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Secretary

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Deputy Secretary

MARYLAND STATEWIDE CENTRAL SERVICES COST ALLOCATION PLAN (SWCAP)

RFP No. F10B8400044

**AMENDMENT #1
ISSUED JUNE 1, 2018**

Ladies/Gentlemen:

This Amendment #1 is being issued to amend language and clarify information contained in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. The changes are listed below; new language has been double underlined and marked in red bold (ex. **new language**) and language deleted has been marked with a double strikeout (ex. ~~strike out~~).

1. Revise the Key Information Summary Sheet of the RFP as follows:

Pre-Proposal Conference:	Monday, May 15 <u>14</u> , 2018, 10:00 am Local Time 45 Calvert Street, Room 164 Annapolis, MD 21401 See Attachment A for directions and instructions.
Questions Due Date and Time	Tuesday, May <u>May</u> 22, 2018, 2:00 pm Local Time

2. Revise Section 2.2.2 (Fiscal Year Cycle Anticipated Dates) as follows:

The following table lists the projected Fiscal Year cycle with anticipated Plan dates:

Fiscal Year Cycle	Contractor to begin work on Plan	Submission of Plan to Federal Cognizant Agency	Date Plan to be approved by the Federal Cognizant Agency (final Contract Date if Plan not approved earlier)
2020 (based on FY 2018 actuals)	November 1, 2018	April 30, 2019	February 28, 202 1 ⁴
2021 (based on FY 2019 actuals)	November 1, 2019	April 30, 2020	February 28, 202 3 ²
2022 (Option 1) (based on FY 2020 actuals)	November 1, 2020	April 30, 2021	February 28, 202 4 ³
2023 (Option 2) (based on FY 2021 actuals)	November 1, 2021	April 30, 2022	February 28, 202 5 ⁴
2024 (Option 3) (based on FY 2022 actuals)	November 1, 2022	April 30, 2023	February 28, 202 6 ⁵

3. Revise Section 5.3.2.C as follows:

~~The Offeror Information Sheet (see Appendix 2) and a~~ ^Δ Transmittal Letter shall accompany the Technical Proposal. The purpose of the Transmittal Letter is to transmit the Proposal and acknowledge the receipt of any addenda to this RFP issued before the Proposal due date and time. Transmittal Letter should be brief, be signed by an individual who is authorized to commit the Offeror to its Proposal and the requirements as stated in this RFP. The Transmittal Letter should include the following:

4. Revise Section 5.3.2.F as follows:

7) The Offeror shall include in its Technical Response any sample SWCAP reports it has developed. If the Offeror is not authorized to provide such sample SWCAP reports, the Offeror shall provide a sample report in the formatting the Offeror proposes to utilize for this Contract. The Offeror may submit the sample SWCAP reports in hard copy, electronically with the copies of the Technical Proposal, or both. If the sample SWCAP reports are submitted only electronically, indicate that in Tab E.

5. Revise Section 5.3.2.G as follows:

The Offeror shall identify the number, qualifications and types of staff proposed to be utilized under the Contract ~~including information in support of the Personnel Experience criteria in Section 3.10.2~~. Specifically, the Offeror shall:

6. Revise Section 5.3.2.H as follows:

The Offeror shall include information on past experience with similar projects and services ~~including information in support of the Offeror Experience criteria in Section 3.10.1~~. The Offeror shall describe how its organization can meet the requirements of this RFP and shall also include the following information:

7. Revise Table 1 as follows:

Applies?	When to Submit	Label	Attachment Name
<input checked="" type="checkbox"/>	With Proposal	H	Conflict of Interest Affidavit and Disclosure

Date Issued: June 1, 2018

By: Pamela Malech
<Signed>
Procurement Officer