

OFFICE OF THE SECRETARY



2020 MAR 10 PM 12: 17

MURIEL BOWSER
MAYOR

MAR 10 2020

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, N.W., Suite 504
Washington, D.C. 20004

Dear Chairman Mendelson:

Enclosed for consideration and approval by the Council of the District of Columbia is proposed emergency legislation, the "Modifications to Exercise Option Year Four (4) of Contract No. CW35134 with Tax Credit Asset Management, LLC Approval and Payment Authorization Emergency Act of 2020" and accompanying declaration resolution for asset management services and portfolio management oversight of outstanding loans in the Department of Housing and Community Development's affordable housing projects portfolio. The proposed estimated price is \$2,861,460.00 for the period from November 10, 2019 through November 9, 2020.

Council action is necessary since this modification increases the contract more than \$1,000,000 during a 12-month period. The Chief Financial Officer has certified that funds are available for FY2020.

As always, I am available to discuss any questions you may have regarding this contract. In order to facilitate a response to any questions, please have your staff contact Marc Scott, Chief Operations Officer, Office of Contracting and Procurement at (202) 724-8759.


I urge you to take prompt and favorable action regarding the enclosed legislation.

Sincerely,

A handwritten signature in black ink that reads "Muriel Bowser".

Muriel Bowser

Enclosures


Chairman Phil Mendelson
at the request of the Mayor

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A BILL

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To approve, on an emergency basis, Modification Nos. 8 and 10 to Contract No. CW35134 with Tax Credit Asset Management, LLC to provide asset management services and portfolio management oversight for outstanding loans in the Department of Housing and Community Development’s affordable housing projects portfolio, and to authorize payment for the goods and services received and to be received under.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA,

That this act may be cited as the “Modifications to Exercise Option Year Four (4) of Contract No. CW35134 with Tax Credit Asset Management, LLC Approval and Payment Authorization Emergency Act of 2020”.

Sec. 2. Pursuant to Section 451 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 803; D.C. Official Code § 1-204.51), and notwithstanding the requirements of Section 202 of the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code § 2-352.02), the Council approves Modification Nos. 8 and 10 to Contract No. CW35134 with Tax Credit Asset Management, LLC to provide asset management services and portfolio management oversight for outstanding loans in the Department of Housing and Community Development’s affordable housing projects portfolio, and authorizes

1 payment in the amount of \$2,861,460 for the goods and services received and to be
2 received under the contract for the period from November 10, 2019 through November 9,
3 2020.

4 Sec. 3. The Council adopts the fiscal impact statement provided by the Chief
5 Financial Officer as the fiscal impact statement required by Section 4a of the General
6 Legislative Procedures Act of 1975, approved October 16, 2006 (120 Stat. 2038; D.C.
7 Official Code § 1-301.47a).

8 Sec. 4. This act shall take effect following approval by the Mayor (or in the
9 event of veto by the Mayor, action by the Council to override the veto), and shall remain
10 in effect for no longer than 90 days, as provided for emergency acts of the Council of the
11 District of Columbia in Section 412(a) of the District of Columbia Home Rule Act,
12 approved December 24, 1973 (87 Stat. 788; D.C. Official Code § 1-204.12(a)).

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



Pursuant to section 202(c-1) of the Procurement Practices Reform Act of 2010, as amended, D.C. Official Code § 2-352.02(c-1), the following contract summary is provided:

COUNCIL CONTRACT SUMMARY

(A) Contract Number: CW35134

Proposed Contractor: Tax Credit Asset Management (TCAM)

Contract Amount: \$2,861,460.00

Unit and Method of Compensation: Based on fixed unit prices

Term of Contract: November 10, 2019 through November 9, 2020

Type of Contract: Requirement-type contract based on fixed unit prices

Source Selection Method: Competitive Sealed Proposal

(B) For a contract containing option periods, the contract amount for the base period and for each option period. If the contract amount for one or more of the option periods differs from the amount for the base period, provide an explanation of the reason for the difference:

Base Period Amount: \$1,198,000.00 Council Approval: CA21-0205

Option Period 1 Amount: \$1,505,000.00 Council Approval: CA21-0532

Explanation of difference from base period (if applicable): The contract amount increased by \$307,000.00.

Option Period 2 Amount: \$1,933,672.00 Council Approval: CA22-0300

Explanation of difference from base period (if applicable): The contract amount increased by \$428,672.00.

