AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number CFOPD-14-C-031	**Page of Pages** 1 5

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
Modification 6	See block 16C Below		Modernized Integrated Tax System (MITS)

6. Issued by: Code ☐   **7. Administered By: (If other than line 6)**

Office of the Chief Financial Officer
Office of Contracts
1100 4th Street SW, Suite E610
Washington, DC 20024

8. Name and Address of Contractor (No. street, city, county, state and zip code)

Fast Enterprises, LLC
7229 S. Alton Way
Centennial, CO 80112
ATTN; James Harrison, Partner
Email: jharrison@fastenterprises.com
Telephone: 877-275-3278

DUNS	17-047-2414	FEIN	13-3758609

9A. Amendment of Solicitation No.

9B. Dated (See Item 11)

10A. Modification of Contract/Order No.

X   CFOPD-14-C-031

10B. Dated (See Item 13)
July 2, 2014

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. Offerors 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) completing Items 8 and 15, and returning _____ copies of the amendment; (b) acknowledging receipt of this amendment on each copy of the offer submitted; or (c) 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 change may be made by letter, telegram 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)

Encumbrance Codes:

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 3601.2(c) 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 date, etc.) set forth in Item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.3.
	C. This supplemental agreement is entered into pursuant to authority of:
	D. Other (Specify type of modification and authority) F.2: Option to Exercise Period of Performance.

E. IMPORTANT: Contractor is ☒ OR is not ☐ required to sign this document and return 1 copy to the issuing office.

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

This modification to the contract identified in Block 10A above, is hereby modified as follows in Items 1 - 14:

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A remain unchanged and in full force and effect.

15A. Name and Title of Signer (Type or print)	16A. Name of Contracting Officer
James G. Harrison, member	Dorothy Whisler Fortune, Esq. CPPO or Drakus Wiggins, CPPO, CPPB

15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed
James G. Harrison (Signature of person authorized to sign)	2-Mar-2016	(Signature of Contracting Officer)	3/3/2016
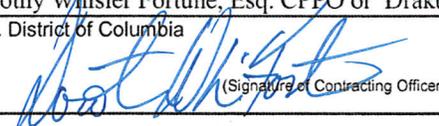
1. Section C.3.1 is revised to add the following statements to the end of the section:

   The Contractor shall be responsible for ensuring qualified personnel availability to fulfill the contract requirements and shall provide replacement personnel as necessary. The replacement personnel shall have qualifications that meet the requirements specified in Section C.3.1 unless otherwise approved by the District. Nonetheless, the District reserves the right to approve replacement personnel. Such approval shall not be unreasonably withheld.

2. Section C.4.1(2) is revised to read:

   The Contractor shall ensure that the District solution operates properly and meets the relevant District determined OTR business requirements documented in the approved Implementation Specifications created by the Contractor during the Base Configuration phase of each Rollout, and as elaborated throughout the subsequent development cycles. The Contractor may include additional capabilities over and above those specified in the Implementation Specifications as mutually agreed with the District.

3. Section C.4.2 is revised to read:

   The Contractor shall use its proprietary implementation methodology ("Contractor Implementation Methodology") to produce the MITS solution. This methodology addresses the work that will be performed, deliverables that will be produced, project management, project oversight, status reporting, risk management, communication, organizational change management, resource planning and allocation, monitoring and tracking project work, etc. This methodology consists of nine major phases of work: Preparation, Definition, Base Configuration, Development, Testing, Conversion, Training, Rollout, and Production Support.

   The Contractor shall use its proprietary Project Workbench, FCR and SQR tools to manage the implementation project schedule, design and development work tasks, project decision and risk registers. Other tasks and project documentation shall be tracked and stored in FCR, Project Workbench and the Content Manager as mutually agreed by District and the Contractor.

   Payment milestone deliverables (i.e., documents and artifacts) specifically identified in Section B.3.1.8 shall be copied and stored in the District's Project Server/SharePoint site by the Contractor.

   Inconsistencies between Contractor's Implementation Methodology and this Contract, as amended, shall be resolved by mutual agreement between the Contractor and the District and a corresponding modification to the contract.

4. Section C.4.3 DATA CONVERSION AND MIGRATION REQUIREMENTS is revised to include the following statement at the beginning of the section:

   "Unless as otherwise agreed to by the Contractor and OCFO,"

5. Section C.4.4.1.4 is revised to read, "At mutual agreement with the Contractor and the COTR, the Contractor shall design, develop, and implement web services utilizing the Web Service Definition Language (WSDL) to meet select interface requirements."

6. Section C.4.4.2 is deleted in its entirety and replaced with the following:

The Contractor's methodology and tools will be used to manage the full interface development lifecycle. Interface control documentation for OCIO developers will be stored in the Contractor's FCR/Workbench repository. The contractor will develop an electronic Interface Control "document" to allow capture of key attributes for MITS interfaces including general technical and descriptive information, and lists of relevant files, jobs, reports, configuration/code, tables, development tasks and contacts associated to the interface.

