



AMENDMENT #2
REQUEST FOR PROPOSAL
MDM0031036680
IT Consulting and Technical Support Services IDIQ RFP
March 7, 2018

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 2.3.1 Scope of Work Requirements as follows:
 - 2.3.1 The scope of this solicitation encompasses the following 10 functional areas:
 - 1) Enterprise Service Provider (ESP) – (Section 2.5.1)
 - 2) Web and Internet Systems – (Section 2.5.2)
 - 3) Electronic Document Management – (Section 2.5.3)
 - 4) Software Engineering – (Section 2.5.4)
 - 5) Systems Management and Maintenance – (Section 2.5.5) ~~Information System Security – (Section 2.5.5)~~
 - 6) Information System Security (Section 2.5.6) ~~6) – Application Service Provider – (Section 2.5.6)~~
 - 7) Application Service Provider – (Section 2.5.7) ~~7) – IT Auditing, Testing and Quality Assurance Services – (Section 2.5.7)~~
 - 8) IT Auditing, Testing and Quality Assurance Services (Section 2.5.8) ~~8) – IT Management Consulting Services – (Section 2.5.8)~~
 - 9) IT Management Consulting Services - (Section 2.5.9) ~~9) – Documentation/Technical Writing – (Section 2.5.9)~~
 - 10) Documentation/Technical Writing – (Section 2.5.10) ~~10) – Systems Management and Maintenance – (Section 2.5.10)~~

The scope of services contained herein is intended to outline the general requirements under this RFP. Specific details of scope, time and budget will be provided in each individual RFP. For more information on the basis and meaning of a Master Contract award. Award of a Master Contract shall entitle a selected vendor only to inclusion on the list of vendors eligible to respond to RFPs; award of a Master Contract does not constitute a promise or representation by MHBE that a selected vendor will receive any Task Order awards. Further, Master Contracts awarded as a result of this RFP shall not constitute requirements contracts. MHBE is free to obtain services identified in this RFP

either through this RFP or through any other procurement vehicle permissible under Maryland law.

MHBE reserves the right to remove any person associated with the Contract issued pursuant to this RFP, including any related Task Order, at any time for any reason

2. Amend RFP Attachment B-2 as attached.

Attachment B-2 is amended to fix the formatting and to add a signature block at the bottom of the proposal form.

3. Amend RFP Section 5.5 Volume II - Financial Proposal as follows:

5.4 5 Volume II – Financial Proposal

The Master Contractor shall submit one electronic version in MS Excel and signed PDF of the Financial Proposal in the format requirements identified in Section 5.1. The Financial Proposal shall contain all cost information in the format specified in Attachment B-2 for Functional Areas 1 through 11 Complete the cost sheets only as provided in the Price Proposal Instructions. Offerors must propose pricing for all labor categories to be considered for Award.

4. Amend RFP Section 5.4.1 as follows:

5,4,1 The Technical Proposal shall be prepared in a clear and precise manner and shall not exceed a total of 25 pages (excluding the Transmittal Letter as described in Section 5.4.1.1., **Title and Table of Contents, as described in Section 5.4.1.2, Claim of Confidentiality, as described in Section 5.4.1.3, Proof of Insurance as described in Section 5.4.1.7, Required Forms as described in Section 5.4.1.8**) It shall address all appropriate points of this RFP, except the price information. All pages shall be consecutively numbered.

The general outline of the Technical Proposal response will be as follows:

- Transmittal Letter – Technical Proposal
- Title and Table of Contents (Table of Tables and Table of Figures, as applicable)
- Claim of Confidentiality (if applicable)
- Executive Summary
- Offeror General Information
- Past Performance, Including Contracts with the State
- Proof of Insurance
- Required Forms

Failure to follow these instructions may result in having the Technical Proposal being deemed unacceptable or classified as not reasonably susceptible of being selected for award.



5. Amend RFP Section 5.4.1.8 Required Forms as follows:

The following documents shall be completed, signed, and included in the Technical Proposal that follows the material submitted in response to Section 5.4.1.

- a. Completed Bid/Proposal Affidavit (RFP **Attachment C**).
- b. If applicable, a signed statement from the Offeror's Parent Organization Guaranteeing Performance of the Offeror. ***refer to RFP Section 4.20.**
- c. d. Federal Funding Acknowledgement (**Attachment D**); **refer to RFP Section 4.31.**
- d. e. Completed Conflict of Interest Affidavit and Disclosure (**Attachment E**) ***refer to RFP Section 4.32.**
- e. f. A copy of the Offeror's W-9

Date Issued: March 7, 2018
Michelle Compton
Procurement Officer

Attachment: Attachment B-2 – Financial Proposal Form – AMENDMENT 1