



**AMENDMENT #3  
REQUEST FOR PROPOSAL  
MDM0031036680  
IT Consulting and Technical Support Services IDIQ RFP  
March 14, 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 5.4.1.2 Title and Table of Contents (Table of Tables and Table of Figures, as applicable) as follows:

The Technical Proposal shall begin with a title page bearing the name, address, eMM# and Federal Tax ID# of the Offeror and the name and number of this RFP. **The Transmittal Letter shall follow the title page which will be followed by** a table of contents for the Technical Proposal.

2. Amend Attachment I – Contract Section 13.4 of Contract Section 13 Disputes as follows:

- 13.4 Within ~~thirty (30) days~~ **ten (10) days** of receipt of the final decision of the Procurement Officer, the Contractor may file ~~an~~ **a notice of** appeal to the MHBE Executive Director for claims for monetary amounts less than \$50,000, and to the Board of Trustees for either claims for monetary amounts of \$50,000 or greater or for claims involving non-monetary relief. **Contemporaneously with, or within twenty (20) days after filing the notice of appeal, the Contractor shall submit its written appeal to the MHBE Executive Director or Board of Trustees as applicable.** The Executive Director shall issue a final decision resolving the appeal of claims for monetary amounts less than \$50,000. The Board of Trustees shall issue a final decision resolving appeals of claims for \$50,000 or more and those for non-monetary relief. The Contractor's timely appeal to the Executive Director or the Board of Trustees shall be a strict condition precedent to the Contractor pursuing any legal rights which it alleges or which may exist in any other forum.

3. 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 Page and Table of Contents, as described in Section 5.4.1.2, Claim of Confidentiality, as described in Section 5.4.1.3, **Financial Statements as described in Section 5.4.1.5.C**, 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

Date Issued: March 14, 2018  
Michelle Compton  
Procurement Officer