observe, or create relating to the financial affairs of those we do business with. We vigorously investigate any compromise of confidentiality by employees or any attempts to improperly obtain such information by private parties or businesses.

Bribery and Conflict of Interest

In addition to our standards of conduct, there are certain criminal statutes in the federal criminal code relating to bribery and conflict of interest that apply not only to employees of the federal government, but also to employees of the District of Columbia.

- The offer of anything of value in expectation of specific performance by a government employee is a crime, and even the appearance of such activity should be avoided.
- Employees may not accept anything of value (other than their government salaries) for the performance of their duties. This is outlined below under Gratuities and Other Gift Rules.
- Our employees are required to report all offers of bribes and gratuities to us, and we ensure that these matters are investigated and addressed. Likewise, we encourage anyone who believes they may have been solicited for a bribe or gratuity by an OCFO employee to report the matter immediately, as indicated at the end of this document.
- We also expect our employees to avoid conflicts of interest or the appearance of conflicts of interest. A particularly sensitive issue for government employees is the offer of employment with a company doing business with the OCFO. At any point when a government employee is considering employment with a private company that has a business relationship with the government, that employee must discontinue work on any assignment involving that company or face the very real possibility of violating conflict of interest statutes. This could also jeopardize the company's eligibility to be awarded government contracts.
- Employees are also expressly forbidden from performing official duties in situations involving friends, relatives or persons or businesses with whom they, or their family members, have a financial relationship. At any point where such a relationship is discovered or develops, the employee must discontinue their involvement in the official matter. For the employee and the business entity to continue to conduct official business after such a conflict is evident, would be inappropriate and possibly illegal.

Gratuities

It is always gratifying to hear that our staff has provided exemplary service to those with whom we do business. Sometimes, however, the expression of appreciation is made in a form that is inappropriate for government employees to accept.

OCFO employees are prohibited by law from accepting money or other things of value as an appreciation for a job well done. Sometimes even the mere offer of something of value may violate bribery and gratuity statutes. A more appropriate expression of gratitude for the service rendered is a letter to the employee's supervisor. If you don't know who that is, you may simply send your letter to the Office of the Chief Financial Officer, and it will be routed to the proper official.

Other Gift Rules

Gifts of food and/or beverages, even during holiday seasons and other celebratory occasions, are not acceptable if the giver has a business relationship of any kind with the D.C. Government. Such offers, while well-intentioned, tend to give the impression of a special relationship between the giver and the government employee.

This rule does not apply to the offer and acceptance of an insignificant item, such as a soft drink, coffee, donuts and other modest items of food and refreshments when not offered as part of a meal. Additional information on gift rules and exceptions is contained in OCFO Code of Conduct, which can be accessed electronically at www.cfo.dc.gov. Go to Information, click on Integrity and Oversight, then click on Integrity Documents to reach the Code of Conduct.

Compliance with Contracting Rules and Regulations

Ensuring compliance with the provisions of contracts is an important expectation of government employees. Even so, we have seen examples where the rules were not followed, usually based on the "need to get the job done." Such behavior puts both the government employee and the contractor in jeopardy.

If modifications to existing contracts are necessary, they should be formally pursued in accordance with OCFO contracting rules and regulations. No work outside the specifications of a contract should be performed without an approved contract modification. Performing work outside of contract specifications or beyond authorized funding, could result in a default for the contractor and denial of payment for such work. In the more extreme cases, failure to comply with contracting regulations could be considered fraud and may be investigated as a criminal violation.

Reporting Misconduct, Fraud, Waste and Abuse

The OCFO has a zero tolerance policy for fraud and misconduct involving its employees and programs. Similarly, we do not tolerate attempts to corrupt our employees.

The Office of Integrity and Oversight is an independent entity of the OCFO with responsibility for protecting the integrity of the OCFO and preventing fraud and other misconduct in OCFO programs. OIO conducts investigations of alleged employee misconduct and works closely with federal and District law enforcement agencies in investigating criminal offenses affecting the integrity of the OCFO.

We all want the government's business to be conducted fairly, impartially, and with the highest degree of integrity. The best way to ensure this is to report any indication that illegal acts or administrative misconduct may have occurred. Here is how you can report such matters, by telephone, in person, mail, or electronically:

OCFO Office of Integrity and Oversight

1100 4th Street, S.W.; Suite 750-E
Washington, DC 20024
(202) 442-6433

In addition to receiving your report, investigators are available to discuss any questions or concerns you may have about the matter. Reporting can also be done electronically at the OCFO website: www.cfo.dc.gov. Under Information, click on the Integrity and Oversight link, and then click on Reporting Incidents and Concerns.

OCFO Confidential Hotline

In order to address any concern about reporting anonymously, the OCFO has contracted with an independent, third-party organization that provides a confidential hotline service. This hotline is available for reporting allegations of OCFO employee misconduct, and fraud, waste and abuse involving OCFO programs.

Reports can be made by telephone to this toll-free hotline, which is staffed 24 hours a day, at 1-877-252-8805, or it can be accessed at www.ocfo.ethicspoint.com.

District of Columbia Office of the Inspector General

Reports of fraud, waste and abuse may be reported to the Office of the Inspector General by telephone at 1-800-521-1639, or electronically at www.oig.dc.gov.

A. Office of the Chief Information Officer

CLIN	A001, A101, A201, A301, and A401
Title	.NET Developer Jr.
Duties and Responsibilities	The .NET Developer role requires a service oriented mentality, high sense of ownership of the problems and requests assigned, focus on managing and resolving issues in alignment with the SLAs, establishing and maintaining communication with technology customers to keep them updated with status of their requests, initiating and performing changes on production systems and proactively escalating any issues that cannot be resolved within the established timeframes Will work closely with client and various District agencies to define need or problem, and analyzes problems and advise on or recommend solutions.
Qualifications	<ul style="list-style-type: none"> a) Utilize established development tools, guidelines and conventions including but not limited to Visual Studio, ASP.NET, ASP.NET Ajax toolkit, Telerik RADGRID, SQL Server, HTML, CSS, JavaScript, and C#/VB.NET b) Design, code and test new Windows and web software applications c) Enhance existing systems by analyzing business objectives, preparing an action plan and identifying areas for modification and improvement d) Create technical specifications and test plans e) Solid Technical understanding of ASP.NET Ajax platform and experience developing .NET applications using Telerik RadGrid f) Understanding of the full application lifecycle from inception through maintenance g) Communicate effectively with clients h) Understand and apply design and modeling concepts at the system level i) Strong documentation and basic unit testing skills j) Work with development team, users, and business analysts to analyze complex problems and define solutions. k) Solid understanding of architecture of web applications, object-oriented designs and concepts and relational database design. l) 4+years in all the above required qualifications.
Technical Skills:	<ul style="list-style-type: none"> a) ASP.NET, ASP.NET Ajax, Telerik RAD controls, SQL, HTML, CSS, JavaScript, C#/VB.NET, SharePoint b) SQL Server Management Studio, SQL developer, JavaScript, Visual Studio, Visual SourceSafe, Subversion, HP Quality center, SharePoint c) MS SQL 2010, MS SQL 2012, Oracle11g, Informatica

CLIN	A002, A102, A202, A302, and A402
Title	.NET Developer Sr.
Duties and Responsibilities	The .NET Developer role requires a service oriented mentality, high sense of ownership of the problems and requests assigned, focus on managing and resolving issues in alignment with the SLAs, establishing and maintaining communication with technology customers to keep them updated with status of their requests, initiating and performing changes on production systems

	and proactively escalating any issues that cannot be resolved within the established timeframes Will work closely with client and various District agencies to define need or problem, and analyzes problems and advise on or recommend solutions.
Qualifications	<ul style="list-style-type: none"> a) Utilize established development tools, guidelines and conventions including but not limited to Visual Studio, ASP.NET, ASP.NET Ajax toolkit, Telerik RADGRID, SQL Server, HTML, CSS, JavaScript, and C#/VB.NET b) Design, code and test new Windows and web software applications c) Enhance existing systems by analyzing business objectives, preparing an action plan and identifying areas for modification and improvement d) Create technical specifications and test plans e) Solid Technical understanding of ASP.NET Ajax platform and experience developing .NET applications using Telerik RadGrid f) Understanding of the full application lifecycle from inception through maintenance g) Communicate effectively with clients and interact with client's Senior Management Team h) Understand and apply design and modeling concepts at the system level i) Strong documentation and basic unit testing skills j) Work with development team, users, and business analysts to analyze complex problems and define solutions. k) Solid understanding of architecture of web applications, object-oriented designs and concepts and relational database design. l) 8+years for all the above Except e) 5+years
Technical Skills:	<ul style="list-style-type: none"> a) ASP.NET, ASP.NET Ajax, Telerik RAD controls, SQL, HTML, CSS, JavaScript, C#/VB.NET, SharePoint b) SQL Server Management Studio, SQL developer, JavaScript, Visual Studio, Visual SourceSafe, Subversion, HP Quality center, SharePoint c) MS SQL 2010, MS SQL 2012, Oracle11g, Informatica

CLIN	A003, A103, A203, A303, and A403
Title	Asset Management Analyst Senior
Duties and Responsibilities	Duties: <ul style="list-style-type: none"> a. Developing, maintaining and executing asset management program including processes, procedures, tools, and reporting for all hardware/software assets. b. Manage IT asset inventory utilizing best practice software asset management (SAM), Hardware asset management (HAM) and IT asset disposition (ITAD) processes and tools across the full range of digital technology assets. c. Ensuring that Hardware and Telecommunication asset inventory is always up to date for all technology assets and only authorized components are used.

	<ul style="list-style-type: none">d. Maintaining software asset management tools including accurate inventory of softwaree. Gather data on and provide analysis of all activities that have an impact on the value, cost and risk of digital technology asset life cycles.f. Gather, analyze and manage data to track lifecycle, maintenance and decommissioning of IT assets.g. Tracks license utilization; performs license audits; respond to license validation requests; track remedial actionsh. Perform sample laptop/desktop/telecommunication devices audits on a monthly basis to ensure that devices are assigned to the correct individualsi. Evaluate and configure OCFOs existing asset management software and recommend an alternate software if requiredj. Coordinate the procurement function of IT assets.k. Receiving inventory and maintaining the inventory room (physical and/or virtual) for IT Equipment (Hardware and Telecommunication)l. Serving as an IT Point-of-Contact on true-up audits and asset renewal projects by gaining agreement on timelines, deliverables and effectively escalating issues <p>Responsibilities:</p> <ul style="list-style-type: none">a. Determines enterprise information assurance and security standards.b. Develops and implements information assurance/security standards and procedures.c. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements.d. Identifies, reports, and resolves security violations.e. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands.f. Supports customers at the highest levels in the development and implementation of doctrine and policies.g. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.h. Performs analysis, design, and development of security features for system architectures.i. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers.j. Designs, develops, engineers, and implements solutions that meet security requirements.k. Provides integration and implementation of the computer system security solution.l. Analyzes general information assurance-related technical problems and
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	<ul style="list-style-type: none"> m. provides basic engineering and technical support in solving these problems. n. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. o. Ensures that all information systems are functional and secure.
Qualifications	<ul style="list-style-type: none"> a. 11-15 years of experience developing, maintaining, and recommending enhancements to IS policies/requirements b. 11-15 years of experience performing vulnerability/risk analyses of computer systems/apps c. 11-15 years of experience identifying, reporting, and resolving security violations d. Understanding of Vendor Management, Procurement, Asset Lifecycles, and License Management (Desired) e. Experience in tracking Asset and License information via an Asset Management tool / CMDB (Required)
Education:	<ul style="list-style-type: none"> a. Bachelor's degree in IT or related field or equivalent experience b. An Industry Certification such as Desired Certified IT Asset Manager (CITAM), Certified Hardware Asset Management (CHAMP) or similar c. PMP certification (desired)

CLIN	A004, A104, A204, A304, and A404
Title	Business Analyst Junior
Duties and Responsibilities	<ul style="list-style-type: none"> a. Work with multiple stakeholders to understand their business needs for software applications that support their mission. b. Develop requirements that meet the customers mission/business needs. c. Be responsible for negotiating system requirements with product owners and communicate business process changes that impact the solution. d. Perform analysis on business or systems processes to identify improvements. e. Perform analyses and provide recommendations on top level requirements, system requirements, derived requirements, software requirements, and interface designs. f. Work with team members and client to understand and define needs and develop and recommend solutions. g. Other duties as assigned
Qualifications	<ul style="list-style-type: none"> a. Work experience in Business Analysis -- Three (3) years. b. Prior experience working as a business analyst in a financial/accounting application -- Three (3) years. c. Practical application ability with Microsoft Office, Project and Visio (Three years). d. Experience with detailed analytical abilities -- Three (3) years.

CLIN	A005, A105, A205, A305, and A405
Title	Business Analyst Senior 1

Duties and Responsibilities	<p>This position is in the Office of the Chief Information Officer (OCIO) and serves to ensure business applications and processes used by the office of the Chief Financial Officer, in areas of Individual Income tax, Business Tax, Real property Tax are meeting the needs.</p> <p>Duties include, but are not limited to:</p> <ul style="list-style-type: none"> a) Develops and maintains an understanding of the key business processes and policies for the business units, assisting the business units with process improvements. Assists in the resolution of system issues to allow for timely processing of business transactions. b) Tracks current software trends and provides the business units with recommendations for upgrading or replacing production systems to take advantage of improved functionality available. c) Assists in the gathering of requirements for new or existing systems; participates as a consultant on software evaluation; serves as an analyst on the system implementation team assisting in fit/gap analysis, system configuration, and the establishment of the requirements traceability matrix (RTM), creating test cases to ensure all requirements are tested prior to go live; works with stakeholders, business subject matter experts, and other members of the implementation team to confirm that the system meets the needs of the District. d) Documents the interface control documents (ICD) needed to define the interfaces into and out of the new system, as appropriate; assists in documenting all re-engineered business processes modified during the implementation process; and identifies and documents the IT roles and responsibilities for maintaining the new system once implemented. e) Provides input into project planning, scheduling, and budgeting. f) Assists in the development of project proposals and related financial planning and development of business case, to include performing cost/benefit analysis. g) Attends required training and perform all routine administrative responsibilities expected
Qualifications	<ul style="list-style-type: none"> a. Work experience in Business Analysis – Six (6) years. b. Prior experience working as a business analyst in a financial/accounting application -- Six (6) years. c. Practical application ability with Microsoft Office, Project and Visio (Six years). d. Experience with detailed analytical abilities – Six (6) years.
Education:	<p>Bachelor’s degree in Science, Technology or Mathematics, Finance and Accounting.</p> <p>Technical Skills: a. MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.)</p>
Technical Skills:	<p>Good understanding of software development methodologies, Traditional and agile/hybrid experience as a business/system analyst.</p>

	Solid communication skills (oral/written).
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CLIN	A006, A106, A206, A306, and A406
Title	Business Analyst Senior 2
Duties and Responsibilities	<p>The Business Analyst Senior 2 shall:</p> <ol style="list-style-type: none"> a. Have functional and technical experience in the utilization and implementation of financial software, preferably the Oracle suite. b. Be able to analyze and recommend resolutions to complex business/technical issues, the ability to effectively communicate project status and demonstrated ability to perform business process engineering. c. Have demonstrated the ability to lead teams through the delivery of projects which improve end-user productivity while maintaining appropriate business compliance controls. d. Assess current capabilities and identify high-level business requirement to meet business owner needs. e. Assist in translating requirements into test conditions and expected results for product, performance, and user acceptance testing.
Qualifications	<ol style="list-style-type: none"> a. Required Experience minimum of Eight (8) years in the following: <ol style="list-style-type: none"> 1. Business Analysis and stakeholder management 2. Enterprise Systems Architecture 3. Implementation and management 4. Information technology system design, support, and development 5. Project Coordination and documentation 6. PMI, Agile, and Scrum methodologies b. Preferred Skills Set – 3 years’ experience: <ol style="list-style-type: none"> 1. Financial System Design 2. Oracle ERP (Oracle Enterprise Business Suite (EBS))

CLIN	A007, A107, A207, A307, and A407
Title	Business System Analyst/Project Manager
Duties and Responsibilities	<p>The Business System Analyst/Project Manager supports the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO’s IT Programs, Projects and leading business analyst team. This is position shall be utilized to support the overall modernization efforts of the OCFO’s financial, budgeting and grants systems and other Business/IT projects. This contract will be a requirement-based contract performing assigned duties by the Chief Information Officer (CIO).</p> <p>Duties:</p> <ol style="list-style-type: none"> a. Manage Projects as assigned b. Manage Business Analyst team c. Manage Organization Change Management Effort d. Guide the business analyst team on Oracle Financial, Procurement and Project modules implementation. <p>Responsibilities:</p>

	<ul style="list-style-type: none"> a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. c. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. d. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.
Qualifications	<ul style="list-style-type: none"> a. Extensive experience managing large programs and projects implementing Oracle Financials, Procurement and Project modules in Public Sector b. Extensive experience in leading business analyst team c. Hands-on experience implementing Oracle Financial modules d. Prior ERP consulting experience e. Prior experience managing Organization Change Management Effort
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field, or b. The equivalent combination of education and successful work experience
Technical Skills:	<ul style="list-style-type: none"> 16+ years of BA experience 16+ years of Software Development Lifecycle experience 16+ years of requirements gathering and documentation experience 16+ years of MS Office/PowerPoint experience 10+ years of experience: Program Manager/Director/Project Manager on multiple large Oracle eBusiness Programs for large public sector entities 16+ years of Information Technology Experience 16+ years of experience implementing Oracle eBusiness for public sector entity 5 years of Hands-on experience implementing Oracle eBusiness Suite as business analyst 10 years Leading Business Analyst Team 16 years of experience with Oracle eBusiness Release 11.X/12.X 3 years of experience with managing organizational Change Management
CLIN	A008, A108, A208, A308, and A408
Title	Business Systems Analyst Master
Duties and Responsibilities	<p>Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>Duties:</p>

	<ul style="list-style-type: none">a. The business system analyst is responsible for solving business problems, defining business architecture, process optimization, business rules, business cases, business requirements, organizational change (communications), and UAT.b. The role of Business System Analysis – Hyperion Financial Management is to understand and document current business procedures and identify areas for improvement. This person will provide hands on business process requirements analysis in support of Hyperion Financial Management Suite and related application. In collaboration with internal departments and external resources, plans, designs and implements financial systems solutions. A thorough understanding of the current state of the organization is necessary prior to recommending changes related to implementing a new business solution.c. Under general supervision, formulate and define system scope and objectives through research; as well as, demonstrate expertise with the Hyperion Financial Management suited. The Business Systems analyst is responsible for the knowledge transfer of business requirements to the application/database developers and project managers.e. The Business Analyst shall be able to make cogent arguments recommending a course of actionf. The Business Analyst need to scour through enormous amounts of information in the business area that they support to find the salient points.g. New business patterns happen all the time and detecting them can provide a significant advantage. Business analyst shall be able to identify and address the change in business processh. Business analyst shall understand the variety of standard ideas and methods for requirements gathering and elicitation/translate what business wants into IT requirements and design specificationsi. Business analyst shall be able to create trust between Business and ITj. Business analyst shall assist in identifying and implementing various software solutionsk. Business analyst shall provide application support for business usersl. Business analyst shall have ability to write functional design specificationm. Business analyst shall have experience supporting data cleanup, data conversion and reconciliation activitiesn. Business analyst shall be able to review design specification developed by other analysts and provide feedback on designo. Business analyst shall be able to write white papers and solution recommendations as neededp. Business analyst shall be able to support testing and training activities <p>Responsibilities:</p>
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	<ul style="list-style-type: none"> a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. c. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.
Qualifications	<p>Required/Desired Skills:</p> <ul style="list-style-type: none"> a. 16+ years of Business Analyst experience (Required) b. 16+ years of Software Development Lifecycle (SDLC) experience (Required) c. 16+ years of MS Office/PowerPoint Experience d. 5 years hands-on experience implementing Hyperion Financial Management (HFRM) Suite in Public Sector (Required) e. 5 years hands-on experience in developing and documenting operational processes, functions and procedures involving Hyperion (Required) f. 5 years hands-on experience leading end-to-end implementation of new requirements, process changes and improvements requested by Stakeholders/business (Required) g. 5 years of experience providing go-live, continuous improvement and business support and proactive engagement with planning functions to facilitate business requirements (Required) h. 5 years of hands-on experience in application configuration, governance and strategy as well as the implementation of business change requests (Required) i. 5 years of experience in the design and development of a SmartView template framework (Required) j. 5 years of experience with Public Sector budgeting (Required)
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in IT or related field or equivalent experience (20 years) or b. A current Project Management Professional (PMP) certification
Technical Skills:	16+ years of experience.

CLIN	A009, A109, A209, A309, and A409
Title	Change Management Specialist
Duties and Responsibilities	The Contract shall provide a Change Management Specialist as defined as follows: The Contractor shall apply a rigorous and structured OCM model (such as ADKAR) that meets industry standards and leverages best practices

	<p>to lead the deployment and execution of various change management activities.</p> <p>Duties:</p> <ul style="list-style-type: none">a) Assessing an organization’s readiness for changeb) Tailoring communication strategically to get the right messages to the right people in a way that will be received as well as possiblec) Building buy-in across the entire organizationd) Leveraging digital adoption tools to speed up the transition process and contextualize a transformation for the internal teame) Assessing and prioritizing feedback from those affected by the change <p>Responsibilities:</p> <p>These include, but are not limited to:</p> <ul style="list-style-type: none">a. Assisting OCFO in the development of a change management roadmap related to the implementation of the new systems and working with Senior Management to ensure its execution.b. Review the organizational structure and recommend changes that would increase efficiencies and effectiveness based on the implementation of a new system.c. Working collaboratively with internal Communications Unit to plan, develop and execute a tailored communication strategy focused on internal and external change management initiatives.d. Develop, lead and execute Change Management Training efforts for up to ~250 District employeese. Create a performance management framework that will identify key metrics that can be used to measure the success of the change management efforts post system deployment.f. Full stakeholder analysis: Identification of stakeholders and sponsors. Development of the sponsorship model (including assessing sponsor competencies and ensuring readiness on the part of the sponsors)g. Assist with the identification and team building of internal change “champions”. Prepare the change management team – including assessing competencies, setting expectations, assigning deliverables and preparing the workforce.h. Develop change management plans, including a communications plan that depicts communication channels, key messaging, and how and when the channels will be leveraged.i. Develop plan for anchoring and embedding new processes and procedures within each impacted stakeholder groups.j. Develop and provide training to stakeholders on new systems, processes, procedures and roles.k. Leverage change champions and build capability of the team to lead, manage and facilitate the change management efforts.l. Collect and analyze feedback on process, roles and efficiency.m. Diagnose gaps, provide a plan for addressing those gaps.
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	<ul style="list-style-type: none"> n. Implement corrective actions. o. Develop metrics and provide reports that illuminate change management effectiveness. p. Overseeing and leading any change management projects, including the researching, implementation and assessment from start to finish q. Creating and conducting the coaching and training sessions, including e-learning for various audiences, including customer management and leadership. r. Understanding the objectives and being able to project these in the classes s. Ensuring project goals are met and executed by working with numerous internal resources t. Mentoring and supporting junior team members and assigning tasks where relevant u. Long term relationship building with both clients and colleagues v. Ability to acknowledge and address any client issues and resolve these with the intent of exceeding client expectation w. Helping with and leading on any colleague engagement programmes to do with internal change management x. Identifying suitable communication strategies and building on these, reviewing the plans and delivering reports to the executives
Qualifications	<p>Skills:</p> <ul style="list-style-type: none"> a) Change management experience, including communications, engagement and behavioral and cultural change b) Organizing and overseeing change programs and plans c) Constructing cases which initiate change, understanding and projecting specific benefits to come from these changes d) Advising on stakeholder engagement and change program accomplishments as well as determining long term changes to the business e) Establishing change within an organization concentrating on employee development and behavioral and culture change through training f) Understanding the financial industry and other sectors within the business that impact on the organization's change programs
Education:	<ul style="list-style-type: none"> a. Bachelor's degree in IT or related field or equivalent experience b. An Industry Certification such as CCMP (Required) c. PMP certification (Required) d. Minimum of Five (5) years of experience in the field as Change Management expert

