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**REQUEST FOR PROPOSALS (RFP)
STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
RFP
FOR
LEGAL SERVICES FOR THE CALVERT CO. DEPARTMENT OF SOCIAL
SERVICES
CALDS/SSA-16-001-S
AMENDMENT NO. 1**

January 15, 2016

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. Revise Section 4.2, Proposals, as follows:

4.2.1 Volume I – Technical Proposal, and Volume II – Financial Proposal shall be sealed separately from one another. It is preferred, but not required, that the name, email address, and telephone number of the Offeror be included on the outside of the packaging for each volume. Each Volume shall contain an unbound original, so identified, and six (6) copies. Unless the resulting package will be too unwieldy, the State’s preference is for the two (2) sealed Volumes to be submitted together in a single package including a label bearing:

- The RFP title and number,
- Name and address of the Offeror, and
- Closing date and time for receipt of Proposals

To the Procurement Officer (see Section 1.5 “Procurement Officer”) prior to the date and time for receipt of Proposals (see Section 1.11 “Proposals Due (Closing) Date and Time”).

4.2.2 ~~An electronic version (on Compact Disk/CD, Digital Versatile Disc/DVD, or Universal Serial Bus/USB Flash/Thumb Drive) of Volume I Technical Proposal in Microsoft Word format must be enclosed with the original Volume I Technical Proposal submission. An electronic version (on CD, DVD, or USB Flash Drive) of Volume II Financial Proposal in Microsoft Word or Microsoft Excel format must be enclosed with the original Volume II Financial Proposal submission. Each CD/DVD/USB Flash Drive must be labeled on the outside with~~

~~the RFP Title and number, name of the Offeror, and volume number. Each CD/DVD/USB Flash Drive must be packaged with the original copy of the appropriate Proposal (Technical or Financial).~~

The Offeror shall provide a redacted copy of both Volume I and Volume II, that removes any confidential and/or proprietary information, for Public Information Act (PIA) requests.

~~4.2.3 A second electronic version of Volume I and Volume II in searchable Adobe .pdf format shall be submitted on CD, DVD, or USB Flash Drive for Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed (see Section 1.14 “Public Information Act Notice”).~~

4.2.4 **4.2.3** Beginning with Tab B (see RFP Section 4.4.2.3), all pages of both Proposal volumes shall be consecutively-numbered from beginning (Page 1) to end (Page “x”). The Title Page, Table of Contents, and any Claim of Confidentiality (Tabs A and A-1; see RFP Sections 4.4.2.1 and 4.4.2.2), should be numbered using small Roman numerals (ex. i, ii, iii, iv, v, etc).

4.2.5 **4.2.4** Proposals and any modifications to Proposals will be shown only to State employees, members of the Evaluation Committee, or other persons deemed by the Department to have a legitimate interest in them.

Offerors are reminded that they must acknowledge receipt of all amendments issued against the RFP in their Transmittal Letter. If you require clarification of the information provided in this amendment, please contact me at (410) 550-6993, or via email at rebecca.gray@maryland.gov.

By:
Rebecca Gray
Procurement Officer
Issued: January 15, 2016