



REQUEST FOR PROPOSAL (RFP)
LEGAL REPRESENTATION SERVICES
FOR
CHILDREN INVOLVED IN
CHILD IN NEED OF ASSISTANCE (CINA), TERMINATION OF
PARENTAL RIGHTS (TPR) AND RELATED PROCEEDINGS

OS/MLSP-15-001-S
AMENDMENT NO. 1

May 1, 2015

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 3.2.1 General Requirements** as follows:

MLSP Contractors are appointed to cases by the Circuit Court of each Maryland jurisdiction. Such appointments may occur on a daily basis. New cases coming before the Court are filed by the various Local Departments of Social Services, and are assigned to MLSP attorneys by the Circuit Court in each Maryland jurisdiction. ~~In Maryland, if it is "in the best interests of the child" to appoint an attorney, one will be appointed in a CINA/TPR case.~~

2. **Revise Section 3.2.2 F Continuing Legal Education** as follows:

Remove or replace, no later than thirty (30) days of the end of each Contract year, any attorney representing the ~~Department~~ **child** who fails to obtain the requisite CINA/TPR annual continuing legal education and training hours by the end of each Contract year until the State Project Manager has received written verification that the non-compliant attorney has received the required CINA/TPR annual continuing legal education and training hours.

3. **Revise Section 3.4 Insurance Requirements** as follows:

Section 3.4.4 - ~~The Contractor shall maintain Employee Theft Insurance with minimum limits of \$100,000 per occurrence.~~



Section 3.4.5 E – ~~Employee theft Insurance as required in Section 3.4.4~~

The remaining sections shall be renumbered accordingly.

4. **Revise Section 3.6.1 A Invoicing** as follows:

All invoices for services shall be signed by the Contractor and submitted to the State Project Manager, via U.S. Mail **or electronically. The Court Appointment Orders shall be submitted electronically only.** All invoices shall include the following information:

5. **Revise Section 4.4.2.6 c Offeror Technical Response to RFP Requirements and Proposed Work Plan** as follows:

The Offeror shall state the address(es) of each location from which the Offeror proposes to provide the services, including, if applicable, any current facilities that it operates, and any required construction to satisfy the State's requirements as outlined in this RFP. ~~As proof of meeting this requirement, the Offeror shall provide with its Proposal, a copy of the resume of each proposed attorney relied on to meet the minimum requirement.~~ For courthouse locations see the Maryland Judiciary website at www.courts.state.md.us.

6. **Add the following Attachment:**

ATTACHMENT DD: CINA/TPR Projected New Entries Caseload

If you require clarification of the information provided in this amendment, please contact me at (410) 767-7346, or via email at kristin.leonard@maryland.gov.

By:

Kristin Leonard

Kristin Leonard

Procurement Officer