



<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. Contract Number <b>DCHBX-2017-F-0024</b>	Page of Pages <b>1</b>   <b>1</b>
2. Amendment/Modification Number <b>M002</b>		3. Effective Date <b>3-Dec-18</b>		4. Requisition/Purchase Request No.	
5. Solicitation Caption <b>AWS Cloud Security Compliance</b>					
6. Issued By:  <b>DC Health Benefit Exchange Authority 1225 "I" Street, NW, 4th Floor Washington, DC 20005</b>		7. Administered By (If other than line 6)			
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)  <b>Software Information Resources Corp. 730 24th Street, N.W. Suite #3 Washington, D.C., 20037</b>				<input checked="" type="checkbox"/> 9A. Amendment of Solicitation No.	
				9B. Dated (See Item 11)	
				10A. Modification of Contract/Order No. <b>DCHBX-2017-F-0024</b>	
Code				Facility	
				10B. Dated (See Item 13) <b>3-Jul-17</b>	
<p><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 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 <b>1</b> 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 ACKNOWLEDGEMENT 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 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.</p>					
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					
<input type="checkbox"/> A. This is a change order issued pursuant to the contract. <input type="checkbox"/> B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) <input type="checkbox"/> C. This is a supplemental agreement to the above-numbered contract/order for negotiated equitable adjustments, to formalize a letter contract or to reflect other agreements to modify the terms of the contract. <input checked="" type="checkbox"/> D. Other (Specify type of modification and authority) <b>Change CA</b>					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <b>1</b> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) <b>The Contract No.: DCHBX-2017-F-0024 is hereby modified as described below:</b>  <b>This modification is to change the Contract Administrator at Section E.3.2 to read as follows:</b>  <div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <b>IT Specialist</b> <b>955 L'enfant Plaza, SW</b> <b>3rd Floor Suite 300</b> <b>Washington, D.C., 20024</b> <b>Tel 202- [REDACTED]</b> <b>[REDACTED]@dc.gov</b>					
<b><u>ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED</u></b>					
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 (Interim)		
			<b>Annie R. White</b>		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	
				[REDACTED]	
(Signature of person authorized to sign)				[REDACTED]	
				Signature of Contracting Officer	
				<b>2/21/2019</b>	

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number <b>DCHBX-2017-F-0024</b>	Page of Pages <b>1</b> <b>1</b>	
2. Amendment/Modification Number <b>MOO1</b>		3. Effective Date <b>3-Jul-18</b>	4. Requisition/Purchase Request No.	5. Solicitation Caption <b>AWS Cloud Security Compliance and</b>	
6. Issued By:  <b>DC Health Benefit Exchange Authority 1225 "I" Street, NW., 4th Floor Washington, DC 20005</b>			7. Administered By (If other than line 6)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)  <b>Software Information Resources Corp. 730 - 24th Street, NW, Suite #3 Washington, DC 20037</b>			(X) 9A. Amendment of Solicitation No.		
			9B. Dated (See Item 11)		
			10A. Modification of Contract/Order No. <b>DCHBX-2017-F-0024</b>		
			10B. Dated (See item 13) <b>July 3, 2017</b>		
Code	Facility				
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
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 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 ACKNOWLEDGEMENT 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 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)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14</b>					
A. This change order is issued pursuant to: (Specify Authority) <b>Paragraph D.2 - Option to Extend the Term of the Contract</b>					
<input checked="" type="checkbox"/>	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 38, Section 3601.2.				
	C. This supplemental agreement is entered into pursuant to authority of:				
	D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" 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.)					
<b>Contract DCHBX-2017-F-0024 is hereby modified as described below:</b>					
1. In accordance with Section D.2 of the contract, Option Year One is hereby extended from July 3, 2018 through July 2, 2019 in the amount of \$561,600.00.					
2. The estimated hours of the CLINs have been reduced as follow:					
CLIN 101 - AWS Security Engineer -		1440 Hrs @ \$135.00 = \$194,400.00			
CLIN 102 - Logging Engineer -		1920 Hrs @ \$85.00 = \$163,200.00			
CLIN 103 - AWS Security Solutions Analyst -		480 Hrs @ \$140.00 = \$67,200.00			
<b>Delete CLIN 104 in it's entirety for all option periods</b>					
Add CLIN 105 - Web Developer -		480 Hrs @ \$135.00 = \$64,800.00			
Add CLIN 106 - Penetration Tester -		480 Hrs @ \$150.00 = \$72,000.00			
<b>Total Option Amount</b>		<b>\$561,600.00</b>			
3. U.S. Department of Labor Wage Determination No: 2015-4281, Revision 9 dated 1/10/2018 is hereby incorporated and made a part of modification.					
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) <b>Ajay Gandhi, VP</b>			16A. Name of Contracting Officer <b>Annie R. White</b>		
15B. Name of Contractor 		15C. Date Signed <b>6/28/2018</b>		16B. District of Columbia 	
(Signature of person authorized to sign)				(Signature of Contracting Officer)	
				<b>6/28/2018</b>	

