



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

AMENDMENT TO THE
ON-LINE EMPLOYMENT POSTINGS
REQUEST FOR PROPOSALS (RFP)

PROJECT NUMBER: 050B9800008(Revised)
February 20, 2009

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 will respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been doubled underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

RFP Section II. "DELIVERABLES" is amended as follows:

- The posting of as many job openings as possible during the approximately one-year term of the Contract. A posting is to be available for a period of **30 days** ~~one month~~ with the **intent** expectation that **either a single** advertised job positions can be **edited or modified** ~~changed~~ by the purchasing State agency an unlimited number of times during **the 30 days** ~~that month~~ **or a single posting can be changed by the purchasing State agency to advertise additional job positions during the 30 days.**
- Customized Job Postings with "**Basic Branding**" **to include the State of Maryland seal, the purchasing State agency's logo and a link to the State agency's web site** ~~look like State agency websites that~~ **to** grab the attention of prospective employees and convey the benefits of employment with the State. **The Offeror must have the ability to provide an OPTIONAL detailed "Enhanced Job Branding" to look like the State agency's web site and provide additional enhancements to entice prospective employees for the specific jobs pertaining to that State agency. This option is to be priced separately per the revised Attachment A and is not included in the \$25,000 not to exceed amount.**

RFP Section VIII. “PROPOSAL SUBMISSION SHALL INCLUDE” is amended as follows:

12. **A detailed description of what is included in “basic branding” for a posting.**
13. **A detailed description of what is included in the optional “enhanced job branding” for a State agency.**

RFP Section IX. “ATTACHMENTS” is amended as follows:

ATTACHMENT A – Price Proposal Form – is replaced in its entirety with **Price Proposal Form –REVISED.**

Issued and authorized by

Jamie Tomaszewski
Procurement Officer

ATTACHMENT A - REVISED PRICE PROPOSAL FORM

**FOR THE RFP FOR ON-LINE EMPLOYMENT ADVERTISING
FOR THE DEPARTMENT OF BUDGET AND MANAGEMENT, OFFICE OF
PERSONNEL SERVICES AND BENEFITS, RECRUITMENT & EXAMINATION
DIVISION**

COMPANY NAME: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

COMPANY ADDRESS: _____

OFFICE TELEPHONE NUMBER: _____ **FAX:** _____

CONTRACT CONTACT PERSON: _____

CONTACT E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____ **DATE:** _____

| | A. On-Line Job Postings* | B. Price per Posting** | C. Total Price |
|---|---|-----------------------------------|---------------------------|
| 1. Minimum Number of Postings required to achieve the lowest price per posting. (Base #) | | X \$ | = |
| 2. Maximum Number of Postings to meet Not-to- Exceed amount. (GRAND TOTAL) | | X \$ | = \$25,000.00*** |

* The minimum number of postings (column A) would establish a base number of postings needed within the one-year contract to guarantee the lowest price per posting. The maximum number of postings is the exact number allowed for the one-year contract term. This number should be multiplied by the price per posting to determine the contract grand total and evaluation price.

** The price per posting (column B) is a constant number and should be the same for both rows.

*** The financial evaluation will be based upon the lowest price per posting for the maximum total number of postings allowed for the proposed grand total price. The winning contractor will be paid on a per posting basis with its grand total in column B not to exceed \$25,000. (As per Sections IV and VI of the solicitation document.)

ATTACHMENT A - REVISED PRICE PROPOSAL FORM

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OPTIONAL ENHANCED JOB BRANDING

Enhanced Job Branding, if requested by a purchasing State agency, would provide detailed postings to look like the State agency's web site and provide additional enhancements to entice prospective employees for the specific jobs pertaining to that State agency.

| | Price per State Agency |
|--|-------------------------------|
| OPTION #1 Enhanced Job Branding | |