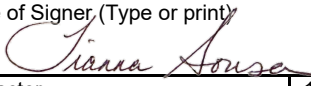


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number CFOPD-22-C-021		Page of Pages 1 Attachment A & B				
2. Amendment/Modification Number Modification 33		3. Effective Date See 16 C below		4. Requisition/Purchase Request No.		5. Solicitation Caption OCFO Staff Augmentation Managed Services Provider			
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 4 th Street, S.W. Suite E620 Washington, D.C. 20024 202-442-7012 (main)			Code		7. Administered by (If other than line 6)				
8. Name and Address of Contractor (No. street, city, county, state and zip code) OST, Inc. 2101 L Street, NW, Suite 800 Washington, DC 20037 T 703-462-8736 C 202-271-4952 Brian Cole, Vice President BCole@ostglobal.com Code Facility				9A. Amendment of Solicitation No.					
				9B. Dated (See Item 11)					
				X		10A. Modification of Contract/Order No. CFOPD-22-C-021			
						10B. Dated (See Item 13) April 18, 2022			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS									
☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.									
12. Accounting and Appropriation Data (If Required)									
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14									
X		A. This change order is issued pursuant to (Specify Authority): 27 DCMR Section 3601.2(c) and Section I.8 Changes of the Contract The changes set forth in Item 14 are made in the contract/order no. in item 10A.							
		B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the DC Financial Responsibility and Management Assistance Authority.							
		C. This supplemental agreement is entered into pursuant to authority of:							
		D. Other (Specify type of modification and authority)							
E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document or return any copies to the issuing office.									
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) A. The purpose of Modification No. 33 is to add position as referenced in Attachment A, and to revise Attachment J.4, Price Schedule to add the rates as referenced in Attachment B. B. All other terms and conditions shall remain unchanged.									
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.									
15A. Name and Title of Signer (Type or print)  Tianna Sousa (Signature of person authorized to sign)				16A. Name of Contracting Officer Drakus Wiggins, CPPB, CPPO  (Signature of Contracting Officer)					
15B. Name of Contractor Tianna Sousa		15C. Date Signed 8/13/2026		16B. District of Columbia 08/13/2026		16C. Date Signed 08/13/2026			

Attachment A

CLIN	F016
Title	Accounts Payable (AP) Technician
Duties and Responsibilities	The Accounts Payable (AP) Technician is responsible for processing invoices, verifying financial information, and ensuring timely and accurate payments to vendors. This role maintains accurate financial records, supports month-end closing activities, and works closely with internal departments and external vendors to resolve payment-related issues while ensuring compliance with company policies and accounting standards. Essential Duties and Responsibilities 1. Process vendor invoices accurately and efficiently. 2. Review invoices for proper approvals, coding, and supporting documentation. 3. Match purchase orders, receipts, and invoices (three-way matching). 4. Prepare and process weekly and monthly payment runs through check, ACH, wire transfer, or virtual payment methods. 5. Maintain vendor files, including tax documentation and banking information. 6. Respond to vendor inquiries and resolve invoice or payment discrepancies. 7. Reconcile vendor statements and investigate outstanding balances. 8. Assist with month-end and year-end closing activities related to accounts payable. 9. Prepare reports on accounts payable activity as requested. 10. Ensure compliance with company policies, accounting procedures, and internal controls. 11. Monitor payment due dates to maximize discounts and avoid late fees. 12. Assist with audit requests by providing required documentation. 13. Support continuous improvement initiatives to enhance AP processes and workflow. 14. Maintain confidentiality of financial and vendor information. 15. Perform other accounting and administrative duties as assigned. Physical Requirements 1. Prolonged periods of sitting and computer work. 2. Occasionally lift or move up to 20 pounds. 3. Ability to communicate effectively in person, by phone, and electronically.

	Work Environment 1. Office or hybrid work environment. 2. Standard business hours with occasional overtime during month-end, year-end, or audit periods. Key Performance Indicators (KPIs) 1. Invoice processing accuracy 2. Invoice processing turnaround time 3. On-time payment percentage 4. Vendor issue resolution time 5. Compliance with internal controls and audit requirements Vendor statement reconciliation completion rate
Education:	High school diploma or GED required. Associate's degree in Accounting, Finance, or Business Administration preferred.
Qualifications:	Experience 1. 2–4 years of accounts payable or general accounting experience preferred. 2. Experience with ERP or accounting software (e.g., SAP, Oracle, Microsoft Dynamics, NetSuite, or similar). 3. Experience processing high volumes of invoices is preferred. 4. Knowledge, Skills, and Abilities 5. Strong understanding of accounts payable principles and accounting practices. 6. Excellent attention to detail and accuracy. 7. Strong organizational and time-management skills. 8. Ability to prioritize multiple tasks and meet deadlines. 9. Proficiency in Microsoft Excel and Microsoft Office applications. 10. Strong analytical and problem-solving abilities. 11. Effective written and verbal communication skills. 12. Ability to work independently and collaboratively in a team environment. 13. Customer service mindset when interacting with vendors and internal stakeholders. 14. Ability to maintain confidentiality and exercise sound judgment.

Contract No.: CFOPD-22-C-021
Modification 33
OCFO Staff Augmentation Managed Services Provider

Attachment B

				Option Year 4
Job Family	New CLIN	New PD / Title	Prior CLINs / PDs Consolidated	FY25: 10/1/25-9/30/26
Financial	F016	Accounts Payable (AP) Technician	NEW	\$43.37