CLIN	A010, A110, A210, A310, and A410
Title	Cognos 10/Tableau/.NET Specialist

Duties and Responsibilities	<ul style="list-style-type: none"> a. Support the OCIO by participating in teleconferences, web-ex sessions and when necessary on-site. b. Provide technical research and analysis of any software issue that threatens the budget build or the CAFR process, to include a recommended solution to the issue and the ability to implement a solution. c. Provide support for the creation of the OCFO Budget Book and the creation of the Annual Report; d. Provide support for .Net applications, such as Budget Formulation Application (BFA), Capitol Asset Booking System (CABBS), Spending Plan Application (SPIN). e. Provide support for the Cognos 11.7 and tableau reporting.
Qualifications	<p>Required Experience:</p> <ul style="list-style-type: none"> a. 10+ years of experience in Modeling Enterprise Wide Data Warehouse. b. 10+ years of experience in Cognos 11.7 c. 10 + years of experience in Cognos BI applications (BI framework Manager) d. 5+ years of experience in Tableau 10 desktop (certified) and server professional. e. 5+ years of experience in Tableau developer and administrator. f. 10 + years of experience in Public Sector Financial systems. g. 10 + years of experience in Informatica 10. h. 10+ years of experience in .Net/ASP and Visual Basic <p>Required Knowledge:</p> <ul style="list-style-type: none"> a. The Contractor shall possess sufficient knowledge of the District’s budget and Annual Report process. b. The Contractor shall have an in-depth knowledge of the technical design and workflows of the Budget Formulation Application (BFA), Capital Asset Booking System (CABBS), and Spending Plan application (SPIN). c. The Contractor shall have experience in modifying or customizing the BFA, CABBS, and SPIN applications.
Technical Skills:	<ul style="list-style-type: none"> a. System Software: Cognos 10.2,11.7, Tableau 2020.1.6, IIS, Windows 2016 b. Development tools: Cognos-Framework manager, Visual Studio, .Net/ASP/Visual Basic c. Informatica 9.610 ETL scripting Perl, Oracle Data Modeler, SQL Developer d. Database: Oracle 11g RAC

CLIN	A011, A111, A211, A311, and A411
Title	Gentax Developer
Duties and Responsibilities	The Gentax Developer supports the day-to-day projects within the Office of the Chief Information Officer. Some of the primary responsibilities of this

	<p>role would include designing, modifies, developing, writing and implementing software programming applications and components.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none">a) Support configuration of almost all aspects of the GenTax® system, including returns, letters, penalty, interest, transactions, customer types, workflow, screen layouts and window flow.b) Candidate must possess good understanding of different software development methodologies; both traditional and Agile.c) Other duties include requirement gathering and analysis, preparation of implementation specifications, source control, scripting, software debugging and testing; experienced in migrating component and configuration changes to upper environments.d) The incumbent will participate in project teams comprised of IT staff, OTR business unit staff, and vendor staff, establish business requirements for agency systems and provide technical solutions concerning complex problems. Plan, coordinate the installation, configuration, testing, and ongoing maintenance of business applications. Implement revisions to IT systems to sustain appropriate system performance. Write and maintain system database documentation, including data standards, procedures and definitions for the data dictionary. Incumbent need to be able to have effective communication with IT project managers, Business analysts, other programmers, operational staff, security staff, and business staff that are working on the solution.e) Ensure that designs are effective in addressing operational problems and provide high reliability and availability. Evaluate the feasibility of implementing new technologies within current environments. Install, configure, test, and implements vendor supplied modifications to existing database and tax application software. Develop and evaluate test data to validate program modifications. Follow change control and configuration management processes required for implementation of modifications to production systems.f) Troubleshoot and work with vendors to resolve issues with system availability, functionality and performance. Coordinate with vendors to implement new functionality and maintain current functionality. Resolve technical issues identified during audits. Monitor database and financial systems performance data and makes appropriate system tuning adjustments to optimize performance, and to correct and prevent problems. Consult changes to the operating environment such as new software or hardware installations. Work with security staff to document and implement processes and procedures to ensure compliance with District, OCIO and IRS security controls. Performs other duties as assigned.g) GenTax® is a registered trademark of Fast Enterprises, LLC
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Qualifications	<p>a. Implemented GenTax® discovery at a revenue state agency site. Specializing in creating new campaigns for collections</p> <p>b. Working knowledge of the following GenTax® modules for at least 3 years:</p> <ul style="list-style-type: none"> i. Discovery ii. Collections iii. Taxpayer Access Point (TAP) iv. General Ledger v. Registration vi. Returns vii. Fraud viii. Payments
Technical Skills:	<ul style="list-style-type: none"> a. Microsoft Certified Professional (MCP) ii. MS Visual Basic (.NET) iii. Oracle iv. MS SQL Server

CLIN	A012, A112, A212, A312, and A412
Title	Grants Business System Analyst Master
Duties and Responsibilities	<p>Business Analyst and Grants Subject Matter Expert to support the modernization efforts of the Financial and Budget Systems within the District. 16+ years of experience. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>Duties:</p> <ul style="list-style-type: none"> a. Provide Subject Matter Expertise in Grants Management and Accounting b. Support implementation of OCFO's new Financial System The resource is required to have following experience: <ul style="list-style-type: none"> • Extensive experience with Capital and Operating grants accounting • Excellent understanding of Grants Management in a State and Local Environment • Experience with Federal Grants Program • Management experience with the use of at least one accounting system for a public sector entity <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into

	<p>proper system requirements specifications.</p> <p>c. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.</p>
Qualifications	<p>a. 16+ years of Business Analyst experience (Required)</p> <p>b. 16+ years of Software Development Lifecycle (SDLC) experience (Required)</p> <p>c. 16+ years of requirements gather and documentation experience (Required)</p> <p>d. 16+ years of MS Office/PowerPoint experience (Required)</p> <p>e. 16 years of Capital and Operating Grants Accounting experience (Required)</p> <p>f. 16 years Grants Management and Federal Grants Program experience (Required)</p> <p>g. 3 years of experience implementing at least one financial system (Required)</p> <p>h. 10 years of experience understanding of Financial Reporting, Annual Report and financial audits (Required)</p>
Education:	<p>a. Bachelor's Degree in IT or related field or equivalent experience (20 years) or</p> <p>b. A current Project Management Professional (PMP) certification</p>

CLIN	A013, A113, A213, A313, and A413
Title	Imaging and ECM Specialist
Duties and Responsibilities	<p>The District of Columbia Office Chief Financial Officer (OCFO) administers the District's taxes within the Office of Tax and Revenue (OR). Technical support of the automated tax administration functions is provided by the OCFO Office of the Chief Information Officer (OCIO). The OCIO requires immediate and continued contractual services to support the MITS used by the OTR to capture tax return data, image the paper tax returns and store the images. The MITS data capture and imaging functions are provided by the Integrated Data Capture Subsystem (IDCS). The IDCS supports the scanning, imaging, data capture, check encoding, data repair, data review and payment balancing processes for the District's paper tax returns. The image storage functions are provided by the FileNet p8 ECM. The FileNet P8 stores content such as images of paper tax returns and paper taxpayer correspondence as well as the key index information for these documents so that they may be viewed on-line.</p> <p>Duties and Responsibilities:</p> <p>a) Develop, test and maintain IDCS tax form batch profiles per functional requirements and timeframes stipulated by OCIO.</p>

	<ul style="list-style-type: none"> b) Design, develop, test and maintain IDCS tax form field validation and adjustment modules to support and augment tax form data normalization c) Develop, test and maintain software to insert and retrieve tax form data and processing metadata residing in the IDCS databases d) Provide operational analysis and support to assess, correct, and stabilize processes in the MITS production environment e) Maintain IDCS operational applications f) Assist vendor consulting engineers in requirements, testing, and production integration of upgrades and maintenance installations for COTS and custom applications related to IDCS g) Develop, maintain and utilize operational scripts and programs to evaluate and augment IDCS processing status and effectiveness h) Design, develop, test and maintain production IDCS monitoring software i) Perform tax form analysis to determine strategies to perform and improve Optical Character Recognition (OCR) / Image Character Recognition (ICR) scanning results j) Monitor and evaluate IDCS server and client machine operations and error conditions k) Train and assist IDCS operational support personnel l) Provide technical consulting and operational planning support to IDCS users m) The District's paper tax forms and taxpayer correspondence received by the OTR are scanned, imaged and data captured. The document images are then sent to FileNet to be stored and indexed for subsequent retrieval and viewing. The Contractor shall perform the following tasks related to FileNetP8 n) Design, develop, test and maintain interfaces for image storage and retrieval of current tax documents as well as additional tax documents and data stores related to new data sources. o) Apply patches and FIX packs if necessary, to the current version of the FileNet P8.
<p>Qualifications</p>	<ul style="list-style-type: none"> a) At least 6 years of experience supporting the Fairfax Imaging Quick Modules software that includes Quick Scan, QBT Input, Quick Input, Quick Enhance, Quick Capture, Quick Key, Quick Fill (Quick DBFill), Remit QDB Fill, Quick Balance, Quick FileNet, Quick Encode, and Quick Review. b) At least 6 years of experience developing and maintaining tax form batch profiles, tax form field validation and adjustment modules, and monitoring software within systems supported by the Fairfax Imaging Quick Modules utilizing <ul style="list-style-type: none"> o Visual Studio, Visual Basic .net, Visual C++ 6.0, C#, .Net 2.5/3.5/4.0/4.5.

	<ul style="list-style-type: none"> c) At least 6 years of Experience supporting software integration platforms between IBML, BancTec scanners and the Quick Modules as well as NCR Remittance scanners and the Quick Modules. d) At least 6 years of Experience with OCR/ICR. e) At least 6 years of Experience in administration of FileNet P8 v5.0 and WebSphere v7.0 f) At least 6 years of working in planning, design, implementation, configuration, upgrades, migrations, troubleshooting and support of Enterprise Content Management systems.(IBM FileNet P8 ECM including; Content Engine, Process Engine, WorkplaceXT) Experience in C#.NET development using FileNet P8 CE and PE .NET APIs. g) Strong Oracle and SQL skills.
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CLIN	A014, A114, A214, A314, and A414
Title	Information Assurance and Security Specialist Journeyman
Duties and Responsibilities	<p>Duties:</p> <ul style="list-style-type: none"> a. As part of the OCFO technology team, the Security Specialist (Infrastructure Group) will be maintaining and monitoring day to day operation of the OCFO IT infrastructure – Security. b. The IT Consultant will help and performs, monitoring, maintenance, and security IT infrastructure (physical, virtual and cloud). c. IT consultant will perform OS, security and application upgrades of servers and network to keep them up to date. d. IT consultant will develop, implements, maintains and enforces documented standards and procedures for the design, development, installation, modification, and documentation of assigned systems. e. IT consultant will plan, coordinates, and monitors project activities for OCFO Infrastructure group and duties as assigned. f. Log analysis of Firewall, AD, Switches and other deployed security products Knowledge of vulnerability assessment tools to identify and mitigate issues. g. Research, analyze, and patch required systems to comply with OCFO compliance mandates. h. Respond to escalation calls from the Help desk, Desktop support, and other teams to debug and resolve security and perform maintenance. i. Understands security troubleshooting processes and cooperates with another team. j. Assists Service Desk technicians as needed with Tier I and Tier II troubleshooting and patching of desktop systems, software (MS Office, Java, Adobe), printer issues, and server related issues as needed. Provides trouble-shooting assistance on production and non-production supported systems. k. May recommend methods and techniques for obtaining solutions. l. Initiates preventive maintenance for the technical system. <p>Responsibilities:</p>

	<ul style="list-style-type: none"> a. Determines enterprise information assurance and security standards. b. Develops and implements information assurance/security standards and procedures. c. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers' requirements. d. Identifies, reports, and resolves security violations. e. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. f. Supports customers at the highest levels in the development and implementation of doctrine and policies. g. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. h. Performs analysis, design, and development of security features for system architectures. i. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. j. Designs, develops, engineers, and implements solutions that meet security requirements. k. Provides integration and implementation of the computer system security solution. l. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. m. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. n. Ensures that all information systems are functional and secure.
Qualifications	<ul style="list-style-type: none"> a. 6-10 years of experience developing, maintaining, and recommending enhancements to IS policies/requirements (Required) b. 6-10 years of experience performing vulnerability/risk analyses of computer systems/apps (Required) c. 6-10 years of experience identifying, reporting, and resolving security violations (Required) d. Patching Server 2008 / 2012 /2016 (Required) e. Patching Desktop Windows 10 / 7 (Required) f. Firewall management CISCO NGFW (Required) g. Vulnerability assessment tools Nessus, Tripwire (Desired) h. VMware 5.5 / 6.0 (Required) i. Production support (Required) j. Server and Desktop troubleshooting (Required) k. NIST 800-53 experience (Desired) l. Splunk (Desired) m. Cloud experience (MS Azure) (Desired)

Education:	<ul style="list-style-type: none"> a. Bachelor’s Degree in IT or related field or equivalent experience (Required) b. Security+, CISSP, other security certifications (Preferred)
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CLIN	A015, A115, A215, A315, and A415
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Title	Information Assurance and Security Specialist Master
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Duties and Responsibilities	<p>Duties:</p> <ul style="list-style-type: none"> a. Identify network problems, and recommend improvements to ensure optional performance; b. Ability to monitor and analyze data traffic patterns within the OCFO Network infrastructure c. Ability to enhance security and knowledge of the latest security threats, worms, and malware and advise on how to deter them; d. Ability to reliability of the network through the above actions; e. Extensive experience in developing strategic systems architecture plans f. Experience with Storage infrastructure (NetApp Storage) and technologies include virtualization/arrays, FC/FCOE, NFS, ISCSI. g. Design, administration of VMware Infrastructure including full integration with SAN for VMotion and VMware SRM multi-site administration h. Advanced knowledge of disaster recovery and business continuity processes and tools needed. i. Active Directory service management and operational stability and maintenance j. Design and build solutions utilizing on-premise computer, networking, and storage technologies using Azure cloud. Cloud Engineer leads the design and support of large-scale projects. k. Configure routers, switches, firewalls, and other appliances in compliance with OCFO security standards; l. Monitor security measures in place within network perimeter, ensuring security breaches do not occur and information is safeguarded <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Determines enterprise information assurance and security standards. b. Develops and implements information assurance/security standards and procedures. c. Coordinates, develops, and evaluates security programs for an organization. Recommends information assurance/security solutions to support customers’ requirements. d. Identifies, reports, and resolves security violations. e. Establishes and satisfies information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. f. Supports customers at the highest levels in the development and implementation of doctrine and policies.
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	<ul style="list-style-type: none"> g. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. h. Performs analysis, design, and development of security features for system architectures. i. Analyzes and defines security requirements for computer systems which may include mainframes, workstations, and personal computers. j. Designs, develops, engineers, and implements solutions that meet security requirements. k. Provides integration and implementation of the computer system security solution. l. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. m. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. n. Ensures that all information systems are functional and secure.
Qualifications	<ul style="list-style-type: none"> a. 16+ years of experience developing, maintaining and recommending enhancements to IS policies/requirements (Required) b. 16+years of experience performing vulnerability/risk analyses of computer systems/apps (Required) c. 16+ years of experience identifying, reporting and resolving security violations (Required) d. Cloud-Azure (Highly Desired) e. Experience in complex Enterprise-level projects (Required) f. Expert understanding of Windows server operating systems (Required) g. Knowledge of on-premise and cloud security productions (Required) h. Good understanding of IP Networks/Security (Required) i. Extensive experience troubleshooting NetApp SAN (Required) j. In-depth knowledge of SAN replication/Disaster Recovery (Highly Desired) k. Hands-on experience managing storage on VMware ESXi (Required) l. Good understanding of server/endpoint operating system (Required) m. Windows 2016 AD Enterprise troubleshooting experience (Required) n. In-depth experience with Disaster Recovery & Avoidance planning (Required) o. VMare Site Recovery Manager experience (Highly Desired) p. Excellent understanding of troubleshooting IT infrastructure (Highly Desired)
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in IT or related field or equivalent experience (20 years) (Required) b. Master's Degree in IT or related field or equivalent experience (Highly Desired) c. Security CISSP, Security+, CEH (Required)

Technical Skills:	<ul style="list-style-type: none"> d. Bachelor’s Degree in IT or related field or equivalent experience (20 years) (Required) e. Master’s Degree in IT or related field or equivalent experience (Highly Desired) f. Security CISSP, Security+, CEH (Required)
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CLIN	A016, A116, A216, A316, and A416
Title	IT Operations Support Specialist
Duties and Responsibilities	<p>The IT Operations Support Specialist shall:</p> <ul style="list-style-type: none"> a) Provide technical assistance in all aspects of data processing operations. b) Work with mainframe and Server applications. c) Have technical experience in the utilization and implementation of tools to monitor the server and mainframe applications. d) Have knowledge on how to identify, investigate and troubleshoot error conditions to help remediate system failure conditions. e) Have understanding of Configuration Management (CM) for software updates and migrations of code. f) This position may require weekend and or shift work hours
Qualifications	<ul style="list-style-type: none"> a) Required Experience of Two (2) years in the following: <ul style="list-style-type: none"> 1. Configuration Management (CM) for software updates and migrations of code; 2. Software Migration process; 3. Startup of Production Applications & Systems; 4. Microsoft SQL Management Studio & Oracle SQL Developer; b) Preferred Experience - 2 years minimum: <ul style="list-style-type: none"> 1. Support Web and Client Server Application 2. Microsoft Office Application Suite (Word & Excel) 3. Computer applications capabilities and limitations of computer equipment.

CLIN	A017, A117, A217, A317, and A417
Title	IT Report Specialist
Duties and Responsibilities	<ul style="list-style-type: none"> a. Daily monitoring of system for nightly jobs normal completion as well as overall health of system. b. Support day to day basic reporting systems, which will include help desk issues, end user support. c. Work closely with users to gather reporting/dashboard requirements d. Maintain and create analytic dashboards as needed. e. Providing support for the creation of the OCFO Budget book f. Support all .NET applications used in the building of the OCFO Budget book g. Support any ad-hoc reporting as needed. h. Responsible for designing, optimize, and develop and debug new cubes,

	dashboards and reports i. Design and support Informatica ETL scriptings j. Support external and internal facing OCIO reporting web sites k. Support all new system implementations as it relates to Cognos and Tableau interfaces and reporting l. Capacity planning and recommend improvements to ensure system stability m. Coordinate with appropriate personnel to determine positive solutions that increase end user satisfaction, following through to completion, and communicating resolution results; escalate to management any situation that could adversely impact the service provided to the end user;
Qualifications	a. 10+ years of experience in Modeling Enterprise Wide Data Warehouse. b. 10+ years of experience in Cognos 11.7 c. 10 + years of experience in Cognos BI applications (BI framework Manager) d. 5+ years of experience in Tableau 10 desktop (certified) and server professional. e. 5+ years of experience in Tableau developer and administrator. f. 10 + years of experience in Public Sector Financial systems. g. 10 + years of experience in Informatica 10. h. 10+ years of experience in .Net/ASP and Visual Basic
Technical Skills:	a. System Software: Cognos 11.7, Tableau 10.3, IIS, Windows 2016, Informatica 10 b. Development tools: Cognos-Framework manager, Visual Studio, .NET/ASP/Visual Basic, Informatica 10, Oracle Data Modeler, SQL Developer, Tableau Desktop c. Databases: Oracle 12C Rac

CLIN	A018, A118, A218, A318, and A418
Title	Mainframe Support Analyst
Duties and Responsibilities	The OCFO requires technical support services to maintain and enhance the mainframe check writing (CheckWrite) and account reconciliation (ARP) systems used by the District and to assist in responding to requests for data from legacy time reporting/payroll systems (CAPSS and UPPS). Duties and Responsibilities: a. Provide technical research and analysis of any software issue that threatens the online availability of CheckWrite and ARP, to include a recommended solution to the issue and the ability to implement the solution. b. Provide technical research and analysis of any processing issue that threatens the production of checks, the reconciliation of the checks, and the creation of reports from the legacy time reporting systems as well as a recommended solution to the issue and the ability to implement the solution.

	<ul style="list-style-type: none"> c. Provide technical research and analysis of any requested or legally mandated change to existing functionality, to include developing code to be migrated into test, acceptance, and production environments. d. Support the Office of Finance and Treasury (OFT) in troubleshooting and resolving CheckWrite or ARP processing errors. e. Analyst shall have experience cancelling checks when the payment operations center is unable to cancel the check in ARP and requests assistance. f. Analyst shall have previously modified or customized CheckWrite and ARP. g. Provide analysis reports, recommended solutions, and code modifications.
Qualifications	<ul style="list-style-type: none"> a. 6 years experience COBOL, SPUFI, QMF, DB2, IDMS, VSAM, SQL, Easytrieve, FORTRAN, Basic, SAP/ABAP4, JCL, FTP, UC4. b. 6 years experience Word, Excel, PowerPoint, Windows, and Visio. c. 6 years experience in supporting online and batch execution; data screens maintenance; database updates; ABEND analysis and recovery; software maintenance/ enhancement; and reporting (both standard and ad hoc). d. 6 years experience supporting CheckWrite, ARP, CAPPS, and UPPS e. 6 years experience with all facets of the System Development Life f. 6 years experience Cycle for mainframe applications. g. 6 years experience with the technical design and flow of CheckWrite and ARP. h. 6 years experience with the technical design of CAPPS and UPPS. i. 2 years experience analyst skilled at problem solving

CLIN	A019, A119, A219, A319, and A419
Title	Oracle Business System Analyst Master 1
Duties and Responsibilities	<p>An Oracle Budget Execution (not formulation) Functional Lead, to support the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO's standard Budget Execution to Report business process and will work in collaboration with the SMEs and the Systems Integrator. Shall be able to assist the Systems Integrator and user community in configurations and standardizations</p>

	<p>Duties:</p> <ol style="list-style-type: none"> a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. c. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.
<p>Qualifications</p>	<ol style="list-style-type: none"> a. Minimum 16 years of implementing, sustaining and enhancing Budget-to-Report business process flow functionality within the Oracle ERP enterprise model solution, in close collaboration with the District's Subject Matter Experts and the Systems Integrator. b. Experience working independently to lead functional efforts in managing scope and changes required for implementing Budget Execution functionality as part of the Oracle ERP enterprise model solution Expertise to analyze and recommend process improvements based upon "best practices" and standard Oracle Cloud Financial Budget-to-Report business process flow areas and tasks: <ol style="list-style-type: none"> 1. Distribute Budget 2. Manage Budget 3. Reprogram and Rescind Funds 4. Enter Journal Entries and Posting 5. Financial Reporting 6. Month and Year End Closing c. Must have demonstrated prior experience, with a minimum of sixteen (16) years, implementing or supporting Oracle Financials, with emphasis on analysis, implementation. d. Must have demonstrated hands-on experience implementing and configuring Oracle Budget to Report in a Public Sector environment to enable processes and all associated setup, activities and reports for: <ol style="list-style-type: none"> 1. General Ledger, 2. Cash/Funds Management and Execution, 3. Budget Execution, 4. Reporting and Business Intelligence e. Demonstrated strong analytical skills and problem-solving ability; preferably with prior experience working to analyze and implementation desk items f. Strong communication, presentation, analytical, and technical skills g. Demonstrated ability to work independently with minimal to no supervision

	<ul style="list-style-type: none"> h. Proficient in Microsoft Word, Power Point, and Excel i. Provide support and assistance in requirements analysis, process review, configuration and development, documentation, and implementation services. j. Identify and document requirements working with the Systems Integrators and the user community k. Support and assist in identifying processes, document gaps, and provide solutions to bridge gaps and enhance processes for customer migration to a R13 standard configuration. l. Assist in the development of process designs and add new system configurations to enable designs m. Assist in the development of test plans and testing documentation, and perform testing activities n. Assist and support training sessions and documentation
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field or equivalent experience; or b. A current Project Manager Professional (PMP) certification

CLIN	A020, A120, A220, A320, and A420
Title	Oracle Business System Analyst Master 2
Duties and Responsibilities	<p>Oracle Procure to Pay Lead, to support the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO's standard Procure to Pay business process and will work in collaboration with the DC Government SMEs and the Systems Integrator. 16+ years of experience. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>Duties:</p> <ul style="list-style-type: none"> a. Functional SME with expertise in Oracle Procure to Pay b. Provide requirement analysis, process review, configuration and development, documentation, and implementation services. c. Identify and document requirements working with the Systems Integrators and the user community. d. Support and assist in identifying processes, document gaps, and provide solutions to bridge gaps and enhance processes for customer migration to an Oracle Financial/Procurement/Project Cloud standard configuration. e. Assist in the development of process designs and add new system configurations to enable designs f. Assist in the development of test plans and testing documentation, and perform testing activities g. Assist and support training sessions and documentation h. Support and assist the Systems Integrator with configuring the following Procure to Pay (P2P) business process flow areas and tasks: <ul style="list-style-type: none"> a. Manage Requisitions o Manage Approvals

	<ul style="list-style-type: none"> b. Manage Suppliers c. Process Purchase Orders d. Process Receipts, Acceptance & Return e. Enter Invoice & Match f. Execute Disbursement i. Assist with the documentation of all recommendations, requirements, design, configurations, meeting notes, test scripts and results, and project issues as needed <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. c. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.
Qualifications	<p>Combined 16+ years of functional experience in implementing Oracle Financials, specifically P2P, iProcurement, Purchasing and Payables applications with emphasis on analysis, implementation and problem resolution. Strong Oracle Procure to Pay experience. Demonstrated strong analytical skills and problem-solving ability with prior experience working to analyze and configure the aforementioned Oracle modules. Demonstrated ability to work independently with minimal to no supervision. Strong communication, presentation, analytical, and technical skills. Proficient in Microsoft Word, Power Point, and Excel.</p>
Education:	<ul style="list-style-type: none"> a. Bachelor’s Degree in Information Technology or related field, or b. The equivalent combination of education and successful work experience
Technical Skills:	<ul style="list-style-type: none"> a. 16+ years of BA experience (Highly Desired) b. 16+ years of Software Development Lifecycle (SDLC) experience (Required) c. 16+ years of requirements gathering and documentation experience (required) d. 16+ years of MS Office/PowerPoint experience (Required) e. 16+ years of Information Technology experience (Required) f. 16+ years of Experience implementing Oracle eBusiness (Required) g. 16+ years of hands-on experience implementing Oracle eBusiness Suite as a business analyst (Required) h. 5 years of experience leading Procure-to-Pay Business Analyst team

