Request For Proposals (RFP)

State of Maryland

DEPARTMENT OF HUMAN SERVICES (DHS)

ASSET VERIFICATION SYSTEM SERVICES (AVS)

AGENCY CONTROL NO.: FIA/AVS-20-001-S

**AMENDMENT # 3**

**November 13, 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 underlined and marked in **bold** (**i.e. word**), and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. **Replace information in the Key Information Summary sheet, page iii of the RFP, as follows:**

|  |  |
| --- | --- |
| **Proposal are to be sent to:** | ~~Department of Human Services~~  ~~Procurement Division~~  ~~311 West Saratoga Street~~  ~~Baltimore, Maryland 21201~~  ~~9~~~~th~~ ~~Floor, Room 940-Q~~  ~~Attention: Rufus Berry~~  **Proposals will be accepted through the State’s eMaryland Marketplace Advantage (eMMA) e-Procurement system. Instructions on how to submit Proposals electronically can be found at:** [**https://procurement.maryland.gov/wp-content/uploads/sites/12/2019/08/5-eMMA-QRG-Responding-to-Solicitations-Double-Envelope-v2.pdf**](https://procurement.maryland.gov/wp-content/uploads/sites/12/2019/08/5-eMMA-QRG-Responding-to-Solicitations-Double-Envelope-v2.pdf) |
| **Proposal Due (Closing) Date and Time:** | **~~Friday, 20 November 2020, at 4:30 P.M. E.D.T.~~**  **Friday, 4th December 2020, at 4:30 P.M. E.S.T.**  Offerors are reminded that a completed Feedback form is requested if a no-bid decision is made (see **page ii**). |
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1. **Revised Section 4.5.1 as follows:**
   * 1. Proposals, in the number and form set forth in **Section 5** **Proposal Format**, must be received by the Procurement Officer no later than the Proposal due date and time indicated on the Key Information Summary Sheet in order to be considered. **Proposals will be accepted through the State’s eMaryland Marketplace Advantage (eMMA) e-Procurement system. Instructions on how to submit Proposals electronically can be found at:** [**https://procurement.maryland.gov/wp-content/uploads/sites/12/2019/08/5-eMMA-QRG-Responding-to-Solicitations-Double-Envelope-v2.pdf**](https://procurement.maryland.gov/wp-content/uploads/sites/12/2019/08/5-eMMA-QRG-Responding-to-Solicitations-Double-Envelope-v2.pdf)
2. **Revised Section 4.5.4 as follows:**

4.5.4. ~~The date and time of an e-mail submission is determined by the date and time of arrival in the e-mail address indicated on the Key Information Summary Sheet.~~**[This sub-paragraph has been intentionally deleted.]**

1. **Revised Section 4.5.6 as follows:**

4.5.6. Proposals may not be submitted by **email or** facsimile. Proposals will not be opened

publicly.

1. **Revised Section 4.25.5 as follows:**
   * 1. The following transactions related to this procurement and any Contract awarded pursuant to it are **not authorized** to be conducted by electronic means:

A. ~~Submission of initial Proposals~~

~~.B.~~ Filing of protests;

**B.**~~C.~~    Filing of Contract claims;

**C.**~~D.~~ Submission of documents determined by the Department to require original signatures (e.g., Contract execution, Contract modifications); or

**D,**~~E.~~ Any transaction, submission, or communication where the Procurement Officer has specifically directed that a response from the Contractor or Offeror be provided in writing or hard copy.

