**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. 5**

**April 29, 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. Revise Key Information Sheet as follows:**

~~Closing Date: April 30, 2014 / 3:00 p.m.~~

**Closing Date: May 2, 2014 / 3:00 p.m.**

**2. Revise RFP Section 1.6, Closing Date**

### 1.6 Closing Date

An original, to be so identified, and **five** (**5)** copies of the Technical Proposal and Financial Proposal **(See Section IV)** shall be received by the Procurement Officer (ref. Section 1.2) by **~~April 30, 2014 at 3:00 p.m. est~~.** **May 2, 2014 at 3:00 p.m. est.** in order to be considered.

3. **Revise RFP Section 3.4(D)(1), Training Requirements**

1. **Training Requirements:**
2. The Contractor shall provide initial system training to approximately **fifteen** (**15**) Departmental Administrators. Training shall be **performed on-site at DHR and** completed **four** **(4)** weeks prior to the first sample quarter.

Offerors are reminded that they must acknowledge receipt of all amendments issued against the RFP in their Transmittal Letter (see RFP 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](mailto:nneka.willis-gray@maryland.gov).

By:

Nneka Willis-Gray

Nneka Willis-Gray

Procurement Officer