



Request for Proposals (RFP)

CHILD SUPPORT ENFORCEMENT ADMINISTRATION  
Maryland State Directory of New Hires  
CSEA/SDNH/14-001-S

AMENDMENT NO. 3  
June 13, 2013

Dear Prospective Offerors:

This amendment is being issued to amend certain information 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 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. Remove **Attachment A** (Maryland State Directory of New Hires) posted on June 10, 2013. Replace with **Attachment A** (Maryland State Directory of New Hires) dated June 13, 2013.
2. Remove **Attachment A-1** (Maryland State Directory of New Hires Monthly Invoice) posted on June 10, 2013. Replace with **Attachment A-1** (Maryland State Directory of New Hires Monthly Invoice) dated June 13, 2013.
3. Revise Section **3.3.1 State Supplied Services** as follows:

G. During the Transition-In Period, the Contractor will have access to the Department's New Hires website, [www.MDNewHire.com](http://www.MDNewHire.com). The successful Offeror will be responsible for ongoing maintenance, enhancements and updates to the website during the term of the Contract. Any changes to the website must be approved by the State Project Manager.

4. Revise Section **3.4.2 (A)(1)** as follows:

Provide MSDNH services Monday through Friday between the hours of 8:00 A.M. through 5:00 P.M., **EST**. The Contractor shall provide a list of its annual holidays and dates its business operations will be closed. ~~The Contractor's facility must be located in Maryland, no more than thirty (30) miles from the DHR headquarters at 311 W. Saratoga St., Baltimore, MD, 21201.~~

5. Revise Key Information Summary Sheet- Closing Date/Time as follows::

Closing Date/Time: ~~June 19, 2013~~ **June 24, 2013**; 4:00 p.m.

6. Revise Section **1.6 Closing Date** as follows:

An original, to be so identified, and three (3) copies of the Technical Proposal and Financial Proposal (See Section IV) shall be received by the Procurement Officer (ref. Section 1.2) by ~~June 19, 2013~~ **June 24, 2013** at 4:00 p.m. in order to be considered. Requests for extension of this date or time shall not be granted. Offerors mailing Proposals shall allow sufficient mail delivery time to insure timely receipt by the Procurement Officer (ref. Section 1.2). Proposals or unsolicited amendments to Proposals arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B and 21.05.03.02 F. **Oral, electronic mail or facsimile Proposals will not be accepted.**

7. Revise **Section 4.1 Two Volume Submission** as follows:

The selection procedure for this procurement requires that the technical evaluation and ranking of the Proposals be completed before the Financial Proposals are distributed to the Evaluation Committee. Consequently, each Proposal shall be submitted as two separate enclosures in **separately sealed envelopes** as indicated in Sections 4.2 (Volume I – Technical Proposal) and 4.3 (Volume II – Financial Proposal).

An original, to be so identified and three (3) copies of both the Technical and Financial Proposal must be received by the Procurement Officer by ~~June 19, 2013~~ **June 24, 2013** at 4:00 p.m. in order to be considered.

**The envelope of each Proposal must be labeled as follows:**

- NAME OF OFFEROR
- STATEWIDE
- SEALED PROPOSAL – Department of Human Resources
- MARYLAND STATE DIRECTORY OF NEW HIRES
- AGENCY CONTROL NUMBER: CSEA/SDNH/14-001-S
- ~~JUNE 19, 2013~~; **June 24, 2013**; 4:00 P.M.
- PROCUREMENT OFFICER: Katharine M. Kamieniecki
- ROOM # 946

Should you require clarification of the information provided in this Amendment, please contact me by email at [katharine.kamieniecki@maryland.gov](mailto:katharine.kamieniecki@maryland.gov) or by phone at 410-767-7044.

By:  
*Katharine M. Kamieniecki*  
Procurement Officer

Issued: June 13, 2013