	<ul style="list-style-type: none"> i. 16+ years of functional experience implementing Oracle Financials, specifically P2P, iProcurement, Purchasing and Payables applications (Required) j. 16+ years of Oracle Procure to Pay experience (Required)
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CLIN	A021, A121, A221, A321, and A421
Title	Oracle Business System Analyst Master 3
Duties and Responsibilities	<p>Business System Analyst and Project Manager to support the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO’s transition to the Oracle Public Sector suite of applications. This is position shall be utilized to support the overall modernization efforts of the OCFO’s Order to Cash business process utilizing best practices to transition to Oracle ERP Cloud. 16+ years of experience. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>Duties:</p> <ul style="list-style-type: none"> a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications. c. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment. <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Functional analyst with specific focus in Oracle Order to Cash Process area. b. Oracle Project Billing and Oracle Receivables data transaction flows (including product interfaces and API(s)) c. Designing and implementing Oracle Application extensions d. Support and assist the Systems Integrator in requirements gathering and analysis, with an emphasis on Fit-Gap e. Serve as a “champion” of the District’s NFS system and provide encouragement and guidance to the internal user team f. Assist the Systems Integrator in developing comprehensive and easy to use Oracle EBS functional documentation in areas such as: <ul style="list-style-type: none"> a. Business Process Analysis b. Financial Data Conversion c. Scope and Functional Solution Verification and Validation d. Alternative Solution Identification and Analysis

	<ul style="list-style-type: none"> e. Functional Design Development f. Unit and Integrated UAT
Qualifications	<p>Combined 16+ years of functional experience in implementing Oracle Financials, specifically Oracle Receivables with emphasis on analysis, implementation and problem resolution. Strong functional experience in configuring Oracle Receivables modules in a Public Sector environment. Demonstrated strong analytical skills and problem-solving ability with prior experience working to analyze and configure the afore-mentioned Oracle module. Strong communication, presentation, analytical, and technical skills. Demonstrated ability to work independently with minimal supervision.</p>
Education:	<ul style="list-style-type: none"> a. Bachelor’s Degree in Information Technology or related field, or b. The equivalent combination of education and successful work experience
Technical Skills:	<ul style="list-style-type: none"> a. 16+ years of BA experience (Required) b. 16+years of Software Development Lifecycle (SDLC) experience (Required) c. 16+ years of requirements gathering and documentation experience (Required) d. 16+years of MS Office/PowerPoint experience (Required) e. 7 years prior experience as an Oracle Order-to-Cash Accounting Functional Lead on multiple Oracle eBusiness programs for large public sector entities (Required) f. 7 years of experience implementing Oracle eBusiness for a public sector entity (Required) g. 5 years hands-on experience implementing Oracle eBusiness as a Business Analyst (Required) h. 5 years of experience leading an Oracle O2C Business Analyst team (Required) i. 16 years of experience with Oracle EBusiness

CLIN	A022, A122, A222, A322, and A422
Title	Oracle Business System Analyst Master 4
Duties and Responsibilities	<p>The business system analyst is responsible for solving business problems, business architecture, process optimization, business rules, business cases, business requirements, organizational change (communications), and UAT. 16+ years of experience. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.</p> <p>Duties:</p> <ul style="list-style-type: none"> a. The role of Business System Analysis – Oracle Financials is to understand and document current business procedures and identify areas for improvement. b. This person will provide hands on business process requirements analysis in support of Oracle E-Business Suite and related application. In

	<p>collaboration with internal departments and external resources, plans, designs and implements financial systems solutions. A thorough understanding of the current state of the organization is necessary prior to recommending changes related to implementing a new business solution.</p> <ul style="list-style-type: none">c. Under general supervision, formulate and define system scope and objectives through research; as well as, demonstrate expertise within the Oracle Financials business suite. Specific expertise required within the following modules: General Ledger, Accounts Payable, Cash Management, Internet Procurement, Fixed Assets, Cost Management, Application Desktop Integrator (ADI), and Projects.d. The business systems analyst is responsible for the knowledge transfer of business requirements to the application/database developers and project managers.e. The business analyst shall be able to make cogent arguments recommending a course of action • The Business analyst needs to scour through enormous amounts of information in the business area that they support to find the salient points.f. New business patterns happen all the time and detecting them can provide a significant advantage. Business analyst shall be able to identify and address the change in business processg. Business analyst shall understand the variety of standard ideas and methods for requirements gathering and elicitation Translate what business wants into IT requirement and design specificationsh. Business analyst shall be able to create trust between Business and ITi. Business analyst shall assist in identifying and implementing various software solutionsj. Business analyst shall provide application support for business usersk. Business analyst shall have ability to write conversion, interface and extension functional design specificationl. Business analyst shall have experience supporting data cleanup, data conversion and reconciliation activitiesm. Business analyst shall have experience supporting month end and year end activities including reconciliationn. Business analyst shall be able to review design specification developed by other analysts and provide feedback on designo. Business analyst shall be able to write white papers and solution recommendations as neededp. Business analyst shall be able to support testing and training activitiesq. Business analyst should have experience configuring Oracle financial modules and shall assist system integrator and project team in system configuration <p>Responsibilities:</p> <ul style="list-style-type: none">a. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry
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	<p>requirements.</p> <p>b. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operation time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirements specifications.</p> <p>c. Provides consultation on complex projects and is considered to be the top-level contributor/specialist of most phases of systems analysis, while considering the business implications of the application of technology to the current and future business environment.</p>
Qualifications	<p>a. 16+ years of Business Analyst experience (Required)</p> <p>b. 16+ Years of Software Development Lifecycle experience (Required)</p> <p>c. 16+ years of requirements gathering and documentation experience (Required)</p> <p>d. 16+ years of MS Office/PowerPoint experience (Required)</p> <p>e. 16 years of Oracle Financials Suite experience</p> <p>f. 16 years of experience working as an Oracle Functional Subject Matter Expert/SME (Required)</p> <p>g. 5 years of practical application ability with MS Visio</p> <p>h. 10 years of experience with month-end and year-end closing and reconciliation in Oracle Public Sector Financials (Required)</p> <p>i. 10 years of experience with data conversion and reconciliation in Oracle Public Sector Financials (Required)</p> <p>j. 10 years of experience providing production support for Oracle Financial modules in Oracle Public Sector Financials (Required)</p> <p>k. 5 years of detailed analytic experience (Required)</p>
Education:	<p>a. Bachelor's Degree in Information Technology or related field, or</p> <p>b. The equivalent combination of education and successful work experience (20 years) and</p> <p>c. CPA Certification (Required)</p>

CLIN	A023, A123, A223, A323, and A423
Title	Oracle SOA Suite/Tableau Developer
Duties and Responsibilities	<p>a. Support the day-to-day operations, which will include help desk issues and end user support;</p> <p>b. Work closely with users to gather requirements;</p> <p>c. Develop and deliver on new SOA development projects, functional and technical solutions design, coding, unit testing, functional testing, performance tuning and implementation for Oracle SOA solutions;</p> <p>d. Responsible for designing, optimize, and develop and debug new web services;</p> <p>e. Support all new system implements as it relates to SOA interfaces;</p> <p>f. Design, develop and maintain Tableau report and dashboards;</p>

	<ul style="list-style-type: none"> g. Support Tableau server development and deployment of dashboard and reports h. Responsible for deployment, migration, patching and maintenance of middleware applications;
Qualifications	<ul style="list-style-type: none"> a. 6+ years of experience with Oracle SOA suite b. 6+ years of experience with Oracle Web Logic c. 6+ years of experience with Oracle Rac 12C d. 6+ years of experience with J2EE/Java technologies (JSP, EJB, JMS, SOAP, web services, WSDL) e. 6 +years of experience with Oracle PL/SQL f. 5+ years of experience integrating applications across the OCIO enterprise g. 2+ years of experience with Tableau desktop 10 h. 2+ years of experience with Tableau server 10
Technical Skills:	<ul style="list-style-type: none"> a. System Software: Windows 2016, Linux (RedHat) b. Development tools: Jdeveloper, Oracle Weblogic 12C, Tableau Desktop

CLIN	A024, A124, A224, A324, and A424
Title	Procurement Support Specialist
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Responsible for contract administration functions following contract award and throughout the contract life cycle 2. Monitors and ensure contractor performance in accordance with the terms of the contract 3. Prepares statement of work and solicitation documents 4. Coordinates and maintains Post acquisition plans, appropriate milestone charts and related schedules. Prepares necessary documentation and correspondence. 5. Reviews completed contract file to ensure routine administrative matters are resolved or completed. 6. Supports the Contracting Officers Technical Representative (COTR) and Operations Manager to determine the acceptability of the contract performance, and/or to recommend that remedial action be taken. 7. Assists in the review of procedural aspects of contract actions. 8. Participates in contract administration sufficient to ensure contract terms and conditions are met and that the contractor delivers the required goods or services in a timely manner to achieve the objectives of the Agency's projects and programs. 9. Assists in the procurement planning activities 10. Reviewing, analyzing, and tracking Contract/Task Order invoices and expenditures. 11. Develop financial management trackers to monitor overall project health in terms of cost, budget, schedule and performance

Qualifications	<ol style="list-style-type: none"> 1. Bachelor’s degree (or higher) in any of the following preferred fields: accounting, business, finance, law, contracts, purchasing, and economics 2. Eight (8) years’ experience in procurement management 3. Demonstrated proficiency in applications including Microsoft Office Suite and Adobe Acrobat. 4. Highly experienced with Data analysis using Microsoft Excel including knowledge of Advanced functions such as VLOOKUP, Pivot Tables etc. 5. Experience in Post Contract Award Life Cycle Management including contract closeout 6. Experience with Program’s Budget and Cost Management 7. Demonstrated experience with Fixed-Price, Cost-Reimbursement, and Indefinitely Delivery Indefinite Qua
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CLIN	A025, A125, A225, A325, and A425
Title	Project Coordinator
Duties and Responsibilities	<ol style="list-style-type: none"> a. Scheduling kickoff/recurring meetings, scribing of published minutes, developing meeting agendas, and managing stakeholder communication by following up on status to ensure deliverables and milestones are monitored and deadlines met. b. Plan, monitor and coordinate the schedule of assigned projects and progress of tasks from inception to closure to ensure results are achieved. Update project plans as needed. Coordinate communication and resolution of any issues that arise. c. Organizes, tracks, and communicates information critical to the department to help ensure goals are met and important milestones are monitored, and deliverables addressed in a timely manner d. Assist in data collection and validation efforts from numerous sources based on project scope and progress; summarizes data and prepares recommendations to management based on findings e. Assist in the development of communication and training plans. f. Other duties as assigned
Qualifications	<ol style="list-style-type: none"> a. Three (3)+ years’ experience as a project coordinator or project manager, responsible for supporting the PMO, project managers and other project resources throughout the project lifecycle. b. General understanding of software development processes, methodologies and Project Management Life Cycle c. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude.
Education:	<ol style="list-style-type: none"> a. Bachelor’s degree in Science, Technology, Mathematics or a Technical Field.

Technical Skills:	<ul style="list-style-type: none"> a. Experience using Microsoft Office products -- MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams. b. Excellent oral and written communication skills are required.
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CLIN	A026, A126, A226, A326, and A426
Title	Project Manager 1
Duties and Responsibilities	<ul style="list-style-type: none"> a. Project Manager is responsible for successful delivery of large and complex programs/projects through all phases of the Project Management Lifecycle, which includes initiation, planning, iterative development, continuous testing, execution, control & closeout of projects. The Project Manager will also be the primary technical point of contact to the customer and will be responsible for collaborating across multiple task areas, including infrastructure (SaaS, PaaS or on-premise), applications, QA, change management, and customer service support. b. Manage relationships with stakeholders, managers, and key software and services vendors for the delivery of projects and programs. c. Provide thought leadership and expertise for Software and/or Hardware system implementations, IT applications, business and systems processes. d. Manage the implementation of projects daily -- including defining deliverables as well as creating and monitoring sprints, project schedules and backlogs. e. Assist with internal communications and resource management as needed. f. Align project objectives with stakeholders' objectives. g. Will lead teams through all phases of System Development Life Cycle (SDLC) using appropriate waterfall and agile methodologies and processes. h. Create project plans, resource plans, program metrics, communication plans and develop analytics supporting delivery of life cycle activities. i. Develop communication plans to ensure business and executive stakeholders are well informed and are provided with accurate information for status of managed initiatives and to support decision making. j. Identify project and resource dependencies and collaboratively work with team members to ensure the project schedule is followed. k. Effectively communicate project status, actions, decisions, risks, issues and schedule for the customer's project portfolio. l. Prepare executive steering committee communications as needed. m. Direct, motivate and collaborate with project team members to ensure the team is provided with clear and accurate information in a timely manner that will enable them to complete assigned tasks within set times, and to deliver to top performance. n. Other duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Project Manager shall have significant experience (10+ years) managing and implementing concurrent separate initiatives of varying size. This person shall also have a minimum of two individual multi-year project

	<p>implementation experiences, as well as previous success leading initiatives within an agile methodology environment.</p> <p>b. Demonstrates extensive knowledge and success as a team leader: motivating teams to success by creating an atmosphere of trust while seeking diverse views to encourage improvement and innovation; providing information and direction to less-experienced staff; coaching staff including providing timely and meaningful written and verbal feedback.</p> <p>c. Project Manager shall have experience participating as a consultant to the business units on software product evaluations; reviewing requirement traceability matrixes' development for accuracy and completeness; reviewing test strategies and cases and their results to confirm systems perform as expected; collaborating and communicating with the stakeholders, subject matter experts, and functional users to verify product meets the needs of the District; and reviewing and approving technical documentation created in support of new solutions or system upgrades.</p>
Education:	<p>a. A BS degree in Computer Science, Business/Finance or other Technical area is required or 15 years' experience as Project/Program Manager in lieu of a degree.</p> <p>b. Actively maintained Project Management Professional (PMP), and PMI Agile Certification Practitioner (PMIACP) or other Agile/Scrum/ScrumMaster Certifications are required.</p>
Technical Skills:	<p>a. MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.).</p>

CLIN	A027, A127, A227, A327, and A427
Title	Project Manager 2
Duties and Responsibilities	<p>a. Assist in budgeting, vendor management, sync pack testing, system upgrades, support conversion and assist with internal communications and resource management as needed;</p> <p>b. Manage the implementation of projects on a daily basis including defining deliverables, creating and monitoring project schedules;</p> <p>c. Align project objectives with stakeholders' objectives;</p> <p>d. Lead teams through all phases of System Development Life Cycle (SDLC);</p> <p>e. Create project plans, resource plans, program metrics, communication plans and develop analytics supporting life cycle activities;</p> <p>f. Develop communication plans to ensure business and executive stakeholders are well informed and are provided with accurate information to support decision making;</p> <p>g. Identify project dependencies and collaboratively work with team members to ensure the project schedule is followed;</p> <p>h. Effectively communicate project status, actions, decisions, risks, issues and schedule for the customer's project portfolio;</p> <p>i. Prepare executive steering committee communications;</p>

	<ul style="list-style-type: none"> j. Oversee the implementation of Commercial off the Shelf (COTS) solutions and ensures overall quality; k. Collaborate with project team members to ensure the team is provided with clear and accurate information in a timely manner; l. Coordinate activities of sub-teams, provide reports on project progress to management and ensure adherence to sponsor's standards, processes, policies and procedures; m. Establish, coordinate and conduct governance and portfolio management activities in compliance with Capability Maturity Model (CMM) level 3 standards; n. Coordinate building applications and implementing COTS platforms; and o. Lead teams through collaborative technical decision solutioning and/or resolution of technical issues.
Qualifications	<ul style="list-style-type: none"> a. Managing the full system development lifecycle from inception through deployment and the support of maintenance activities experience (Ten (10) years); b. Project Manager leading large project initiatives experience (Eight (8) years); c. Proficiency in MS Office Suite (Five (5) years' experience); d. Agile /Hybrid methodology experience (Three (3) years); e. Ability to work independently; f. Project Management Professional (PMP) Certification
Education:	A bachelor's degree in the area of Science, Technology or Mathematics or Equivalent experience and certifications such as Project Management Professional, certified Scrum Master, Professional Scrum Master in the field of Computer and IT Technology

CLIN	A028, A128, A228, A328, and A428
Title	Project Manager 3
Duties and Responsibilities	<p>Oracle ERP Project Manager to support the modernization efforts of the Financial and Reporting systems within the District. This position would be responsible for managing OCFO's Oracle Rel 13 implementation project. This is position shall be utilized to support the overall modernization efforts of the OCFO's financial, budgeting and grants systems and other Business/IT projects. 16+ years of experience. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks.</p> <p>Duties:</p> <ul style="list-style-type: none"> a. Provide oversight and leadership to move the District to Oracle Financial Cloud b. Provide direction and guidance to team resources c. Provide leadership and guidance to requirement analysis, process review, fit gap analysis, compatibility recommendations,

	<p>documentation, and consulting services</p> <ul style="list-style-type: none"> d. Manage expectations at all levels of the project e. Work collaboratively with the Systems Integrator(s) to develop and maintain a project schedule to review during weekly status meetings f. Facilitate weekly status meetings and other ad-hoc meetings as well as meeting minutes and agendas g. Provide weekly status reports and guidance plans h. Collaborate with Systems Integrator(s) to prepare project management plans and other related plans as needed to be effective based upon the project size and scope i. Attend management meetings as needed and provide insight to project schedule and projections j. Lead processes, document gaps, and provide solutions to bridge gaps and enhance processes for the District’s successful migration to a standard Oracle ERP Cloud configuration. k. Provide planning and scheduling direction for project and release management l. Review and leverage best practices to standardize business processes whenever possible. m. Oversee solution designs and data mapping for interfaces, extensions, conversions, and reports n. Provide leadership and expertise to review and recommend customer fit and improvements based upon “best practices” and Oracle ERP Cloud standard functionality <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks. b. Manages teams of contract Support Personnel at multiple locations. c. Maintains and manages the client interface at the senior levels of the client organization. d. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program task schedules and costs.
Qualifications	<ul style="list-style-type: none"> a. 16+ years of experience in progressive consulting in a leadership role, providing full lifecycle services in an Enterprise environment (Required) b. 16+ years managing, coordinating, and establishing priorities for entire project lifecycle (required) c. 10 years of experience as a Program Manager / Director/ Project Manager on multiple large Oracle eBusiness programs for large public sector entities and/or commercial entities (Required) d. 5 years of experience implementing Oracle eBusiness for a public sector entity (Required) e. 5 years of hands-on experience implementing Oracle eBusiness Suite f. 5 years of experience with Oracle eBusiness Release 11.x/12.x
Education:	<ul style="list-style-type: none"> a. Bachelor’s Degree in Information Technology or related field, or

	b. The equivalent combination of education and successful work experience
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CLIN	A029, A129, A229, A329, and A429
Title	Project Manager/Application Architect
Duties and Responsibilities	<p>The Application Architect and Project Manager shall analyze the current state of all applications and create a future state application roadmap by analyzing all existing licenses and technology owned or operated by the OCFO. The Architect/PM shall also provide project/program management of various new application rollouts.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> a. The Architect/PM shall provide research on the Oracle Financial Cloud (ERP) and Oracle Public Sector Budgeting Cloud (EPM) applications and how they would integrate into the OCFO technical architecture. b. The Architect/PM shall provide an application roadmap migrating the District from its current systems to the cloud accounting and budgeting system. c. The Architect/PM shall ensure integration of a grants management system into the new financial architecture <p>Qualifications:</p> <p>Required/Desired Skills:</p> <ol style="list-style-type: none"> a. Deep integration experience to provide an application roadmap (Required) b. Deep understanding of Oracle Financials modules on a Federal or state level (Required) c. Minimum of three individual multi-year Oracle Financials implementation project experiences (Required) d. Grants Management project management experience at a federal or state government (Required) e. Oracle Public sector experience with: General Ledger, AP, AR, PO, Inventory, Grants, Budget, Fixed Assets, Project Accounting, and GRC modules. (Required) f. Managed at least one program end-to-end consisting of multiple SaaS solutions (Required) g. Hyperion/EPM project implementation experience (Required) h. Prior experience working in IBM Mainframe Support Analyst environment (Required) i. Prior strategy consulting experience (Required)
Education:	<ol style="list-style-type: none"> a. Advanced Degree (Master's or above) in Business Administration and/or Finance b. PMP and ITIL foundation certifications c. SCRUM Master certification (preferred)

CLIN	A030, A130, A230, A330, and A430
Title	Project Manager/Technical Architect
Duties and Responsibilities	<p>The Project Manager/Technical Architect (PMTA) will support modernization efforts of the Financial and Reporting systems. The PMTA will act as a technical architect for Financial and Datawarehouse projects and will support the overall modernization efforts of the OCFO’s reporting environments and upgrade of the financial systems.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> a. Manage Technical Programs and Projects as assigned b. Lead the technology direction and standards for data platforms, involving all aspects of information access and retrieval, integration, middleware translators, utilities, tools, and languages for use by the OCFO Data systems group. Research and provide enterprise wide data architecture and standard platforms, products and tools to various projects and initiatives as directed by the OCFO. c. Architect data structures such as data marts, data warehouses, and data lakes to support exploratory data analysis, statistical analysis, predictive analytics, and machine learning models d. Defines and achieves the strategy roadmap for the enterprise; including data modeling, implementation and data management for our enterprise data warehouse and advanced data analytic systems. Manage and plan the effort to migrate OCFOs Custom Applications/Systems to Cloud and Hosting providers such as AWS, Oracle, Microsoft and Google etc. e. Review and provide feedback on Architecture and Technical Strategy documents, functional/technical specifications f. Prepare white papers/options papers and recommend solution g. Evaluate current systems and review objectives with stakeholders h. Define database structure, capabilities, backup, recovery and security specifications i. Provide support by responding to user questions, resolving problems, and coding utilities j. Maintains database performance by identifying and resolving production and application development problems; calculating optimum values for parameters; evaluating, integrating, and installing new releases; completing maintenance; answering user questions. <p>Responsibilities:</p> <ol style="list-style-type: none"> a. Organizes, directs, and manages contract operation support functions, involving multiple, complex, and inter- related project tasks. b. Manages teams of contract Support Personnel at multiple locations. c. Maintains and manages the client interface at the senior levels of the client organization. d. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with program

	<p>task schedules and costs.</p> <p>e. Experience managing technical programs and projects implementing Oracle eBusiness, and Business Analytics solution.</p> <p>f. Experience designing and providing reference architecture for enterprise systems</p> <p>g. Hands-on experience in designing and building Real Time, Near Read Time and Batch integration between systems including developing ETL interfaces, integration layers, and custom Data Models.</p> <p>h. Hands-on experience working on various Business Intelligence technologies like IBM Cognos, Oracle OBIEE, and Tableau.</p> <p>i. Extensive hands-on experience as a Solution Architect, designing, developing and testing conversion, interfaces, extensions, customizations and Reports (RICEWs) to implement Oracle eBusiness Suite.</p>
Qualifications	<p>16+ years in progressive consulting leadership role, providing full lifecycle services in enterprise environment (Required)</p> <p>16+ years managing, coordinating, and establishing priorities for entire project lifecycle (Required)</p> <p>Program Manager (Required)</p> <p>Project Manager (Required)</p> <p>Information Technology Experience (Required)</p> <p>Tableau (Required)</p> <p>Oracle OBIEE (Required)</p> <p>Experience implementing Oracle eBusiness and Business Analytics solution for public sector entity (Required)</p> <p>Oracle eBusiness Suite Release 11.X/12.X (Required)</p> <p>Experience with designing and architecting complex Integration (Real Time, Near Real Time and Batch) with Oracle eBusiness Release 11.x/12.X (Required)</p> <p>Experience as a Solution Architect on Oracle eBusiness Suite projects for Public Sector entity (State, Local and Federal) (Required)</p> <p>Experience with Oracle eBusiness Release 12.X (Required)</p>
Education:	<p>a. Bachelor’s Degree in Information Technology or related field, or</p> <p>b. The equivalent combination of education and successful work experience</p>

CLIN	A031, A131, A231, A331, and A431
Title	QA Coordinator/Quality Analyst
Duties and Responsibilities	<p>a. Ensure test environments are prepared and ready for execution of test scenarios</p> <p>b. Execute test cases to validate system functionality prior to releasing to customers</p> <p>c. Perform troubleshooting and diagnosis of defects reported by customers or internally to determine steps to reproduce.</p>

	<ul style="list-style-type: none"> d. Execute regression testing to validate defect resolution and verify existing functionality is unaffected e. Identify, record, document test results to enable efficient resolution of defects f. Develop automated tests for regression and reproduction of defects g. Design, develop and execute automation scripts using open source tools. h. Liaise with internal teams (e.g. developers and project managers) to identify system requirements. i. Investigate the causes of non-conforming software and train users to implement solutions. j. Track quality assurance metrics, like defect densities and open defect counts. k. Other responsibilities as assigned
Qualifications	<ul style="list-style-type: none"> a. 3+ years of full-time professional experience with Software Testing and Quality Assurance, and Testing Methodologies. b. General understanding of software development processes c. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude. d. Excellent oral and written communication skills. e. Knowledge of a programming language f. Proficiency with Financial Concepts, Business Math g. Strong organizational skills with the ability to multi-task in a fast-paced environment and manage priorities with deadlines.
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Business/Finance, Computer Science, Engineering, or the equivalent combination of education, and successful work experience.
Technical Skills:	<ul style="list-style-type: none"> a. Experience using Microsoft Office products - MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams. b. Basic Knowledge and understanding of SQL c. Exposure to Automated testing tools d. Knowledge of quality assurance terminology, methods and tools e. Proficiency with a programming language

CLIN	A032, A132, A232, A332, and A432
Title	Quality Assurance Lead
Duties and Responsibilities	<ul style="list-style-type: none"> a. Develops and maintains the Testing Strategies that define the approach, processes, and procedures within the department and initiatives. b. Ensures that functional and technical requirements are met through system testing, regression testing, performance testing, system interface testing, and security testing activities. May also lead the following types of testing: Information and Data Assurance, and Disaster Recovery. c. Collects, tracks and reports test metrics and brief leadership on testing status. d. Writes detailed test plans, develops test scenarios and test scripts. e. Provides expert level guidance to less advanced testers.