Option Period 3 Amount: \$2,415,770.00 Council Approval: CA22-0671

Explanation of difference from base period (if applicable): The contract amount increased by \$482,098.00

Option Period 4 Amount: \$2,861,460.00

Explanation of difference from base period (if applicable): The contract amount will increase by \$445,690.00

1 st Partial Option	11/10/2019 to 3/9/2020	\$ 953,820.00
2 nd Partial Option	3/10/2020 to 11/9/2020	<u>\$1,907,640.00</u>
	Total:	\$2,861,460.00

(C) The goods or services to be provided, the methods of delivering goods or services, and any significant program changes reflected in the proposed contract:

The District of Columbia Department of Housing and Community Development (DHCD) needs a contractor to provide asset management services and portfolio management oversight to outstanding loans in its affordable housing projects portfolio, including Low Income Housing Tax Credits (LIHTC) and Affordable Dwelling Units (ADU). The Contractor is responsible for providing such services, but not limited to the following:

A. Monitor, assess and analyze of existing loans to reduce loan delinquencies and increase collections of the multi-family and single family housing projects including LIHTC and ADUs; and

B. Conduct thorough ongoing review and monitoring of financial performance and overall compliance with all applicable loan documents and DHCD affordable housing program requirements.

The purpose of this contract is to create opportunities for affordable housing and economic development and revitalize underserved communities in the District of Columbia by preserving and increasing the supply of quality affordable housing and homeownership opportunities, revitalizing neighborhoods, promoting community development, and providing economic opportunities. Currently, DHCD oversees the performance of over 7,800 loans created by DHCD expenditure of funds to increase the supply of affordable housing in the District. These funds include Housing Production Trust Fund (HPTF), Community Development Block Grant (CDBG) and HOME Investment Partnership Program funds.

(D) The selection process, including the number of offerors, the evaluation criteria, and the evaluation results, including price, technical or quality, and past performance components:

RFP Solicitation Doc182587 for asset management services was issued on December 2, 2014. Two (2) offers were received by the submission due date in response to the solicitation.

The technical evaluation factors were as follows:

M.3.1.1 Technical Approach

Offeror has provided an overview of the business organization, and described their technical approach and innovative plans to perform the requirements specified in Section C.5 of the solicitation.

M.3.1.2 Technical Expertise and Capacity

Offeror has demonstrated the organization's technical expertise with establishing and management in similar related asset management services of affording housing projects, project inspections, review of construction draw requests, financial documents, and evaluate overall operating performance.

M.3.1.3 Previous Experience/Past Performance of Offeror

Offeror has provided evidence of previous and past performance of similar services related to asset management services for low income, LIHTC and affordable housing project loan portfolios, including construction/lease-up monitoring, LIHTC underwriting, annual, quarterly and monthly reviews, and financial analysis of low income housing loans and LIHTC projects and work-outs of underperforming and non-performing loans in the low income housing market.

M.3.1.4 Key Personnel (10 Points)

Offeror's proposed key personnel have the necessary qualifications and experience to perform the District's requirements as described in Section C.5.

Based on the evaluation factors the Contracting Officer determined that TCAM was the offer most advantageous to the District.

(E) A description of any bid protest related to the award of the contract, including whether the protest was resolved through litigation, withdrawal of the protest by the protestor, or voluntary corrective action by the District. Include the identity of the protestor, the grounds alleged in the protest, and any deficiencies identified by the District as a result of the protest:

None.

(F) The background and qualifications of the proposed contractor, including its organization, financial stability, personnel, and performance on past or current government or private sector contracts with requirements similar to those of the proposed contract:

TCAM has the ability to assess and analyze operational and financial conditions timely for monthly and annual reporting.

TCAM has experience with workouts of multi-family properties, monitoring of underperforming loans and twenty-five to thirty (25 – 30) years of tax credit experience. They have experience with construction draws. TCAM has extensive experience in LIHTC and other affordable housing programs. They have worked and continue to work with state housing agencies along with private clients.

TCAM has been determined responsible based on contractor's standard of responsibility as described in 27 DCMR § 2200.4 through the duration of the existing contract.

Based on the prior performance under the existing Contract and on the information set forth in the Dun and Bradstreet report, TCAM has the necessary organization, experience, accounting, operational control, and technical skills to fulfill the District's requirements.

(G) The period of performance associated with the proposed change, including date as of which the proposed change is to be made effective:

The proposed period of performance for the remaining balance of Option Year Four is from March 10, 2020 through November 9, 2020.

Contract modification M008 was issued to exercise a partial Option Year Four for period of performance, November 10, 2019 through March 9, 2020.

Contract modification M010 was issued to exercise a partial Option Year Four for period of performance, March 10, 2020 through November 9, 2020.