<b>GOVERNMENT OF THE DISTRICT OF COLUMBIA</b>				<b>I. PURCHASE ORDER NUMBER</b>		<b>PAGE</b> 1 of 11	
<b>TASK ORDER/DELIVERY ORDER FOR SERVICES</b>							
<b>OFFEROR TO COMPLETE BLOCKS 18 &amp; 29</b>							
<b>2 TASK ORDER NO.</b>  DCHBX-2017-F-0024		<b>3 Award/Effective Date</b>  See Block 30C		<b>4 CONTRACT NUMBER</b>  GS-35F-0149N		<b>5. SOLICITATION NUMBER</b>  DOC314706	
<b>7. FOR INFORMATION CONTACT:</b>  Email: [REDACTED]@dc.gov		<b>A. NAME</b>  [REDACTED]		<b>B. TELEPHONE (No Cellar Calls)</b>  202 [REDACTED]		<b>8. OFFER DUE DATE</b>	
<b>9. ISSUED BY</b>  DC Health Benefit Exchange Authority Operations Division 1225 "I" Street, N.W., 4th Floor Washington, DC 20005 202/741-0882				<b>10. THIS ACQUISITION IS</b> <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE %FOR GSA <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS.		<b>11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED</b>  <input checked="" type="checkbox"/> SEE SCHEDULE	
				<b>SIC:</b>  <b>SIZE STANDARD:</b>		<input type="checkbox"/> 13. RESERVED  <b>14. METHOD OF SOLICITATION</b> <input checked="" type="checkbox"/> RFTOP <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> 2-STEP	
<b>Contractor/Officer</b>  Software Information Resource Corp. 730 24th Street, NW STE 3 Washington, DC 20037 Ajay Gandhi 202-536-2800				<b>16. PAYMENT WILL BE MADE BY</b>  DC Health Benefit Exchange Authority Office of the Controller 1225 "I" Street, N.W., 4th Floor Washington, DC 202/741-0855			
<b>15A DUNS CODE:</b>							
<b>17. DELIVER TO</b>  DC Health Benefit Exchange Authority Operations Division 1225 "I" Street, N.W., 4th Floor Washington, DC 20005 202/741-0882				<b>18. ADMINISTERED BY</b>  SEE AS BLOCK #17			
<b>19A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER</b> <input type="checkbox"/>				<b>19B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED</b> <input type="checkbox"/> SEE ADDENDUM			
<b>19 ITEM NO</b>	<b>DESCRIPTION OF ARTICLES OR SERVICES</b>			<b>21 QUANTITY</b>	<b>22 UNIT</b>	<b>23 UNIT PRICE</b>	<b>24 AMOUNT</b>
	The Contractor shall provide Amazon Web Services (AWS) Cloud Security Compliance and Ancillary Data Security to support the DC Health Link, in augmentation of the current security team.						\$854,400.00
						<b>TOTAL</b>	<b>\$854,400.00</b>
<b>25 ACCOUNTING AND APPROPRIATION DATA</b>						<b>25. Total Award (For Gov't Use Only)</b>	
<b>27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4.</b>				<b>28. AWARD OF CONTRACT. REFERENCE YOUR OFFER DATED 10/20/10 YOUR OFFER ON SOLICITATION BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE CONTRACT IDENTIFIED IN BLOCK 4.</b>			
<b>29A. SIGNATURE OF OFFEROR /CONTRACTOR</b> [REDACTED]				<b>30A. DISTRICT OF COLUMBIA /SIGNATURE OF CONTRACTING OFFICER</b> [REDACTED]			
<b>29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT)</b>  Ajay Gandhi, VP		<b>29C. DATE SIGNED</b>  6/27/2017		<b>30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)</b>  Annie White		<b>30C. DATE SIGNED</b>  7/3/2017	



**SUPPLIES OR SERVICE AND PRICE/COST**

B.1 The DC Health Benefit Exchange Authority requires the Contractor to provide Amazon Web Services (AWS) Cloud Security Compliance and Ancillary Data Security to support the DC Health Link, in augmentation of the current security team.

