

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Contract Number		Page of Pages	
						1 1	
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.		5. Solicitation Caption	
A0008		See Block 16C				Pre-College Services	
6. Issued by:			Code	7. Administered by (If other than line 6)			
Child and Family Services Agency Contracts and Procurement Administration 200 I Street S.E. Suite 2031 Washington, DC 20003				Child and Family Services Agency Contracts and Procurement Administration 200 I Street S.E. Suite 2031 Washington, DC 20003			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of HCA No.			
				DCRL-2014-R-0014			
				9B. Dated (See Item 11)			
				11/19/13			
				10A. Modification of Contract/Order No.			
				10B. Dated (See Item 13)			
Code	DUNS:	TIN	FEIN:				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input checked="" type="checkbox"/> is not extended. Offeror's/Bidder's/Provider's 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) <i>To be cited on individual orders issued on behalf of participating agencies</i>							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Section 3603 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 authority of							
C. This supplemental agreement is entered into pursuant to authority of:							
D. Other (Specify type of modification and authority) 27 DCMR 2008-Exercise of Option							
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 2 copies to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible)							
1. Delete: Budget Summary and Attachment A, College Preparation/Retention Program. Insert: Revised Budget Summary and Attachment AR, College Preparation/Retention Program.							
2. To obtain an electronic copy email ronaldw.davis@dc.gov.							
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)				16A. Name of Contracting Officer			
				Tara Sigamoni			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
				Tara Sigamoni		2-5-14	

Administrative Allowance	College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p>Schedule 1: Salary/Wage</p> <ul style="list-style-type: none"> • Current Direct Service Personnel • Current Direct Service Support Personnel • TBD/TBA-Direct Service/ Direct Service Support Personnel 	<p>Schedule 1: Salary/Wage</p> <ul style="list-style-type: none"> • Current Direct Service Personnel • Current Direct Service Support Personnel • TBD/TBA-Direct Service/ Direct Service Support Personnel 	<p>Schedule 1: Salary/Wage</p> <ul style="list-style-type: none"> • Current Direct Service Personnel • Current Direct Service Support Personnel • TBD/TBA-Direct Service/ Direct Service Support Personnel 	<p>Schedule 1: Salary/Wage</p> <ul style="list-style-type: none"> • Current Direct Service Personnel • Current Direct Service Support Personnel • TBD/TBA-Direct Service/ Direct Service Support Personnel 	<p>Schedule 1: Salary/Wage</p> <ul style="list-style-type: none"> • (N/A)
<p>Schedule 2: Fringe Benefit <i>(Note: Capped at a maximum of 30.0% of total Salary & Wage expenditure)</i></p> <ul style="list-style-type: none"> • Social Security (FICA) • Health/Hospitalization Insurance • Worker's Compensation • Unemployment Insurance • Other Benefits (any other employer-paid benefits) 	<p>Schedule 2: Fringe Benefit <i>(Note: Capped at a maximum of 30.0% of total Salary & Wage expenditure)</i></p> <ul style="list-style-type: none"> • Social Security (FICA) • Health/Hospitalization Insurance • Worker's Compensation • Unemployment Insurance • Other Benefits (any other employer-paid benefits) 	<p>Schedule 2: Fringe Benefit <i>(Note: Capped at a maximum of 30.0% of total Salary & Wage expenditure)</i></p> <ul style="list-style-type: none"> • Social Security (FICA) • Health/Hospitalization Insurance • Worker's Compensation • Unemployment Insurance • Other Benefits (any other employer-paid benefits) 	<p>Schedule 2: Fringe Benefit <i>(Note: Capped at a maximum of 30.0% of total Salary & Wage expenditure)</i></p> <ul style="list-style-type: none"> • Social Security (FICA) • Health/Hospitalization Insurance • Worker's Compensation • Unemployment Insurance • Other Benefits (any other employer-paid benefits) 	<p>Schedule 2: Fringe Benefit</p> <ul style="list-style-type: none"> • (N/A)

Administrative Allowance	College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> • • • •
<p>Schedule 4: Occupancy Costs - (must be supported by formal documentation)</p> <ul style="list-style-type: none"> • Office Space (rental/leased/mortgage/depreciation) • Utilities (Gas/Electric/Oil/Water/Sewage) • Trash Removal • Building Maintenance • Property Insurance • Pest Control • Building Repairs • Building/Property Security (non-employee) • Other (Specify) 	<p>Schedule 4: Occupancy Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 4: Occupancy Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 4: Occupancy Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 4: Occupancy Costs</p> <ul style="list-style-type: none"> • Utilities (Gas/Electric/Oil/Water/Sewage) • Trash Removal • Building Maintenance • Property Insurance • Pest Control • Building Repairs • Building/Property Security (non-employee) • Other (Specify)