	<ul style="list-style-type: none"> f. Leads test execution. Manages and monitors testing progress. Analyzes validity of results. Ensures team has necessary resources to execute testing activities. g. Participates in working groups to ensure testing requirements are addressed as needed for exploring capabilities for new tools, automation requirements and enhancements, leveraging new QA thought processes into the environment. h. Identifies, creates and secures test data as necessary. i. Reviews customer requirements and specifications to ensure that tests will confirm that these are satisfied. j. Traces requirements to test cases to ensure coverage for full system integration test. k. Works with Software Automation Test Engineers to develop a framework for automated testing. l. Performs functional administration, configuration, and utilization of testing tools. m. Reviews and evaluates complex test specifications, test results, test trends and implements corrective action as needed. n. Coordinates the resolution of problems inhibiting test progress. o. Participates in readiness reviews, entrance/exit reviews, and other Program level meetings as required. p. Other duties as assigned.
<p>Qualifications</p>	<ul style="list-style-type: none"> a. Solid working knowledge of QA test methodology (concepts, practices and procedures within testing). b. Ten (10) years of QA/QC experience executing system testing, writing test plans, creating test schedules, creating/reviewing test cases using business requirements, writing regression test scripts, and managing functional and User Acceptance testing. Demonstrated experience in multiple test techniques, methodologies. c. At least Five (5) years of Test Lead experience with at least two (2) multi-year public sector implementations in a lead role. d. Strong interpersonal and stakeholder level communication skills. e. Ability to report testing progress precisely and concisely to senior management on a day-to-day basis during testing cycles.
<p>Education:</p>	<ul style="list-style-type: none"> a. Bachelor’s Degree in Computer Science, Technology, Mathematics or Engineering, or the equivalent combination of education, technical training or work experience. b. QA/Test practitioner (e.g., ISTQB, CSTE, CASTP-P) certification is desired but not required.
<p>Technical Skills:</p>	<ul style="list-style-type: none"> a. Experience using Microsoft Office products - MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams. b. Automation and testing tools (such as Selenium, UI Path, Katalon Studio, Ranorex Studio, HP UFT/QTP, HP WinRunner, <i>etc.</i>) – desired but not required.

CLIN	A033, A133, A233, A333, and A433
Title	Receptionist OCIO
Duties and Responsibilities	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> a. Answer phones and route call to specific individuals b. Answer inquires relating to OCIO c. Greet visitors warmly and make sure they are comfortable d. Call persons waiting for visitor and book them a room to meet e. Schedule meetings and conference rooms f. Coordinate mail flow in and out of office g. Collect and distribute packages and other mail h. Handle requests and complaints in a calm and professional manner i. Coordinate office activities j. Arrange appointments/transportation k. Send email and faxes l. Perform basic bookkeeping, filing, and clerical duties m. Prepare forms n. Take and relay messages o. Update appointment calendars p. Schedule follow-up appointments
Qualifications	<ul style="list-style-type: none"> a. Ability to communicate effectively both orally and in writing to a variety of audiences b. Ability to multi-task and work within high pressure environment c. Provide clerical support and work with highly confidential information in a large organization d. Excellent organizational and interpersonal skills e. Ability to use Microsoft Outlook and Microsoft Office application suite (Word, Excel, Access, <i>etc.</i>)
Education:	A high school diploma or equivalent with a minimum of two (2) years of experience in the field or related area.

CLIN	A034, A134, A234, A334, and A434
Title	Senior Network Security Engineer II
Duties and Responsibilities	<p>Senior Network Security Engineer II supports the ongoing design, implementation, operation and security of the OCFO network and the supporting security infrastructure.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> a. Ability to monitor and analyze data traffic patterns within the OCFO network infrastructure; b. Identify network problems and recommend improvements to ensure optimal performance; c. Ability to improve network quality regarding any degradation; d. Ability to enhance security and knowledge of the latest security threats, worms and malware and advise on how to deter them; e. Ability to ensure reliability and stability of the work through the above actions;

	<ul style="list-style-type: none"> f. Configure routers, switches, firewalls and other appliances in compliance with OCFO security standards; g. Monitor security measures in place within network perimeter, ensuring breaches do not occur and information is safeguarded from unauthorized access; h. Proactively oversee the activities involved in quality resolution of complex technical issues, responding with an appropriate sense of urgency to problems escalated to Network Engineer’s level; i. Coordinate with appropriate personnel to determine positive solutions that increase end user satisfaction, following through to completion, and communicating resolution results; escalate to management any situation that could adversely impact the service provided to the end user; j. Monitor trends in documented incidents and determine appropriate actions necessary to eliminate future occurrences and improve customer service levels in an appropriate timeframe; k. Provide network design services; l. Coordinate with the Infrastructure Services Group staff to establish the scope, timing and technical approach to be used for proposed network changes; m. Ensure adherence to network policies and procedures; n. Manage production and disaster recovery networks and security; o. Ability to perform forensic and packet analysis; and p. Ability to configure and operate network security-focused monitoring and logging systems.
Qualifications	<ul style="list-style-type: none"> a. Experience building large scale, multi-site network architectures b. Experience with secure remote access/WAN technologies (IPsec, VPN, etc.) c. Knowledge of network-based and system-level attacks and mitigation methods d. Experience with firewalls: Cisco Firepower (NGFW) or Cisco ASA Firewalls; e. Experience with security routing protocols
Technical Skills:	Security: Cisco Firepower (Next generation firewall), Cisco ASA Firewalls, Cisco ISE 2.0 and above (Identity Services Engine), Cisco NGFW (Next Generation Firewall), Cisco AMP (Advanced Malware Protection), Cisco Firepower.

CLIN	A035, A135, A235, A335, and A435
Title	Senior SharePoint Developer
Duties and Responsibilities	<ul style="list-style-type: none"> a. Responsible for the design, development, maintenance of SharePoint environments and support of information portals and content management systems based on Microsoft SharePoint Server 2013 on-prem and Microsoft Sharepoint Cloud O365 solutions for the Office of the Chief Financial Officer (OCFO), Office of the Chief Information Officer (OCIO).

	<ul style="list-style-type: none"> b. Determine strategies for the most effective ways to meet specific business needs with Sharepoint, implementing solutions using SharePoint built-in capabilities, SharePoint Designer or Visual Studio, as well as Power BI, Power Apps, and SharePoint online O365. c. Proactively monitor, maintain and enhance existing systems to increase functionality and optimize performance. d. Responsible for developing SharePoint solutions using SharePoint tools and .NET (C#, XML, XSLT, web services); e. Migrate content from SharePoint 2013 on-premise to SharePoint Cloud 365. f. Provide Support and guidance to users on SharePoint 2013 features and functionalities and provide technical advice to team members.
Qualifications	<ul style="list-style-type: none"> a. 6-10 years experience supporting, configuring, developing, maintaining, and monitoring SharePoint sites on premise 2013 and on cloud; b. 6-10 years experience with Microsoft technologies including .NET Framework, ASP.NET, MVC, AJAX using C#, VB.Net;.Net Core c. 6-10 years experience Develop SharePoint 2013 applications and custom components (master pages, user controls, templates, and server-side code); d. 6-10 years experience with out-of-the-box SharePoint features and manipulate the web parts/pages using JavaScript, JQuery, HTML, CSS/CSS3, and XML; e. Familiar with InfoPath forms and developing SQL Server Reporting Services (SSRS) reports; f. 6-10 years experience in configuring SharePoint services, settings, manage content database, Active Directory (LDAP, ADAM, etc.), Title size limits, site quotas, and expert understanding of IIS; g. Expert understanding of SharePoint administration, manager of service application, web applications, site collection administration, solution deployment; h. Hands-on experience in SQL Server 2012 (SQL, PL/SQL and TSQL) i. Experience using Visual Studio or related IDE j. Experience migrating content from SharePoint on-prem to O365 SharePoint. k. Experience developing applications in Microsoft Power Apps, Power Automate and Power BI l. Hands-on experience in creating and consuming RESTful Web services, XML web services and Web API. m. Good knowledge of OOPS (Object Oriented Programming Structure) and Agile methodology

CLIN	A036, A136, A236, A336, and A436
Title	Senior SharePoint/Power Platform Developer
Duties and Responsibilities	<p>The Senior Microsoft Share Point / PowerPlatform Developer (Level 3) shall create, maintain, and deploy SharePoint sites, using Microsoft tools – including PowerBI and PowerApps – in support of business requirements submitted to the Data Services Group. The developer shall provide assistance to power users in their own Power Platform development efforts.</p> <p>Responsibilities:</p> <ol style="list-style-type: none"> a) Responsible for the design, development, maintenance of SharePoint Online sites and web-based applications with Power Platform (Power Apps, Power Automate, Power BI) for the Office of the Chief Financial Officer (OCFO), Office of the Chief Information Officer (OCIO). b) Determine strategies for the most effective ways to meet specific business needs and implement custom solutions using Microsoft Dynamics 365, Canvas Apps, Model-Driven apps and other Office 365 applications and services c) Expertise in design and development of User Interfaces, User Controls and Custom Controls using ASP .Net and C#. d) Experience re-writing SharePoint solutions and business processes (InfoPath forms and SharePoint Designer workflows) to PowerApps and Power Automate e) Proactively monitor, maintain and enhance existing systems to increase functionality and optimize performance. f) Provide Support and guidance to users on SharePoint Online/Power Platform features and functionalities and provide technical advice to team members. g) Good working knowledge of .Net, C#, ASP.Net MVC, Entity Framework, JavaScript, jQuery, Dynamics 365 APIs, HTML5, JSON and CSS3 h) Experience with API or rest services integrations. Understanding of how to implement solutions with multiple data sources i) Experience in developing stored procedures, triggers using SQL and T-SQL in relational databases such as MS SQL Server 2017/2012. j) Good Experience in database development in creating complex database Queries, Views, Stored Procedures, User Defined Functions. k) Worked through all phases of Software Development Life Cycle (SDLC)
Qualifications	<p>Required Skills (Seven (7) years):</p> <ol style="list-style-type: none"> a. Support, configure, develop, maintain, and monitor SharePoint sites; b. Experience with .NET Framework and ASP.NET development using C#, VB.Net; c. Develop and design Office365 applications (Power Apps, Power Automate (and common data services

	<ul style="list-style-type: none"> d. Experience with out-of-the-box SharePoint features and manipulate the web parts/pages using JavaScript, JQuery, HTML, CSS/CSS3, and XML; e. Implement custom solutions using Microsoft Dynamics 365, Canvas Apps, Model Driven apps and other Office 365 applications and services. f. Experience re-writing SharePoint solutions and business processes (InfoPath forms and Sharepoint Designer workflows) to PowerApps and Power Automate g. Experience with API and rest services integrations, understanding of how to implement solutions with multiple data sources h. Experience in SQL Server 2012and SQL Reporting services; i. Experience using Visual Studio or related IDE; j. Experience with a variety of Content Management systems such as Visual Source Safe, Subversion, etc.; and k. Ability to write document procedures and promote best practices <p>Additionally:</p> <ul style="list-style-type: none"> a) 5+ years using Power Platform (Power Apps, Power Automate, Power BI) b) 7+ years of experience in SharePoint 2013 on-premise and O365 c) 5+ years of experience in using SQL Server 2012 d) 5+ years of experience using Visual Studio e) 5+ years of experience using ASP.NET using C#, XML, web services f) InfoPath Forms
<p>Technical Skills:</p>	<p>Operating System: Windows Server 2012 Languages: C#, VB.Net, PL/SQL, TSQL, VBScript, JavaScript, JQuery, Bootstrap CSS, Visual Studio.NET 2019/2015/2012 Power Platform: Microsoft Power BI, Power Apps, Power Automate SharePoint Technologies: Microsoft SharePoint Server 2013/2010, MS SharePoint Designer 2013/2010, MS InfoPath 2010 Collaboration Tools: Microsoft SharePoint 2013/2010, SharePoint Online Office 365 .Net Framework: Entity Framework, .NET Framework 4.6/4.0/3.5, ADO.NET, ASP.NET Markup Languages: XML, HTML5 and CSS3.0 Third Party controls/Tools: Developer Express 8.1.2, Ajax, Telerik Controls Database/Reporting Tools: MS SQL Server 2014/2012, Oracle 11g, , SQL Server Reporting Services (SSRS) Version Control: GIT Hub, SVN</p>

CLIN	A037, A137, A237, A337, and A437
Title	Senior SQL Server DBA

<p>Duties and Responsibilities</p>	<ul style="list-style-type: none"> a. Serving as part of the OCIO Tax systems group to maintain and monitor day-to-day operation of the OCFO SQL server database infrastructure and develop and maintain SQL reports; b. Implementing, configuring, and administering SQL Server databases; c. Collecting and reporting database metrics (e.g., performance, availability, and resource utilization); d. Monitoring SQL Server database metrics and proactively tuning the database environments; e. Monitoring database alerts, troubleshooting database issues and resolving database incidents within SLAs; f. Responding to and resolving support requests from developers and operations staff within SLAs g. Reviewing database logs and activity reports on a daily basis to ensure operational issues are identified and resolved within established SLAs; h. Performing post-incident reviews to identify recurring problems; i. Maintain and develop SSRS (SQL server Reports) for various Tax subsystems; j. Develop SSIS (SQL server Integration) scripts for database conversion from DB2 to SQL server for tax systems conversion; k. Upgrade and patch SQL servers timely based on Microsoft patching cycles; and l. Working with other technical staff
<p>Qualifications</p>	<ul style="list-style-type: none"> a. Third party Data Base Administrator (DBA) tools and applications (e.g., Erwin data modeler) experience (Three (3) years); b. Document processes, procedures and database structures (e.g., data topology, data dictionary) experience (Three (3) years); c. Scripting language PowerShell, VB Script, Windows Shell experience (Three (3) years); d. MS SQL Server 2008, 2008R2 or 2012 Database Administration experience (5 years); e. Performance Tuning and Query Optimization using Performance Monitor, SQL Profiler and other related monitoring and troubleshooting tools experience (Three (3) years); f. Detect and trouble SQL Server related CPU, memory, I/O, disk space and other forms of resource contention experience (Three (3) years); g. Perform backups, restores, recovery models, database shrink operations, DBCC commands, Clustering Database mirroring, Replication experience (3 years); h. SQL Development - ability to write and troubleshoot SQL Code and design (stored procedures, functions, tables, views, triggers, indexes, constraints) experience (Three (3) years); i. Troubleshoot and resolve database integrity issues, performance issues, blocking and deadlocking, replication, long shipping, connectivity and security issues etc. experience (Three (3) years);

	<ul style="list-style-type: none"> j. Expertise in Auditing, Credentials, Proxies and encryption; k. Troubleshoot MS SQL Server and resolving database integrity, performance, blocking and deadlocking, replication, log shipping and connectivity issues experience (Three (3) years); l. Experience in converting DB2 to SQL server data replication;
Education:	A bachelor’s degree. Certification: at least one of the following <ul style="list-style-type: none"> a. MCDBA b. MCSA c. MCITP

CLIN	A038, A138, A238, A338, and A438
Title	Service Desk Technician Level 2
Duties and Responsibilities	<p>The Service Desk Technician Level 2 provides technical support for customers who experience computer and software issues in the areas of standard Windows desktop applications as well as applications developed by the OCFO and its vendors. This position serves as the first point of contact for troubleshooting hardware and software problems.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> a. Respond to service requests and service incidents reported by OCFO staff via phone, email, or web portal. Ensure information is accurately entered into the ticketing system and that all assigned tickets are tracked and managed to resolution within defined service level agreements. b. Ability to provide tier 1 support for a Windows-based desktop environment, including common desktop applications such as Microsoft365 and Adobe, as well as managing user accounts and Active Directory. c. Ability to provide tier 1 support for iOS-based mobile devices, including common mobile-based applications such as email, Microsoft365, and authentication applications. d. Configure and deploy PCs, laptops, printers, mobile phones, tablets, and other desktop IT assets. e. Interact with network team and application development teams to restore services and/or identify and correct issues. f. Simulate or re-create user problems to resolve incidents. g. Recommend system modifications to reduce user problems and service incidents.
Qualifications	<p>Required Experience: At least three (3) years of experience in the following:</p> <ul style="list-style-type: none"> a. Providing help desk support for the Windows operating system, Windows-based applications and databases, and AD account management; b. Providing help desk support for iOS devices, iOS-based applications, and iCloud account management; c. Configuring, imaging, and deploying Windows based laptops, printers, and desktop assets;

	<p>d. Workflow management applications such as ZenDesk, ServiceNow, Ivanti, or BMC Helix.</p> <p>Preferred Experience: At least three (3) years of experience in the following:</p> <p>a. Endpoint protection and management tools such as Cisco AMP, Absolute, or HP SureClick;</p> <p>b. IT asset management and tracking tools such as Oomnitza, ServiceNow, Ivanti, or BMC Helix.</p>
Technical Skills:	CompTIA A+ certification for technical support.

CLIN	A039, A139, A239, A339, and A439
Title	Service Desk Technician Level 3
Duties and Responsibilities	<p>The Service Desk Technician Level 3 provides technical support for customers who experience computer and software issues in the areas of standard Windows desktop applications as well as applications developed by the OCFO and its vendors. This position serves as the first point of contact for troubleshooting hardware and software problems.</p> <p>Duties & Responsibilities:</p> <p>a. Respond to service requests and service incidents reported by OCFO staff via phone, email, or web portal. Ensure information is accurately entered into the ticketing system and that all assigned tickets are tracked and managed to resolution within defined service level agreements.</p> <p>b. Ability to provide tier 1 and tier 2 support for a Windows-based desktop environment, including common desktop applications such as Microsoft365 and Adobe, as well as managing user accounts and Active Directory.</p> <p>c. Ability to provide tier 1 and tier 2 support for iOS-based mobile devices, including common mobile-based applications such as email, Microsoft365, and authentication applications.</p> <p>d. Configure and deploy PCs, laptops, printers, mobile phones, tablets, and other desktop IT assets.</p> <p>e. Interact with network team and application development teams to restore services and/or identify and correct issues.</p> <p>f. Simulate or re-create user problems to resolve incidents.</p> <p>g. Recommend system modifications to reduce user problems and service incidents.</p>
Qualifications	<p>Required Experience: At least five (5) years of experience in the following:</p> <p>a. Providing help desk support for the Windows operating system, Windows-based applications and databases, and AD account management;</p> <p>b. Providing help desk support for iOS devices, iOS-based applications, and iCloud account management;</p> <p>c. Configuring, imaging, and deploying Windows based laptops, printers, and desktop assets;</p>

	<p>d. Workflow management applications such as ZenDesk, ServiceNow, Ivanti, or BMC Helix.</p> <p>Preferred Experience: At least five (5) years of experience in the following:</p> <p>a. Endpoint protection and management tools such as Cisco AMP, Absolute, or HP SureClick;</p> <p>b. IT asset management and tracking tools such as Oomnitza, ServiceNow, Ivanti, or BMC Helix.</p>
Technical Skills:	<p>a. ITILv4 Foundation</p> <p>b. CompTIA A+ certification for technical support</p>

CLIN	A040, A140, A240, A340, and A440
Title	SOAR Support Analyst
Duties and Responsibilities	<p>The nature of this support requires “on call” availability as issues arise. The District does not anticipate a daily or weekly need for the requested support services but needs an analyst with the required expertise/skill set to assist when needed.</p> <p>Duties & Responsibilities:</p> <p>a. Provide technical research and analysis of any software issue that threatens the 99.6% online availability of SOAR.</p> <p>b. Provide technical research and analysis of any processing issue that threatens the production of an accurate Comprehensive Annual Financial Report.</p> <p>c. Provide technical research and analysis of any requested or legally mandated change to existing functionality, to include developing code to be migrated into test, acceptance, and production environments.</p> <p>d. Provide technical support service for COBOL, CICS, JCL, SQL, DB2, VSAM, TSO/ISPF, FTP, UC4, SYNC SORT, SOA, XML, Word, Excel, PowerPoint, Windows, and Visio.</p> <p>e. Support online and batch execution within R*STARS; data screens maintenance; database updates; system executive; ABEND analysis and recovery; software maintenance/enhancement; and reporting (both standard and ad hoc).</p> <p>f. Support the Office of Financial Operations and Systems (OFOS) in troubleshooting and resolving SOAR processing errors as well as out of balance conditions and other matters reported to the SOAR Help Desk.</p> <p>g. Upon request, the analyst shall provide analysis, design, and documentation of features added to SOAR as a result of new accounting requirements. The analyst shall update user manuals and training materials and shall assist senior OFOS staff is conducting user training as requested.</p> <p>h. Provide support with modified or customized R*STARS.</p> <p>i. Create and maintain a liability offset customization to</p>

	R*STARS allowing the District, the US Treasury, and states entering into agreement with the District to offset payments owed to a payee against a District, federal or state liability owed by the payee.
Qualifications	<ul style="list-style-type: none"> a. COBOL, CICS, JCL, SQL, DB2, VSAM, TSO/ISPF, FTP, UC4, SYNCSORT, SOA, XML, Word, Excel, PowerPoint, Windows, and Visio b. Online and batch execution within R*STARS; data screens maintenance; database updates; system execution; ABEND analysis and recovery; software maintenance /enhancement; and reporting (both standard and ad hoc). c. Modified or customized R*STARS d. Creating or maintaining a local or state liability offset e. customization to R*STARS f. Experienced with all facets of the System Development Life Cycle g. Knowledgeable experience with accounting principles and practices h. Experienced analyst skilled at problem solving i. 10 years for a. to c. under qualifications and 6 years for d. to h.

