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**Amendment #2 to Request for Proposals (RFP)
NO. DGSR8400113
Department of Budget & Management
eMaryland Marketplace eProcurement Solution
April 26, 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 double underlined and marked in bold (ex. **new language**), and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. AMEND RFP Attachments and Appendices Instructions Page as follows:

A Proposal submitted by the Offeror must be accompanied by the completed forms and/or affidavits identified as "with Proposal" in the "When to Submit" column in Table 1 below. All forms and affidavits applicable to this RFP, including any applicable instructions and/or terms, are identified in the "Applies" and "Label" columns in Table 1.

~~For documents required as part of the Proposal:~~

- ~~1. For e-mail submissions, submit one (1) copy of each with signatures.~~
- ~~2. For paper submissions, submit two (2) copies of each with original signatures. All signatures must be clearly visible.~~

All Offerors are advised that if a Contract is awarded as a result of this solicitation, the successful Offeror will be required to complete certain forms and affidavits after notification of recommended award. The list of forms and affidavits that must be provided is described in Table 1 below in the "When to Submit" column.

For documents required after award, submit three (3) copies of each document within the appropriate number of days after notification of recommended award, as listed in Table 1 below in the "When to Submit" column.

Table 1: RFP ATTACHMENTS AND APPENDICES

Applies?	When to Submit	Label	Attachment Name
Y	Before <u>Technical</u> Proposal	A	Pre-Proposal Conference Response Form
Y	With <u>Financial</u> Proposal	B	Financial Proposal Instructions and Form
Y	With <u>Technical</u> Proposal	C	Proposal Affidavit
Y	With <u>Technical</u> Proposal	D	MBE Forms D-1A
Y	10 Business Days after recommended award	D	MBE Forms D-1B, D-1C,D-2, D-3A, D-3B Important: Attachment D-1C, if a waiver has been requested, is also required within 10 days of recommended award.
Y	As directed in forms	D	MBE Forms D-4A, D-4B, D-5
Y	With <u>Technical</u> Proposal	E	Veteran-Owned Small Business Enterprise (VSBE) Form E-1
Y	5 Business Days after recommended award	E	VSBE Forms E-1B, E-2, E-3 Important: Attachment E-1B, if a waiver has been requested, is also required within 10 days of recommended award.
Y	With <u>Technical</u> Proposal	F	Maryland Living Wage Requirements for Service Contracts and Affidavit of Agreement
N	Not Applicable	G	Federal Funds Attachments
Y	With <u>Technical</u> Proposal	H	Conflict of Interest Affidavit and Disclosure
Y	5 Business Days after recommended award – suggested with Technical Proposal	I	Non-Disclosure Agreement (Contractor)
N	Not Applicable	J	HIPAA Business Associate Agreement
N	Not Applicable	K	Mercury Affidavit
Y	With <u>Technical</u> Proposal	L	Location of the Performance of Services Disclosure
Y	5 Business Days after recommended award	M	Contract
Y	5 Business Days after recommended award	N	Contract Affidavit
N	Not Applicable	O	DHS Hiring Agreement
Appendices			
Y	Not Applicable	<u>Appendix</u> 1	Abbreviations and Definitions

Applies?	When to Submit		Label	Attachment Name
Y	With <u>Technical</u> Proposal	<u>Appendix 26</u>		Offeror Information Sheet
Y	n/a	Appendix 2		Labor Categories
Y	Before <u>Technical</u> Proposal	Appendix 3 - Offeror NDA		Non-Disclosure Agreement (Offeror)
Y	<u>Technical</u> With Proposal	Appendix 4		Desired Solution Functionalities
Y	Not Applicable	Appendix 5		Procurement Instructions and Process

2. AMEND Appendix 5 Section 3.2.3 P.1 “Technical Proposal - Required Forms and Certifications” as follows:

- 1) All forms required for the Technical Proposal are identified in Table 1 of **Section 73** – RFP Attachments and Appendices. Unless directed otherwise by instructions within an individual form **and except for Appendix 4, which is to be submitted under Tab E,** complete, sign, and include all required forms in the Technical Proposal, under TAB O.

3. AMEND RFP Section 3 to ADD Appendix 6 - Offeror Information Sheet, attached separately to this Amendment.

Issued and authorized by

<signed>
 Rachel Hershey
 Procurement Officer