

**INVITATION FOR BIDS (IFB)**  
**STATE OF MARYLAND**  
**DEPARTMENT OF HUMAN SERVICES**  
**IN HOME AIDE SERVICES**  
**SSA/IHAS-21-001-S**  
**AMENDMENT # 3**  
**JUNE 4, 2021**

Dear Prospective Bidders:

This amendment is being issued to amend certain information 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 are listed below. New language has been double underlined and marked in **bold** (i.e. **word**), and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

- 1. The Public Bid Opening Date, Time and Location information in the Key Information Summary Sheet is revised as follows:**

<b>Public Bid Opening Date, Time and Location</b>	There will be a virtual bid opening due to the COVID-19 Pandemic at a <del>date and time to be determined.</del> <u>on Tuesday 6/15/2021 at 10:00AM Local Time.</u>
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- 2. The background check requirements of Section 3.7.2 are revised as follows:**

**3.7.2 Security Clearance / Criminal Background Check**

A. The Contractor shall obtain at its own expense a Criminal Justice Information System (CJIS) State ~~and federal~~ criminal background check, including fingerprinting, for all Contractor Personnel. This check may be performed by a public or private entity.

- 3. The Crime Insurance/Employee Theft Insurance requirements of Section 3.6 C are revised as follows:**

C. Crime Insurance/Employee Theft Insurance - to cover employee theft with a minimum single loss limit of ~~\$1,000,000~~ **\$100,000** per loss, and minimum single loss retention not to exceed \$10,000. The State of Maryland and the DHS should be added as a “loss payee.”



**4. The requirement that Appendix 12 Data Sharing Agreement For IHAS Contractors be submitted at the time of the Bid has been revised in the following Sections as follows:**

5.4.5 Additional Document \*If Required. Submit one (1) copy of each with original signatures, if required. \*See appropriate IFB section to determine whether the document is required for this procurement.

- 1) A Signed Statement from the Bidder’s Parent Organization Guaranteeing Performance of the Bidder. \*see IFB section 4.16
- 2) Completed Conflict of Interest Affidavit and Disclosure (Attachment H) \*see IFB section 4.30
- 3) ~~Data Sharing Agreement For IHAS Contractors (Appendix 12)~~

Table 1: IFB ATTACHMENTS AND APPENDICES

Y	<del>With Bid</del> <b><u>5 Business Days after recommended award</u></b>	12	Data Sharing Agreement For IHAS Contractors
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**5. Revise Response to Question number 2 of Questions and Responses # 3 as follows:**

Question 2: Can we manually write our figures above each base year on the B-1 Bid form?

Response: The B-1 Bid Form is an Excel Spreadsheet that ~~must~~ **should** be **partially** filled-out in Excel. The form may not calculate properly in Google Sheets. The initial values in the B-1 Form are only placeholders. Replace them with the rates you are bidding for each Base Year for Chore, Personal Care, and Respite Care. ~~The B-1 form is a digital form and is not meant to be printed.~~

**In Excel fill-in the required information on the Bid Form. (The Signature of Authorized Representative and Date are locked and will be written in by hand once printed.)**

**In Excel fill-in the required information on the Summary Sheet. (The Signature of Authorized Representative and Date are locked and will be written in by hand once printed.)**

**Print all three pages of the B-1 Form.**

**Sign and date the Bid Form and Summary Sheet where required.**

**Scan and save as a PDF for submission with your bid in eMMA.**

**6. Revise Response to Question number 11 of Questions and Responses # 3 as follows:**

Question 11: When attaching the documents to our Bid in eMMA, should we attach them separately or as a combined PDF?

Response: ~~The B-1 Bid Form is an Excel spreadsheet and should not be made into a PDF.~~  
Submit the B-1 as an Excel file. Otherwise, Separate attachments are preferred but not necessary.

If you require clarification of the information provided in this amendment, please contact me at (410) 767-3390, or via email at [Henry.ThorStraten@maryland.gov](mailto:Henry.ThorStraten@maryland.gov).

**Henry ThorStraten, Procurement Officer**

**June 4, 2021**