

**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 # 3**  
**May 22, 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. Revise Key Information Summary Sheet as follows:**

<b>Request for Proposals</b>	MD State Disbursement Unit Services
<b>Solicitation Number:</b>	<b>CSA/SDU/24-001-S</b>
<b>RFP Issue Date:</b>	March 6, 2024
<b>RFP Issuing Office:</b>	Department of Human Services (“Department or DHS”)
<b>Procurement Officer:</b>	Samuel Eduful 311 West Saratoga Street Baltimore, MD 21201
<b>e-mail:</b>	<a href="mailto:Samuel.Eduful@maryland.gov">Samuel.Eduful@maryland.gov</a>
<b>Office Phone:</b>	410-767-7068
<b>Proposals are to be sent to:</b>	Proposals will be accepted through the State's eMaryland Marketplace Advantage (eMMA) e-Procurement system.



	<p>Instructions on how to submit proposals electronically can be found at: Download the page as a PDF or Word Document.</p> <p><a href="https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/01/5-eMMA-QRG-Responding-to-Solicitations-Double-EnvelopeRFP.pdf">https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/01/5-eMMA-QRG-Responding-to-Solicitations-Double-EnvelopeRFP.pdf</a></p>
<b>Pre-Proposal Conference:</b>	<b>March 19, 2024, from 10:00 am – 12:00 pm Local Time.</b> Note: The Proposal Conference will be conducted virtually See <b>Attachment A</b> for directions and instructions.
<b>Questions Due Date and Time</b>	<b>April 11, 2024, at 12.00 pm Local Time</b>
<b>Proposal Due (Closing) Date and Time:</b>	<del>May 28, 2024</del> , <u><b>June 14, 2024, 3:00 pm Local Time.</b></u> Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see <b>page iv</b> ).
<b>MBE Subcontracting Goal:</b>	25% (with no subgoals). NAICS codes staffing -541219; cleaning - 561720; and courier 561210
<b>VSBE Subcontracting Goal:</b>	5%. NAICS codes staffing -541219; cleaning - 561720; and courier 561210
<b>Contract Type:</b>	Firm Fixed Price
<b>Contract Duration:</b>	5 year, 3 months – Base Contract Term with 2-1 year renewal option.
<b>Primary Place of Performance:</b>	Must be within 50 miles of the Circuit Court for Baltimore City 111 N. Calvert Street Baltimore, MD 21202
<b>SBR Designation:</b>	No
<b>Federal Funding:</b>	Yes

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](mailto:samuel.eduful@maryland.gov).

**Samuel Eduful**

**Procurement Officer**

**May 22, 2024**