



**AMENDMENT #1
REQUEST FOR PROPOSAL
MDM0031033144
MHBE Executive Recruitment Firm
June 15, 2017**

This Amendment is being issued to amend and clarify certain information contained 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 following changes/additions are listed below; new language has been underlined and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Amend RFP Section 4.1 Proposal Submission as follows:

4.1 Proposal Submission

- A. The Proposal shall be submitted to the Procurement Officer electronically via one unencrypted e-mail at hix.procurement@Maryland.gov. The subject line in the e-mail shall state "~~MHBE Consolidated Service Center System RFP #MDM0031030513~~ **MHBE Executive Recruitment Firm RFP #MDM0031033144** Proposal" including the Offeror's name.
- B. The e-mail shall provide the following attachments:
 1. One attachment labeled "~~MHBE Consolidated Service Center System RFP #MDM0031030513~~ **MHBE Executive Recruitment Firm RFP #MDM0031033144** Technical Proposal" containing the Technical Proposal contents and all required signed Attachments (see Section 4.4.3 below), in PDF format.
 2. A second attachment labeled "~~MHBE Consolidated Service Center System RFP #MDM0031030513~~ **MHBE Executive Recruitment Firm RFP #MDM0031033144** Financial" containing the Financial Proposal contents, signed and in Excel and PDF format.
 3. A third attachment labeled "~~MHBE Consolidated Service Center System RFP #MDM0031030513~~", "**MHBE Executive Recruitment Firm RFP #MDM0031033144**" including Volumes I and II in searchable Adobe .pdf format for Public Information Act (PIA) requests (this copy shall be redacted so that confidential and/or proprietary information has been removed (see Section 1.14 "Public Information Act Notice"). If an Offeror chooses to submit its Proposal without identifying any information that is confidential/proprietary, it should still provide the third attachment required here and label it "PIA", even though no information therein will be redacted.

Date Issued: June 15, 2017
Michelle Compton
Procurement Officer