



**AMENDMENT #1
REQUEST FOR PROPOSAL
MDM0031037946
Moving Services RFP
May 1, 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 3.1 as follows:

All bidders shall attend a mandatory walk through to take place on **May 2, 2018** at 1:00 pm at 901 Elkridge Landing Road, 2nd Floor, Linthicum Heights, MD 21090 and then travel to 750 E. Pratt Street, 6th Floor, Baltimore, MD 21202. **Bidders shall RSVP no later than noon on May 2, 2018 to the following email address: hix.procurement@maryland.gov.** As proof of meeting this requirement all bidders shall sign in. The sign in sheet will be maintained by the Procurement Officer.

2. Remove and replace in its entirety Section 5- Selection Procedures with the following:

SECTION 5 — Selection Procedures

5.1 — General.

~~The Contract will be awarded in accordance with the Competitive Sealed Proposals (CSP) method found in Section II.B of the MHBE Procurement Policies and Procedures. The Competitive Sealed Proposals method allows for the conducting of discussions and the revision of Proposals during these discussions. Therefore, the State may conduct discussions with all Offerors that have submitted Proposals that are determined to be reasonably susceptible of being selected for contract award or potentially so. However, the State reserves the right to make an award without holding discussions.~~

~~In either case (i.e., with or without discussions), the State may determine an Offeror to be not responsible and/or an Offeror's Proposal to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to Contract award. If the State finds an Offeror to be not responsible and/or an Offeror's Technical Proposal to be not reasonably susceptible of being selected for award, that Offeror's Financial Proposal will subsequently be returned if the Financial Proposal is unopened at the time of the determination.~~

5.2 — Selection Process Sequence

5.2.1 ~~Technical Proposals are evaluated for technical merit and ranked. During this review, oral presentations and discussions may be held. The purpose of such discussions will be to assure a full understanding of the State's requirements and Offeror's ability to perform the services, as well as facilitate arrival at a Contract that is most advantageous to the State. Offerors will be contacted by the State as soon as any discussions are scheduled.~~

~~5.2.2 Offerors must confirm in writing any substantive oral clarifications of, or changes in, their Technical Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Offeror's Technical Proposal. Technical Proposals are given a final review and ranked.~~

~~5.2.3 The Financial Proposal of each Qualified Offeror (a responsible Offeror determined to have submitted an acceptable Proposal) will be evaluated and ranked separately from the Technical evaluation. After a review of the Financial Proposals of Qualified Offerors, the Evaluation Committee or Procurement Officer may again conduct discussions to further evaluate the Offeror's entire Proposal.~~

~~5.2.4 When in the best interest of the State, the Procurement Officer may permit Qualified Offerors to revise their initial Proposals and submit, in writing, Best and Final Offers (BAFOs). The State may make an award without issuing a request for a BAFO.~~

~~5.3 Award Determination.~~

~~Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Offeror will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Offeror that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, financial factors will receive greater weight than technical factors.~~

Section 5 – Selection Procedures

5.1 Evaluation Committee

Evaluation of Proposals will be performed in accordance with this RFP by a committee established for that purpose and based on the evaluation criteria set forth below. The Evaluation Committee will review Proposals, participate in Offeror oral presentations and discussions, and provide input to the Procurement Officer. The MHBE reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

5.2 Evaluation Criteria

The Contract will be awarded to all qualified Offerors in accordance with the Competitive Sealed Proposals procurement process under Section II. B of MHBE's Procurement Policies and Procedures.

5.3 Technical Proposal Evaluation Criteria

The criteria to be used to evaluate each Technical Proposal are listed below in descending order of importance. Unless stated otherwise, any subcriteria within each criterion have equal weight.

5.3.1 Offeror's Technical Response to RFP Requirements. (See RFP § 4.3.1.6).

MHBE will evaluate the Offeror's comprehensive understanding of the RFP's work requirements.



5.3.2 Offeror Qualifications and Capabilities, including proposed Subcontractors (See RFP § 4.3.1.7-4.3.1.9).

MHBE will evaluate the length and relevance of experience and qualifications of the Offeror's (and any subcontractors') personnel, as described in the Offeror's Proposal.

5.4 Financial Criteria

Financial Proposals will be evaluated separately. Offerors shall propose a firm fixed price for the requested item. All Qualified Offerors will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on the Total Proposal Price within the stated guidelines set forth in this RFP and as submitted on Attachment D - Financial Proposal Form.

5.5 Selection Procedures

5.5.1 General. The Contract will be awarded in accordance with the Competitive Sealed Proposals (CSP) method found in Section II.B of the MHBE Procurement Policies and Procedures. The Competitive Sealed Proposals method allows for the conducting of discussions and the revision of Proposals during these discussions. Therefore, the State may conduct discussions with all Offerors that have submitted Proposals that are determined to be reasonably susceptible of being selected for contract award or potentially so. However, the State reserves the right to make an award without holding discussions.

In either case (i.e., with or without discussions), the State may determine an Offeror to be not responsible and/or an Offeror's Proposal to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to Contract award. If the State finds an Offeror to be not responsible and/or an Offeror's Technical Proposal to be not reasonably susceptible of being selected for award, that Offeror's Financial Proposal will subsequently be returned if the Financial Proposal is unopened at the time of the determination.

5.5.2 Selection Process Sequence

5.5.2.1 A determination is made that all Minimum Qualifications, if any (See RFP Section 1), have been satisfied.

5.5.2.2 Technical Proposals are evaluated for technical merit and ranked. During this review, oral presentations and discussions may be held. The purpose of such discussions will be to assure a full understanding of the State's requirements and Offeror's ability to perform the services, as well as facilitate arrival at a Contract that is most advantageous to the State. Offerors will be contacted by the State as soon as any discussions are scheduled.

5.5.2.3 Offerors must confirm in writing any substantive oral clarifications of, or changes in, their Technical Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Offeror's Technical Proposal. Technical Proposals are given a final review and ranked.

5.5.2.4 The Financial Proposal of each Qualified Offeror (a responsible Offeror determined to have submitted an acceptable Proposal) will be evaluated and ranked separately from the Technical evaluation. After a review of the Financial Proposals of Qualified Offerors, the Evaluation Committee or Procurement Officer may again conduct discussions to further evaluate the Offeror's entire Proposal.

5.5.2.5 When in the best interest of the State, the Procurement Officer may permit Qualified Offerors to revise their initial Proposals and submit, in writing, Best and Final Offers (BAFOs). The State may make an award without issuing a request for a BAFO.

5.5.3 Award Determination. Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Offeror will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Offeror that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, financial factors will receive greater weight than technical factors.

Date Issued: May 1, 2018
Michelle Compton
Procurement Officer