

**REQUEST FOR PROPOSALS (RFP)
MANAGEMENT SERVICES FOR THE
DISABILITY ENTITLEMENT ELIGIBILITY PROGRAM**

**FIA/DEEP 09-001-S
AMENDMENT # 1
DECEMBER 24, 2008**

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 doubled underlined and marked in bold (i.e., **word**), and language that has been deleted has been marked with a strikeout (i.e., ~~word~~.)

1. Revise Section 1.5 Closing Date

An original, to be so identified, and (7) copies of the Technical Proposal and Financial Proposal (See Section IV) must arrive to the Procurement Officer by **January 16, 2009 at 3:00 P.M.** in order to be considered. Offerors mailing Proposals should allow sufficient mail delivery time to insure timely receipt by the Procurement Officer. Proposals or unsolicited amendments to Proposals arriving after the closing time and date will not be considered.

2. Revise Section 3.2.C Scope of the Project

Sub-Contracting with health care professionals who evaluate medical ~~and vocational~~ documentation and provide a written disability recommendation based on SSI criteria.

3. Revise Section 3.4.3.E.6 Confidentiality and Security of Information

The Contractor shall assure that appropriate data and security measures are taken to safeguard personal and private information. A security policy shall be documented and assessed by an outside independent auditor once per annum to verify compliance. The results report shall be submitted to the DEEP Administrator or designee. **This audit is due thirty (30) calendar days after the end of each Contract year.**

4. Revise Section 3.6 Deliverables to include:

T. Annual Security Policy Audit (Section 3.4.3) – due thirty (30) calendar days after the end of each Contract year.

5. Revise Section 3.4.2 Contractor Requirements to include:

I. Disaster Recovery Plan

The Contractor shall develop an emergency plan to address any disaster, whether man-made or natural that disrupts the Contractor functioning in a “business as usual” mode, to ensure continuity of program operations. This plan is due thirty (30) calendar days after the end of each Contract year.

6. Revise Section 4.3.C Contractor Requirements to include:

17. Disaster Recovery Plan

The Offeror shall describe in detail the Offeror’s plan to address any disaster, whether man-made or natural that disrupts the Contractor functioning in a “business as usual” mode, to ensure continuity of program operations.

7. Revise Section 3.6 Deliverables to include:

U. Disaster Recovery Plan (Section 3.4.2) – due thirty (30) calendar days after the end of each Contract year.

8. Revise Section 3.4.2.F.6 DEEP Database Maintenance and Programming

The Contractor shall develop and test an Information Technology (IT) Contingency Plan. The IT Contingency Plan shall address, at a minimum, how to handle network outages and break downs of systems and hardware; a system for making, rotating and securing back-up copies of all system and Database files to be used for recovery in the event of a computer system failure; and circumstances under which the Plan shall be updated (e.g. system migration to new software or hardware, or relocation of Program operations). **This Plan is due as part of the transition-in period and shall be tested within six (6) months after the transition-in period with yearly updates due thirty (30) calendar days after the end of each Contract year.**

9. Revise Section 3.6 Deliverables to include:

V. Information Technology Contingency Plan (Section 3.4.2.) - due thirty (30) calendar days after the end of each Contract year.

Should you require clarification of the information provided in this Amendment, please contact me via email at esinglet@dhr.state.md.us or by telephone at (410) 767-7525 as soon as possible. Thank you.

Date Issued: December 24, 2008

By:

Elsa Singleton
Procurement Officer