1. **Revised Section 5.2 as follows:**
   * 1. ~~Proposals delivered by facsimile and e-mail shall not be considered.~~
     2. ~~The Technical Proposals shall not contain~~ *~~any~~* ~~pricing information either in its paper copy or any media submitted in the Technical Proposal package.~~
     3. ~~Offerors may submit Proposals by hand or by mail as described below to the address provided in the Key Information Summary Sheet.~~
2. ~~Any Proposal received at the appropriate mailroom, or typical place of mail receipt, for the respective procuring unit by the time and date listed in the RFP will be deemed to be timely. The State recommends a delivery method for which both the date and time of receipt can be verified.~~
3. ~~For hand-delivery, Offerors are advised to secure a dated, signed, and time-stamped (or otherwise indicated) receipt of delivery. Hand-delivery includes delivery by commercial carrier acting as agent for the Offeror.~~
   * 1. ~~The Procurement Officer must receive all Proposal material by the RFP due date and time specified in the Key Information Summary Sheet. Requests for extension of this date or time will not be granted. Except as provided in COMAR 21.05.03.02F, Proposals received by the Procurement Officer after the due date will not be considered.~~
     2. ~~Offerors shall provide its Proposals in two separately-sealed and labeled packages for each functional area in which the Offeror proposes to provide services, as follows:~~
4. ~~Volume I - Technical Proposal consisting of:~~
   1. ~~One (1) original executed Technical Proposal and all supporting material marked and sealed,~~
   2. ~~Four (4) duplicate copies of the above separately marked and sealed,~~
   3. ~~One (1) electronic version of the Technical Proposal in Microsoft Word format, version 2007 or greater, and~~
   4. ~~Two (2) electronic versions of the Technical Proposal in searchable Adobe PDF format, including an unredacted version and a second electronic with claimed confidential and proprietary information redacted (see~~ **~~Section~~****~~4.8~~**~~).~~
5. ~~Volume II - Financial Proposal consisting of:~~
   1. ~~One (1) original executed Financial Proposal and all supporting material marked and sealed,~~
   2. ~~Four (4) duplicate copies of the above separately marked and sealed, and~~
   3. ~~One (1) electronic version of the Financial Proposal in searchable Adobe PDF format.~~
      1. ~~Offerors shall affix a label or labels bearing the following information to the outside of each volume of each sealed Proposal:~~
   * ~~The name, email address, and telephone number of a contact person for the Offeror~~
   * ~~RFP title and number,~~
   * ~~The functional area in which the Proposals offer to provide services;~~
   * ~~Name and address of the Offeror, and~~
   * ~~Closing date and time for receipt of Proposals~~

~~Unless the resulting package will be too unwieldy, the State’s preference is for the separately sealed Technical and Financial Proposals to be submitted together in a single package to the Procurement Officer~~

* + 1. ~~Label each electronic media (CD, DVD, or flash drive) on the outside with the RFP title and number, the functional area in which the Proposals offer to provide services, name of the Offeror, and volume number. Electronic media must be separately packaged with the original copy of the appropriate Proposal (Technical or Financial).~~
    2. **Proposals delivered by facsimile and e-mail shall not be considered.**
    3. **Provide no pricing information in the Technical Proposal. Provide no pricing information on the media submitted in the Technical Proposal.**
    4. **Proposals will be accepted through the State’s eMaryland Marketplace Advantage (eMMA) e-Procurement system. Instructions on how to submit Proposals electronically can be found at:** [**https://procurement.maryland.gov/wp-content/uploads/sites/12/2019/08/5-eMMA-QRG-Responding-to-Solicitations-Double-Envelope-v2.pdf**](https://procurement.maryland.gov/wp-content/uploads/sites/12/2019/08/5-eMMA-QRG-Responding-to-Solicitations-Double-Envelope-v2.pdf)
    5. **The Procurement Officer must receive all electronic Proposal material by the Proposal due date and time specified in the Key Information Summary Sheet. Requests for extension of this date or time will not be granted. Except as provided in COMAR 21.05.03.02F, Proposals received by the Procurement Officer after the due date will not be considered.**
    6. **Offerors shall provide their Proposals in two separate envelopes through eMMA. The Two Part (Double Envelope) Submission shall be as follows:**

1. **Technical Proposal consisting of:**
   1. **Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater,**
   2. **Technical Proposal in searchable Adobe PDF format,**
   3. **a second searchable Adobe copy of the Technical Proposal, with confidential and proprietary information redacted (see Section 4.8), and**
2. **Financial Proposal consisting of:**
   1. **Financial Proposal entered into the price form spreadsheet within eMMA and all supporting material in Excel format,**
   2. **Financial Proposal in searchable Adobe PDF format,**
   3. **a second searchable Adobe copy of the Financial Proposal, with confidential and proprietary information removed (see Section 4.8).**

If you require clarification of the information provided in this amendment, please contact me at (410) 767-7044, or via email at [rufus.berry@maryland.gov](mailto:rufus.berry@maryland.gov).

**Rufus Berry, Procurement Officer**

**November 13, 2020**