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**AMENDMENT #2
to
INVITATION FOR BID (IFB)

SPECIMEN COLLECTIONS
SOLICITATION NUMBER 050B700009**

NOVEMBER 3, 2017

Ladies and Gentlemen:

This Addendum is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Bidders who respond to this IFB. Specific parts of the IFB have been amended. The changes/additions are listed below. New language has been double underlined and marked in red bold (ex. **new language**), deleted language is marked with a double strikeout (ex. ~~language deleted~~) and revised attachments are identified.

1. Revise RFP Key Information Summary Sheet (Page iii), to read:

Proposal Due (Closing) Date and Time:

~~October 30, 2017~~ **Monday, November 13, 2017** @ 2:00 PM (Local Time)

2. Revise Section 2.3.4.1 to read:

Regular Collections - The ATR shall provide a written request (email preferred) to the Contractor with an approximate number of donors scheduled for Collection Occurrences, indicating a specific Collection Occurrence site and scheduled times, at least three Business Days prior to each Collection Occurrence. At the request of the ATR, the Contractor shall schedule Collection Occurrences up to six months in advance. The Contractor shall perform all requested Collection Occurrences within twenty calendar days of the request, unless the ATR authorizes otherwise. The Contractor shall keep on hand at all times a sufficient inventory of Collection Occurrence Kits and not less than twice the number of scheduled Collection Occurrences for any given Collection Occurrence.

For 4 hour block times, agencies may schedule a maximum of 25 applicants/employees for collections. For 8 hour block times, agencies may schedule a maximum of 50 applicants/employees for collections.

3. Revise Section 2.3.6.6 to read:

The Contractor should immediately prepare the Collection Occurrence specimen for shipment to the FTDTL. If the specimen cannot be shipped immediately, it shall be appropriately secured during temporary storage. ~~In no instance shall the Collection Occurrence specimen be stored for longer than 24 hours after collection prior to shipment.~~ **See SAMSHA guidelines in Attachment-Q, Chapter 6, C.30.**

4. Revise section 3.4.2 to read as follows (this replaces Amendment #1, Item 13):

The Contractor shall submit invoices as follows and in accordance with the following schedule:

Contractor shall bill the Agency requesting the Collection Occurrences for all services associated with such Collection Occurrences for the preceding calendar month. Except for billing for the last month of the Contract as described in § 3.4.4, Contractor shall send monthly invoice proofs for all Agencies, including any “no show” donor documentation, to the Contract Manager by the 8th of each month.

Upon approval of the Invoice Proof, the Contractor shall invoice each using Agency by the 15th of the month for the previous month during which collections were performed.

If circumstances occur that prohibits approval by the 15th of the month, the Contract Manager will provide a written extension for Agency invoicing to the Contractor. If the Contractor does not submit a just and proper invoice to include any requested edits as outlined in Section 3.4.1.2, the Department reserves the right to reduce or withhold Contract payment until such time that a just and proper invoice is received. (See Section 3.4.1.4).

5. Replace Attachment B – Bid Pricing Instructions & Form with:

Revised Attachment B – Bid Pricing Instructions & Form (separate Excel Attachment).

The original Attachment B – Bid Pricing Instructions & Form had several cells that need updating for the calculations. Also, a separate sheet has been created for the Total Evaluated Bid Price. Do not use the original Attachment B. Instead, use the “Revised Attachment B – Bid Pricing Instructions & Form” attached and on eMM as well as the Department of Budget & Management’s web site (*the revised Attachment B is a separate Excel attachment*).

Date Issued: November 3, 2017

**By: Mike Yeager
Procurement Officer**