In addition, standard FCR/Workbench tools will be used to add attachments to file layouts and web service descriptions, and links to development tasks, flow diagrams, test scenarios or other specification documents as required for the interface. A list of interfaces and the attributes of the interface will be exportable to an Excel spreadsheet using standard FCR export capability.

OCFO and Contractor personnel will collaboratively document the interfaces with roles and responsibilities mutually agreed by the Contractor and the OCIO Director, Tax Systems Group.

7. Section C.4.5.2 is revised to read:

The Contractor shall provide a Requirements Traceability Matrix (RTM) listing the refined functional requirements specified by OTR as documented in the FAST Implementation Specifications deliverables. These requirements shall include but shall not be limited to those requirements associated with custom application development as well as all functional contract requirements, as refined by OTR.

The Contractor shall assist OTR in mapping OTR-defined test scenarios to business requirements within the RTM. FAST shall provide a tool for OTR to use to categorize test scenarios into process and/or functional groups that map back to the Implementation Specifications. The tool shall allow the OTR SMEs to link a business requirement to the relevant test scenario group, enabling the trace from requirements documentation to the testing of configuration and/or development, and through documentation of test results.

The Contractor shall provide the RTM for Rollout 2 and update it for future rollouts. The RTM shall use an indicator for each requirement delineating it as an R1, R2, etc. requirement; for requirements that are consistent across more than one rollout, each applicable rollout shall be indicated.

The Implementation Specifications, and thus the RTM requirements, shall be updated once per rollout at the end of Base Configuration. If important new functionality is added after the Implementation Specifications have been formally accepted, Fast shall then incorporate this into the next iteration of the Implementation Specifications, which would be prepared for the following rollout as a part of the progressive elaboration of functional business requirements.

The Requirements Traceability Matrix (RTM) shall be contained within FCR and shall include the capability to export a list of the requirements and their status (e.g., confirmed or tested) to an MS Excel spreadsheet.

8. Section C.4.5.7.8 is revised to replace the sentence "The Contractor shall correct all deficiencies within five (5) business days, and the District shall review, accept and verify that all deficiencies were

corrected." in the section with the following:

The District will classify deficiencies as critical or non-critical. The Contractor shall correct all critical deficiencies specified by the District, before go-live. As such, the Contractor shall work with OTR testers to complete all business testing in sufficient time to triage and classify defects before go-live. The critical deficiencies shall be considered defects that relate to the go, no go decisions by the District for the roll out to continue. Non-critical deficiencies shall either be corrected before roll out, corrected after roll out, or deferred. The Contractor shall provide a schedule for correcting applicable non-critical deficiencies. The District will review, accept and verify that all deficiencies were either corrected or handled as directed by the District.

9. Section C.4.6 is revised to replace the last sentence in the first paragraph of the section with the following:

Training shall occur prior to rollout. At the request of the OTR District, if training occurs more than 30 days prior to rollout, the Contractor shall offer refresher training within 30 days prior to rollout to cover significant changes that may have been configured since the original training. The Contractor and District training staff shall perform additional post go-live training workshops at the request of the District.

10. Section C.4.6.1 is revised to replace the last sentence in the section with the following:

The Contractor shall work collaboratively with OTR trainers to create updated training materials for each rollout (including version upgrades) during the Contract. The Contractor shall provide a "What's New" document highlighting material changes to the configured end user interface between rollouts.

11. Section C.4.6.8 is revised to delete the statement "with one printed copy" and replace the sentence "The documentation shall reside on the OTR SharePoint site, as directed by the COTR." with:

The Contractor's FCR/Project Workbench shall be utilized for work in progress deliverable documents. A copy of each final deliverable document shall be placed in the Contractor's FCR/Content Manager. All of the content in the Contractor's FCR, Project Workbench, and Content Manager shall be available to the District to view, print, and export as appropriate to that content.

12. Sections C.4.7.1.2 and C.4.7.1.3 are revised throughout the section to replace the words "bi-weekly" with "monthly".

13. Section C.4.7.1.2(9) regarding Microsoft Project is deleted in its entirety and replaced with "RESERVED" and the following is added at the end of the section:

The Contractor shall produce and deliver a high-level MS Project Schedule within the first month of each rollout including tasks identical to those in the FCR/Project Workbench schedule for each rollout which are based on Contractor's Implementation Methodology. For each task, the task name, planned start and planned finished dates, and task duration will be included.   The Contractor staff shall meet with OCIO staff as needed to ensure their understanding of the tasks contained in the schedule.

The Contractor shall manage task assignment and track progress using the Contractor's FCR system.

The Contractor shall conduct regular meetings with the District to discuss active tasks that are at schedule risk and to inform the District of any changes to the initial schedule (e.g., new tasks added or old tasks dropped). The Contractor shall meet with District staff on a weekly basis to update the schedule and discuss and resolve schedule concerns.

14. Section C.4.9.1.1 is revised to delete the statement "one hard copy and". Section C.4.9.1.1 is further revised to replace throughout the section the statements "within five (5) business days" with "within ten (10) business days" and add "4) deliverables shall be delivered in accordance with the approved delivery schedule provided by the Contractor."