

REQUEST FOR PROPOSALS (RFP)
STATE OF MARYLAND
DEPARTMENT OF HUMAN SERVICES
(DHS)
MD STATE DISBURSEMENT UNIT SERVICES
RFP NUMBER: CSA/SDU/24-001-S
AMENDMENT # 2
May 1, 2024

Dear Prospective Offerors:

This amendment is being issued to amend certain information in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The changes are listed below. New language has been double underlined and marked in **bold (i.e. word)**, and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. Section 2.2 Background, Purpose and Goals has been dated as follows:

SDU HISTORICAL STATISTICAL DATA

Calendar Year 2023

Total Receipts Number: 2,174,251

Total Receipts Amount: \$525,502,617.09

% Electronic payments: 82.38%

Local Transaction processed (accepted and denied): 5,572

Local Office Mail documents: 208,385

2. Revise Section 2.2.3.I Other State Responsibilities as follows:

I. CSA will provide ~~Panini iDeal~~ scanners for all local jurisdictions per their requirements. The Contractor will be responsible for set-up and IT support of the scanners.



3. Revise Section 2.3.3.P.1 Remote Scanning For Local Offices as follows:

P. Remote Scanning For Local Offices

The Contractor shall:

1. Develop an on-line application using ~~the Panini iDeal~~ scanners, that will allow the LDSSs and identified Courthouses to scan payments received.

4. Revise Section 3.2.A.e End of Contract Transition as follows:

NOTE: If DHS exercises the option period, the Transition Out Plan will be updated annually at the beginning of each year during all option periods. The plan shall be updated within sixty (60) calendar days of the start of each year during the option periods. No less than thirty (30) calendar days before the end of the Contract during the *Transition Out* phase, the Contractor shall submit, a revised transition out plan.

- e. Access to any data or configurations of the furnished product and services shall be available after the expiration of the Contract ~~as described in Section 3.2.5.~~

5. Revise Section 5.3.2 Volume I - Technical Proposal as follows:

5.3.2 The Technical Proposal shall include the following documents and information in the order specified as follows. Each section of the Technical Proposal shall be separated by a TAB as detailed below:

- ~~C.~~ **A.** Title Page and Table of Contents (Submit under TAB A)

The Technical Proposal should begin with a Title Page bearing the name and address of the Offeror and the name and number of this RFP. A Table of Contents shall follow the Title Page for the Technical Proposal, organized by section, subsection, and page number.

- ~~D.~~ **B.** Claim of Confidentiality (If applicable, submit under TAB A-1)

Any information which is claimed to be confidential and/or proprietary information should be identified by page and section number and placed after the Title Page and before the Table of Contents in the Technical Proposal, and if applicable, separately in the Financial Proposal. An explanation for each claim of confidentiality shall be included (see **Section 4.8 “Public Information Act Notice”**). The entire Proposal cannot be given a blanket confidentiality designation - any confidentiality designation must apply to specific sections, pages, or portions of pages of the Proposal and an explanation for each claim shall be included.

- ~~E.~~ **C.** Offeror Information Sheet and Transmittal Letter (Submit under TAB B)

The Offeror Information Sheet (see **Appendix 2**) and a Transmittal Letter shall accompany the Technical Proposal. The purpose of the Transmittal Letter is to transmit the Proposal and acknowledge the receipt of any addenda to this RFP issued before the Proposal due date and time. Transmittal Letter should be brief, be signed by an individual

who is authorized to commit the Offeror to its Proposal and the requirements as stated in this RFP.

If you require clarification of the information provided in this amendment, please contact me at (410) 767-7068, or via email at samuel.eduful@maryland.gov.

Samuel Eduful

Procurement Officer

May 1, 2024