

**REQUEST FOR PROPOSALS (RFP)
PRIVATIZATION OF CHILD SUPPORT SERVICES IN BALTIMORE CITY
CSEA/PR/11-001-S**

**AMENDMENT #4
September 1, 2010**

Prospective Offerors:

This amendment is being issued to amend and clarify 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 ~~word~~.

1. Revise Section 3.4 Contractor Program Requirements

• **Background Checks**

The successful Contractor shall complete criminal background checks on all employees that access systems or data related to this Contract. The Contractor shall:

- a. **Maintain the name of the company that performs the check and the results on file for the duration of the Contract;**
- b. **Make this information available upon request by the State's Project Manager.**

Those persons having access to systems data related to this Contract shall not have been convicted of, or entered a plea of guilty or nolo contendere to, a charge of child abuse, neglect, or contributing to the delinquency of a minor or have a felony conviction involving a fraud related offense within five (5) years before the application date.

2. Revise Section 3.5A Computer Equipment and Software

- The Successful Contractor must demonstrate to OTHS compliance with “The State Information Technology Security Policy and Standards” located at <http://doit.maryland.gov/policies/Pages/PoliciesGuidance.aspx> prior to the *Transition In* period with specific emphasis on the security requirements.

3. Revise Section 2.35 Living Wage Requirements

Effective ~~September 28, 2009~~ September 27, 2010, Contractors and Subcontractors subject to the Living Wage Law shall pay each covered employee at least ~~\$12.25~~ **\$12.28 per hour***, if State Contract services valued at fifty percent (50%) or more of the total value of the Contract is performed in the **Tier 1 Area**. If State Contract services valued at fifty percent (50%) or more of the total contract value is performed in the **Tier 2 Area**, an Offeror shall pay each covered employee at least ~~\$9.21~~ **\$9.23 per hour***. The specific Living Wage rate is determined by whether a majority of services take place in a Tier 1 Area or Tier 2 Area of the State. The Tier 1 Area includes Montgomery, Prince George's, Howard, Anne Arundel, and Baltimore Counties, and Baltimore City. The Tier 2 Area includes any county in the State not included in the Tier 1 Area. If the employees who perform the services are not located in the State, the head of the unit responsible for a State Contract pursuant to §18-102 (d) shall assign the tier based upon where the recipients of the services are located.

****Note: The Living Wage rates are subject to annual adjustment by D.L.L.R, but the Contractor cannot increase its commission rate because of this.***

Should you require clarification of the information provided in this amendment, please contact me via email at mlehmut@dhr.state.md.us or by telephone at (410) 767-7544.

Date Issued: September 1, 2010

By:

Michaeline D. Lehmuth

Michaeline D. Lehmuth
Procurement Officer

DHR is accredited by:

*311 West Saratoga Street • Baltimore, Maryland 21201-3500 • General Information 800-332-6347
TTY 800-925-4434 • www.dhr.maryland.gov • Equal Opportunity Employer*

