**REQUEST FOR PROPOSALS (RFP)**

**STATE OF MARYLAND**

**DEPARTMENT OF HUMAN RESOURCES**

**DIVISION OF BUDGET AND FINANCE**

**COST ALLOCATION AND REVENUE MANAGEMENT**

**OBF/CARM-14-001 S**

**AMENDMENT NO. 4**

**April 24, 2014**

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. **Section 3.4 (B)(12)(a) is revised as follows:**
2. Ensure the data contained in and used by the RMTS system is up to date. The Contractor shall ensure that:
3. ~~Daily review of schedules and entries are made;~~
4. **It provides a Response Needed List to LDSS Directors on a daily basis. This list shall document study participants that have not responded within 48 hours after the original sample date/time. See 3.4(B)(14).**
5. **Section 3.8.4.27 is revised as follows:**

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| --- | --- | --- | --- | --- |
| 3.8.4.27 |  | \*Response ~~needed~~  **Needed** List Report | Report by sample I.D. #, worker name, work location, phone no. date and time of sample. This report is used to determine which workers are 48+ hours behind on answering their sample notifications. This report is used by FIA. | ~~Due quarterly by the 5th day of the month and Ad hoc~~**Due as requested** |

Offerors are reminded that they must acknowledge receipt of all amendments issued against the RFP in their Transmittal Letter (see Section 4.2.A). If you require clarification of the information provided in this amendment, please contact me at (410) 767-7418, or via email at nneka.willis-gray@maryland.gov.

 By:

 Nneka Willis-Gray

 Nneka Willis-Gray

 Procurement Officer