

State of Maryland
Baltimore City Department of Social Services
(BCDSS)
and
Anne Arundel County Department of Social Services
(AACODSS)
Request For Proposals (RFP)

One-On-One Support Services,
MULTI/CWS-23-176-S

AMENDMENT #1

February 21, 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. The RFP KEY INFORMATION SUMMARY SHEET IS REVISED AS FOLLOWS:

Proposal Due (Closing) Date and Time:	February 23, 2024 <u>March 1, 2024</u> @ 3:00pm local time. Offerors are reminded that a completed Feedback Form is requested if a no-bid decision is made (see page ii).
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MBE Subcontracting Goal:	15% <u>The MBE Goal is based on the following NAICS codes for subcontractor services, however, others may be used: 238210, 446120, 448120, 492210, 518210, 541199, 541511, 541512, 541513, 541611, 541612, 541720, 541921, 561110, 561320, 561410, 561612, 611430, 611699, 611710, 621330, 621420, 624110, 624120, 624190, 624310, 711510, 812990.</u>
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2. The RFP Section 4.26.2 Establishment of Goal and Subgoals, Attachments, is revised with additional requirements as follows:

- A. 10. Attachment P Prime Contractor List of ALL Subcontractors Anticipated/Used During Contract (See Attachment P Excel spreadsheet)**

- C. An MBE subcontractor project participation statement shall be furnished, signed by**

the bidder or offeror and each MBE listed in the MBE participation schedule, which includes:

- 1) A statement of intent to enter into a subcontract agreement between the prime contractor apparent successful bidder or offeror and each proposed MBE subcontractor at the time the State contract is awarded to the apparent successful bidder or offeror;
- 2) If a contract is executed between the procurement agency and the prime contractor or, if the prime contract has been awarded and the procurement officer makes a request, copies of the subcontract agreement or agreements. A copy of each subcontract agreement between the apparent successful bidder or offeror and each proposed MBE subcontractor, that the apparent successful bidder or offeror and each proposed MBE subcontractor intend to enter into contingent upon the State's contract award to the apparent successful bidder or offeror, containing all necessary terms, including pricing, required for the MBE to perform its proposed work and for the apparent successful bidder or offeror to pay the MBE for its work during the contract term; and

D. Within 10 days after notice from the prime contractor of the State's intent to award a contract, each MBE serving as a subcontractor on the recommended contract award shall complete a document stating the percentage and type of work assigned to the proposed MBE subcontractor under the recommended contract award and submit copies of the completed form to both the procurement officer and the apparent successful bidder or offeror.

E. An affidavit shall be completed and signed by the apparent successful bidder or offeror stating that, in the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors. With this affidavit, the apparent successful bidder or offeror shall provide to the procuring agency a list of MBEs with whom the apparent successful bidder or offeror negotiated, including price quotes from minority and nonminority firms.

3. The RFP Section 5.3 Volume I – Technical Proposal NOTE is revised as follows:

NOTE: Omit all **pricing information** from the Technical Proposal (Volume I). Include pricing information only in the Financial Proposal (Volume II). Only one (1) Technical Proposal is required, whether the Offeror is proposing services to one or both regions.

4. The RFP Attachment B Financial Proposal Instructions & Form: B-1 Financial Proposal Instructions Sections A and C are revised as follows:

A) All Unit and Extended Prices must be clearly entered in whole dollars and with no cents, e.g., \$24.15. Make your decimal points clear and distinct.

C) All calculations shall be on whole dollars, rounded to the nearest cent, e.g., .344 shall be .34 and .345 shall be .35.

5. The RFP Section 7 – RFP ATTACHMENTS AND APPENDICES is revised as follows:

Applies?	When to Submit	Label	Attachment Name
<u>Y</u>	<u>Within 10 Days of Award</u>	<u>P</u>	<u>Prime Contractor List of ALL Subcontractors Anticipated/Used During Contract</u>

If you require clarification of the information provided in this amendment, please contact me via email at Henry.ThorStraten@maryland.gov.

Henry ThorStraten, Procurement Officer
February 21, 2024