CLIN	A041, A141, A241, A341, and A441
Title	Tableau Report Writer
Duties and Responsibilities	<ul style="list-style-type: none"> a. Evaluating the current Cognos reports and converting them into Tableau dashboards. b. Support day to day basic reporting systems, which will include help desk issues, end user support. c. Work closely with users to gather reporting/dashboard requirements. d. Responsible for designing, optimize, and develop and debug new cubes, dashboards and reports within Tableau e. Design and support Informatica ETL scripting's f. Support all new system implementations as it relates to Tableau interfaces and reporting. g. Capacity planning and recommend improvements to ensure system stability h. Must be able to work well in a team environment, this position will need to interact with user and work closely with other team members daily. i. Must have excellent communications skills. j. Coordinate with appropriate personnel to determine positive solutions that increase end user satisfaction, following through to completion, and communicating resolution results; escalate to management any situation that could adversely impact the service provided to the end user;
Qualifications	<ul style="list-style-type: none"> a. 10+ years of experience in working in an Enterprise Wide Data Warehouse

	<ul style="list-style-type: none"> b. 5+ years of experience in Tableau server administration c. 5+ years of experience in Tableau development(certified)and server professional d. 5+ years of experience in public sector financial systems (optional) e. 3+ years of experience in Informatica 10 (optional) f. 5+ years of experience in building visualizations, interactive dashboards, reports with strong data analysis skills g. 5+ years of experience in performance tuning specific to Tableau
Technical Skills:	<ul style="list-style-type: none"> a. System Software: Tableau 10.3, IIS, Windows 2016, Informatica 10 b. Development tools: Visual Studio, .NET/ASP/Visual Basic, Informatica 10, SQL Developer, Tableau Desktop c. Databases: Oracle 12C Rac

CLIN	A042, A142, A242, A342, and A442
Title	Tableau/Cognos Specialist
Duties and Responsibilities	<p>The Tableau/Cognos Specialist shall provide support for the day-to-day basic reporting systems and the overall health of the system and databases for all the OCFO agencies Cognos and Tableau environments. This position also provides support for the building of the District’s budget book as well as the applications used in the build.</p> <p>Responsible for all aspects of Cognos 10.2 and Tableau 10.3 environments including Configuration, performance planning, tuning and optimization of all environments including, Development, UAT and training.</p> <ol style="list-style-type: none"> 1. Daily monitoring of system for nightly jobs normal completion as well as overall health of system. 2. Support day to day basic reporting systems, which will include help desk issues, end user support. 3. Work closely with users to gather reporting/dashboard requirements 4. Maintain and create analytic dashboards as needed. 5. Providing support for the creation of the OCFO Budget book 6. Support all .NET applications used in the building of the OCFO Budget book 7. Support any ad-hoc reporting as needed. 8. Responsible for designing, optimize, and develop and debug new cubes, dashboards and reports 9. Design and support Informatica ETL scriptings 10. Support external and internal facing OCIO reporting web sites 11. Support all new system implementations as it relates to Cognos and Tableau interfaces and reporting 12. Capacity planning and recommend improvements to ensure system stability 13. Coordinate with appropriate personnel to determine positive solutions that increase end user satisfaction, following through to completion, and communicating resolution results; escalate to management any situation that could adversely impact the service provided to the end user;

Qualifications	<ul style="list-style-type: none"> a. 10+ years of experience in Modeling Enterprise Wide Data Warehouse. b. 10+ years of experience in Cognos 11.7 c. 10 + years of experience in Cognos BI applications (BI framework Manager) d. 5+ years of experience in Tableau 10 desktop (certified) and server professional. e. 5+ years of experience in Tableau developer and administrator. f. 10 + years of experience in Public Sector Financial systems. g. 10 + years of experience in Informatica 10. h. 10+ years of experience in .Net/ASP and Visual Basic
Technical Skills:	<ul style="list-style-type: none"> a. System Software: Cognos 10.2,11.7, Tableau 2020.1.6, IIS, Windows 2016 b. Development tools: Cognos-Framework manager, Visual Studio, .Net/ASP/Visual Basic c. Informatica 9.610 ETL scripting Perl, Oracle Data Modeler, SQL Developer d. Database: Oracle 11g RAC

CLIN	A043, A143, A243, A343, and A443
Title	Test Automation Engineer
Duties and Responsibilities	<p>The candidate is responsible for the design, development and execution of automated tests for distributed enterprise applications with external and internal interfaces utilizing Microservices and business automation patterns. As an active participant on a scrum team, the candidate is responsible for all aspects of quality assurance including test automation, and development of automated processes within a testing framework. This role works closely with software engineers, fellow QA engineers, DevOps engineers, infrastructure and security professionals. Flexibility to work collaboratively and knowledgeably with team members of each area is vital. The candidate documents and works to resolve problems, reports progress on problem resolution, devises improvements to current procedures, and develops models of possible future configurations. The candidate will focus on the automation for testing of the software built on a technology stack using industry standard tools. It is essential that this candidate have exceptional communication skills and be flexible and knowledgeable with technology, environment and priorities.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> a. Perform and write automated functional, system, regression, and integration testing b. Design, develop, and execute automated tests. c. Extend and enhance existing test automation frameworks and tools. d. Ensure test environments are prepared and ready for execution of test scenarios

	<ul style="list-style-type: none"> e. Execute test cases to validate system functionality prior to releasing to UAT/customers f. Work closely with engineering and QA to manage and improve the development pipeline by integrating with CI/CD tools. g. Triage, document and perform troubleshooting and diagnosis of defects reported by customers or internally to determine steps to reproduce. h. Execute regression testing to validate defect resolution and verify existing functionality is unaffected i. Identify, record, document test results to enable efficient resolution of defects j. Develop automated tests for regression and reproduction of defects k. Design, develop and execute automation scripts using open source tools. l. Liaise with internal teams (e.g. developers and project managers) to identify system requirements. m. Investigate the causes of non-conforming software n. Track quality assurance metrics, like defect densities and open defect counts. o. Document QA procedures for team. p. Other responsibilities as assigned
<p>Qualifications</p>	<ul style="list-style-type: none"> a. 4+ years of full-time professional experience with Testing Automation and Quality Assurance, and Testing Methodologies. b. Strong understanding of agile software development processes c. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude. d. Excellent oral and written communication skills. e. Proficiency with programming languages f. Ability to manage multiple tasks with varying priorities g. Ability to communicate ideas in a variety of formats h. Proficiency with Financial Concepts, Business Math i. Strong organizational skills with the ability to multi-task in a fast-paced environment and manage priorities with deadlines. j. Adheres to Agile development methodology k. Proficiency with quality assurance terminology, methods and tools l. Perform code reviews
<p>Education:</p>	<p>Bachelor's Degree in Computer Science, Engineering, or the equivalent combination of education, and successful work experience.</p>
<p>Technical Skills:</p>	<ul style="list-style-type: none"> a. Microsoft Office products -- MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams, Power Automate. b. Knowledge and understanding of SQL c. Proficient with Java, JSON, JUnit, TestNG d. Experience with Python, Selenium e. Experience with RPA and associated tools. f. Experience with Blue Prism, UIPath, RestEasy or similar API automation g. Experience with JMeter

	<ul style="list-style-type: none"> h. Experience with Git i. Experience Bash and SSH experience j. Experience with Jira and confluence
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CLIN	A044, A144, A244, A344, and A444
Title	Test Automation Engineer Lead
Duties and Responsibilities	<p>The candidate is responsible for the design, development and execution of automated tests for distributed enterprise applications with external and internal interfaces utilizing Microservices and business automation patterns. As an active participant on a scrum team, the candidate is responsible for all aspects of quality assurance including test automation, and development of automated processes within a testing framework. This role works closely with software engineers, fellow QA engineers, DevOps engineers, infrastructure and security professionals. Flexibility to work collaboratively and knowledgeably with team members of each area is vital. The candidate documents and works to resolve problems, reports progress on problem resolution, devises improvements to current procedures, and develops models of possible future configurations. The candidate will focus on the automation for testing of the software built on a technology stack using industry standard tools. It is essential that this candidate have exceptional communication skills and be flexible and knowledgeable with technology, environment and priorities.</p> <ul style="list-style-type: none"> a. Perform and write automated functional, system, regression, and integration testing b. Design, develop, and execute automated tests. c. Extend and enhance existing test automation frameworks and tools. d. Ensure test environments are prepared and ready for execution of test scenarios e. Execute test cases to validate system functionality prior to releasing to UAT/customers f. Work closely with engineering and QA to manage and improve the development pipeline by integrating with CI/CD tools. g. Triage, document and perform troubleshooting and diagnosis of defects reported by customers or internally to determine steps to reproduce. h. Execute regression testing to validate defect resolution and verify existing functionality is unaffected i. Identify, record, document test results to enable efficient resolution of defects j. Develop automated tests for regression and reproduction of defects k. Design, develop and execute automation scripts using open source tools. l. Liaise with internal teams (e.g. developers and project managers) to identify system requirements. m. Investigate the causes of non-conforming software

	<ul style="list-style-type: none"> n. Track quality assurance metrics, like defect densities and open defect counts. o. Document QA procedures for team. p. Other responsibilities as assigned
Qualifications	<p>Experience:</p> <ul style="list-style-type: none"> b. 7+ years of full-time professional experience with Testing Automation and Quality Assurance, and Testing Methodologies. c. Strong understanding of agile software development processes d. Strong technical skills, work ethic, independence, problem solving ability, and overall positive attitude. e. Excellent oral and written communication skills. f. Proficiency with programming languages g. Ability to manage multiple tasks with varying priorities h. Ability to communicate ideas in a variety of formats i. Proficiency with Financial Concepts, Business Math <p>Proficiency:</p> <ul style="list-style-type: none"> 1. Strong organizational skills with the ability to multi-task in a fast-paced environment and manage priorities with deadlines. 2. Adheres to Agile development methodology 3. Proficiency with quality assurance terminology, methods and tools 4. Perform code reviews
Education:	Bachelor's Degree in Computer Science, Engineering, or the equivalent combination of education, and successful work experience.
Technical Skills:	<ul style="list-style-type: none"> a. Microsoft Office products - MS Word, Excel, PowerPoint, MS Visio and MS Project, Microsoft Teams, Power Automate. b. Knowledge and understanding of SQL c. Proficient with Java, JUnit, TestNG d. Experience with Python, Selenium e. Experience with RPA and associated tools. f. Experience with Blue Prism, UIPath, RestEasy or similar API automation g. Experience with JMeter h. Experience with Git i. Experience Bash and SSH experience j. Experience with Jira and confluence
CLIN	A045, A145, A245, A345, and A445
Title	Test Engineer Journeyman/QA Analyst
Duties and Responsibilities	As part of the OCFO technology team, the Test Engineer Journeyman/QA Analyst will be performing the quality assurance activities for two primary systems – Tax system and core financial system and other related applications. The Test Engineer Journeyman/QA Analyst will become fully familiar with all the functional requirements of all the applications and will be responsible for planning, writing, and executing QA and QC plans and test cases for the mainframe-based applications as well as other web-based

	<p>applications; fully understand the internal and external software processes; design test plans, review functional requirement documentation and prese test cases for project team review; submit, regress, and verify defects; test database interactions at both the end-user and back-end levels; work with development engineers to create scripts to facilitate ad hoc testing as well as provide valuable input on creating more sophisticated, cross-platform QA tools which will assist the manual test process; be experienced in performance and capacity testing; and be proactive and exercise flexibility and multi-tasking ability in a high stress environment.</p> <p>Duties and responsibilities:</p> <ol style="list-style-type: none"> a. Evaluates, recommends, and implements automated test tools and strategies; b. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met; c. Develops, maintains, and upgrades automated test scripts and architectures for application produces. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports; d. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications; e. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selections.
Qualifications	<ol style="list-style-type: none"> a. 6-10 years designing, implementing and conduct tests to ensure system requirements are met for complex software/hardware applications (Required) b. 6-10 years creating and maintaining automated test scripts (Required) c. Experience in QA and QC methodologies (Required) d. Experience in JCL, CICS, Batch and online environment (Required) e. Current hands-on mainframe testing experience (Required) f. Experience in internet/web-related applications testing (Required) g. Experience with databases -- DB2, Oracle, SQL (Required) h. Highly proficient in Windows/Unix/Linux environment (Required) i. Client/server-based application testing experience (Required) j. Experience in backend/black box testing (Required) k. Testing tools – Quality Center, Load Runner (Highly Desired) l. Experience with Agile and iterative development (Desired) m. Scripting skills in at least one language – HTML, .NET (Desired)
Education:	<ol style="list-style-type: none"> a. Bachelor’s Degree in IT or related field, or b. The equivalent combination of education and successful work experience
CLIN	A0466, A146, A246, A346, and A446
Title	Test Engineer Master/QA Analyst

<p>Duties and Responsibilities</p>	<p>As part of the OCFO technology team, the Test Engineer Master/QA Analyst will be performing the quality assurance activities for our Tax system, our core financial system and other related systems/applications. The Test Engineer Master/QA Analyst is responsible for performing system testing for Operational maintenance/enhancements and new Enterprise level projects. The Test Engineer Master/QA Analyst should become fully familiar with the functional requirements of all the applications and will be responsible for planning, writing, and executing QA and Quality Control (QC) plans and test cases for our mainframe-based applications as well as other current technology-based applications. The Test Engineer Master/QA Analyst must be able to provide Business Analytical support for interpreting our core business client’s applications and be able to translate and document these results in business requirements; fully understand the internal and external software processes; be proficient in various phases of testing – such as Unit, System, Functional, Integration and Regression; design test plans, review functional requirement documentation and present test cases for project team review; be able to submit, verify and do regression testing for defects that reside in the QA repository; work with development engineers to create scripts to facilitate <i>ad hoc</i> testing and reporting; have experience in using HP ALM/Quality Center tool in building requirements and test repositories; be proactive, exercise flexibility and be able to multi-task within a high stress environment; work with business user units to gather and document detailed requirements; and develop and apply requirements analysis strategies.</p> <p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> a. Evaluations, recommends, and implements automated test tools and strategies. b. Designs, implements, and conducts test and evaluation procedures to ensure system requirements are met. c. Develops, maintains, and upgrades automated test scripts and architectures for application products. Also writes, implements, and reports status for system test cases for testing. Analyzes test cases and provides regular progress reports. d. Serves as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. e. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.
<p>Qualifications</p>	<ol style="list-style-type: none"> a. 16+ years designing, implementing, and conducting tests to ensure system requirements are met for complex software/hardware applications (Required) b. 16+ years creating and maintaining automated test scripts (Required)

	<ul style="list-style-type: none"> c. 15+ years of experience in Quality Assurance and Quality Control methodologies (Required) d. 16+ years demonstrating ability to design and execute test plans by attending technical/functional requirements review for complex software applications (Required) e. 16+ years strong analytical skills and experience with QA metrics, such as defect profiles and performance to entry/exit criteria (Required) f. 16+ years ability to work collaboratively and effectively across matrix organizations in a fast-paced and schedule-driven environment (Required) g. 7+ years current hands-on mainframe testing experience in JCL, CICS, Batch environment (Required) h. 10+ years of experience in internet/web-related applications testing (Required) i. 8+ years of experience in client/server-based application testing (Required) j. 10+ years of experience in backend/black box testing (Required) k. 5+ years of experience in Performance Testing Tools – Load Runner, ALM Performance Center (Required) l. 15+ years of experience in writing SQL queries in databases – DB2, Oracle, SQL (Required) m. 8+years of application requirements and Enterprise Architecture experience (Required) n. 12+ years of experience documenting and tracking customer requirements in the form of detailed functional requirements (Required) o. 10+ years of experience with Quality Center testing tool in building requirements and test case repositories (Required) p. 13+ years of effecting using defect tracking Customer Relationship Management (CRPM) tools such as Quality Center (Required) q. 3+ years of experience in automated testing (Required) r. 5+ years Business Analyst skill set that consists of creating business requirements documents as well as requirement traceability matrix (Required) s. 5+ years QA and Business Analyst Certification (Highly Desired)
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Information Technology or related field, or b. The equivalent combination of education and successful work experience

CLIN	A047, A147, A247, A347, and A447
Title	Voice and Data Communications Engineer
Duties and Responsibilities	Duties: <ul style="list-style-type: none"> a. As part of the OCFO technology team, this position is responsible for providing support to internal and remote users by installing, configuring, and upgrading OCFO telecommunication products, including Avaya,

	<p>CISCO, Aspect Unified Communication, Webex Audio\Video conferencing, VoiP, SIP, analog lines, eFax, and mobile devices.</p> <ul style="list-style-type: none"> b. Serve as the first point of contact for customers seeking Telecom related technical assistance over the phone or email c. Monitoring and maintaining of OCFO Voice Network and reporting issues to Telecom ISP/Cloud Hosting Vendor (OCTO) using remedy Portal ticketing system. d. Work with Telecommunications Partner (Aspect) on upgrades and patch management of voice products. e. Managing Helpdesk Tickets of Telecom related issues using Zendesk. f. Configuring new hires user profiles for Voicemail and Display name change on desk phones in timely manner g. Update Equipment Inventory documentation of the telephony infrastructure and Voice network infrastructure. h. Maintain Voice network cabling closets and cable location inventory. i. Perform technology refreshes, mobile devices iOS update in accordance with OCTO AirWatch policy j. Ability to document work activities into meaningful incidents or tasks in the Zendesk system. k. Performs all duties in accordance with OCFO policies and procedures l. Maintain inventories of all OCFO Telecom assets using the FCMS inventory and Verizon Portal to secure assets m. Participate in the development of the documentation of Telecom infrastructure and practices by providing written and/or verbal communications to effectively maintain a resource of standard practices. n. Participate in meetings as required and directed to insure clear communication within IT Operations. o. Install and move assets as required according to OCFO IT Operation processes. <p>Responsibilities:</p> <ul style="list-style-type: none"> a. Provides technical direction and engineering knowledge for communications activities including planning, designing, developing, testing, installing and maintaining large communications networks. b. Ensures that adequate and appropriate planning is provided to direct building architects and planners in building communications spaces and media pathways meet industry standards. c. Develops, operates, and maintains voice, wireless, video, and data communications systems. d. Provides complex engineering or analytical tasks and activities associated with one or more technical areas within the communications function.
<p>Qualifications</p>	<ul style="list-style-type: none"> a. 1-5 years of experience developing, operating and Required maintaining voice, wireless video, b. and data comm. Systems

	<ul style="list-style-type: none">c. 1-5 years of experience providing direction for communications activities related to large comm. networksd. Troubleshoot daily telecom related issues in the areas of desk phones, call center applications, mobile devices, and data \ voice portse. Proven experience with telecom system PBX\ACD\UIPf. Proven experience in asset management in the areas of hardware and softwareg. Good technical understanding of network, telecommunications, and mobile devicesh. Proven experience with Call Center Environment
Education:	Bachelor's degree in IT or related field or equivalent experience

B. Office of Tax and Revenue

CLIN	B001, B101, B201, B301, and B401
Title	General Clerk II (EAU)
Duties and Responsibilities	<p><u>Examination Unit</u></p> <ol style="list-style-type: none"> 1. The temporary personnel shall perform the following duties: <ol style="list-style-type: none"> a) Labeling documents (i.e. deeds of trust, liens, etc); b) Data Entry; c) Examine and verify documents to ensure that proper information is present; d) Execute cashier functions; and e) Other clerical duties as assigned. 2. The following knowledge, skills, experience and abilities are required for this position: <ol style="list-style-type: none"> a) High School diploma or equivalent; b) At least one (1) year of cashiering or banking experience; c) Ability to work independently or with minimum supervision; d) Ability to follow instructions and guidelines; e) Intermediate level computer skills. <p><u>Administrative Unit</u></p> <ol style="list-style-type: none"> 1. The temporary personnel shall perform the following duties: <ol style="list-style-type: none"> a) Log/track incoming mail; b) Mail original legal documents; c) Other clerical duties as assigned. 2. The following knowledge, skills, experience and abilities are required for this position: <ol style="list-style-type: none"> d) High School Diploma or equivalent; e) Ability to work independently or with minimal supervision; f) Ability to pay attention to details; g) Legible handwriting; h) Ability to follow instructions and guidelines.

CLIN	B002, B102, B202, B302, and B402
Title	General Clerk II (RU)
Duties and Responsibilities	<ol style="list-style-type: none"> a) Support functions pertaining to the processing of all tax returns, tax documents, information files and correspondence routed in or out of the OTR; b) Open and examine contents of business and individual income tax returns and related mail, attach all tax returns to related documents and/or payments and determine the proper designation for response or further processing; c) Assist in the handling of all incoming mail that is sorted and prepared for placement into a variety of designated categories: <ol style="list-style-type: none"> 1. Route returns by assigning the appropriate routing code and attaching a routing and control form;

	<ol style="list-style-type: none"> 2. Determine mail type and prepare documents for scanning; and 3. Count and batch returns and correspondence. 4. Perform data entry as it relates to production reports, returned mail, or other reports that are used within the Receipt and Control Branch; 5. Assist the Records Management Unit with the preparation of files to be sent to the Federal Records Center; 6. Assist the Records Management Unit with filing returns/batches and pulling returns/documents based on requests; 7. Assist, as needed, in preparing returns/documents that will be processed through the Scanning Unit; 8. Examine and verify that the proper forms, returns, and attachments are present and completed. If necessary, print and mail pre-written correspondence to taxpayer; 9. Examine and verify the accuracy of tax returns (including forms and attachments) by utilizing a comprehensive knowledge of applicable internal procedures and formal tax regulations 10. Assist the Data Management Unit in preparing or receiving work going to or coming from the lock box contractor; and 11. Use computer programs to verify accuracy of returns and make corrections as necessary to individual and business tax returns that contain errors.
<p>Technical Skills:</p>	<ol style="list-style-type: none"> a. High school diploma or equivalent with at least 1 year of experience in the field or in a related area. b. Ability to follow instructions and guidelines to perform the functions of the job and pay close attention to details. c. Ability to perform basic keyboard/word processing and applications Microsoft Outlook and Microsoft Suites.

CLIN	B003, B103, B203, B303, and B403
Title	Customer Service Representative
Duties and Responsibilities	<ol style="list-style-type: none"> a. Provide assistance and information to taxpayers on all business, income and real property taxes and related fees; b. Answer inquires to basic business registration, income and real property via telephone and written correspondence; c. Research, establish and update all business tax accounts via an online system; d. Review and adjust business registration, real property and income tax accounts which require correction and/or refunds; e. Receive and control business and income undeliverable refund checks; f. Receive and process requests for waivers of penalties and interest on select accounts; g. Input and update existing database accurately; h. Determine and register applicable tax liabilities for all taxes and fees administered by OTR;

	<ul style="list-style-type: none">i. Receive and respond to general correspondence pertaining to business, income, real property and other related taxes and fees;j. Research and prepare response for management signature;k. Track and maintain data necessary for production reports, andl. Input and update existing database accurately.
Qualifications	<ul style="list-style-type: none">a) A high school diploma or equivalent with a minimum of two (2) years of experience in the field or related area;b) Ability to communicate effectively both orally and in writing to a variety of audiences;c) Ability to research and interpret tax laws, regulations and policies; andd) Ability to perform basic business applications Microsoft Outlook and Microsoft Suites (Word, Excel, Access, etc.).

C. Office of Financial Operations and Systems

CLIN	C001, C101, C201, C301, and C401
Title	Human Resource Analyst
Duties and Responsibilities	<ul style="list-style-type: none"> a. Provides pension benefit estimates and performs benefit calculations, including retroactive payments for District and Federal employees in accordance with documented processes and procedures. b. Verifies that pension benefit applications are complete and accompanied by required documentation. Refers incomplete applications back to the appropriate government agency for certification and/or investigation. c. Verifies that CSRS applications are complete and that retirement contributions support the certification and/or investigation. d. Gathers and validates appropriate documentation and identifies areas requiring immediate Knowledge of employee benefits, qualified pension plans, laws and regulations governing same. e. Knowledge of the principles, practices and procedures of qualified retirement plans and their administration. f. Highly skilled in prioritizing and organizing high-volume work in a customer service- oriented environment. Must be detail oriented. g. Ability to perform business applications Microsoft Outlook and Microsoft Suites (Word, Excel, Access, etc.) and other support software used in the preparation of retirement computations, routine correspondence and payables. h. Strong financial, analytical, auditing, and research skills. i. Develop and test data bases and solve complex problems
Qualifications	<ul style="list-style-type: none"> a. Minimum two (2) years from an accredited college or university in business administration, human resources management, finance, accounting, public administration or a related field; b. Minimum five (5) years of progressively responsible recent experience (within the last 7 years) working in a human resource, employee benefits environment one year of which should include administering retirement benefits

CLIN	C002, C102, C202, C302, and C402
Title	Receptionist
Duties and Responsibilities	<ul style="list-style-type: none"> a) Answer phones and route call to specific individuals; b) Answer inquiries relating to OFOS c) Greet visitors warmly and make sure they are comfortable d) Call persons waiting for visitor and book them a room to meet e) Schedule meetings and conference rooms f) Coordinate mail flow in and out of office g) Collect and distribute packages and other mail h) Handles requests and complaints in calm and professional manner. i) Coordinate office activities.

	<ul style="list-style-type: none"> j) Arrange appointments/transportation. k) Send email and faxes. l) Perform basic bookkeeping, filing, and clerical duties. m) Prepare forms n) Take and relay messages. o) Update appointment calendars. p) Schedule follow-up appointments
Qualifications	<ul style="list-style-type: none"> a) A high school diploma or equivalent with a minimum of two (2) years of experience in the field or related area; b) Ability to communicate effectively both orally and in writing to a variety of audiences; c) Ability to multi-task and work within high pressure environment provide clerical support and work with highly confidential information in a large organization; d) Excellent organizational and interpersonal skills; and d) Ability to perform basic business applications Microsoft Outlook and Microsoft Suites (Word, Excel, Access, etc.).

