**REQUEST FOR PROPOSALS (RFP)**

**STATE OF MARYLAND**

**DEPARTMENT OF HUMAN SERVICES**

**RESIDENTIAL CHILD CARE PROGRAMS**

**SSA/RCC-19-001-S**

**AMENDMENT # 5**

**JANUARY 15, 2020**

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 5.4.7 as follows:

 BUDGET APPLICATION FOR IRC APPROVAL:

**Attachment B**

**~~1 of 10~~**~~, Budget Form A – RCC Placement Agency Operating Budget FY 2020 - Please note there are 12 tabs to be completed as part of this document~~

**~~2 of 10~~**~~, Revised Levels of Intensity Score Sheet Instructions~~

**~~3 of 10~~**~~, Cost Guidelines for Residential Child Care/Child Placement Agency Programs~~ **~~(~~**~~Updated 1/2019)~~

**~~4 of 10~~**~~, FY 2020 Residential Child Care Child Placement Agency Provider Instructions (Updated 1/2019)~~

**~~5 of 10~~**~~, FY 2020 Checklist~~

**~~6 of 10~~**~~, Staffing Pattern Grid RCC Programs FY 2020~~

**~~7 of 10~~**~~, FY 2020 Budget Identification Form~~

**~~8 of 10~~**~~, FY 2020 Program Description~~

**~~9 of 10~~**~~, FY 2020 Levels of Intensity Score Sheet~~

**~~10 of 10~~**~~, FY 2020 Lease/Mortgage Summary for Program Facilities and Office Space~~

**Please use the FY2021 Budget Forms on the Inter-Agency Rates Committee website -** [**http://marylandpublicschools.org/programs/Pages/Special-Education/IRC/Forms.aspx**](http://marylandpublicschools.org/programs/Pages/Special-Education/IRC/Forms.aspx)**?**

**and/or**

BUDGET APPLICATION FOR MSDE- DIVISION OF SPECIAL EDUCATION - EARLY INTERVENTION SERVICES NONPUBLIC SECTION APPROVAL

**Attachment B-1**

~~1 of 2 Annual Program Cost Sheet~~

~~2 of 2 Budget Template~~

 **Please use the Budget Forms on the Maryland State Department of Education website –**

[**http://www.marylandpublicschools.org/programs/Pages/Special- Education/NonpublicSpEd/CostApproval.aspx**](http://www.marylandpublicschools.org/programs/Pages/Special-%09Education/NonpublicSpEd/CostApproval.aspx)

1. Revise Attachment B as follows:

##### B-1: FINANCIAL PROPOSAL INSTRUCTIONS

 In order to assist Offerors in the preparation of their Financial Proposal and to comply with the requirements of this solicitation, Financial Proposal Instructions have been prepared. Offerors shall submit their Financial Proposal in accordance with the instructions. Failure to adhere to any of these instructions may result in the Proposal being determined not reasonably susceptible of being selected for award.

 This volume should contain all price information for all services proposed. **All services provided to children by the Provider shall be included in the Provider’s IRC/MSDE budget/rate. The Department will only pay the rate established by the IRC/MSDE when a child is placed with a Provider.**

* **For Offeror’s with approved 2020 IRC or MSDE Rate Letter(s)**

If the Offeror’s 2020 budget was approved by the IRC or MSDE by the time of Proposal submission, the Offeror need only submit the IRC or MSDE 2020 approved Rate Letter(s).

* **For Offeror’s proposing to serve a new Program (see Appendix 1, #RR for the definition of a “new program”)**

Offerors submitting Proposals for a “new program” must complete the appropriate Budget Application below for either IRC (Attachment B) **or** MSDE Division of Special Education - Early Intervention Services Nonpublic Section (Attachment B-1) approval, whichever is applicable. The Budget Application shall contain all financial information that the Offeror determines to be relevant to the Proposal. When determining prices, Offerors must consider the appropriate Living Wage Requirements, if applicable.

**All Offerors submitting Proposals for “new Programs” shall submit to the Procurement Officer Two (2) originals and a CD or DVD of the Financial Proposal. All Financial Proposals submitted to the Procurement Officer for new Programs will be delivered by DHS to the IRC or MSDE Division of Special Education - Early Intervention Services Nonpublic Section, whichever is applicable. Offerors proposing new Programs do not need to forward Financial Proposals directly to the IRC or MSDE.**

The IRC or MSDE will provide a copy of the Staffing Pattern Grid and LOI Score Sheet to DHS OLM for review and confirmation of the Offeror’s staffing and LOI.

**BUDGET APPLICATION FOR IRC APPROVAL:**

**Attachment B**

**~~1 of 10~~**~~, Budget Form A – RCC Placement Agency Operating Budget FY 2020 - Please note there are 12 tabs to be completed as part of this document~~

**~~2 of 10~~**~~, Revised Levels of Intensity Score Sheet Instructions~~

**~~3 of 10~~**~~, Cost Guidelines for Residential Child Care/Child Placement Agency Programs~~ **~~(~~**~~Updated 1/2019)~~

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[**http://www.marylandpublicschools.org/programs/Pages/Special- Education/NonpublicSpEd/CostApproval.aspx**](http://www.marylandpublicschools.org/programs/Pages/Special-%09Education/NonpublicSpEd/CostApproval.aspx)

All Offerors must include with their Financial Proposal a completed copy of **Attachment P,** the Program Service Form.

If you require clarification of the information provided in this amendment, please contact me at (410) 767-7404, or via email at sang.kang@maryland.gov.

**Sang Kang, Procurement Officer**

**January 15, 2020**