

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 # 4
June 13, 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:

Request for Proposals	MD State Disbursement Unit Services
Solicitation Number:	CSA/SDU/24-001-S
RFP Issue Date:	March 6, 2024
RFP Issuing Office:	Department of Human Services (“Department or DHS”)
Procurement Officer:	Samuel Eduful 311 West Saratoga Street Baltimore, MD 21201
e-mail:	Samuel.Eduful@maryland.gov
Office Phone:	410-767-7068
Proposals are to be sent to:	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>https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/01/5-eMMA-QRG-Responding-to-Solicitations-Double-EnvelopeRFP.pdf</p>
Pre-Proposal Conference:	March 19, 2024, from 10:00 am – 12:00 pm Local Time. Note: The Proposal Conference will be conducted virtually See Attachment A for directions and instructions.
Questions Due Date and Time	April 11, 2024, at 12.00 pm Local Time
Proposal Due (Closing) Date and Time:	June 14, 2024, July 15, 2024, at 3:00 pm Local Time. Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see page iv).
MBE Subcontracting Goal:	25% (with no subgoals). NAICS codes staffing -541219; cleaning - 561720; and courier 561210
VSBE Subcontracting Goal:	5%. NAICS codes staffing -541219; cleaning - 561720; and courier 561210
Contract Type:	Firm Fixed Price
Contract Duration:	5 year, 3 months – Base Contract Term with 2-1 year renewal option.
Primary Place of Performance:	Must be within 50 miles of the Circuit Court for Baltimore City 111 N. Calvert Street Baltimore, MD 21202
SBR Designation:	No
Federal Funding:	Yes

2. Revise Attachment A – Criminal Background Check Affidavit as follows:

Attachment A. Criminal Background Check Affidavit
--

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am _____ (name of affiant), _____ (Title) and the duly authorized representative of _____ (name of Contractor) and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

I hereby affirm that _____ (Contractor) has complied with Section 3.8.2 Criminal Background Check requirements of the Department of Human Services' ~~Maryland State Directory of New Hires~~ **MD State Disbursement Unit Services** Request for Proposals.

I hereby affirm that _____ (name of Contractor) has provided _____ (name of Agency) with a summary of the security clearance results for all of the candidates that will be working on Contract Number _____, entitled ~~Maryland State Directory of New Hires~~ **MD State Disbursement Unit Services** (title of Solicitation) and all of these candidates have successfully passed all of the background checks required under Section 3.8.2 of the Contract. The Contractor hereby agrees to provide security clearance results for any additional candidates at least seven (7) days prior to the date the candidate commences work on this Contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Name of Contractor

Printed Name of Affiant

Signature

Date

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

June 13, 2024