(H) The value of any work or services performed pursuant to a proposed change for which the Council has not provided approval, disaggregated by each proposed change if more than one proposed change has been aggregated for Council review:

Partial Option Year Four, Modification 8 - \$953,820.00.

Partial Option Year Four, Modification 10 - \$1,907,640.00.

(I) The aggregate dollar value of the proposed changes as compared with the amount of the contract as awarded:

The total dollar value for Option Year Four is \$2,861,460.00

(J) The date on which the contracting officer was notified of the proposed change:

September 2019.

(K) The reason why the proposed change was sent to Council for approval after it is intended to take effect:

Internal reprogramming of funds was necessary in order to exercise the complete option. The identification and reprogramming of the funding level necessary to exercise the complete option could not be completed fast enough to ensure the continuation of the contract. As such, a partial was exercised with the funds available while a reprogramming was pursued for the remainder.

(L) The reason for the proposed change:

District desired to extend the remaining portion of the current Option Year Four period of performance.

(M) The legal, regulatory, or contractual authority for the proposed change:

- 1) 27 DCMR Section 2008 - Exercise of Options; and
- 2) Contract CW35134, Section F.2 - OPTION TO EXTEND THE TERM OF THE CONTRACT.

(N) A summary of the subcontracting plan required under section 2346 of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 *et seq.* (“Act”), including a certification that the subcontracting plan meets the minimum requirements of the Act and the dollar volume of the portion of the contract to be subcontracted, expressed both in total dollars and as a percentage of the total contract amount:

The subcontracting plan met the minimum requirements of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005.

TCAM subcontracted 35% set aside the total amount of the contract (including option periods) with a subcontract value of \$3,469,864.00.

(O) Performance standards and the expected outcome of the proposed contract:

It is the District’s expectation that Tax Credit Asset Management, LLC will provide asset management services and portfolio management oversight to outstanding loans in its affordable housing projects’ portfolio, in accordance with the requirements, terms and conditions of the proposed contract.

(P) The amount and date of any expenditure of funds by the District pursuant to the contract prior to its submission to the Council for approval:

On November 9, 2019, the contract modification M0008 was issued to exercise a partial option period, November 10, 2019 through March 9, 2020, in the estimated dollar amount of \$953,820.00.

(Q) A certification that the proposed contract is within the appropriated budget authority for the agency for the fiscal year and is consistent with the financial plan and budget adopted in accordance with D.C. Official Code §§ 47-392.01 and 47-392.02:

The Agency Chief Financial Officer certifies that sufficient funding is available to obligate towards the contract within FY2020 budget authority and the remaining balance will be available upon approval of the FY2021 appropriation.

(R) A certification that the contract is legally sufficient, including whether the proposed contractor has any pending legal claims against the District:

TCAM has no pending legal claims against the District. OAG has found the contract legally sufficient.

- (S) A certification that Citywide Clean Hands database indicates that the proposed contractor is current with its District taxes. If the Citywide Clean Hands Database indicates that the proposed contractor is not current with its District taxes, either: (1) a certification that the contractor has worked out and is current with a payment schedule approved by the District; or (2) a certification that the contractor will be current with its District taxes after the District recovers any outstanding debt as provided under D.C. Official Code § 2-353.01(b):**

The Citywide Clean Hands database certifies that TCAM is current with its District tax requirements.

- (T) A certification from the proposed contractor that it is current with its federal taxes, or has worked out and is current with a payment schedule approved by the federal government:**

TCAM is in compliant with its federal taxes according to System for Award Management (SAM).

- (U) The status of the proposed contractor as a certified local, small, or disadvantaged business enterprise as defined in the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, D.C. Official Code § 2-218.01 *et seq.*:**

TCAM is not a CBE.

- (V) Other aspects of the proposed contract that the Chief Procurement Officer considers significant:**

None.

- (W) A statement indicating whether the proposed contractor is currently debarred from providing services or goods to the District or federal government, the dates of the debarment, and the reasons for debarment:**

Based on the results of a search of the database of parties excluded from Federal and District procurement, there is no record to indicate that the contractor has been debarred, suspended, or is ineligible to receive Federal procurements.

- (X) Any determination and findings issues relating to the contract's formation, including any determination and findings made under D.C. Official Code § 2-352.05 (privatization contracts):**

N/A.

