

**REQUEST FOR PROPOSALS (RFP)
KINSHIP CARE RESOURCE CENTER
SSA/KC 09-001-S**

**AMENDMENT # 2
July 14, 2009**

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 strikethrough (i.e. ~~word~~).

1. Add the following paragraph to Section 3.2, Scope of the Project.

The Department of Human Resources will host a public website for Kinship Care services. The information supplied by the Contractor recommended for award will be used to populate the website. DHR will work with the Contractor on the collection of the necessary information to be posted on the website. The State Project Manager will approve all content placed on the website.

2. Revise Section 3.4.2.G Contractor's Requirements as follows:

~~Develop and maintain a Statewide database~~ **Assist the Department with the development and updating of the Statewide database** of kinship caregivers that seek resource and referral information, and participate in the Statewide support groups. This database will include but is not limited to the following data elements:

- Basic family demographic information,
- Services needed and/or requested,
- Services received
- Referral information, and
- Relationship of caregiver to the child.

Upon request of the State Project Manager, the Contractor shall provide data and information from the database to the Department.

The Contractor shall secure all confidential customer information with proper security controls in accordance with all State and Federal applicable laws.

3. Revise Section 3.4.2.E Contractor's Requirements

The Contractor shall:

~~Develop and maintain a website,~~ **In consultation with the Department, the Contractor will research, develop and update resource information for the "Maryland Kinship Care Services" website at <http://www.dhr.maryland.gov/ssa/kinship>**, which shall include information relating to: Child Support, Temporary Cash Assistance, Education, Healthcare, Mental Health, Legal Parenting, Substance Abuse, Childcare, and linkages to other Kinship Care programs, Local Management Boards, the Department of Aging and Maryland State Government. The website shall provide links to each Local Department of Social Services explaining the services that are available in that jurisdiction and how to apply for services. ~~The Resource Center will also~~ **The website shall** provide links to community, local, and State service providers. ~~Information shall be updated at least quarterly throughout the year.~~

4. Revise Section 3.6.B, Deliverables

~~A user-friendly Statewide kinship care website within thirty (30) days of NTP.~~ **An outline of the content of the Maryland Kinship Care Services website within thirty (30) days of NTP.**

5. Revise Section 3.6.C Deliverables

A quarterly newsletter of current events, upcoming events, legislative updates and items of interest to kinship caregivers. The first quarterly newsletter will be completed and ready for distribution sixty (60) days after the NTP. Thereafter, the newsletter shall be issued quarterly. ~~The newsletter shall be accessible on the website.~~ The newsletter shall be attached to the quarterly progress report **and forwarded to the State Project Manager for inclusion on the Department's Kinship Care Services website.**

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.

Date Issued: July 14, 2009

By:

Elsa Singleton
Procurement Officer