



MARYLAND DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE SECRETARY

**Amendment #2 to Request for Proposals (RFP)  
Audit Services for Maryland State Agencies  
Solicitation No. 001B0600234  
March 11, 2020**

This Amendment #2 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 Sections # 2.2.2 and 2.2.3 as follows:

- 2.2.2 State agencies requiring Audit Services will obtain those services through the issuance of a Task Order Request for Proposals (TORFP). ~~State agency TORFPs will be issued solely through DGS.~~ All Offerors awarded a Master Contract as a result of this RFP (Master Contractors) will be invited to compete for the work assignment or task detailed in the TORFP unless the TORFP is designated for a Small Business Reserve (SBR) (see RFP Section 4.37) or the Master Contractor is Suspended (see RFP Section 2.6). Under a Small Business Reserve TORFP, only Master Contractors that qualify as small businesses will be invited to submit Proposals. (See COMAR §21.05.07.06(A)(4) and §21.11.01.04).
- 2.3.2 TORFPs will be initiated by a State agency, ~~issued solely by DGS,~~ and will define the scope and requirements that meet the objectives of the requesting agency. The ~~Contract Manager releases~~ TORFP **is released** to the Master Contractors and the TORFP enters the Open Period. The Open Period is the time between the release date of the TORFP and the due date/time for Task Order Proposal (TOP) submissions. ~~During the Open Period, the Contract Manager is the sole contact for the requesting agency and the Master Contractors.~~

2. Amend Section 5.3.2 (M) as follows:

5.3.2 (M) Subcontractors

The Offeror shall provide a complete list of all subcontractors that ~~will work on~~ **are included in** the Master Contract **proposal**, ~~if the Offeror receives an award, including those utilized in meeting the MBE and VSBE subcontracting goal(s), if applicable.~~ This list shall include a full description of the duties each subcontractor will perform and why/how each subcontractor was deemed the most qualified for this project. **At the TORFP level additional subcontractors not listed in the Master Contract proposal may be utilized.**



3. Amend Section 5.4 as follows:

5.4 Volume II – Financial Proposal

The Financial Proposal shall contain all price information in the format specified in **Attachment B**. The Offeror shall complete the Financial Proposal Form only as provided in the Financial Proposal Instructions and the Financial Proposal Form itself. Offerors shall provide prices for Contract **Base** years one through five for all nine (9) categories **and Offerors shall provide prices for Contract Option years one through five for all nine (9) categories.** These are the maximum prices the State will pay under any TORFP or TOA for all proposed labor categories throughout the Contract term.

4. Amend Section 5.1 as follows:

5.1 Rights to Records

The Contractor agrees that all documents and materials including, but not limited to, software, reports, drawings, studies, specifications, estimates, tests, maps, photographs, designs, graphics, mechanical, artwork, computations, and data prepared by the Contractor for purposes of this Contract shall be the sole property of the State, and shall be available to the State at any time. The State shall have the right to use the same without restriction and without compensation to the Contractor other than that specifically provided by this Contract. **The Contractor's (audit firm) work papers are the property of the Contractor and are excluded from the documents mentioned above and shall be available to the State at any time. The State shall have the right to access and use the work papers without restriction and without compensation to the Contractor other than that specifically provided by this Contract.**

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Issued and authorized by

<signed>  
Gregory Dennis  
Procurement Officer