(Y) Where the contract, and any amendments or modifications, if executed, will be made available online:

<https://ocp.dc.gov/>

(Z) Where the original solicitation, and any amendments or modifications, will be made available online:

<https://ocp.dc.gov/>



Government of the District of Columbia

CERTIFICATE OF CLEAN HANDS

**TAX CREDIT ASSET MANAGEMENT LLC
30 FEDERAL ST FL 6
BOSTON, MA 02110-2508**

EIN : ***1549**

As reported in the Citywide Clean Hands system, the above referenced individual or entity has no outstanding liability with the District of Columbia. As of the date herein, you have complied with the following official DC code and therefore are issued this Certificate of Clean Hands.

**TITLE 47. TAXATION, LICENSING, PERMITS, ASSESSMENTS AND FEES
CHAPTER 28. GENERAL LICENSE LAW
SUBCHAPTER II. CLEAN HANDS BEFORE RECEIVING A LICENSE OR PERMIT
D.C. Code § 47-2862 (2006)
§ 47-2862. Prohibition against issuance of license or permit.**

A handwritten signature in blue ink, appearing to read "Marc Aronin".

**Authorized By Marc Aronin
Chief, Collection Division**

Date: Friday this 7th day of February 2020 01:05 PM

Tracking#: 1230245

This document is a certified, complete and true copy.




**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



Office of the Director

TO: George A. Schutter
Chief Procurement Officer
Office of Contracting and Procurement

FROM: Beth Spooner 
Agency Fiscal Officer
Department of Housing and Community Development

DATE: January 30, 2020

SUBJECT: Certification of Funding Availability for DHCD Asset Tax Management Services
Contract CW35134 – Tax Credit Asset Management (TCAM)

The memorandum certifies that the Department of Housing and Community Development has funding available in the amount of \$2,861,460 to support the full execution of Option Year 4 for the asset management services contract referenced above from November 10, 2019 through November 9, 2020. This contract will support costs associated with providing asset management services and portfolio management oversight to outstanding loans in its affordable housing project portfolio, including Low Income Housing Tax Credits (LIHTC) and Affordable Dwelling Units (ADU). Of the \$2,861,460, \$238,455 is included in the agency's FY 2021 budget request.

The following budget allocation includes Local-0100; HPAP Repay-0602; CDBG-8201; Home-8202 and HPTF-0700.

FISCAL YEAR	AGENCY	PROGRAM	ACTIVITY	COMP OBJECT	AMOUNT
2020	DB0	4500-PAMD	PORTFOLIO ASSET MANAGEMENT (4510)	0409	\$2,623,005
2021	DB0	4500-PAMD	PORTFOLIO ASSET MANAGEMENT (4510)	0409	\$238,455
TOTAL	DB0	4500-PAMD	PORTFOLIO ASSET MANAGEMENT (4510)	0409	\$2,861,460

Please contact me on 202-442-7173 if you have any questions.

cc: Sheila Miller, Deputy Director
Genee Hayes, Asset Manager
Heather Reynolds, OCP

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL



Legal Counsel Division

MEMORANDUM

TO: Ronan Gulstone
Director
Office of Policy and Legislative Affairs

FROM: Brian K. Flowers
Deputy Attorney General
Legal Counsel Division

DATE: February 12, 2020

SUBJECT: Legal Sufficiency Review of the “Modifications to Exercise Option Year Four (4) of Contract No. CW35134 with Tax Credit Asset Management, LLC Approval and Payment Authorization Emergency Act of 2020” and an Accompanying Emergency Declaration Resolution
(AE-20-077)

This is to Certify that this Office has reviewed “Modifications to Exercise Option Year Four (4) of Contract No. CW35134 with Tax Credit Asset Management, LLC Approval and Payment Authorization Emergency Act of 2020” and an accompanying Emergency Declaration Resolution and found them to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call me at 724-5565.

A handwritten signature in cursive script, reading "Brian K. Flowers".

Brian K. Flowers

BKF/arh

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General



ATTORNEY GENERAL
KARL A. RACINE

Government Contracts Section

MEMORANDUM

TO: Ronan Gulstone
Director
Office of Policy and Legislative Affairs

FROM: Robert Schildkraut
Chief, Government Contracts Section
Commercial Division

DATE: February 14, 2020

SUBJECT: Certificate of Legal Sufficiency for Award of Option Year Four,
Asset and Portfolio Management Services for DHCD
Contractor: Tax Credit Asset Management, LLC
Contract No. CW35134/ Modification Nos. 08 & 10
Option Year Four Amount: \$2,861,460 (Estimated)

This is to Certify that this office has reviewed the referenced contract and that we have found it to be legally sufficient. If you have any questions, please do not hesitate to call me at 724-4018.



