



REQUEST FOR PROPOSALS (RFP)

**STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES
WORK PARTICIPATION, PLACEMENT AND SUPPORT SERVICES
FIA/BCDSS-16-060-S**

AMENDMENT NO. 3

October 14, 2015

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 **(i.e. word)**, and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

Revise Section 3.2.9 **Case Files** as follows:

Establish and maintain **either an electronic or physical** case file and separate a case file for each Customer served in their program. The file shall contain information regarding the Customer's **initial: 1)** intake, **2)** Assessment **and 3)** Employability Development Plan. **Files must contain verification and back-up documentation on continuing customer activities including attendance, verification of Work Activities, as defined in Attachment P, case notes detailing employment, services provided to engage the Customer and remove Barriers to employment, verification of employment as defined in Attachment P, and a written summary of contacts with the Customer and/or employer after job placement.**

If you require clarification of the information provided in this amendment, please contact me at (443) 378-4772, or via email at katrina.beads@maryland.gov.

By:

Katrina Beads

Katrina Beads

Procurement Officer