B.2 This is a firm fixed priced Labor Hours Task Order

B.3 PRICE SCHEDULE

B.3.1 Base Year- One Year from date of Award.

Contract Line Items (CLIN)	GSA Labor Categories	Unit	Estimated number of hours	Hourly Rate	Extended Price
001	AWS Security Engineer	Hourly	1920	\$135.00	\$259,200.00
002	Logging Engineer	Hourly	1920	\$8 5.00	\$163,200.00
003	AWS Security Solutions Analyst	Hourly	1920	\$140.00	\$268,800.00
004	Security Analyst	Hourly	1920	\$85.00	\$163,200.00
<b>TOTAL BASE YEAR AMOUNT</b>					<b>\$854,400.00</b>

B.3.2 Option Year One (1)

Contract Line Items (CLIN)	GSA Labor Categories	Unit	Estimated number of hours	Hourly Rate	Extended Price
101	AWS Security Engineer	Hourly	1920	\$135.00	\$259,200.00
102	Logging Engineer	Hourly	1920	\$8 5.00	\$163,200.00
103	AWS Security Solutions Analyst	Hourly	1920	\$140.00	\$268,800.00
104	Security Analyst	Hourly	1920	\$85.00	\$163,200.00
<b>TOTAL OPTION YEAR ONE (1) AMOUNT</b>					<b>\$854,400.00</b>

**B.3.3 Option Year Two (2)**

<b>Contract Line Items (CLIN)</b>	<b>GSA Labor Categories</b>	<b>Unit</b>	<b>Estimated number of hours</b>	<b>Hourly Rate</b>	<b>Extended Price</b>
201	AWS Security Engineer	Hourly	1920	\$135.00	\$259,200.00
202	Logging Engineer	Hourly	1920	\$8 5.00	\$163,200.00
203	AWS Security Solutions Analyst	Hourly	1920	\$140.00	\$268,800.00
204	Security Analyst	Hourly	1920	\$85.00	\$163,200.00
<b>TOTAL OPTION YEAR TWO (2) AMOUNT</b>					<b>\$854,400.00</b>

**B.3.4 Option Year Three (3)**

<b>Contract Line Items (CLIN)</b>	<b>GSA Labor Categories</b>	<b>Unit</b>	<b>Estimated number of hours</b>	<b>Hourly Rate</b>	<b>Extended Price</b>
301	AWS Security Engineer	Hourly	1920	\$135.00	\$259,200.00
302	Logging Engineer	Hourly	1920	\$8 5.00	\$163,200.00
303	AWS Security Solutions Analyst	Hourly	1920	\$140.00	\$268,800.00
304	Security Analyst	Hourly	1920	\$85.00	\$163,200.00
<b>TOTAL OPTION YEAR THREE (3) AMOUNT</b>					<b>\$854,400.00</b>

**B.3.5 Option Year Four (4)**

<b>Contract Line Items (CLIN)</b>	<b>GSA Labor Categories</b>	<b>Unit</b>	<b>Estimated number of hours</b>	<b>Hourly Rate</b>	<b>Extended Price</b>
401	AWS Security Engineer	Hourly	1920	\$135.00	\$259,200.00
402	Logging Engineer	Hourly	1920	\$8 5.00	\$163,200.00
403	AWS Security Solutions Analyst	Hourly	1920	\$140.00	\$268,800.00
404	Security Analyst	Hourly	1920	\$85.00	\$163,200.00
<b>TOTAL OPTION YEAR FOUR (4) AMOUNT</b>					<b>\$854,400.00</b>

## SECTION C STATEMENT OF WORK

### C.1 SCOPE

The DC Health Benefit Exchange Authority requires the Contractor to provide Amazon Web Services (AWS) Cloud Security Compliance and Ancillary Data Security to support the DC Health Link, in augmentation of the current security team.

There will be additional tenants in the cloud environment including a secondary state exchange Small Business Health Options Program (SHOP).

### C.2 BACKGROUND

DC Health Link is the District of Columbia's online health insurance marketplace, as authorized under the Affordable Care Act, used to enroll individuals and families for private health insurance, as well as helping to enroll people in Medicaid.