Robert Schildkraut

Prolaw No. 565778

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number CW35134	Page of Pages 1 2	
2. Amendment/Modification Number M008	3. Effective Date November 10, 2019	4. Requisition/Purchase Request No	5. Solicitation Caption DHCD Asset Management Services		
6. Issued by Code Office of Contracting and Procurement 441 4 th Street, NW Suite 700 South Washington, DC 20001		7. Administered by (If other than line 6) DC Department of Housing and Community Development 1800 Martin Luther King Jr. Avenue SE Washington, DC 20020			
8. Name and Address of Contractor (No. street, city, county, state and zip code) Tax Credit Asset Management (TCAM) 186 Lincoln Street Boston, MA 02111-2408		9A. Amendment of Solicitation No.			
Code		9B. Dated (See Item 11)			
Facility		X 10A. Modification of Contract/Order No. CW35134			
		10B. Dated (See Item 13) 11/10/2015			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS . IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority) 27 DCMR 3601.2 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 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of.					
X D. Other (Specify type of modification and authority) Unilateral Modification - 27 DCMR 3601.2(a)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
Contract No. CW35134 is hereby modified as follows:					
1. In accordance with Section F.2 of the contract, the District exercises partial Option Year Four for period of performance from November 10, 2019 to March 9, 2020 in the estimated total dollar amount of \$953,820.00.					
2. The unit prices for the option period are provided in Section B.3.4 -Option Year Four.					
3. The U.S. Department of Labor Wage Determination No. 2015-4281 Revision 14, dated July 16, 2019 is incorporated into the contract and replaces any previous Wage Determinations					
(Continues on next page)					
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 Heather Reynolds		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	16C. Date Signed 11/10/19
IS: (signature of person authorized to sign)			Contracting Officer		

4. Contract Recap:

	<u>Period of Performance</u>	<u>Estimated Contract Amount</u>
Base Year	11/10/2015 – 11/9/2016	\$1,198,000.00
Option Year One	11/10/2016 – 11/9/2017	\$1,505,000.00
Option Year Two	11/10/2017 – 11/9/2018	\$1,933,972.00
Option Year Three	11/10/2018 – 11/9/2019	\$2,415,770.00
Option Year Four-1 st Partial	11/10/2019 – 3/9/2020	<u>\$953,820.00</u>
Total:		\$8,006,562.00

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF
LABOR

THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
| WASHINGTON D.C. 20210
|
|
|
| Wage Determination No.: 2015-4281
Daniel W. Simms Division of | Revision No.: 14
Director Wage Determinations | Date Of Last Revision: 07/16/2019

Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.60 for calendar year 2019 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 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.60 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2019. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO 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		18.95
01012 - Accounting Clerk II		21.28
01013 - Accounting Clerk III		23.81
01020 - Administrative Assistant		34.06
01035 - Court Reporter		24.02
01041 - Customer Service Representative I		14.94
01042 - Customer Service Representative II		16.81
01043 - Customer Service Representative III		18.33
01051 - Data Entry Operator I		16.64
01052 - Data Entry Operator II		18.16
01060 - Dispatcher Motor Vehicle		19.84
01070 - Document Preparation Clerk		17.75
01090 - Duplicating Machine Operator		17.75
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		16.71
01191 - Order Clerk I		15.29
01192 - Order Clerk II		16.68
01261 - Personnel Assistant (Employment) I		18.87
01262 - Personnel Assistant (Employment) II		21.11
01263 - Personnel Assistant (Employment) III		23.52
01270 - Production Control Clerk		25.59
01290 - Rental Clerk		16.55
01300 - Scheduler Maintenance		18.07
01311 - Secretary I		18.07

01312 - Secretary II	20.18
01313 - Secretary III	25.29
01320 - Service Order Dispatcher	17.73
01410 - Supply Technician	34.06
01420 - Survey Worker	20.03
01460 - Switchboard Operator/Receptionist	15.56
01531 - Travel Clerk I	16.28
01532 - Travel Clerk II	17.50
01533 - Travel Clerk III	18.79
01611 - Word Processor I	17.16
01612 - Word Processor II	19.27
01613 - Word Processor III	21.56
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	28.60
05010 - Automotive Electrician	23.78
05040 - Automotive Glass Installer	22.39
05070 - Automotive Worker	22.39
05110 - Mobile Equipment Servicer	19.26
05130 - Motor Equipment Metal Mechanic	25.04
05160 - Motor Equipment Metal Worker	22.39
05190 - Motor Vehicle Mechanic	25.04
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.39
05310 - Painter Automotive	23.78
05340 - Radiator Repair Specialist	22.39
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	25.04
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.14
07041 - Cook I	15.92
07042 - Cook II	18.51
07070 - Dishwasher	12.39
07130 - Food Service Worker	11.88
07210 - Meat Cutter	20.41
07260 - Waiter/Waitress	11.34
09000 - Furniture Maintenance And Repair Occupations	