CLIN	C003, C103, C203, C303, and C403
Title	Secretary II
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Screen telephone calls, visitors, and incoming correspondence; 2. Respond to requests for information; 3. Determine which requests should be handled by the director, appropriate staff member or other offices; 4. Maintain supervisor's calendar, make appointments, and arrange meetings; 5. Prepare routine non-technical correspondence; 6. Review materials and documents for typographical accuracy and proper format; 7. Update and maintain recurring internal reports, such as policy and procedures; 8. Assemble background materials as directed; 9. Attend meetings and record and report on the proceedings; 10. Review outgoing and incoming materials and correspondence for internal; consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained; 11. File and collect information from the files or staff for routine inquiries on office program(s) or periodic reports, as directed; and 12. Control mail and assure timely staff response.
Qualifications	<ul style="list-style-type: none"> a) A high school diploma or equivalent with a minimum of two (2) years of experience in the field or related area; b) Ability to communicate effectively both orally and in writing to a variety of audiences;

	<ul style="list-style-type: none">c) Ability to provide clerical support and work with highly confidential information in a large organization; andd) Ability to perform basic business applications Microsoft Outlook and Microsoft Suites (Word, Excel, Access, etc.).
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D. Office of Finance and Treasury

CLIN	D001, D101, D201, D301, and D401
Title	Auction Analyst (UPU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Unclaimed Property Unit:</p> <ol style="list-style-type: none"> a. Communicate and correspond to holders regarding questions or guidance on Preliminary Safekeeping reports. Review initial reports from Banks to determine acceptable items and schedule the shipment of contents to be delivered. b. Monitor the safe deposit box functions to include, the delivery of property, certification of inventory, and the appraisal function. Assist with inventory control and maintenance of abandoned property turned over to the Unclaimed Property unit. Coordinate the sale of safe deposit box contents activity with the eBay auctioneer. c. Inventory all items received from banks. Verify the information of the inventory from the holder to the KAPS system immediately. d. Select items for the appraisal. Schedule pre-bid appraisal conference of potential eBay items quarterly. Assist with the appraisal. e. Review appraiser descriptions to ensure wording is accurate and matches the item to be auctioned on eBay. Verify the information of the appraisal to the KAPS system immediately. f. Upload and monitor eBay processes. Maintain the required minimum of eBay auction items in the draft. Verify and proof drafted item descriptions and photos. Maintain active listing of the auction. g. Assist the manager and supervisor with the implementation and development of new applications, modifications to current programs, enhancements, and conversions of the Unclaimed Property safekeeping system, including the user testing and validation processes. Identify issues and suggest corrective measures for improvements.
Qualifications	<ol style="list-style-type: none"> a. Extremely organized and able to maintain a high quality of work b. Thorough knowledge and understanding of Microsoft products such as Excel, Word, etc
Education:	High School Diploma or GED
Technical Skills:	MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, etc.).

CLIN	D002, D102, D202, D302, and D402
Title	Collections Representative (CCU)
Duties and Responsibilities	<ol style="list-style-type: none"> a. Meet and handle Central Collections Unit (CCU) customers who have delinquent debt owed to the District of Columbia (i.e. outstanding DMV tickets, or insurance lapse violations) professionally, communicate effectively, and work towards resolving any CCU case in a fair and effective manner keeping be best interest of the District in mind.

	<ul style="list-style-type: none"> b. Fully understand and abide by all related CCU policies and procedures and apply them in a fair and equitable manner with the goal of resolving the matter at hand in a firm, yet fair manner. c. Listen to customer’s concerns and determine whether they qualify for payment arrangements based on CCU policies and procedures. d. Use a variety of CCU forms for things such as installment payment plan agreements, settlements, collection information statements, lien filing, etc. e. Be able to accurately interpret data from the DMV systems, analyze DMV printouts to determine the type of violation(s), eligibility to contest violations(s) based on DMV timeframes, and coordinate with the other Collections Representatives and/or CCU Collections Supervisor to resolve the customer account. f. Duties and responsibilities will apply to other types of delinquent debt owed to the District of Columbia. g. Other duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Must have basic computer knowledge and the ability to learn through adequate training the functionality of the CCU automated system. b. Must be a good writer and can accurately read/ interpret necessary forms, policies, and procedural guidance. c. Must possess a general knowledge of basic mathematics, reading, writing, and present a professional image to the public on behalf of the CCU. d. Must possess a basic knowledge of Microsoft Office Suite, Outlook, Word, and Excel.
Education:	A high school diploma or GED is required.
Technical Skills:	Must have at least three (3) years of collections experience.

CLIN	D003, D103, D203, D303, and D403
Title	Customer Service Representative (COU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Treasury Management Unit:</p> <ul style="list-style-type: none"> a. Work under the direction of the Senior Financial Manager and Policy Advisor (SFMPA). b. Will be a key resource in managing high priority initiatives, employing best project management practices and cross-organizational coordination. c. Create a project governance structure for proposed projects, ongoing and future initiatives and emerging issues confronting the Treasury Management within OFT. d. Assist in the implementation of project management software to track and monitor strategic initiatives. e. Employ strategic thinking to facilitate, coordinate, implement and oversee various initiatives and projects.

	<ul style="list-style-type: none">f. Ensure that Division projects, milestones and initiatives are met.g. Coordinate and assist the SFMPA in the implementation of OFT's Strategic Management program, including the Strategy Map, metrics, and performance measures for OFT and the Treasury Management Division.h. Act as resource person in matters involving change management, resource planning, and organizational effectiveness.i. Review, analyze, evaluate, and monitor quarterly and annual Treasury metrics reports to determine whether OFT Units are in compliance. Informs SFMPA of noncompliance issues. Assist in conversion to Tableau.j. Synthesize financial and management data to interpret the composite financial results of Unit operations. Conduct analytical reviews and develops reports to monitor agency performance.k. Produce financial management reports and spending/resource plans. Monitor expenditures and analyze variances.l. Develop Memoranda of Understanding (MOU's) and Intra-District transfers for services provided to District Agencies by OFT personnel and contractors.m. Create and employ SharePoint or MS Teams report to track, monitor and house OFT regulatory requirements tests status and regulatory requirement submissions.n. Assist with the managing of compliance and updating of OFT policies and procedures as required. Works with and assists OFT Unit Managers to develop policies with strong internal controls.o. Monitor the enforcement of policies and procedures and works with Unit Managers to address audit findings and incorporate auditor recommendations and action plans into policies and procedures.p. Assist with the review and revision of policies for comprehension and comprehensiveness to ensure all OFT procedures are desk procedures with proper internal controls.q. Research, write, edit and/or coordinate preparation of special reports, briefings, and presentations. Establish and cultivate relationships with key internal and external stakeholders. Employ comprehensive communication strategies conveying information to ensure appropriate input.r. Support and work closely with the SFMPA, providing substantive support on all aspects of the office's management involving, but not limited to, logistics, travel, training, maintenance, office organization, IT, workspace, payroll and PeopleSoft. Facilitate and coordinate the annual OFT Retreat and Team Building efforts.s. Perform other related duties as assigned.
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Qualifications	<ul style="list-style-type: none"> a. Financial Manager shall have ten (10) years extensive experience in project management, financial management, budget planning and execution, process improvement and regulatory compliance. Excellent planning and organization skills. b. Strong analytical skills in devising cooperative long-term systemic solutions as well as short-term on-time resolutions. Strong strategic thinking and problem-solving skills. c. Excellent written and verbal communications skills. d. Strong leadership skills.
Education:	<ul style="list-style-type: none"> a. MBA/MSB b. Project Management or Six Sigma certification preferred.
Technical Skills:	<ul style="list-style-type: none"> a. Advanced Proficiency in MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.) b. Experience with Tableau

CLIN	D004, D104, D204, D304, and D404
Title	Financial Analyst (RMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Retirement Management Unit:</p> <ul style="list-style-type: none"> a. Assist with the reconciliation of plan sponsor reports to District reports. Research and report money movements into and out of the plans and prepare documentation supporting these transactions b. Serve as a liaison between OFT and DCHR/OPRS in the resolution of participant problems related to the plans. c. Research 401(a) participant account history prior to 9/30/1999 involving payment claims and assist with the preparation of response letters to participants. d. Assist with the preparation of the annual reports for the plans. e. Scanning of record retention documents in OFT Kwik Tag System. f. Update changes and edits to administrative manuals. g. Assist with the preparation of amendments, changes and edits to administrative procedures manuals. h. Assist OFT personnel in the research and resolution of issues identified during annual audits for plans. i. Maintain excel spreadsheets documenting the receipt of contributions by plan sponsors with contribution memoranda and payroll transmittal sheets from the District. j. Prepare monthly and quarterly reports that detail the assets and operations of the 401(a), 457(b) and 529 plans. k. Prepare and execute the accounting for the weekly receipt and expenditure of the charter school funds. l. Monitor the completion of tasks assigned during quarterly meetings with the plan sponsors.

	<ul style="list-style-type: none"> m. Monitor plan sponsor changes to websites and determine that marketing messages are prepared, completed and sent to District personnel. n. Review monthly vendor invoices, reconcile billed amounts and prepare payment memos. o. Perform other related duties as assigned
Qualifications	Three (3) years of progressive experience performing the related duties and responsibilities such as: tracking the performance of defined contribution programs that consist of investment, retirement, saving and Other Post-Employment Benefits (OPEB) plans; preparing and reconciling complex financial reports that detail the plans' assets; and researching and reporting money movements into and out of plans. Assisting in audits for retirement plans.
Education:	Bachelor's degree in Business from an accredited college or university.
Technical Skills:	<ul style="list-style-type: none"> a. Project Management Skills b. Excellent written and verbal communications skills c. Knowledge of accounting and/or finance d. Strong analytical skills. e. The ability to work independently.

CLIN	D005, D105, D205, D305, and D405
Title	Financial Manager (CIMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Cash and Investment Management Unit:</p> <ul style="list-style-type: none"> a. Working under the direction of the Associate Treasurer, Asset Management and the Director of Cash and Investment Management to carry out the overall financial plans. b. Shall be a technical and expert in the fields of treasury, financial planning and finance with financial knowledge of accounting and other systems, procedures and practices to design, develop and implement work necessary to assure conformance to all applicable laws, regulations and guidelines. c. Will be a business lead for the Cash and Investment, with responsibility for independently planning, designing, and carrying out programs, projects, studies, or other assignments, including projects regarding the Treasury Management System and process improvement initiative. d. Review cash management processes assist with updating related documentation (policies and procedures) and providing process improvement recommendations for the cash management and accounting functions. Preparing ad-hoc analyses and reports as needed; assisting with daily cash management processing needs, maintaining cash and wire databases, designing comprehensive reports and leading efforts to migrate archiving and filing to an electronic solution, creating and updating policies and procedures.

	e. Perform other related duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Financial Manager, Cash and Investment Management shall have a minimum of ten (10) years treasury/financial work experience b. Mastery of cash management and accounting theory and practice, knowledge of money market investments, cash forecasting techniques and experience with Treasury Workstation implementations. c. The incumbent is recognized as a technical and policy authority and expert in the fields of treasury, financial planning and finance with financial knowledge of accounting and other systems, procedures and practices to design, develop and implement work necessary to assure conformance to all applicable laws, regulations and guidelines. d. Strong analytical skills in devising cooperative long-term systemic solutions as well as short-term on-time resolutions. Strong strategic thinking and problem-solving skills. e. Excellent written and verbal communications skills. f. Strong leadership skills.
Education:	<ul style="list-style-type: none"> a. Undergraduate degree in Business Administration, Accounting or Finance, MBA preferred b. Certified Treasury Professional (CTP) or Financial Planning and Analysis Professional (FP&A) certification preferred
Technical Skills:	<ul style="list-style-type: none"> a. Advanced Proficiency in MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.) b. Advanced Proficiency with Treasury Management Systems c. Proficiency with Tableau and General Ledger Systems d. Proficiency with Bloomberg

CLIN	D006, D106, D206, D306, and D406
Title	Financial Manager (RMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Retirement Management Unit:</p> <ul style="list-style-type: none"> a. Based on objectives identified and priorities established will formulate an agenda for developing resolution and improvement strategies for the Retirement programs. Monitor progress of programs in achieving objectives and reports such progress to the Deputy CFO and Treasurer and the Associate Treasurer of Asset Management. b. Reconcile plan assets monthly with sponsor level reports from the contractors for the Retirement Plan (401(a), 457(b) Deferred Compensation and 529 College Savings) and OPEB programs; and track the District's contributions to and request for withdrawals from the plans.

	<ul style="list-style-type: none">c. Resolve problems at the plan level with District agencies to include the D.C. Department of Human Resources (DCHR), the Office of Pay and Retirement Services (OPRS) and the contractors on issues relating to the plans.d. Resolve problems at the participant level, e.g., research participants' inquiries on their account balances, review appeals when unforeseeable emergency requests are denied by the contractor, and other issues arise.e. Participate in monthly and quarterly meetings with the contractor and prepares meeting minutes and agendas.f. Assist with the annual audit of the programs and the development of annual reports.g. Quarterly, participate in the programs' investment reviews with our independent consultant to ensure funds are performing above benchmarks and are in compliance with the plan investment guidelines.h. Assist in the development of requirements for pension and investment management services and audit of financial statements from contractors soliciting to do business with the District.i. Assist with the management of retirement programs pension contracts by issuing task orders and the timely processing of invoices.j. Review marketing materials related to the 401(a) Plan.k. Assist with the management and the oversight of the OPEB Trust Fund. Track best practices for public pension and foundation funds and advise on their application to the Health Care Trust:l. Review reports monthly from the investment managers and, working with our consultant, review allocations and performance; review investment manager performance quarterly for compliance with the Plan's Investment Policy.m. Track the asset allocation of contributions to the Trust Fund and determine that funds are invested consistent with the asset allocation for each manager.n. Coordinate the annual preparation of financial statements and the audit for the Trust Fund and respond to audit findings, if applicable. Manage the Master Custodian relationship by reviewing monthly reports of asset positions, investment performance and compliance.o. Schedule quarterly Investment Committee meetings to review the Trust Fund activities with our independent investment consultant, prepare minutes, develop and monitor follow-up activities; coordinate the update of the actuarial report with DCHR, while managing the preparation of the Annual Report.
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	<ul style="list-style-type: none"> p. Assist with the preparation of monthly asset reconcilements and the updating of the billing system with new retirees, monitor reports of eligibility and payment of contributions. q. Facilitate Investment Committee Compliance meetings, at least twice during the fiscal year, and prepare meeting minutes. r. Assist with the update of the Investment Policy for approval based on changes in legislation and new assets classes held in the fund. s. Assist with the communication and educational programs jointly administered by OFT, District of Columbia Human Resources and the contractors/service providers for each plan/program.
Qualifications	Five (5) years of progressive experience performing the related duties and responsibilities such as: managing and tracking the performance of defined contribution programs that consist of investment, retirement, saving and Other Post-Employment Benefits (OPEB) plans; preparing and reconciling complex financial reports that detail the plans' assets; and researching and reporting money movements into and out of plans. Leading audits for retirement plans.
Education:	Bachelor's degree in Business from an accredited college or university.
Technical Skills:	<ul style="list-style-type: none"> a. Proficiency in Microsoft Excel, Access and Word Project Management Skills b. Excellent written and verbal communications skills. c. Knowledge of accounting and/or finance d. Strong analytical skills. e. The ability to work independently. f. Excellent planning and organizational skills.

CLIN	D007, D107, D207, D307, and D407
Title	Financial Manager (TMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Retirement Management Unit:</p> <ul style="list-style-type: none"> a. Manage operations and relationships with investment managers, record keepers, plan administrators and contractors for the District's 401(a) Defined Contribution Retirement Plan, the D.C. 529 College Savings Plan, and Other Post-Employment Benefits (OPEB) Fund and other retirement programs. b. Develop goals, objectives and assigning responsibilities among programs, formulating improvement strategies and reporting on performance. c. Oversee the progress of each plan, providing comprehensive reports to the Deputy CFO & Treasurer, Associate Treasurer of Asset Management and Program Director on the financial condition of each program.

	<ul style="list-style-type: none"> d. Oversee the communication and educational programs jointly administered by OFT, District of Columbia Human Resources and the contractors/service providers for each plan/program. e. Assist in drafting regulatory and Plan changes in accordance with OFT regulatory guidance, Public laws, the Internal Revenue Code and other government agencies and updating plan document and policy and procedures. f. Assist in annual auditing of programs. Participate in quarterly program investment reviews to ensure that funds are performing above benchmarks and are in compliance with the plan investment guidelines g. Review monthly reconciliation of plan assets with sponsor level reports. h. Assist with the development of Statement of Work requirements for pension, investment management services, accounting, auditing and other services. i. Assist with oversight to the OPEB Fund, evaluating/tracking best practices for public pension and foundation funds and advising on their application to the Health Care Trust. j. Perform other related duties as assigned.
Qualifications	Five (5) years of progressive experience performing the related duties and responsibilities such as: managing and tracking the performance of defined contribution programs that consist of investment, retirement, saving and Other Post-Employment Benefits (OPEB) plans; preparing and reconciling complex financial reports that detail the plans' assets; and researching and reporting money movements into and out of plans. Leading audits for retirement plans.
Education:	Bachelor's degree in Business from an accredited college or university.
Technical Skills:	Proficiency in Microsoft Excel, Access, and Word <ul style="list-style-type: none"> a. Project Management Skills b. Excellent written and verbal communications skills c. Knowledge of accounting and/or finance d. Strong analytical skills. e. The ability to work independently. f. Excellent planning and organizational skills g. Proficiency in Microsoft Word, Excel Internet Explorer, and Outlook.

CLIN	D008, D108, D208, D308, and D408
Title	Investment Management (CIMU)
Duties and Responsibilities	<ul style="list-style-type: none"> a. Conduct in-depth research, analysis, recommendation, and execution of fixed income investment opportunities. b. Prepare and execute daily report on investment activity, positions and performance. c. Assist with the preparation of financial reports – daily, weekly, monthly, quarterly, and annually.

	<ul style="list-style-type: none"> d. Prepare maturity calendar, future sales, and investment cash flow forecast. e. Prepare and enter journal entries related to trading/investment activity on a timely basis. f. Update the policies and procedures manual for the Cash and Investment Unit. g. Work with appropriate vendors to coordinate and trade execution and settlement. h. Work with custodian and external financial institutions to ensure monthly statements are received and filed appropriately. i. Maintain the accuracy and completeness of investment activity records. j. Update changes and edits to policy and procedures manuals. k. Act as the primary liaison to work with OFT accounting unit as well as the Office of Operations and Systems (OFOS) to research and resolve investment related issues identified during monthly reconciliation process and audits. l. Prepare and execute daily report on investment activity, positions, and performance. m. Support other cash management functions as needed to meet the unit's objectives and deliverables.
Qualifications	<p>Have a minimum of three (3) years' experience as an Investment Analyst or similar roles in a corporate setting, and demonstrated knowledge and skills in the following areas:</p> <ul style="list-style-type: none"> a. Strong financial analysis skills and ability to interpret data b. Experience with investment in fixed income (money market instruments, bills and bonds) c. Applied general knowledge of investment accounting d. Excellent written and verbal communications skills e. Ability to work independently f. Excellent planning and organizational skills
Education:	Bachelor's Degree in Accounting or Finance
Technical Skills:	Proficiency in Microsoft Excel, Access, Treasury Workstation and large ERP systems

CLIN	D009, D109, D209, D309, and D409
Title	Loss Mitigation Specialist (CCU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Central Collections Unit:</p> <ul style="list-style-type: none"> a. Oversee information delivery, documentation, research, and general customer service delivery to District government agencies, debtors, and contractors. b. File all necessary legal documents to proceed with appropriate legal collections action. c. Work as a liaison with the attorney's and OCFO staff to ensure filing and proper management of paperwork for judgments, garnishments,

	<p>liens, proof of claim on bankruptcy notices, and other legal documentation that supports actions taken by the CCU to recover District debt.</p> <p>d. Process and analyze any chargeback claims and their validity.</p> <p>e. Research account history and other collection tools to assess the validity of any allegations.</p> <p>f. Abide by Fair Debt Collection Practiced Act (FDCPA), Fair Credit Reporting Act (FCRA), Fair and Accurate Credit Transaction Act (FACTA), Health Insurance Portability and Accountability Act (HIPAA), Privacy Act and other state and federal regulations when writing responses to clients.</p> <p>g. Other duties as assigned.</p>
Qualifications	<p>a. Have at least three (3) years of experience managing debt recoveries in a financial and/ or legal setting.</p> <p>b. Must have experience with bankruptcies and different chapters of bankruptcy.</p> <p>c. Should have experience with collections systems that track records of calls, notes, and correspondence.</p> <p>d. Paralegal experience in collections is highly desired and preferred.</p>
Education:	<p>a. High school diploma, GED, or equivalent relevant experience required.</p> <p>b. Have twelve (12) months cumulative full work experience in a role of similar scope and responsibility is required.</p>
Technical Skills:	<p>a. Must be able to learn and use data management systems to research information, debts, and payment data.</p> <p>b. Must possess excellent verbal and written communications skills as well as interpersonal skills to maintain effective professional relationships.</p> <p>c. Have the flexibility and adaptability to work in new and changing work environments and the ability to motivate and train other staff accordingly.</p> <p>d. Microsoft Word and Excel proficiency is required.</p>

CLIN	D010, D110, D210, D310, and D410
Title	Management Analyst (CCU)
Duties and Responsibilities	<p>a. Administrative and Reporting Support: Creates, implements and maintains comprehensive database for reporting of productivity statistics to comply with CCU policies and procedures. Reporting to include but not limited to; MORCA and MOVA stats; Settlement and IPP stats; Error Criticality and Disposition percentage. Performs follow-up reviews to evaluate actual performance against objectives and milestones. Provides the Central Collections Unit Manager and Management team with authoritative benefits/disadvantages analyses and visual models which justify the basis for recommendations.</p>

	<ul style="list-style-type: none"> b. Management Support: Drafts official and unofficial letters, memos, and correspondence for the Central Collections Unit Manager. Receives and reviews a variety of incoming correspondence – including emails, mail, general reports, audits, and program reviews, which may contain highly confidential and sensitive information. Retains such information in confidence. c. Other: Performs other duties as assigned.
Qualifications	At least one-year experience in a professional setting.
Education:	<ul style="list-style-type: none"> a. High school diploma, GED, or equivalent relevant experience required. b. 12 months cumulative full work experience in a role of similar scope and responsibility is required.
Technical Skills:	<ul style="list-style-type: none"> 1) Must be able to learn and use data management systems to research information, debts, and payment data. 2) Must possess excellent verbal and written communications skills as well as interpersonal skills to maintain effective professional relationships. 3) Have the flexibility and adaptability to work in new and changing work environments and the ability to motivate and train other staff accordingly. 4) Microsoft Word and Excel proficiency is required.

CLIN	D011, D111, D211, D311, and D411
Title	Management Analyst (TMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Treasury Management Unit:</p> <ul style="list-style-type: none"> a. Analyze financial records and reconciling financial data utilizing Microsoft Excel. b. Analyze data gathered and developing solutions or alternative methods of proceeding. c. Track various projects utilizing Microsoft Excel. d. Provide support on issues relating to a wide range of administrative, office management and program related matters that impact the organizational workforce, office documentation, and financial record keeping. e. Assist with the preparation of final reports to include editing for errors, preparing appropriate charts, graphs and computer-based presentations. f. Perform a variety of highly complex administrative and office analytical functions to identify inefficiencies, streamline processes, eliminate redundancies. g. Examine financial and other data, including revenue, expenditure, and employment reports. h. Create solutions or alternative practices. i. Gather business or financial data.

	<ul style="list-style-type: none"> j. Analyze data gathered and develop solutions or alternative methods of proceeding. k. Effectively communicate with personnel concerned to ensure successful functioning of newly implemented systems or procedures. l. Develop and prepare contracting reports. m. Set meetings, recording, and preparing meeting summaries. n. Receive in-bound and preparing out-bound communications, writing high level grammatically correct memos and emails. o. File records, publications, and other associated documentations. p. Assist in managing records management program for filing, protection and retrieval of records and assure compliance with program. q. Perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Strong management and analytical skills that can help in implementing effective strategies in the company b. Superior verbal and written communication skills c. Deep knowledgeable of trends and current consumer requirements and potential clients d. Self-motivated and able to motivate team members e. Analytical with strong problem-solving skills
Education:	BS or BA from an accredited college or university.
Technical Skills:	MS Teams, MS Project, MS Office (Word, Excel, PowerPoint and SharePoint)
CLIN	D012, D112, D212, D312, and D412
Title	Management Analyst (UPU)
Duties and Responsibilities	The Contractor personnel shall perform the following duties and responsibilities for the Unclaimed Property Unit:

	<ul style="list-style-type: none"> a. Collect and organize tangible information within the Safekeeping program that has not been uniformly formatted in KAPS due to multiple system conversions and process improvements. b. Using the Appraiser’s report locate the property within KAPS and create tangible IDs or line items for each lot that will contain all the items that the appraisers have included for that lot. c. Add the appraisal information that includes who appraised the item, when it was appraised, and the value assigned to this lot. d. Retrieve the eBay report of each lot that was sold and then add transactions to all applicable tangible IDs to indicate that the item was sold, the date that it was sold, and the dollar amount that it was sold for. e. Update and maintain the sales data within KAPS to capture any returns or partial refunds that are refunded back to our buyers. f. Input information into KAPS and spreadsheet, perform second level drafting, schedule drafts, g. Reconcile the eBay spreadsheet to the master list spreadsheet to show which lots have been sold. h. Perform a self-audit of the eBay information and compare the lots to what was entered in KAPS to make sure that it is consistent. i. Fast track claim processing, utilizing data Resources available j. Assist in the manual entry of Holder reports k. Verify entered customer and account data by reviewing, correcting, deleting, or reentering data; combining data from both systems when account information is incomplete; purging files to eliminate duplication of data. l. Secure information by completing data base backups. m. Maintain operations by following policies and procedures; reporting needed changes. n. Maintain customer confidence and protects operations by keeping information confidential. o. Contribute to the team effort by accomplishing related results as needed.
Qualifications	<ul style="list-style-type: none"> a. A minimum of five (5) years of professional experience in a related field. b. Proven experience in managing confidential information. c. Proficiency in both time and detail management.
Education:	High School Diploma or GED
Technical Skills:	Data Entry Clerk Skills, Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information, Results Driven, Energy Level
CLIN	D013, D113, D213, D313, and D413
Title	Photographer (UPU)

Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Unclaimed Property Unit:</p> <ol style="list-style-type: none"> a. Photograph enhance picture quality, catalogs, and edits photographs of abandoned property prior to being published on the District’s eBay site. b. Upload eBay photos into a folder housed on the network drive. Label photo folder and photos by LOT numbers. c. Capture highest quality and quantity of digital still pictures of tangible property. d. Use editing software to adjust, enhance, and improve pictures taken of property prior to uploading them to the District’s eBay site. e. Determine the style of photographs for the Unclaimed Property eBay website. f. Properly use photography equipment to ensure quality photographs.
Qualifications	<ol style="list-style-type: none"> a. Thorough understanding of basic photographic concepts of proper exposure, proper focus. b. Two (2) or more years’ experience as a photographer, some of which shall include eBay photography experience c. Strong understanding of digital photography, lighting, and compositional skills d. Familiar with lighting techniques and the tools required to shoot flat and on stands e. Skilled using photoshop or other photo editing software. f. Thorough knowledge and understanding of Microsoft products such as Excel, Word, etc.
Education:	High School Diploma or GED
Technical Skills:	MS Teams, MS Project, MS Office (Word, Excel, PowerPoint, etc.).