Administrative Allowance	College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p>Schedule 5: Travel/Transportation Costs (<i>Note: Applies to vehicles owned/leased by the Provider & must be supported by formal documentation</i>)</p> <ul style="list-style-type: none"> • Vehicle Lease/Rental • Vehicle Depreciation • Vehicle Insurance • Vehicle Registration/Licensing 	<p>Schedule 5: Travel/Transportation Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 5: Travel/Transportation Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 5: Travel/Transportation Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 5: Travel/Transportation Costs</p> <ul style="list-style-type: none"> • Vehicle Maintenance (Gasoline/Oil/Supplies) • Tires/Batteries • Vehicle Maintenance/Repairs • Mileage (staff personally owned vehicles) • Metro Train/Bus Fares (staff) • Travel Other
<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> • Office Supplies • Office Furnishings - Purchase • Minor Equipment - Rental/Lease • Minor Equipment – Purchase

Administrative Allowance	College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p>Schedule 7: Capital Equipment/Outlays Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 7: Capital Equipment/Outlays Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 7: Capital Equipment/Outlays Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 7: Capital Equipment/Outlays Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 7: Capital Equipment/Outlays Costs</p> <ul style="list-style-type: none"> • • • • •
<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> • Client Transportation • Educational Supplies • Application Fees • ACT/SAT Fees • Etc. • Etc.
<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> • Telephone/Landline (staff) • Cellular Telephone Service (staff) • Internet Service • Postage • Delivery Service

Administrative Allowance	College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> • • • •
<p>Schedule 11: Indirect/Overhead Costs (Note: Capped at a maximum of 15.0% of Schedule 1-7, 9 & 10 total expenditure)</p> <ul style="list-style-type: none"> • Administrative • Financial • Other Indirect 	<p>Schedule 11: Indirect/Overhead Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 11: Indirect/Overhead Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 11: Indirect/Overhead Costs</p> <ul style="list-style-type: none"> • (N/A) 	<p>Schedule 11: Indirect/Overhead Costs</p> <ul style="list-style-type: none"> • (N/A)

*Administrative Allowance: Cost items proposed as administrative must be supported by documentation (i.e. position description, lease/rental agreement, insurance policy, formal contract/agreement for service, Etc.). Inasmuch as the administrative functions apply to the entire organization, an acceptable allocation methodology must be utilized to distribute cost equality among all benefiting programs/services. Proposed item not supported by documentation will be re-classified to cost reimbursement.

**CHILD AND FAMILY SERVICES AGENCY
COLLEGE PREPARATION PROGRAM**

SCHEDULE 4

OCCUPANCY COSTS

	Rev. 2/5/14			
EXPENSE ITEMS	TOTAL OCCUPANCY COSTS	Admin Allowance	Cost Reim	Total Contract Cost
Rent-Office Space				\$ -
Depreciation-Office Space				\$ -
Gas/Electric/Oil/Water				\$ -
Trash				\$ -
Building Maintenance				\$ -
Property Insurance				\$ -
Pest Control				\$ -
Building Repairs				\$ -
Security				\$ -
				\$ -
				\$ -
SUBTOTALS	\$ -	\$ -	\$ -	\$ -

**CHILD AND FAMILY SERVICES AGENCY
COLLEGE PREPARATION PROGRAM**

SCHEDULE 5

TRAVEL AND TRANSPORTATION COSTS

Rev. 2/5/14

EXPENSE ITEMS	TOTAL TRAVEL COSTS	Admin Allowance	Cost Reim	Total Contract Cost
CORPORATE VEHICLES:				
VEHICLE LEASE/RENT				\$ -
VEHICLE DEPRECIATION				\$ -
GASOLINE/OIL/SUPPLIES				\$ -
VEHICLE MAINTENANCE/REPAIRS				\$ -
AUTO INSURANCE				\$ -
AUTO REGISTRATION				\$ -
PARKING				\$ -
STAFF:				
MILEAGE REIMBURSEMENT				\$ -
PARKING				\$ -
METRO FARES/CARDS				\$ -
BUS FARES/TOKENS				\$ -
AIR FARES				\$ -
AMTRAK/TRAIN FARES				\$ -

CAR/TAXI/SHUTTLE SERVICE	TOTAL				
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -

**CHILD AND FAMILY SERVICES AGENCY
COLLEGE PREPARATION PROGRAM**

SCHEDULE 6

SUPPLIES AND MINOR EQUIPMENT COSTS

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EXPENSE ITEMS	TOTAL SUPPLIES/ MINOR EQUIPMENT	Cost Reim	Total Contract Cost
OFFICE SUPPLIES	-		\$ -
OFFICE FURNITURE	-		\$ -
OFFICE EQUIPMENT	-		\$ -
COMPUTERS/LAPTOPS	-		\$ -
	-		\$ -
	-		\$ -
	-		\$ -
	-		\$ -
	-		\$ -
	-		\$ -
	-		\$ -
	-		\$ -
	-		\$ -
TOTALS	\$ -	\$ -	\$ -