#### C.2.1 LEGISLATION

C.2.1.1 On March 23, 2010, President Barack Obama signed the Affordable Care Act (ACA) into law, which put into place comprehensive health insurance reforms that holds insurance companies more accountable, lowers health care costs, guarantees more health care choices, and enhances the quality of health care for all Americans. The law provides greater access to quality affordable healthcare for all Americans. The ACA created new competitive health insurance markets—including the establishment of Health Insurance Exchanges—that provide millions of Americans and small businesses access to affordable coverage. While the ACA provides states with significant latitude in how reform is ultimately implemented, it also sets forth expectations around consumer-mediated enrollment processes, systems architecture and security, coordination amongst Medicaid, and other health and human services programs and plans offered through the Exchange.

C.2.1.2 HBX is required to maintain DC Health Link's compliance with MARS-E 2.0, NIST 800-53, and IRS Publication 1075.

### C.3 REQUIREMENTS

#### C.3.1 AWS CLOUD SECURITY STABILIZATION

C.3.1.1 The Contractor shall resource an AWS Security Engineer or AWS Security Solutions Analyst. Resource shall be AWS Security professionals with documented expertise in AWS cloud security compliance.

- C.3.1.2 Contractor shall be responsible for the deployment and ongoing maintenance of the AWS cloud security controls.
- C.3.1.3 Contractor shall simultaneously work with the current HBX data security team and development teams to ensure timely deployment of necessary controls.
- C.3.1.4 Contractor shall ensure the AWS cloud compliance with MARS-E 2.0, and provide ongoing compliance management consistent with MARS-E 2.0.
- C.3.1.4 Contractor shall secure an HBX Authority to Connect (ATC) for HBX AWS cloud environment, and provide ongoing management of maintaining the ATC documentation.
- C.3.1.5 Currently, [REDACTED], HBX's Customer Relationship Management Software (CRM) is deployed outside of the AWS cloud environment. Contractor shall assess documentation requirements for [REDACTED] in the AWS cloud environment, Contractor shall determine the methodology (SaaS, PaaS, or IaaS) that should be utilized to evaluate the security compliance.

#### **C.3.2 SYSTEMS SECURITY AUDIT OF LOGS AND ANALYSIS**

- C.3.2.1 Contractor shall resource a Security Analyst and a Logging Engineer.
- C.3.2.2 Contractor shall build and implement a centralized repository for log collection and analysis. All logs shall be monitored constantly to identify any potential threats/vulnerabilities.
- C.3.2.3 Security Analyst has primary responsibility to monitor/conduct in depth analysis of logs, and work with HBX Privacy Officer to manage incident response in the event of a breach involving the logs.
- C.3.2.3 Logging Engineer will implement a Splunk or equivalent logging solution, continuously update rule sets, provide reports, and team alerts.

#### **C.3.3 SECURE COMPUTING ENVIRONMENT**

- C.3.3.1 Contractor shall establish a secure computing environment that ensures that personally identifiable information (PII) is not housed on non-Government issued equipment unprotected.
- C.3.3.2 Contractor shall document the current devices accessing the AWS cloud, propose and enforce a configuration baseline to access the cloud, document the security controls in place protecting PII data, document PII flow and mitigations in place protecting it from unauthorized access, and conduct a deeper assessment that includes log analysis, PII data flow, and security controls implemented.



- C.3.3.3 Contractor shall use information gathered from research listed in C.3.3.2 above to recommend that HBX contractors either use government-issued laptops or an AWS Virtual Desktop.

#### **C.3.4 CLOUD CHANGE MANAGEMENT**

- C.3.4.1 Contractor shall utilize the AWS Security Engineer or AWS Security Solutions Analyst to design and implement a comprehensive cloud change management process for all tenants.
- C.3.4.2 Contractor shall also utilize AWS Security Engineer or AWS Security Solutions Analyst, to document and test continuity of operations procedures, and maintain a schedule for testing/validation and adhere to the testing schedule.

#### **C.3.5 MANAGED SECURITY OPERATIONS CENTER (SOC)**

- C.3.5.1 Contractor shall provide continuous system security monitoring 24 hours a day, 7 days a week, including holidays.
- C.3.5.2 Contractor shall evaluate and propose the most cost-effective managed security operations center. If an automated solution is proposed, it shall utilize open-source tools and a VOIP service to automatically send alerts, and require confirmation of receipt of alert from incident response team.