CLIN	D014, D114, D214, D314, and D414
Title	Program Manager (RMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Retirement Management Unit:</p> <ol style="list-style-type: none"> a. Manage operations and relationships with investment managers, record keepers, plan administrators and contractors for the District's 401(a) Defined Contribution Retirement Plan, the D.C. 529 College Savings Plan, and Other Post-Employment Benefits (OPEB) Fund and other retirement programs. b. Develop goals, objectives and assigning responsibilities among programs, formulating improvement strategies and reporting on performance. c. Oversee the progress of each plan, providing comprehensive reports to the Deputy CFO & Treasurer, Associate Treasurer of Asset Management and Program Director on the financial condition of each program.

	<ul style="list-style-type: none"> d. Oversee the communication and educational programs jointly administered by OFT, District of Columbia Human Resources and the contractors/service providers for each plan/program. e. Assist in drafting regulatory and Plan changes in accordance with OFT regulatory guidance, Public laws, the Internal Revenue Code and other government agencies and updating plan document and policy and procedures. f. Assist in annual auditing of programs. Participate in quarterly program investment reviews to ensure that funds are performing above benchmarks and are in compliance with the plan investment guidelines g. Review monthly reconciliation of plan assets with sponsor level reports. h. Assist with the development of Statement of Work requirements for pension, investment management services, accounting, auditing and other services. i. Assist with oversight to the OPEB Fund, evaluating/tracking best practices for public pension and foundation funds and advising on their application to the Health Care Trust. j. Perform other related duties as assigned.
Qualifications	Five (5) years of progressive experience performing the related duties and responsibilities such as: managing and tracking the performance of defined contribution programs that consist of investment, retirement, saving and Other Post-Employment Benefits (OPEB) plans; preparing and reconciling complex financial reports that detail the plans' assets; and researching and reporting money movements into and out of plans. Leading audits for retirement plans.
Education:	Bachelor's degree in Business from an accredited college or university.
Technical Skills:	<ul style="list-style-type: none"> a. Proficiency in Microsoft Excel, Access, and Word b. Project Management Skills c. Excellent written and verbal communications skills d. Knowledge of accounting and/or finance e. Strong analytical skills. f. The ability to work independently. g. Excellent planning and organizational skills h. Proficiency in Microsoft Word, Excel Internet Explorer, and Outlook.
CLIN	D015, D115, D215, D315, and D415
Title	Project Manager (CIMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Cash and Investment Management Unit:</p> <ul style="list-style-type: none"> a. Define and prioritize strategic Treasury/Finance projects and ensure the successful delivery of large and complex programs/projects through all phases of the Project Management Lifecycle.

	<ul style="list-style-type: none"> b. Provide implementation support which can range from simple status reporting to active project management and problem solving /solutioning, depending on the nature of the project which includes initiation, planning, development, execution, control & closeout of projects. c. Serve as the primary point of contact to key stakeholders and will be responsible for managing work across multiple task areas and ensuring all inter-departmental dependencies are appropriately identified and addressed. d. Assist the District’s COTR to ensure timely delivery of projects and programs from key software and services vendors. e. Provide thought leadership and expertise around system implementations, IT applications and business processes. f. Other duties as assigned.
Qualifications	<p>Have a minimum of three (3) years’ experience as a project manager and has demonstrated skills and knowledge in the following areas:</p> <ul style="list-style-type: none"> a. Solid project management skills b. Strong business acumen c. Proven ability to manage across functional boundaries and with work with cross-functional teams without direct reporting lines d. Experience managing change programs e. Analytical and business modelling skills, ideally acquired in strategy consulting, corporate finance, private equity, or similar industries f. Proven ability to communicate effectively at C-level (Presentations, Word, Spoken) g. Experience with software development and/or cloud/SaaS businesses a plus h. Experience with corporate/transaction banking, treasury management, risk, or liquidity management
Education:	Have a bachelor’s degree in Computer Science, Business/Finance or other Technical area or 7+ years of Project/Program Manager experience is required.
Technical Skills:	MS Project, MS Office (Word, Excel, PowerPoint, SharePoint, Visio, etc.), ERP and TMS (Oracle Applications and Kyriba is a plus).

CLIN	D016, D116, D216, D316, and D416
Title	Senior Treasury Analyst (CIMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Cash and Investment Management Unit:</p> <ul style="list-style-type: none"> a. Develop, maintain, and interpret critical analytics related to cash flow, investments, and other Treasury-related data. Supports preparation of materials for reporting to senior leadership such as the Cash Note Report and the Investment Report.

	<ul style="list-style-type: none"> b. Manage the Bank ID Database (BID) database and ensures the BID list reconciles with the Bank Operations' team. c. Reconcile the District's wire transfers with cash accounting and general ledger postings for incoming and outgoing electronic transactions. d. Prepare the daily cash position and short-term forecast, advises the Treasury Management on short-term cash management, and coordinates the daily cash flow & funding needs. e. Be the primary back up for the members of the CIMU as related to cash management; compiling, processing, and analyzing the daily cash activity, preparing the cash positioning worksheet and the cash forecast snapshot report. f. Support departmental projects and resources appropriately to ensure that projects are successfully implemented while working collaboratively across the organization to ensure previously agreed upon project deliverables are met. g. Act as an internal consultant for Treasury related matters to analyze and develop sound technical and financial information to assist in the evaluation, including cost-benefit analysis, of projects of processes. h. Support Treasury leadership with management of banking & investment relationships and assists with implementation of new banking services and products and implements functional enhancements to the department's reporting tools/output. i. Assist with the development and maintenance of policy, procedures, internal controls, and best practices to support the business.
Qualifications	<p>Have a minimum of five (5) years' experience as a Treasury Analyst or similar roles in a corporate setting, and has demonstrated skills and knowledge in the following:</p> <ul style="list-style-type: none"> a. Ability to manipulate large volumes of data to create reporting to identify and interpret business trends. Analyze detailed datasets, transforming it into meaningful financial information to address complex inquiries and present findings b. Experience with investment in fixed income c. Knowledge of cash and investment accounting d. Excellent written and verbal communications skills e. Strong analytical skills f. Ability to work independently g. Excellent planning and organizational skills
Education:	<ul style="list-style-type: none"> a. Bachelor's Degree in Business, Accounting or Finance b. CTP a plus
Technical Skills:	Expert proficiency in Microsoft Excel and Access, TMS systems and ERP systems.
CLIN	D017, D117, D217, D317, and D417
Title	Treasury Analyst (CIMU)

Duties and Responsibilities	<ul style="list-style-type: none"> a. Prepare the daily cash position, advises the Treasury Management on short-term cash management and coordinates the daily cash flow & funding needs. b. Compile and analyze daily cash activity and prepare the daily cash snapshot report. c. Monitor the District’s cash accounts and balances to ensure accurate processing of payments (ACH, wire) cash accounting and general ledger posting of the cash activity. Review for accuracy and completeness the general journal entries each day that reflect incoming and outgoing investment/cash transactions. d. Post entries to the ERP/accounting system in compliance with the CFO’s 48-hour posting guideline. e. Prepare and create reports that represents District’s investment and cash management activities and assist management with the preparation of comprehensive investment income and cash flow projections and activity reports. f. Assist with upkeep and distribution of bank and investment statements. g. Execute fed wire and ACH transfers to and from the District’s bank accounts. Prepare journal entries to record bank transactions (i.e. wires, book transfers etc.) h. Develop and update procedures to reflect most current processes. i. Support other cash management functions as needed in order to meet the unit’s objectives and deliverables.
Qualifications	<p>Treasury Analyst shall have a minimum of three (3) years’ experience as a Treasury Analyst or similar roles in a corporate setting, and has demonstrated skills and knowledge in the following areas:</p> <ul style="list-style-type: none"> a. Strong Financial analysis skills and ability to interpret data b. Knowledge of cash and investment accounting c. Excellent written and verbal communications skills d. Strong analytical and critical thinking skills e. Ability to work independently with minimal supervision f. Strong planning and organizational skills
Education:	Bachelor’s Degree in Business, Accounting or Finance
Technical Skills:	Proficiency in Microsoft Excel and Access, TMS systems and ERP systems.

CLIN	D018, D118, D218, D318, and D418
Title	Treasury Management Analyst (BMU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Treasury Management Unit:</p> <ul style="list-style-type: none"> a. Analyze financial records and reconciling financial data utilizing Microsoft Excel. b. Analyze data gathered and developing solutions or alternative methods of proceeding.

	<ul style="list-style-type: none"> c. Track various projects utilizing Microsoft Excel. d. Provide support on issues relating to a wide range of administrative, office management and program related matters that impact the organizational workforce, office documentation, and financial record keeping. e. Assist with the preparation of final reports to include editing for errors, preparing appropriate charts, graphs and computer-based presentations. f. Perform a variety of highly complex administrative and office analytical functions to identify inefficiencies, streamline processes, eliminate redundancies. g. Examine financial and other data, including revenue, expenditure, and employment reports. h. Create solutions or alternative practices. i. Gather business or financial data. j. Analyze data gathered and develop solutions or alternative methods of proceeding. k. Effectively communicate with personnel concerned to ensure successful functioning of newly implemented systems or procedures. l. Develop and prepare contracting reports. m. Set meetings, recording, and preparing meeting summaries. n. Receive in-bound and preparing out-bound communications, writing high level grammatically correct memos and emails. o. File records, publications, and other associated documentations. p. Assist in managing records management program for filing, protection and retrieval of records and assure compliance with program. q. Perform other duties as assigned.
Qualifications	<ul style="list-style-type: none"> a. Strong management and analytical skills that can help in implementing effective strategies in the company b. Superior verbal and written communication skills c. Deep knowledgeable of trends and current consumer requirements and potential clients d. Self-motivated and able to motivate team members e. Analytical with strong problem-solving skills
Education:	BS or BA from an accredited college or university.
Technical Skills:	MS Teams, MS Project, MS Office (Word, Excel, PowerPoint and SharePoint)

CLIN	D019, D119, D219, D319, and D419
Title	Unclaimed Property Technician (UPU)
Duties and Responsibilities	<p>The Contractor personnel shall perform the following duties and responsibilities for the Unclaimed Property Unit:</p> <ul style="list-style-type: none"> a. Provide assistance to the Unclaimed Property Specialists and Supervisor in assisting claimants and holders on all unclaimed property accounts, answers owner and holder related questions via in

	<p>person, telephone or written correspondence: researches unclaimed property accounts on the Unclaimed Property system, sends out owner claims and holder information based on the nature of the inquiry.</p> <ul style="list-style-type: none"> b. Coordinate and maintain oversight and assistance to customer/claimants and holders for questions or guidance requested in Unclaimed Property, including claim documentation required, unclaimed property regulations, accounting of unclaimed property and procedures/policies to be followed to either submit or claim unclaimed property. c. Serve as liaison to customers to determine if they have unclaimed property, provide instructions and guidance to them for the documentation needed to claim their property (varies with each property depending on what it is, how it is registered, etc.), and answer any and all questions from the customer. Project a friendly customer-service environment and helpful attitude in person, over the phone, in e-mail or web inquiries. Monitor that responses are performed within a 24-hour turnaround timeframe. d. Assist Unclaimed Property Analysts and Specialists with holder/companies that have unclaimed property to turn over to the District of Columbia. Provide D.C. regulations, forms, procedures, guidance, and answer questions that they may have. e. Create and prepare correspondence to customers and holders/companies regarding inquiries, questions, additional documentation needed, procedures to follow, or any other information that needs to be relayed to them. This correspondence will be imaged and saved to the customer claim or holder reporting file.
Education:	High School Diploma or GED
Technical Skills:	<ul style="list-style-type: none"> a. Excellent written and oral communications skills; as well as interpersonal skills to maintain a professional, effective relationship with co-workers, claimants and holders. b. Ability to adapt quickly and easily to changing regulations, procedures and policies; and to perform tasks independently. c. Knowledge and experience with Microsoft Office Suite, proficiency in Microsoft Excel, Access and PowerPoint. d. Ability to plan, organize, make decisions, set priorities, and to meet deadlines in a fast-paced environment. e. Demonstrated ability to process, interpret and analyze financial and technical information in order to resolve problems in a quick paced environment.

ATTACHMENT J.4, PRICE SCHEDULE - NTE HOURLY RATES

B.5.1 PRICE SCHEDULE – NTE Hourly Rates – REQUIREMENTS

B.5.1.1 BASE PERIOD

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<i>Office of the Chief Information Officer</i>				
A001	.NET Developer Jr.	2	1,040	\$58.48
A002	.NET Developer Sr.	2	1,040	\$79.19
A003	Asset Management Specialist Senior	2	1,040	\$66.95
A004	Business Analyst Junior	1	1,040	\$61.59
A005	Business Analyst Senior 1	2	1,040	\$81.75
A006	Business Analyst Senior 2	1	1,040	\$86.61
A007	Business System Analyst/Project Manager	1	1,040	\$121.95
A008	Business Systems Analyst Master	1	1,040	\$108.08
A009	Change Management Specialist	2	1,040	\$56.50
A010	Cognos 10/Tableau/.NET Specialist	1	1,040	\$87.87
A011	Gentax Developer	2	1,040	\$73.55
A012	Grants Business System Analyst Master	1	1,040	\$140.65
A013	Imaging and ECM Specialist	2	1,040	\$139.39
A014	Information Assurance and Security Specialist Journeyman	1	1,040	\$80.18
A015	Information Assurance and Security Specialist Master	1	1,040	\$123.46
A016	IT Operations Support Specialist	1	1,040	\$56.17

A017	IT Report Specialist	1	1,040	\$162.87
A018	Mainframe Support Analyst	1	416	\$117.12
A019	Oracle Business System Analyst Master 1	1	1,040	\$106.82
A020	Oracle Business System Analyst Master 2	2	1,040	\$106.82
A021	Oracle Business System Analyst Master 3	1	1,040	\$125.04
A022	Oracle Business System Analyst Master 4	1	1,040	\$125.04
A023	Oracle SOA Suite/Tableau Developer	1	1,040	\$78.03
A024	Procurement Support Specialist	1	1,040	\$61.47
A025	Project Coordinator	3	1,040	\$42.68
A026	Project Manager 1	2	1,040	\$96.49
A027	Project Manager 2	1	1,040	\$116.58
A028	Project Manager 3	1	1,040	\$121.02
A029	Project Manager/Application Architect	1	1,040	\$96.26
A030	Project Manager/Technical Architect	1	1,040	\$108.09
A031	QA Coordinator/Quality Analyst	1	1,040	\$54.13
A032	Quality Assurance Lead	1	1,040	\$90.88
A033	Receptionist OCIO	1	1,040	\$29.02
A034	Senior Network Security Engineer II	1	1,040	\$68.53
A035	Senior SharePoint Developer	1	1,040	\$67.49
A036	Senior SharePoint/Power Platform Developer	1	1,040	\$83.25
A037	Senior SQL Server DBA	1	1,040	\$62.87
A038	Service Desk Technician Level 2	3	1,040	\$42.44
A039	Service Desk Technician Level 3	2	1,040	\$60.00
A040	SOAR Support Analyst	1	416	\$205.00
A041	Tableau Report Writer	1	1,040	\$63.78
A042	Tableau/Cognos Specialist	1	1,040	\$72.10
A043	Test Automation Engineer	1	1,040	\$59.91
A044	Test Automation Engineer Lead	1	1,040	\$66.71
A045	Test Engineer Journeyman/QA Analyst	1	1,040	\$66.48
A046	Test Engineer Master/QA Analyst	1	1,040	\$75.05
A047	Voice and Data Communications Engineer	1	1,040	\$63.48
<i>Office of Tax and Revenue</i>				
B001	General Clerk II (EAU)	5	1,040	\$25.38
B002	General Clerk II (RU)	5	1,040	\$26.54
B003	Customer Service Representative	6	1,040	\$27.24
<i>Office of Financial Operations and Systems</i>				

C001	Human Resource Analyst	3	1,040	\$39.54
C002	Receptionist OFOS	1	1,040	\$22.03
C003	Secretary II	2	1,040	\$30.80
<i>Office of Finance and Treasury</i>				
D001	Auction Analyst (UPU)	1	1,040	\$39.58
D002	Collections Representative (CCU)	1	1,040	\$31.93
D003	Customer Service Representative (COU)	1	1,040	\$31.41
D004	Financial Analyst (RMU)	1	1,040	\$70.36
D005	Financial Manager (CIMU)	1	1,040	\$97.81
D006	Financial Manager (RMU)	1	1,040	\$85.33
D007	Financial Manager (TMU)	1	1,040	\$85.33
D008	Investment Management (CIMU)	1	1,040	\$64.07
D009	Loss Mitigation Specialist (CCU)	1	1,040	\$38.51
D010	Management Analyst (CCU)	1	1,040	\$45.87
D011	Management Analyst (TMU)	1	1,040	\$45.87
D012	Management Analyst (UPU)	1	1,040	\$51.19
D013	Photographer (UPU)	1	1,040	\$40.30
D014	Program Manager (RMU)	1	1,040	\$71.53
D015	Project Manager (CIMU)	1	1,040	\$68.14
D016	Senior Treasury Analyst (CIMU)	1	1,040	\$59.78
D017	Treasury Analyst (CIMU)	1	1,040	\$56.18
D018	Treasury Management Analyst (BMU)	1	1,040	\$61.73
D019	Unclaimed Property Technician (UPU)	1	1,040	\$38.61

B.5.1.2 OPTION PERIOD ONE

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<i>Office of the Chief Information Officer</i>				
A101	.NET Developer Jr.	2	2,080	\$59.65
A102	.NET Developer Sr.	2	2,080	\$80.77
A103	Asset Management Specialist Senior	2	2,080	\$68.29
A104	Business Analyst Junior	1	2,080	\$62.82
A105	Business Analyst Senior 1	2	2,080	\$83.39
A106	Business Analyst Senior 2	1	2,080	\$88.34
A107	Business System Analyst/Project Manager	1	2,080	\$124.39
A108	Business Systems Analyst Master	2	2,080	\$110.24
A109	Change Management Specialist	1	2,080	\$57.63
A110	Cognos 10/Tableau/.NET Specialist	1	2,080	\$89.63
A111	Gentax Developer	2	2,080	\$75.02
A112	Grants Business System Analyst Master	1	2,080	\$143.46
A113	Imaging and ECM Specialist	2	2,080	\$142.18
A114	Information Assurance and Security Specialist Journeyman	1	2,080	\$81.78
A115	Information Assurance and Security Specialist Master	1	2,080	\$125.93
A116	IT Operations Support Specialist	1	2,080	\$57.29
A117	IT Report Specialist	1	2,080	\$166.13
A118	Mainframe Support Analyst	1	832	\$119.46
A119	Oracle Business System Analyst Master 1	1	2,080	\$108.96
A120	Oracle Business System Analyst Master 2	2	2,080	\$108.96
A121	Oracle Business System Analyst Master 3	1	2,080	\$127.54
A122	Oracle Business System Analyst Master 4	1	2,080	\$127.54
A123	Oracle SOA Suite/Tableau Developer	1	2,080	\$79.59
A124	Procurement Support Specialist	1	2,080	\$62.70
A125	Project Coordinator	3	2,080	\$43.53
A126	Project Manager 1	2	2,080	\$98.42
A127	Project Manager 2	1	2,080	\$118.91
A128	Project Manager 3	1	2,080	\$123.44
A129	Project Manager/Application Architect	1	2,080	\$98.19

A130	Project Manager/Technical Architect	1	2,080	\$110.25
A131	QA Coordinator/Quality Analyst	1	2,080	\$55.21
A132	Quality Assurance Lead	1	2,080	\$92.70
A133	Receptionist OCIO	1	2,080	\$29.60
A134	Senior Network Security Engineer II	1	2,080	\$69.90
A135	Senior SharePoint Developer	1	2,080	\$68.84
A136	Senior SharePoint/Power Platform Developer	1	2,080	\$84.92
A137	Senior SQL Server DBA	1	2,080	\$64.13
A138	Service Desk Technician Level 2	3	2,080	\$43.29
A139	Service Desk Technician Level 3	2	2,080	\$61.20
A140	SOAR Support Analyst	1	832	\$209.10
A141	Tableau Report Writer	1	2,080	\$65.06
A142	Tableau/Cognos Specialist	1	2,080	\$73.54
A143	Test Automation Engineer	1	2,080	\$61.11
A144	Test Automation Engineer Lead	1	2,080	\$68.04
A145	Test Engineer Journeyman/QA Analyst	1	2,080	\$67.81
A146	Test Engineer Master/QA Analyst	1	2,080	\$76.55
A147	Voice and Data Communications Engineer	1	2,080	\$64.75
<i>Office of Tax and Revenue</i>				
B101	General Clerk II (EAU)	5	2,080	\$25.89
B102	General Clerk II (RU)	5	2,080	\$27.07
B103	Customer Service Representative	6	2,080	\$27.78
<i>Office of Financial Operations and Systems</i>				
C101	Human Resource Analyst	3	2,080	\$40.33
C102	Receptionist OFOS	1	2,080	\$22.47
C103	Secretary II	2	2,080	\$31.42
<i>Office of Finance and Treasury</i>				
D101	Auction Analyst (UPU)	1	2,080	\$40.37
D102	Collections Representative (CCU)	1	2,080	\$32.57
D103	Customer Service Representative (COU)	1	2,080	\$32.04
D104	Financial Analyst (RMU)	1	2,080	\$71.77
D105	Financial Manager (CIMU)	1	2,080	\$99.77
D106	Financial Manager (RMU)	1	2,080	\$87.04
D107	Financial Manager (TMU)	1	2,080	\$87.04
D108	Investment Management (CIMU)	1	2,080	\$65.35
D109	Loss Mitigation Specialist (CCU)	1	2,080	\$39.28

D110	Management Analyst (CCU)	1	2,080	\$46.79
D111	Management Analyst (TMU)	1	2,080	\$46.79
D112	Management Analyst (UPU)	1	2,080	\$52.21
D113	Photographer (UPU)	1	2,080	\$41.11
D114	Program Manager (RMU)	1	2,080	\$72.96
D115	Project Manager (CIMU)	1	2,080	\$69.50
D116	Senior Treasury Analyst (CIMU)	1	2,080	\$60.98
D117	Treasury Analyst (CIMU)	1	2,080	\$57.30
D118	Treasury Management Analyst (BMU)	1	2,080	\$62.96
D119	Unclaimed Property Technician (UPU)	1	2,080	\$39.38

