



DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

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Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

Amendment #4
to
Request for Proposals (RFP)

**BEHAVIORAL HEALTH & EMPLOYEE ASSISTANCE PROGRAM (EAP) BENEFIT ADMINISTRATION
SERVICES**

SOLICITATION NUMBER F10B0400011

June 29, 2010

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 red bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise Key Summary Sheet

Closing Date and Time: ~~Wednesday, June 30, 2010 at 2:00PM (Local Time)~~
Thursday, July 1, 2010 at 12:00PM (Noon, Local Time)

2. Revise Section 1.9 (Proposals Due (Closing) Date) on page 5, as follows:

An unbound original and seven (7) bound copies of each proposal (technical and financial) shall be received by the Procurement Officer, at the address listed in Section 1.6, no later than ~~2:00 PM~~ **12:00 PM (Noon)**, Local Time) on ~~June 30, 2010~~ **July 1, 2010** in order to be considered. Four electronic versions (CD) of the Technical Proposal in MS Word or Excel format shall be enclosed with the original Technical Proposal. Four electronic versions (CD) of the Financial Proposal in Excel format shall be enclosed with the original Financial Proposal. Ensure that the CDs are labeled with the RFP title, RFP project number and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7374 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov> • alockett@dbm.state.md.us

provided in COMAR 21.05.02.10, proposals received by the Procurement Officer after the due date, ~~June 30, 2010~~ **July 1, 2010** at ~~2:00 PM~~ **12:00 PM (Noon)**, Local Time) will not be considered.

Proposals may not be submitted by e-mail or facsimile.

3. Revise Section 4.4.1 (Transmittal Letter) on page 25, as follows:

4.4.1 Transmittal Letter

A transmittal letter must accompany the technical proposal. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The transmittal letter should be brief and signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP.

The Offeror must identify in the Transmittal Letter accompanying their Technical Proposal/Offer the location(s) from which services will be provided.

It is the preference of DBM that ALL PROSPECTIVE OFFERORS use Attachment J from Amendment #3 for consistency purposes. However, if Offerors have begun utilizing Attachment J from Amendment #2 and the ~~2~~ changes reflected on Amendment #3 and Amendment #4 have no effect on their current data entry, you may continue to use Attachment J from Amendment #2.

If Attachment J from Amendment #2 is utilized, in the Transmittal Letter which shall accompany the Technical Proposal, Offerors shall provide a statement to the Procurement Officer that Attachment J from Amendment #2 has been utilized.

If Attachment J from Amendment #3 or Amendment #4 is utilized Offerors shall provide a statement to the Procurement Officer identifying which version of Attachment J has been utilized in the Transmittal Letter which shall accompany the Technical Proposal.

Offerors shall not use any version of Attachment J prior to Amendment #2.

4. Revise Section 5.1 (Evaluation Criteria) on page 37, as follows:

~~Evaluation of the proposals will be performed by a committee organized for that purpose. Evaluations will be based on the criteria set forth below.~~

Evaluation of the proposals will be performed in accordance with COMAR 21.05.03 and will be based on the criteria set forth below. An evaluation committee will review and provide input to the Procurement Officer. The State reserves the right to utilize the services of individuals outside of the established committee for technical advice, as deemed necessary.

5. Revise Attachment J-6 (Subcontractor Questionnaire) to allow all tabs (J-6a through J-6j) to print consecutively, as appropriate.

6. Revise Attachment J-16: Deviations Page to allow all pages to print consecutively, as appropriate.

Date Issued: **June 29, 2010**

By: <signed>
Andrea R. Lockett
Procurement Officer