



DEPARTMENT OF
BUDGET & MANAGEMENT

LAWRENCE J. HOGAN, JR.
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

Amendment #3 to
Request for Proposals (RFP)
Audit Services for Maryland State Agencies
Solicitation No. 050B5400001R
March 3, 2015

Ladies and Gentlemen:

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 strikethrough (ex. ~~language deleted~~).

1. REVISE Section 4.2.2 on Page 49 as follows:

An electronic version (CD or DVD) of the Technical Proposal in Microsoft Word format must be enclosed with the original Technical Proposal. **Supporting documentation, i.e. Certificates of Insurance, CPA Licenses, etc. may be submitted as PDF files.** An electronic version (CD or DVD) of the Financial Proposal in Microsoft Word or Microsoft Excel format must be enclosed with the original Financial Proposal. CD/DVDs must be labeled on the outside with the RFP title and number, name of the Offeror, and volume number. CD/DVDs must be packaged with the original copy of the appropriate Proposal (Technical or Financial).

2. REVISE Section 4.4.2.15 on Page 55 as follows:

4.4.2.15 Economic Benefit Factors (Submit under TAB N)

Offerors are not required to provide a Proposal narrative describing benefits that will accrue to the Maryland economy as a direct or indirect result of its performance of this Master Contract. However, future TORFPS may require a narrative of economic benefit factors. See RFP Section ~~3.2.3K~~ **3.2.3J**. Task Order Proposals will be evaluated to assess the benefit to Maryland's economy specifically offered. See COMAR 21.05.03.03A (3) and RFP Section ~~3.2.3k~~ **3.2.3J**.

~Effective Resource Management~

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3. REVISE Section 5.2 on Page 57 to DELETE Section 5.2.4 as follows:

5.2 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.

5.2.1 Offeror's Technical Response to RFP Requirements (See RFP Section 4.4.2.6)

The State prefers an Offeror's response to work requirements in the RFP that illustrates a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be done. Proposals which include limited responses to work requirements such as "concur" or "will comply" will receive a lower ranking than those Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them;

5.2.2 Experience and Qualifications of Proposed Contractor's Representative and Staff (See RFP Section 4.4.2.7); and,

5.2.3 Offeror Qualifications and Capabilities, including proposed Subcontractors (See RFP Section 4.4.2.8 – 4.4.2.14); and,

~~5.2.4 Economic Benefit to State of Maryland (See RFP Section 4.4.2.15).~~

4. DELETE the following language in Attachment A, Sample Contract, Section 4.1, on page 64:

4. Consideration and Payment

- 4.1 In consideration of the satisfactory performance of the work set forth in this Contract, the Department shall pay the Contractor in accordance with the terms of this Contract and at the prices quoted on the Financial Proposal Form (Attachment F). ~~Unless properly modified (see above Section 2.3), payment to the Contractor pursuant to this Contract, shall not exceed \$_____.~~ Contractor shall notify the Contract Manager, in writing, at least sixty (60) days before payments reach the above specified amount. After notification by the Contractor, if the State fails to increase the Contract amount, the Contractor shall have no obligation to perform under this Contract after payments reach the stated amount; provided, however, that, prior to the stated amount being reached, the Contractor shall: (a) promptly consult with the State and work in good faith to establish a plan of action to assure that every reasonable effort has been undertaken by the Contractor to complete State defined critical work in progress prior to the date the stated amount will be reached; and (b) when applicable secure databases,

~~systems, platforms, and/or applications on which the Contractor is working so that no damage or vulnerabilities to any of the same will exist due to the existence of any such unfinished work.~~

5. REPLACE the TORFP Attachment M-1, VSBE Utilization Affidavit and Subcontractor Participation Schedule (on Page 145) with the new REVISED TORFP Attachment M-1 attached with this Amendment #3. The language under bullet #1 has been REVISED as follows:

1. I acknowledge and intend to meet the overall verified VSBE participation goal of 0.5%. 5.0%. Therefore, I will not be seeking a waiver.

Date issued: March 3, 2015

By:



James Adelman
Procurement Officer

TORFP ATTACHMENT M-1
VSBE Utilization Affidavit and Subcontractor Participation Schedule

(submit with Task Order Proposal)

This document **MUST BE** included with the Task Order Proposal. If the Master Contractor/Offeror fails to complete and submit this form with the TOP, the procurement officer may determine that the Bid is non-responsive or that the Proposal is not reasonably susceptible of being selected for award.

In conjunction with the Task Order Proposal submitted in response to Task Order RFP

_____,

I affirm the following:

1. I acknowledge and intend to meet the overall verified VSBE participation goal of 5.0%. Therefore, I will not be seeking a waiver.

OR

- I conclude that I am unable to achieve the VSBE participation goal. I hereby request a waiver, in whole or in part, of the overall goal. Within 10 business days of receiving notice that our firm is the apparent awardee, I will submit all required waiver documentation in accordance with COMAR 21.11.13.07. If this request is for a partial waiver, I have identified the portion of the VSBE goal that I intend to meet.
2. I understand that if I am notified that I am the apparent awardee, I must submit the following additional documentation within 10 days of receiving notice of the apparent award or from the date of conditional award (per COMAR 21.11.13.06), whichever is earlier.
 - (a) Subcontractor Project Participation Statement (**TORFP Attachment M-2**); and
 - (b) Any other documentation, including waiver documentation, if applicable, required by the Procurement Officer to ascertain Master Contractor/Offeror responsibility in connection with the VSBE participation goal.

I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

3. In the solicitation of subcontract quotations or offers, VSBE subcontractors were provided not less than the same information and amount of time to respond as were non-VSBE subcontractors.
4. Set forth below are the (i) verified VSBEs I intend to use and (ii) the percentage of the total contract amount allocated to each VSBE for this project. I hereby affirm that the VSBE firms are only providing those products and services for which they are verified.

TORFP ATTACHMENT M-1
VSBE Subcontractor Participation Schedule

Prime Contractor (Firm Name, Address, Phone):	Project Description:
Project Number: - _____	

List Information for Each Verified VSBE Subcontractor on This Project

Name of Veteran-Owned Firm:	DUNS Number:
Percentage of Total Contract:	Description of work to be performed:
Name of Veteran-Owned Firm:	DUNS Number:
Percentage of Total Contract:	Description of work to be performed:
Name of Veteran-Owned Firm:	DUNS Number:
Percentage of Total Contract:	Description of work to be performed:
Name of Veteran-Owned Firm:	DUNS Number:
Percentage of Total Contract:	Description of work to be performed:

Continue on a separate page, if needed.

SUMMARY

TOTAL VSBE Participation: _____ %

I solemnly affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge, information, and belief.

Bidder/Offeror Name
(PLEASE PRINT OR TYPE)

Signature of Affiant

Name: _____
Title: _____
Date: _____