#### **C.3.6 PENETRATION TESTING**

- C.3.6.1 Contractor shall perform penetration testing on a regular basis to ensure security controls are effective and compliant. Contractor team is required to have knowledge and experience of the documentation that is required for submission to Amazon prior to testing.

#### **C.3.7 ANTI-VIRUS AND ANTI-MALWARE ON ALL IaaS INSTANCES**

- C.3.7.1 Contractor shall provide and perform an assessment of all IaaS and install necessary software as part of a continuous provisioning process.

#### **C.3.8 STATEFUL FIREWALL**

- C.3.8.1 Contractor shall ensure compliance with the stateful packet inspection.
- C.3.8.2 Contractor shall send logs to the logging auditing system in place to achieve deeper intelligence when responding to security incidents.

#### **C.3.9 DATA LOSS PREVENTION (DLP)**

- C.3.9.1 Contractor shall provide a DLP software solution.



C.3.9.2 Contractor shall provide key personnel to manage DLP software integration and support.

**C.3.10 *SUBJECT MATTER EXPERT APPROACH***

Contractor's approach shall be in accordance with the narrative provided in its proposal SUBMITTED ON June 5, 2017 and Best and Final Offer submitted on June 14, 2017 for the HBX AWS Cloud Security and Ancillary Data Security requirements.

## **SECTION D PERIOD OF PERFORMANCE AND DELIVERABLES**

### **D.1 TERM OF CONTRACT**

The base period of the Task Order shall be for one (1) year from date of award. Each option period shall be for one year each thereafter.

### **D.2 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**D.2.1** HBX may extend the term of this contract for a period of four (4) one- year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that HBX will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit HBX to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

**D.2.2** If HBX exercises this option, the extended contract shall be considered to include this option provision.

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

**D.2.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

### **D.3 DELIVERABLES**

**D.3.1** The Contractor shall submit to HBX, as a deliverable, the report described in section 14 of HBX Standard Contract Provisions 2016 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to HBX Standard Contract Provisions 2016.

**SECTION E**  
**CONTRACTING OFFICER AND CONTRACT ADMINISTRATOR**

**E.1 CONTRACTING OFFICER (CO)**

Contracts will be entered into and signed on behalf of HBX only by contracting officers.  
The contact information for the Contracting Officer is:

Annie R. White  
Contracting Officer  
DC Health Benefit Exchange Authority  
1225 "I" Street, NW. 4<sup>th</sup> Floor  
Washington, Dc 20005  
202 [REDACTED]  
[REDACTED]@dc.gov

**E.2 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

- E.2.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- E.2.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- E.2.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

**E.3 CONTRACT ADMINISTRATOR (CA)**

- E.3.1** The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
- E.3.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
- E.3.1.2** Coordinating site entry for Contractor personnel, if applicable;
- E.3.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;

**E.3.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the HBX payment provisions; and

**E.3.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

**E.3.2** The address and telephone number of the CA is:

[REDACTED]  
DC Health Benefit Exchange Authority  
1225 Eye Street, NW  
Washington, DC 20005  
[REDACTED]@dc.gov

**E.3.3** The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

**E.3.4** The Contractor shall be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to HBX, to take all corrective action necessitated by reason of the unauthorized changes.



## SECTION F ATTACHMENTS AND OTHER TERMS AND CONDITIONS

### F.1 FAMILIARIZATION WITH CONDITIONS

Contractor shall fully review this agreement and all attachments **including the HBX Standard Contract Provisions 2016**, becoming acquainted with all available information regarding this contracting including the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

### F.2 ORDER OF PRECEDENCE

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

- (1) Contract document
- (2) HBX Standard Contract Provisions 2016
- (3) Contractor's technical proposal submitted via E-Sourcing dated June 5, 2017
- (4) Contractor's Best and Final Offer dated June 14, 2017

F.3 The following list of attachments is incorporated into the contract by reference.

F.3.1	HBX Standard Contract Provisions 2016
F.3.2	U.S. Department of Labor Wage Determination No.: 2015-4281, Revision No. 6, dated 5/8/2017
F.3.3	Contractor's technical proposal dated June 5, 2017
F.3.4	Contractor's Best and Final Offer (BAFO) dated June 14, 2017
F.3.5	Internal Revenue Publication 1075- Tax Information Security Guidelines