B.5.1.3 OPTION PERIOD TWO

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<i>Office of the Chief Information Officer</i>				
A201	.NET Developer Jr.	2	2,080	\$60.84
A202	.NET Developer Sr.	2	2,080	\$82.39
A203	Asset Management Specialist Senior	2	2,080	\$69.66
A204	Business Analyst Junior	1	2,080	\$64.08
A205	Business Analyst Senior 1	2	2,080	\$85.06
A206	Business Analyst Senior 2	1	2,080	\$90.11
A207	Business System Analyst/Project Manager	1	2,080	\$126.88
A208	Business Systems Analyst Master	1	2,080	\$112.44
A209	Change Management Specialist	2	2,080	\$58.78
A210	Cognos 10/Tableau/.NET Specialist	1	2,080	\$91.42
A211	Gentax Developer	2	2,080	\$76.52
A212	Grants Business System Analyst Master	1	2,080	\$146.33
A213	Imaging and ECM Specialist	2	2,080	\$145.02
A214	Information Assurance and Security Specialist Journeyman	1	2,080	\$83.42
A215	Information Assurance and Security Specialist Master	1	2,080	\$128.45
A216	IT Operations Support Specialist	1	2,080	\$58.44
A217	IT Report Specialist	1	2,080	\$169.45
A218	Mainframe Support Analyst	1	832	\$121.85
A219	Oracle Business System Analyst Master 1	1	2,080	\$111.14
A220	Oracle Business System Analyst Master 2	2	2,080	\$111.14
A221	Oracle Business System Analyst Master 3	1	2,080	\$130.09
A222	Oracle Business System Analyst Master 4	1	2,080	\$130.09
A223	Oracle SOA Suite/Tableau Developer	1	2,080	\$81.18
A224	Procurement Support Specialist	1	2,080	\$63.95
A225	Project Coordinator	3	2,080	\$44.40
A226	Project Manager 1	2	2,080	\$100.39
A227	Project Manager 2	1	2,080	\$121.29
A228	Project Manager 3	1	2,080	\$125.91
A229	Project Manager/Application Architect	1	2,080	\$100.15

A230	Project Manager/Technical Architect	1	2,080	\$112.46
A231	QA Coordinator/Quality Analyst	1	2,080	\$56.31
A232	Quality Assurance Lead	1	2,080	\$94.55
A233	Receptionist OCIO	1	2,080	\$30.19
A234	Senior Network Security Engineer II	1	2,080	\$71.30
A235	Senior SharePoint Developer	1	2,080	\$70.22
A236	Senior SharePoint/Power Platform Developer	1	2,080	\$86.62
A237	Senior SQL Server DBA	1	2,080	\$65.41
A238	Service Desk Technician Level 2	3	2,080	\$44.16
A239	Service Desk Technician Level 3	2	2,080	\$62.42
A240	SOAR Support Analyst	1	832	\$213.28
A241	Tableau Report Writer	1	2,080	\$66.36
A242	Tableau/Cognos Specialist	1	2,080	\$75.01
A243	Test Automation Engineer	1	2,080	\$62.33
A244	Test Automation Engineer Lead	1	2,080	\$69.40
A245	Test Engineer Journeyman/QA Analyst	1	2,080	\$69.17
A246	Test Engineer Master/QA Analyst	1	2,080	\$78.08
A247	Voice and Data Communications Engineer	1	2,080	\$66.05
<i>Office of Tax and Revenue</i>				
B201	General Clerk II (EAU)	5	2,080	\$26.41
B202	General Clerk II (RU)	5	2,080	\$27.61
B203	Customer Service Representative	6	2,080	\$28.34
<i>Office of Financial Operations and Systems</i>				
C201	Human Resource Analyst	3	2,080	\$41.14
C202	Receptionist OFOS	1	2,080	\$22.92
C203	Secretary II	2	2,080	\$32.05
<i>Office of Finance and Treasury</i>				
D201	Auction Analyst (UPU)	1	2,080	\$41.18
D202	Collections Representative (CCU)	1	2,080	\$33.22
D203	Customer Service Representative (COU)	1	2,080	\$32.68
D204	Financial Analyst (RMU)	1	2,080	\$73.21
D205	Financial Manager (CIMU)	1	2,080	\$101.77
D206	Financial Manager (RMU)	1	2,080	\$88.78
D207	Financial Manager (TMU)	1	2,080	\$88.78
D208	Investment Management (CIMU)	1	2,080	\$66.66
D209	Loss Mitigation Specialist (CCU)	1	2,080	\$40.07

D210	Management Analyst (CCU)	1	2,080	\$47.73
D211	Management Analyst (TMU)	1	2,080	\$47.73
D212	Management Analyst (UPU)	1	2,080	\$53.25
D213	Photographer (UPU)	1	2,080	\$41.93
D214	Program Manager (RMU)	1	2,080	\$74.42
D215	Project Manager (CIMU)	1	2,080	\$70.89
D216	Senior Treasury Analyst (CIMU)	1	2,080	\$62.20
D217	Treasury Analyst (CIMU)	1	2,080	\$58.45
D218	Treasury Management Analyst (BMU)	1	2,080	\$64.22
D219	Unclaimed Property Technician (UPU)	1	2,080	\$40.17

B.5.1.4 OPTION PERIOD THREE

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<i>Office of the Chief Information Officer</i>				
A301	.NET Developer Jr.	2	2,080	\$62.06
A302	.NET Developer Sr.	2	2,080	\$84.04
A303	Asset Management Specialist Senior	2	2,080	\$71.05
A304	Business Analyst Junior	1	2,080	\$65.36
A305	Business Analyst Senior 1	2	2,080	\$86.76
A306	Business Analyst Senior 2	1	2,080	\$91.91
A307	Business System Analyst/Project Manager	1	2,080	\$129.42
A308	Business Systems Analyst Master	1	2,080	\$114.69
A309	Change Management Specialist	2	2,080	\$59.96
A310	Cognos 10/Tableau/.NET Specialist	1	2,080	\$93.25
A311	Gentax Developer	2	2,080	\$78.05
A312	Grants Business System Analyst Master	1	2,080	\$149.26
A313	Imaging and ECM Specialist	2	2,080	\$147.92
A314	Information Assurance and Security Specialist Journeyman	1	2,080	\$85.09
A315	Information Assurance and Security Specialist Master	1	2,080	\$131.02
A316	IT Operations Support Specialist	1	2,080	\$59.61
A317	IT Report Specialist	1	2,080	\$172.84
A318	Mainframe Support Analyst	1	832	\$124.29
A319	Oracle Business System Analyst Master 1	1	2,080	\$113.36
A320	Oracle Business System Analyst Master 2	2	2,080	\$113.36
A321	Oracle Business System Analyst Master 3	1	2,080	\$132.69
A322	Oracle Business System Analyst Master 4	1	2,080	\$132.69
A323	Oracle SOA Suite/Tableau Developer	1	2,080	\$82.80
A324	Procurement Support Specialist	1	2,080	\$65.23
A325	Project Coordinator	3	2,080	\$45.29
A326	Project Manager 1	2	2,080	\$102.40
A327	Project Manager 2	1	2,080	\$123.72
A328	Project Manager 3	1	2,080	\$128.43

A329	Project Manager/Application Architect	1	2,080	\$102.15
A330	Project Manager/Technical Architect	1	2,080	\$114.71
A331	QA Coordinator/Quality Analyst	1	2,080	\$57.44
A332	Quality Assurance Lead	1	2,080	\$96.44
A333	Receptionist OCIO	1	2,080	\$30.79
A334	Senior Network Security Engineer II	1	2,080	\$72.73
A335	Senior SharePoint Developer	1	2,080	\$71.62
A336	Senior SharePoint/Power Platform Developer	1	2,080	\$88.35
A337	Senior SQL Server DBA	1	2,080	\$66.72
A338	Service Desk Technician Level 2	3	2,080	\$45.04
A339	Service Desk Technician Level 3	2	2,080	\$63.67
A340	SOAR Support Analyst	1	832	\$217.55
A341	Tableau Report Writer	1	2,080	\$67.69
A342	Tableau/Cognos Specialist	1	2,080	\$76.51
A343	Test Automation Engineer	1	2,080	\$63.58
A344	Test Automation Engineer Lead	1	2,080	\$70.79
A345	Test Engineer Journeyman/QA Analyst	1	2,080	\$70.55
A346	Test Engineer Master/QA Analyst	1	2,080	\$79.64
A347	Voice and Data Communications Engineer	1	2,080	\$67.37
<i>Office of Tax and Revenue</i>				
B301	General Clerk II (EAU)	5	2,080	\$26.94
B302	General Clerk II (RU)	5	2,080	\$28.16
B303	Customer Service Representative	6	2,080	\$28.91
<i>Office of Financial Operations and Systems</i>				
C301	Human Resource Analyst	3	2,080	\$41.96
C302	Receptionist OFOS	1	2,080	\$23.38
C303	Secretary II	2	2,080	\$32.69
<i>Office of Finance and Treasury</i>				
D301	Auction Analyst (UPU)	1	2,080	\$42.00
D302	Collections Representative (CCU)	1	2,080	\$33.88
D303	Customer Service Representative (COU)	1	2,080	\$33.33
D304	Financial Analyst (RMU)	1	2,080	\$74.67
D305	Financial Manager (CIMU)	1	2,080	\$103.81
D306	Financial Manager (RMU)	1	2,080	\$90.56
D307	Financial Manager (TMU)	1	2,080	\$90.56
D308	Investment Management (CIMU)	1	2,080	\$67.99

D309	Loss Mitigation Specialist (CCU)	1	2,080	\$40.87
D310	Management Analyst (CCU)	1	2,080	\$48.68
D311	Management Analyst (TMU)	1	2,080	\$48.68
D312	Management Analyst (UPU)	1	2,080	\$54.32
D313	Photographer (UPU)	1	2,080	\$42.77
D314	Program Manager (RMU)	1	2,080	\$75.91
D315	Project Manager (CIMU)	1	2,080	\$72.31
D316	Senior Treasury Analyst (CIMU)	1	2,080	\$63.44
D317	Treasury Analyst (CIMU)	1	2,080	\$59.62
D318	Treasury Management Analyst (BMU)	1	2,080	\$65.50
D319	Unclaimed Property Technician (UPU)	1	2,080	\$40.97

B.5.1.5 OPTION PERIOD FOUR

CLIN	Labor Category	Est. # of Resources	Est. # of Hours	NTE Hourly Rate
<i>Office of the Chief Information Officer</i>				
A401	.NET Developer Jr.	2	2,080	\$63.30
A402	.NET Developer Sr.	2	2,080	\$85.72
A403	Asset Management Specialist Senior	2	2,080	\$72.47
A404	Business Analyst Junior	1	2,080	\$66.67
A405	Business Analyst Senior 1	2	2,080	\$88.50
A406	Business Analyst Senior 2	1	2,080	\$93.75
A407	Business System Analyst/Project Manager	1	2,080	\$132.01
A408	Business Systems Analyst Master	1	2,080	\$116.98
A409	Change Management Specialist	2	2,080	\$61.16
A410	Cognos 10/Tableau/.NET Specialist	1	2,080	\$95.12
A411	Gentax Developer	2	2,080	\$79.61
A412	Grants Business System Analyst Master	1	2,080	\$152.25
A413	Imaging and ECM Specialist	2	2,080	\$150.88
A414	Information Assurance and Security Specialist Journeyman	1	2,080	\$86.79
A415	Information Assurance and Security Specialist Master	1	2,080	\$133.64
A416	IT Operations Support Specialist	1	2,080	\$60.80
A417	IT Report Specialist	1	2,080	\$176.30
A418	Mainframe Support Analyst	1	832	\$126.78
A419	Oracle Business System Analyst Master 1	1	2,080	\$115.63
A420	Oracle Business System Analyst Master 2	2	2,080	\$115.63
A421	Oracle Business System Analyst Master 3	1	2,080	\$135.34
A422	Oracle Business System Analyst Master 4	1	2,080	\$135.34
A423	Oracle SOA Suite/Tableau Developer	1	2,080	\$84.46
A424	Procurement Support Specialist	1	2,080	\$66.53
A425	Project Coordinator	3	2,080	\$46.20
A426	Project Manager 1	2	2,080	\$104.45
A427	Project Manager 2	1	2,080	\$126.19
A428	Project Manager 3	1	2,080	\$131.00

A429	Project Manager/Application Architect	1	2,080	\$104.19
A430	Project Manager/Technical Architect	1	2,080	\$117.00
A431	QA Coordinator/Quality Analyst	1	2,080	\$58.59
A432	Quality Assurance Lead	1	2,080	\$98.37
A433	Receptionist OCIO	1	2,080	\$31.41
A434	Senior Network Security Engineer II	1	2,080	\$74.18
A435	Senior SharePoint Developer	1	2,080	\$73.05
A436	Senior SharePoint/Power Platform Developer	1	2,080	\$90.12
A437	Senior SQL Server DBA	1	2,080	\$68.05
A438	Service Desk Technician Level 2	3	2,080	\$45.94
A439	Service Desk Technician Level 3	2	2,080	\$64.94
A440	SOAR Support Analyst	1	832	\$221.90
A441	Tableau Report Writer	1	2,080	\$69.04
A442	Tableau/Cognos Specialist	1	2,080	\$78.04
A443	Test Automation Engineer	1	2,080	\$64.85
A444	Test Automation Engineer Lead	1	2,080	\$72.21
A445	Test Engineer Journeyman/QA Analyst	1	2,080	\$71.96
A446	Test Engineer Master/QA Analyst	1	2,080	\$81.23
A447	Voice and Data Communications Engineer	1	2,080	\$68.72
<i>Office of Tax and Revenue</i>				
B401	General Clerk II (EAU)	5	2,080	\$27.48
B402	General Clerk II (RU)	5	2,080	\$28.72
B403	Customer Service Representative	6	2,080	\$29.49
<i>Office of Financial Operations and Systems</i>				
C401	Human Resource Analyst	3	2,080	\$42.80
C402	Receptionist OFOS	1	2,080	\$23.85
C403	Secretary II	2	2,080	\$33.34
<i>Office of Finance and Treasury</i>				
D401	Auction Analyst (UPU)	1	2,080	\$42.84
D402	Collections Representative (CCU)	1	2,080	\$34.56
D403	Customer Service Representative (COU)	1	2,080	\$34.00
D404	Financial Analyst (RMU)	1	2,080	\$76.16
D405	Financial Manager (CIMU)	1	2,080	\$105.89
D406	Financial Manager (RMU)	1	2,080	\$92.37
D407	Financial Manager (TMU)	1	2,080	\$92.37
D408	Investment Management (CIMU)	1	2,080	\$69.35

D409	Loss Mitigation Specialist (CCU)	1	2,080	\$41.69
D410	Management Analyst (CCU)	1	2,080	\$49.65
D411	Management Analyst (TMU)	1	2,080	\$49.65
D412	Management Analyst (UPU)	1	2,080	\$55.41
D413	Photographer (UPU)	1	2,080	\$43.63
D414	Program Manager (RMU)	1	2,080	\$77.43
D415	Project Manager (CIMU)	1	2,080	\$73.76
D416	Senior Treasury Analyst (CIMU)	1	2,080	\$64.71
D417	Treasury Analyst (CIMU)	1	2,080	\$60.81
D418	Treasury Management Analyst (BMU)	1	2,080	\$66.81
D419	Unclaimed Property Technician (UPU)	1	2,080	\$41.79

ATTACHMENT J.5
Confidentiality and Non-Disclosure Affidavit

This Confidentiality and Non-Disclosure Affidavit (“Affidavit”) is entered into by OST, Inc. (“Contractor”).

1. The Contractor and the Office of Chief Financial Officer of the District of Columbia (“OCFO”) have entered into contract CFOPD-22-C-021 as amended (the “Contract”).
2. In performing these activities, Contractor understands that all information provided to it by the OCFO, including, but not limited to, the Office of Tax and Revenue (“OTR”) or any other agency within the OCFO is confidential (1) which are District tax returns or return information (2) which is identified as confidential at the time of disclosure or (3) which is such that a reasonable person would consider, from the nature of the information and circumstances of disclosure, is confidential, with the exception of information that is shown to have been:
 - (a) Rightfully in the possession of Contractor prior to the date of disclosure of such information to Contractor, as evidenced by written documents; or
 - (b) In the public domain prior to the date of disclosure to Contractor; or
 - (c) Supplied to Contractor by a third party who is under no obligation to the OCFO to maintain such information in confidence; or
 - (d) Developed by or for Contractor independently of the disclosure made under this Affidavit.
3. Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of the Contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the Contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.
4. In order to safeguard District and Federal confidential information from unauthorized disclosure by Contractor in performance of its tasks under the Contract, Contractor agrees to comply with and assume responsibility for compliance by its employees of the following requirements:
 - (a) All work will be done under the supervision of Contractor or Contractor employees.
 - (b) The Contractor and the Contractor’s employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.
 - (c) Any such confidential information made available in any format shall be used only for the purpose of carrying out the provisions of the Contract.

- (d) Such confidential information will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of the Contract or as may be required by law, regulation or legal process. Thus, Contractor shall limit disclosure of such information within its own organization to only its partners, directors, officers, principals, or employees having a need to know, or partners, directors, officers, principals, or employees of affiliated entities or subcontractors having a need to know. Any personal or tax information protected by law from disclosure inadvertently given to Contractor by the OCFO, OTR, or any other department within the OCFO is protected tax information and is not to be disclosed under the confidentiality provisions of sections 820.01(d)(1) and (3), 821(d)(2), 1805.04, 2018, 2210, 3719, 4406 of the Title 47 of the D.C. Official Code, sections 508.1 and 608.1 of the District of Columbia Municipal Regulations, and I.R.C. § 6103.
- (e) Disclosure to anyone other than such directors, officers, or employees, of Contractor, or other than an OCFO official involved in review and evaluation of the functions of the OCFO, is prohibited.
- (f) All such confidential information will be accounted for upon receipt and properly stored before, during, and after processing.
- (g) In addition, all related output will be given the same level of protection as required for the source tax information material. All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. No work involving returns and return information furnished under the Contract will be subcontracted without prior written approval of the IRS.
- (h) All computer systems processing, storing and transmitting confidential information must meet or exceed reasonable computer access protection controls. To meet these requirements, the operating security features of the system must have the following minimum requirements: a security policy, accountability procedures and documentation. Reasonable security features must be activated to protect against unauthorized use of and access to confidential information.
- (i) In addition, all computer systems receiving, processing, storing or transmitting Federal Tax Information must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal Tax Information.
- (j) Contractor agrees that, at the time the work is completed, at the request of the OCFO, any such confidential information processed during the performance of the Contract will be completely purged from all data storage components of Contractor's computer facilities, and no output will be retained by Contractor; provided, however, Contractor may retain a copy of such information to the extent required by professional standards, Contractor's policies or in connection with computer system backups. If immediate purging of all information storage components is not possible, Contractor certifies that any such information, including any

Federal Tax Information, remaining in any storage component will be safeguarded to prevent unauthorized disclosures.

- (k) Contractor will be responsible for the destruction of spoilage or any known intermediate hard copy printouts related to the confidential information and will provide the OTR or representative designated by the OCFO with a statement containing the date of destruction, description of material destroyed, and the method used. Contractor may retain a copy of such information to the extent required by professional standards or Contractor's policies. However, any Federal Tax Information processed, as described above in this paragraph, will be given to the OCFO or his or her designee. If this is not possible, Contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts and will provide the above-referenced statement to the OCFO or his or her designee.
- (l) Contractor will maintain a list of employees authorized access to such information. Contractor will provide this list to, OTR, or the designated OCFO agency and provide updates of any changes to that list promptly after they occur. Such list will be provided upon request to the IRS reviewing office. No work involving Federal Tax Information furnished under this contract will be subcontracted without prior written approval of the IRS. Contractor shall include with each list and update an Affidavit Acknowledgment Form (enclosed) signed by each employee authorized to access to such information.
- (m) This Affidavit shall not be construed as creating, conveying, transferring, granting or conferring upon Contractor or any other person any rights, license or authority in or to the information exchanged, except the limited right to use such information for the purposes specified in the Contract.
- (n) No license or conveyance of any intellectual or property rights is granted or implied by this Affidavit or the Contract.
- (o) Neither the OCFO nor its representative agencies has an obligation under this Affidavit to purchase any service, goods, or intangibles from Contractor or any other person.
- (p) Furthermore, Contractor hereby acknowledges and agrees that the exchange of information under the Contract shall not commit or bind the District or its representative agencies and/or employees to any present or future contractual relationship (except as specifically stated herein), nor shall the exchange of information be construed as an inducement to act or not to act in any given manner.
- (q) No specification in this Affidavit of any particular remedy shall be construed as a waiver or prohibition of any other remedies in the event of a breach, or threatened breach of this Affidavit.
- (r) This Affidavit is made under and shall be construed according to the laws of the District. In the event that this Affidavit, is breached, any and all disputes must be settled in a court of competent jurisdiction in the District of Columbia. The parties agree to waive any right to a trial by jury.

(s) If any of the provisions of this Affidavit are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Contract as a whole.

(t) The OCFO will have the right to void the contract if the Contractor fails to provide the safeguards described above.

5. **INSPECTION.** The IRS and the OCFO, with 24 hour notice, shall have the right to send its inspectors into the offices and plants of the Contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with contract safeguards.

6. CRIMINAL/CIVIL SANCTIONS

(a) Each officer or employee of any person (including Contractor) to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.

(b) Each officer or employee of any person (including Contractor) to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of the Contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs 7213A and 7431.

- (c) Additionally, it is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

- (d) Contractor will participate in safeguard awareness training, provided by OTR, prior to accessing and/or handling Federal Tax Information. Contractor hereby certifies that each individual understands the OCFO's security policy and procedures for safeguarding IRS information. Contractor will maintain their authorization to access Federal Tax Information through annual recertification. The initial certification and recertification will be documented and placed in the OCFO's files for review. As part of the certification and at least annually afterwards, Contractors will be advised by the OCFO of the provisions of IRCs 7431, 7213, and 7213A. The training provided by the OCFO before the initial certification and annually thereafter will also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. For both the initial certification and the annual certification, Contractor will sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

WHEREFORE, Contractor acknowledges that they have read and understand this Affidavit and voluntarily accept the duties and obligations set forth herein.

CONTRACTOR:

By:  Date: 17 March 2022

Name: Eric Moe

Title: Sr. Contracts Manager

ATTACHMENT J.6

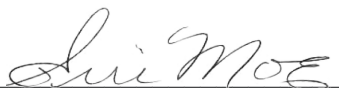
**Confidentiality and Non-Disclosure Affidavit
Acknowledgment Form**

for **Eric Moe**

The Confidentiality and Non-Disclosure Affidavit understood and agreed to by OST, Inc. (“Contractor”) related to the Contract No. CFOPD-22-C-021, entered into between the Contractor and the Office of Chief Financial Officer of the District of Columbia (“OCFO”)

WHEREFORE, as an employee, or as a subcontractor, of the Contractor, I, solely and individually, acknowledge:

- 1) HEREBY, I have received the Confidentiality and Non-Disclosure Affidavit,
- 2) HEREBY, I have read and understand the Confidentiality and Non-Disclosure Affidavit, and
- 3) WHEREAS, I voluntarily accept the duties and obligations and shall comply with the policies set forth therein and any revisions made thereto.

Signature: 

Name: Eric Moe

Title: Sr. Contracts Manager

Name of Employer: OST, Inc.

Date: 17 March 2022

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
RIDER CLAUSE**

**USE OF CONTRACT BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL
OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE**

- A. If authorized by the bidder/offeror, resultant contract will be extended to any or all of the listed members as designated by the bidder/offeror below to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing this contract will place its own order(s) with the contractor. There shall be no obligation on the part of any participating member to utilize the contract.
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the contractor's responsibility to notify the members of the availability of the contract.
- E. Each participating jurisdiction has the option of executing a separate contract with the contractor. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering venue, minority participation, non-discrimination, indemnification, and naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies. If, when preparing a contract, the general terms and conditions of a jurisdiction are unacceptable to the contractor, the contractor may withdraw its extension of the award to that jurisdiction.
- F. The District shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the contractor.

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES JURISDICTION

- Alexandria, Virginia
- Alexandria Public Schools
- Alexandria Sanitation Authority
- Arlington County, Virginia
- Arlington County Public Schools
- Bladensburg, Maryland
- Bowie, Maryland
- BRCPC
- Charles County Public Schools
- City of Fredericksburg, Virginia
- College Park, Maryland
- District of Columbia Government
- District of Columbia Public Schools
- D.C. Water & Sewer Authority
- Fairfax, Virginia
- Fairfax County, Virginia
- Fairfax County Water Authority
- Falls Church, Virginia
- Fauquier County VA Schools & Govt.

YES JURISDICTION

- Frederick, Maryland
- Frederick County, Maryland
- Gaithersburg, Maryland
- Greenbelt, Maryland
- Herndon, Virginia
- Leesburg, Virginia
- Loudoun County, Virginia
- Loudoun County Public Schools
- Loudoun County Water Auth.
- Manassas, Virginia
- City of Manassas Public Schools
- Manassas Park, Virginia
- MD-Nat'l Capital Park & Planning Comm.
- Maryland Department of Transportation
- Metropolitan Washington Airports Auth.
- Metro. Washington Council of Gov'ts
- Montgomery College
- Montgomery County, Maryland
- Montgomery County Public Schools

YES JURISDICTION

- No. Virginia Community College
- Prince George's Community College
- Prince George's County, Maryland
- Prince George's Public Schools
- Prince William County, Virginia
- Prince William County Public Schools
- Prince William County Service Auth.
- Rockville, Maryland
- Spotsylvania County
- Spotsylvania County Gov't & Schools
- Stafford County, Virginia
- Takoma Park, Maryland
- Upper Occoquan Service Authority
- Vienna, Virginia
- Washington Metro. Area Transit Auth.
- Washington Suburban Sanitary Comm.
- Winchester, Virginia
- Winchester Public Schools

Contract Number: CFOPD-22-C-021


Vendor's Signature

17 March 22
Date