



# Department of Public Safety and Correctional Services

## Office of the Secretary

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## Amendment #1 To Request For Proposals (RFP) Pharmacy Services Solicitation No. Q0016025

Ladies and Gentlemen:

This Addendum 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 the Section 1.7 Pre-Proposal Conference and Site Visit as follows:

A Pre-Proposal Conference (the Conference) will be held at the date, time, and location indicated in the RFP Key Information Summary Sheet. All prospective Offerors are encouraged to attend in order to facilitate better preparation of their Proposals.

As promptly as is feasible subsequent to the Conference, a summary of the Conference and all questions and answers known at that time will be distributed to all prospective Offerors known to have received a copy of this RFP. This summary, as well as the questions and answers, will also be posted on eMaryland Marketplace.

In order to assure adequate seating and other accommodations at the Conference, please e-mail or fax the Pre-Proposal Conference Response Form (**Attachment E**) to the attention of the Procurement Officer at least five (5) Business Days prior to the Pre-Proposal Conference date. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, please notify the Procurement Officer at least five (5) Business Days prior to the Pre-Proposal Conference date. The Department will make a reasonable effort to provide such special accommodation.

Prospective Offerors to the RFP are encouraged to participate in site visits to familiarize themselves with where services are to be provided to be more fully informed as to physical plant specifics and how these needs should be considered in the development of proposals.

Tours will not be used to answer questions about the RFP; rather the purpose of the tours is to familiarize potential offerors with the geography and physical layout of the facilities to be served by the Contractor. Questions concerning the solicitation will not be answered during a site visit, and should be submitted in writing to the Procurement Officer. See RFP Section 1.9.

~~In order to assure adequate preparation and accommodations for the site visits and tours, it is requested that no more than two representatives of each potential Offeror attend.~~ **A maximum of four representatives for each potential Offeror may attend the site visits and tours.**

The information that must be submitted for each intended site visit attendee includes a Name, Social Security Number, and Date of Birth. This information must be provided to the Procurement Officer at least two weeks prior to the site visits. This will enable Security staff in the facilities to do a brief background check that will allow them to issue a one-day pass for the tours. Anticipated site visit dates are provided in Attachment AA. All visitors to DPSCS facilities are subject to Entry and Exit Procedures – Correctional Facilities, Directive OPS.110.0033 relating to entry to DPSCS facilities. The Directive is located at <http://itcd.dpscs.state.md.us/PIA/ShowFile.aspx?fileID=1460>

All prospective Offeror's representatives touring facilities should come prepared to walk multiple blocks, so comfortable shoes are advisable. (Heels may easily catch on catwalk-tiers in some of the facilities, even if significant walking is not required). The following are prohibited: clothes that expose a person's midriff, side or back, have revealing necklines and/or excessive splits, culottes, form fitting clothes (such as leotards, leggings or spandex), halter tops, mini-dresses or skirts, see through clothing, shawls, shorts, skorts, tank tops, and tube tops. Coats, jackets shawls and scarves will be placed in an appropriate place during visits.

All persons participating in these tours must carry a picture ID with them (such as a driver's license). All visitors should be aware that they shall be searched, including at a minimum, an electronic screening and a pat down.

Some of the SDAs will require that touring prospective Offeror's representatives move their cars from facility to facility, so plans to carpool are essential as parking may be less than desirable in some SDAs, and extremely limited in Baltimore. The Assistant Commissioner in Baltimore has arranged for prospective Offeror's representatives touring the facilities to have one-day parking passes. If this is needed, information regarding the car style and license plate will be required with the ID information in advance of the visit. There are only ten (10) spots to be "borrowed" so parking will also be first-come-first-served, and carpools will have extra consideration over single drivers.

Directions to the DPSCS facilities can be found on the web at:  
<http://www.dpscs.state.md.us/locations/prisons.shtml>

Issued and authorized by

<signed>  
Rachel J. Cruse  
Procurement Officer