09010 - Electrostatic Spray Painter	19.86
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	11.64
11060 - Elevator Operator	13.50
11090 - Gardener	19.77
11122 - Housekeeping Aide	13.50
11150 - Janitor	13.50
11210 - Laborer Grounds Maintenance	14.75
11240 - Maid or Houseman	13.12
11260 - Pruner	13.08
11270 - Tractor Operator	18.08
11330 - Trail Maintenance Worker	14.75
11360 - Window Cleaner	15.22
12000 - Health Occupations	
12010 - Ambulance Driver	23.71
12011 - Breath Alcohol Technician	23.49
12012 - Certified Occupational Therapist Assistant	33.40
12015 - Certified Physical Therapist Assistant	27.29
12020 - Dental Assistant	22.82
12025 - Dental Hygienist	45.97
12030 - EKG Technician	33.48
12035 - Electroneurodiagnostic Technologist	33.48
12040 - Emergency Medical Technician	23.71
12071 - Licensed Practical Nurse I	19.82
12072 - Licensed Practical Nurse II	22.17
12073 - Licensed Practical Nurse III	24.71
12100 - Medical Assistant	17.99
12130 - Medical Laboratory Technician	22.97
12160 - Medical Record Clerk	18.96
12190 - Medical Record Technician	21.21
12195 - Medical Transcriptionist	20.67
12210 - Nuclear Medicine Technologist	40.09

12221 - Nursing Assistant I	11.91
12222 - Nursing Assistant II	13.39
12223 - Nursing Assistant III	14.61
12224 - Nursing Assistant IV	16.41
12235 - Optical Dispenser	23.25
12236 - Optical Technician	19.12
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	19.00
12305 - Radiologic Technologist	34.88
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	28.97
12320 - Substance Abuse Treatment Counselor	27.04
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	22.07
13012 - Exhibits Specialist II	27.35
13013 - Exhibits Specialist III	33.44
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	38.84
13050 - Library Aide/Clerk	17.04
13054 - Library Information Technology Systems Administrator	35.07
13058 - Library Technician	20.89
13061 - Media Specialist I	25.31
13062 - Media Specialist II	28.32
13063 - Media Specialist III	31.55
13071 - Photographer I	18.32
13072 - Photographer II	20.79
13073 - Photographer III	26.04
13074 - Photographer IV	31.52
13075 - Photographer V	37.14

13090 - Technical Order Library Clerk		21.40
13110 - Video Teleconference Technician		27.27
14000 - Information Technology Occupations		
14041 - Computer Operator I		18.92
14042 - Computer Operator II		21.18
14043 - Computer Operator III		23.60
14044 - Computer Operator IV		26.22
14045 - Computer Operator V		29.05
14071 - Computer Programmer I	(see 1)	26.36
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		18.92
14160 - Personal Computer Support Technician		26.22
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		39.20
15070 - Flight Instructor (Pilot)		52.81
15080 - Graphic Artist		32.93
15085 - Maintenance Test Pilot Fixed Jet/Prop		49.06
15086 - Maintenance Test Pilot Rotary Wing		49.06
15088 - Non-Maintenance Test/Co-Pilot		49.06
15090 - Technical Instructor		29.67
15095 - Technical Instructor/Course Developer		36.30
15110 - Test Proctor		23.96
15120 - Tutor		23.96
16000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010 - Assembler		13.81
16030 - Counter Attendant		13.81
16040 - Dry Cleaner		16.94