**CHILD AND FAMILY SERVICES AGENCY
COLLEGE PREPARATION/RETENTION PROGRAM
BUDGET SUMMARY**

Revised 2-5-14

SCHEDULES		Total Program Cost	Admin Allowance	Preparation Per Diem	Enrollment Per Diem	Retention Per Diem	Cost Reim	Total Program Cost
1	SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
2	FRINGE BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
3	CONSULTANTS/EXPERTS	\$ -					\$ -	\$ -
4	OCCUPANCY	\$ -					\$ -	\$ -
5	TRAVEL AND TRANSPORTATION	\$ -					\$ -	\$ -
6	SUPPLIES & MINOR EQUIPMENT	\$ -					\$ -	\$ -
7	CAPITAL EQUIPMENT & OUTLAYS	\$ -					\$ -	\$ -
8	CLIENT COSTS	\$ -					\$ -	\$ -
9	COMMUNICATIONS	\$ -					\$ -	\$ -
10	OTHER DIRECT COSTS	\$ -					\$ -	\$ -
11	INDIRECT COST/OVERHEAD	\$ -					\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3% FOR-PROFIT ENTITY FEE		\$0	\$0					\$0
TOTAL BUDGET		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CHILD AND FAMILY SERVICES AGENCY
COLLEGE PREPARATION PROGRAM**

SCHEDULE 7

CAPITAL EQUIPMENT AND OUTLAYS COSTS

	Rev. 2/5/14			
EXPENSE ITEMS	TOTAL CAPITAL OUTLAYS	Cost Reim	Total Contract Cost	Total Contract Cost
VEHICLE PURCHASE	-	-	-	\$ -
MAJOR REPAIRS	-	-	-	\$ -
MAJOR EQUIPMENT	-	-	-	\$ -
-----	-	-	-	\$ -
-----	-	-	-	\$ -
-----	-	-	-	\$ -
TOTALS	\$ -	\$ -	-	\$ -

CLIENT COST-LINE ITEMS	TOTAL CLIENTS COSTS	Cost Reim	Total Contract Cost
TOTALS	\$ -	\$ -	\$ -

**CHILD AND FAMILY SERVICES AGENCY
COLLEGE PREPARATION PROGRAM**

SCHEDULE 9

COMMUNICATIONS COSTS

Rev. 2/5/14

EXPENSE ITEMS	TOTAL COMMUNICATIONS	Cost Reim	Total Contract Cost
Telephone-Land Line/Staff			\$ -
Cellular Service/Staff			\$ -
Postage			\$ -
Delivery Service			\$ -
Photo Copying			\$ -
Internet Connection Service			\$ -
			\$ -
			\$ -
TOTALS	\$ -	\$ -	\$ -

**CHILD AND FAMILY SERVICES AGENCY
COLLEGE PREPARATION PROGRAM**

SCHEDULE 11

INDIRECT/OVERHEAD COSTS

Rev. 2/5/14

EXPENSE ITEMS	TOTAL INDIRECT/ OVERHEAD	Admin Allowance	Total Contract Cost
Indirect/Overhead			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTALS	\$ -	\$ -	\$ -

DISTRICT OF COLUMBIA GOVERNMENT
CHILD AND FAMILY SERVICES AGENCY

Rev 2/5/14

PREPARATION PER-DIEM CALCULATION WORKSHEET

PROVIDER: _____ 0

SERVICE: _____ 0

ORIGINAL: REVISION NO: 0

RFP/CONTRACT NO: _____ 0

CONTRACT PERIOD: FROM: _____ TO: _____

PREPARATION PER-DIEM CALCULATION

[A] TOTAL BUDGETED COSTS: \$ \$ _____ -

[B] PROPOSED NUMBER OF YOUTH IN CASELOAD: _____ 80

[C] TOTAL NUMBER OF SERVICE UNITS TO BE DELIVERED: _____ 960

[D] PROJECTED PER DIEM: \$ \$ _____ -

DISTRICT OF COLUMBIA GOVERNMENT
CHILD AND FAMILY SERVICES AGENCY

ENROLLMENT PER-DIEM CALCULATION WORKSHEET

Rev. 2/5/14

PROVIDER: _____ 0

SERVICE: _____ 0

ORIGINAL: REVISION NO: 0

RFP/CONTRACT NO: _____ 0

CONTRACT PERIOD: FROM: _____ TO: _____

ENROLLMENT PER-DIEM CALCULATION

[A] TOTAL BUDGETED COSTS: \$ \$ _____ -

[B] PROPOSED NUMBER OF YOUTH IN CASELOAD: _____ 100

[C] TOTAL NUMBER OF SERVICE UNITS TO BE DELIVERED: _____ 1200

[D] PROJECTED PER DIEM: \$ \$ _____ -

DISTRICT OF COLUMBIA GOVERNMENT
CHILD AND FAMILY SERVICES AGENCY

Rev. 2/5/14

RETENTION PER-DIEM CALCULATION WORKSHEET

PROVIDER: _____ 0 _____

SERVICE: _____ 0 _____

ORIGINAL: REVISION NO: 0

RFP/CONTRACT NO: _____ 0 _____

CONTRACT PERIOD: FROM: _____ TO: _____

RETENTION PER-DIEM CALCULATION

[A] TOTAL BUDGETED COSTS: \$ \$ _____ -

[B] PROPOSED NUMBER OF YOUTH IN CASELOAD: _____ 50

[C] TOTAL NUMBER OF SERVICE UNITS TO BE DELIVERED: _____ 600

[D] PROJECTED PER DIEM: \$ \$ _____ -
