

Martin O'Malley,
Governor

Anthony Brown
Lt. Governor

Brenda Donald
Secretary

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

**AMENDMENT #1
MAY 27, 2010**

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.).

1. Revise Key Information Summary Sheet

Closing Date/Time: **July 1, 2010**

2. Revise Table of Contents, Section VI Appendices

Attachment D **Standard** Services Contract

Attachment E **Vendor Electronic Funds Transfer (EFT) Registration Request Form**

Attachment K **Minority Contractor** Unavailability Certificate

Attachment M Subcontractor Payment **Invoice** Report

3. Revise Section 1.5 Closing Date

An original, to be so identified, and seven (7) copies of the Technical Proposal and Financial Proposal (See Section IV) must be received by the Procurement Officer (ref. Section 1.2) by **July 1, 2010** by 2:00 PM in order to be considered. Oral, electronic mail or facsimile Proposals will not be accepted. Offerors mailing Proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals or unsolicited amendments to Proposals arriving after the closing time and



date will not be considered, except under the conditions identified in COMAR 21.05.02.10B and 21.05.03.02F.

4. Revise Section 2.25 Contract Award

5. Revise Section 2.30 Minority Business Enterprise Participation

A Minority Business Enterprise participation goal of 25% of the total amount paid to Contractor has been established for this procurement. This percentage of the total dollar amount includes a sub-goal of **10%** to be allocated to certified Minority Business Enterprises classified by the certification agency as women-owned businesses, and a sub-goal **7%** to be allocated to certified minority business enterprises classified as African American-owned businesses. See the MBE Exhibit **to**-Solicitation (Attachment F). This Exhibit references the following MBE forms:

Attachment J Waiver Request Form

Attachment K **Minority Contractor** Unavailability Certificate

Attachment M Subcontractor Payment **Invoice** Report

6. Add to Section 2.30 Minority Business Enterprise Participation

OFFEROR'S CONTRACTOR'S RESPONSIBILITIES

- 1. Offerors agree to exercise all good faith efforts to carry out the requirements set forth in this Solicitation. The Offeror shall:**
 - a) Identify specific work categories within the scope of the procurement appropriate for subcontracting.**
 - b) solicit minority business enterprises in writing at least 10 days before Proposals are due, describing the identified work categories and providing instructions on how to bid on the subcontracts.**
 - c) Attempt to make personal contact with the MBE's solicited and to document these attempts.**
 - d) Assist MBE's to fulfill, or to seek waiver of, bonding requirements.**
- 2. Each prime Contractor given solicitation documents as part of a procurement under the MBE subcontract method, can obtain the electronic version of the MBE Directory at**

www.mdot.state.md.us for purposes of soliciting subcontract quotations, bids, or offers from certified MBE's.

3. A minimum certified MBE participation goal has been established for this procurement (25%). Contractor agrees that at least this amount of the Contract will be performed by certified MBEs.

4. If awarded the Contract the Contractor shall accomplish an amount of work not less than the MBE subcontract goal with certified MBE subcontractors.

7. Revise Section VI. Appendices

Attachment D **Standard** Services Contract (sample only) (must be submitted within ten (10) working days after notification of apparent award)

Attachment E **Vendor Electronic Funds Transfer (EFT) Registration Request Form** (mandatory for all Contracts expected to exceed \$200,000 - includes base + options years - if a new registrant submits to the Comptroller's Office upon notification of selection for award)

Attachment J Waiver Request Form (must be submitted within ten (10) workings days after notification of apparent award, if applicable)

Attachment K **Minority Contractor** Unavailability Certificate (must be submitted within ten (10) working days after notification of apparent award, if applicable)

Attachment M Subcontractor Payment **Invoice** Report (Deliverable)

8. ATTACHMENT F, Minority Business Enterprise Participation, MBE Goals and Sub Goals is being deleted and replaced with a new ATTACHMENT F.

9. Revise ATTACHMENT G, MDOT Certified MBE Utilization and Fair Solicitation Affidavit

2. (a) Outreach Efforts Compliance Statement (**Attachment H**)
- (b) Subcontractor Project Participation **Certification** (**Attachment I**)

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

Date Issued: May 27, 2010

By:

Michaeline D. Lehmuth

Michaeline D. Lehmuth
Procurement Officer