16070 - Finisher Flatwork Machine	13.81
16090 - Presser Hand	13.81
16110 - Presser Machine Drycleaning	13.81
16130 - Presser Machine Shirts	13.81
16160 - Presser Machine Wearing Apparel Laundry	13.81
16190 - Sewing Machine Operator	17.81
16220 - Tailor	18.68
16250 - Washer Machine	15.14
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	27.18
19040 - Tool And Die Maker	31.49
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	20.25
21030 - Material Coordinator	25.59
21040 - Material Expediter	25.59
21050 - Material Handling Laborer	13.83
21071 - Order Filler	15.09
21080 - Production Line Worker (Food Processing)	20.25
21110 - Shipping Packer	18.13
21130 - Shipping/Receiving Clerk	18.13
21140 - Store Worker I	14.12
21150 - Stock Clerk	18.82
21210 - Tools And Parts Attendant	20.25
21410 - Warehouse Specialist	20.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	38.52
23019 - Aircraft Logs and Records Technician	28.93
23021 - Aircraft Mechanic I	36.58
23022 - Aircraft Mechanic II	38.52
23023 - Aircraft Mechanic III	40.41
23040 - Aircraft Mechanic Helper	25.67
23050 - Aircraft Painter	34.74
23060 - Aircraft Servicer	28.93
23070 - Aircraft Survival Flight Equipment Technician	34.74
23080 - Aircraft Worker	30.76
23091 - Aircrew Life Support Equipment (ALSE) Mechanic	30.76

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23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	36.58
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.92
23125 - Cable Splicer	34.63
23130 - Carpenter Maintenance	22.89
23140 - Carpet Layer	20.49
23160 - Electrician Maintenance	28.88
23181 - Electronics Technician Maintenance I	30.70
23182 - Electronics Technician Maintenance II	32.60
23183 - Electronics Technician Maintenance III	34.33
23260 - Fabric Worker	23.31
23290 - Fire Alarm System Mechanic	25.71
23310 - Fire Extinguisher Repairer	21.47
23311 - Fuel Distribution System Mechanic	32.57
23312 - Fuel Distribution System Operator	25.56
23370 - General Maintenance Worker	22.30
23380 - Ground Support Equipment Mechanic	36.58
23381 - Ground Support Equipment Servicer	28.93
23382 - Ground Support Equipment Worker	30.76
23391 - Gunsmith I	21.47
23392 - Gunsmith II	24.96
23393 - Gunsmith III	27.91
23410 - Heating Ventilation And Air-Conditioning Mechanic	28.90
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	30.44
23430 - Heavy Equipment Mechanic	28.32
23440 - Heavy Equipment Operator	23.39
23460 - Instrument Mechanic	30.07
23465 - Laboratory/Shelter Mechanic	26.51
23470 - Laborer	14.98
23510 - Locksmith	28.14
23530 - Machinery Maintenance Mechanic	28.87
23550 - Machinist Maintenance	26.10
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	30.07

23592 - Metrology Technician II	31.67
23593 - Metrology Technician III	33.22
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter Maintenance	21.75
23790 - Pipefitter Maintenance	28.47
23810 - Plumber Maintenance	27.04
23820 - Pneudraulic Systems Mechanic	27.91
23850 - Rigger	28.23
23870 - Scale Mechanic	24.96
23890 - Sheet-Metal Worker Maintenance	26.09
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	31.34
23932 - Telecommunications Mechanic II	33.00
23950 - Telephone Lineman	33.81
23960 - Welder Combination Maintenance	24.34
23965 - Well Driller	22.91
23970 - Woodcraft Worker	27.91
23980 - Woodworker	21.47
24000 - Personal Needs Occupations	
24550 - Case Manager	20.05
24570 - Child Care Attendant	13.72
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	12.99
24620 - Family Readiness And Support Services Coordinator	20.05
24630 - Homemaker	20.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	33.55
25040 - Sewage Plant Operator	25.77
25070 - Stationary Engineer	33.55
25190 - Ventilation Equipment Tender	23.62
25210 - Water Treatment Plant Operator	25.77
27000 - Protective Service Occupations	
27004 - Alarm Monitor	23.83
27007 - Baggage Inspector	17.28
27008 - Corrections Officer	26.85

27010 - Court Security Officer	28.44
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	26.85
27070 - Firefighter	30.03
27101 - Guard I	17.28
27102 - Guard II	20.57
27131 - Police Officer I	30.76
27132 - Police Officer II	34.19
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.62
28042 - Carnival Equipment Repairer	14.88
28043 - Carnival Worker	9.85
28210 - Gate Attendant/Gate Tender	15.74
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	17.62
28510 - Recreation Aide/Health Facility Attendant	12.85
28515 - Recreation Specialist	21.82
28630 - Sports Official	14.03
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	33.39
29020 - Hatch Tender	33.39
29030 - Line Handler	33.39
29041 - Stevedore I	31.17
29042 - Stevedore II	35.46
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	43.35
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	29.89
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	32.93
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	27.17
30051 - Cryogenic Technician I	29.70
30052 - Cryogenic Technician II	32.81
30061 - Drafter/CAD Operator I	20.19

