

**TRANSITIONAL SHELTER AND HUMAN SERVICES
FOR SINGLE ADULTS RFP
BCDSS/AFS-10-050**

AMENDMENT NO. 1

This Amendment is being issued to amend, clarify, and add certain information in the referenced 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 ~~strikeout (i.e. word)~~.

1. SECTION II. GENERAL INFORMATION

2.29 Minority Business Enterprise Participation Requirements

C. SOLICITATION AND CONTRACT FORMATION

- An Offeror must include with its offer:
 2. A completed MBE Participation Schedule (Attachment H) whereby the Offeror responds to the expected degree of Minority Business Enterprise participation as stated in the solicitation, by identifying the specific commitment of certified MBEs at the time of submission. The Offeror shall specify the ~~price and/or the~~ percentage of Contract value associated with each MBE subcontractor identified on the MBE Participation Schedule.

2. SECTION III (Specifications)

3.4 Requirements

A. Offeror Requirements

The Offeror shall:

1. Comply with federal, state and local laws and regulations including the ~~Be a licensed shelter in accordance with the~~ Department of Health and Mental Hygiene (DHMH) regulations and the Baltimore City Housing Code. BCDSS reserves the right to conduct a site visit of the shelter.

3. B. Contractor Requirements

Add: The following new requirement:

Provide a shelter facility or facilities accessible to public transportation and be located within the Baltimore City limits.

4. Contractor Requirements

10. Establish and implement house rules, ~~and~~ resident rights and responsibilities **termination procedures which should include written notification of resident's exit date, appeal and grievance rights, and nondiscrimination procedures,** for the purpose of protecting the health and safety of customers and staff. These rules shall include but are not limited to requirements for resident's participation, safety and security procedures, use of drugs and alcohol, curfews, and the Shelter's policy prohibiting fighting, violent and/or inappropriate behavior. It is important that the Contractor effectively communicate ~~the~~ **in writing to the residents and BCDSS/HEESU the house rules, resident rights and responsibilities, termination procedures, pursuant to** Termination (COMAR 07.06.13.09), and Appeal and Grievance Rights and Nondiscrimination procedures to participants **pursuant to** (COMAR 07.06.09.08).

5. Contractor Requirements

5. Allow a maximum stay of 30 days with a possible 30 day **extensions** with authorized verbal approval from the HEESU Program Manager or HEESU Shelter Coordinator **or Central Intake Supervisor**. HEESU verbal approval will be followed up with written approval to the Contractor on the next business day.

6. 3.5. Deliverables

Add: New deliverables labeled letter H, I and J.

All deliverables shall be submitted to Jacqueline Adams, HEESU Program Manager, Homeless Emergency Environmental Service Unit, 1920 N. Broadway, Baltimore, Maryland 21213 as follows:

A. A copy of the Monthly Invoices (Attachment S) due by the 15th of the month following the report month.

- B. Transitional Shelter Program Monthly Report (Attachment T) due by the 15th of the month following the report month.
- C. Weekly Report (Attachment X) due every Friday by close-of-business.
- D. The client Transition Plan (Attachment Y), due within 30 days prior to contract expiration.
- E. Copy of all active cases, due one-week prior to contract expiration.
- F. Incident Report (Attachment W) due within 24 hours of inappropriate behavior of a customer.
- G. Copy of all licenses, certificates of insurance, etc. required to operate the Shelter for the life of the contract, due within 3 business days after renewal.

H. Each customer's Individualized Service Plan Agreement (Attachment V) shall be submitted with the first Weekly Report in which the customer is listed.

I. Copy of house rules, resident's rights and responsibilities, termination procedures which should include written notification of resident's exit date and reason for discharge, appeal and grievance rights, and on discrimination procedures within one week of the award and as changes to these procedures are made.

J. Copy of the termination notification given to residents which indicate exit date and reason for discharge to be delivered with the next scheduled Weekly Report.

Date Issued: January 28, 2009
By: Darlene Dennis, Procurement Officer