30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
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	27.93
30095 - Evidence Control Specialist	26.82
30210 - Laboratory Technician	25.68
30221 - Latent Fingerprint Technician I	34.60
30222 - Latent Fingerprint Technician II	38.22
30240 - Mathematical Technician	28.94
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	32.81
30390 - Photo-Optics Technician	27.98
30395 - Radiation Control Technician	32.81
30461 - Technical Writer I	27.08
30462 - Technical Writer II	33.13
30463 - Technical Writer III	40.08
30491 - Unexploded Ordnance (UXO) Technician I	27.56
30492 - Unexploded Ordnance (UXO) Technician II	33.34
30493 - Unexploded Ordnance (UXO) Technician III	39.96
30494 - Unexploded (UXO) Safety Escort	27.56
30495 - Unexploded (UXO) Sweep Personnel	27.56
30501 - Weather Forecaster I	29.70
30502 - Weather Forecaster II	36.13
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2) 25.19
30621 - Weather Observer Senior	(see 2) 27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	33.34

31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	15.66
31260 - Parking and Lot Attendant	12.79
31290 - Shuttle Bus Driver	17.12
31310 - Taxi Driver	14.64
31361 - Truckdriver Light	17.12
31362 - Truckdriver Medium	18.58
31363 - Truckdriver Heavy	21.87
31364 - Truckdriver Tractor-Trailer	21.87
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	16.26
99030 - Cashier	11.43
99050 - Desk Clerk	13.77
99095 - Embalmer	33.76
99130 - Flight Follower	27.56
99251 - Laboratory Animal Caretaker I	13.24
99252 - Laboratory Animal Caretaker II	14.47
99260 - Marketing Analyst	35.01
99310 - Mortician	34.10
99410 - Pest Controller	20.07
99510 - Photofinishing Worker	14.85
99710 - Recycling Laborer	21.84
99711 - Recycling Specialist	26.77
99730 - Refuse Collector	19.37
99810 - Sales Clerk	12.20
99820 - School Crossing Guard	16.38
99830 - Survey Party Chief	27.60
99831 - Surveying Aide	17.15
99832 - Surveying Technician	26.22
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: \$4.54 per hour up to 40 hours per week or \$181.60 per week or \$786.93 per month

HEALTH & WELFARE EO 13706: \$4.22 per hour up to 40 hours per week or \$168.80 per week or \$731.47 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 ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial 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))."

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number CW35134	Page of Pages 1 2	
2. Amendment/Modification Number M010	3. Effective Date March 10, 2020	4. Requisition/Purchase Request No.	5. Solicitation Caption DHCD Asset Management Services		
6. Issued by: Office of Contracting and Procurement 441 4 th Street, NW Suite 700 South Washington, DC 20001		Code	7. Administered by (If other than line 6) DC Department of Housing and Community Development 1800 Martin Luther King Jr. Avenue SE Washington, DC 20020		
8. Name and Address of Contractor (No. street, city, county, state and zip code) Tax Credit Asset Management (TCAM) 186 Lincoln Street Boston, MA 02111-2408		9A. Amendment of Solicitation No.		9B. Dated (See Item 11)	
Code		Facility		X 10A. Modification of Contract/Order No. CW35134	
				10B. Dated (See Item 13) 11/10/2015	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority): 27 DCMR 3601.2 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 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority) Unilateral Modification - 27 DCMR 3601.2(a)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
Contract No. CW35134 is hereby modified as follows:					
1. In accordance with Section F.2 of the contract, the District exercises remaining balance of Option Year Four for period of performance from March 10, 2020 to November 9, 2020 in the estimated total dollar amount of \$1,907,640.00.					
2. The unit prices for the option period are provided in Section B.3.4 -Option Year Four.					
3. The U.S. Department of Labor Wage Determination No. 2015-4281 Revision 14, dated July 16, 2019 is incorporated into the contract and replaces any previous Wage Determinations.					
(Continues on next page)					
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		
			Heather Reynolds		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

4. Contract Recap:

	<u>Period of Performance</u>	<u>Estimated Contract Amount</u>
Base Year	11/10/2015 – 11/9/2016	\$1,198,000.00
Option Year One	11/10/2016 – 11/9/2017	\$1,505,000.00
Option Year Two	11/10/2017 – 11/9/2018	\$1,933,972.00
Option Year Three	11/10/2018 – 11/9/2019	\$2,415,770.00
Option Year Four-1 st Partial	11/10/2019 – 3/9/2020	\$953,820.00
Option Year Four-2 nd Partial	3/10/2020 – 11/9/2020	<u>\$1,907,640.00</u>
Total:		\$8,006,562.00