



Karen B. Salmon, Ph.D.
State Superintendent of Schools

June 17, 2020

Childcare Administrative Tracking System (CCATS) Server Hosting and Administration
Solicitation #: MSDE-DEC - 20-002

Attention all vendors:

The TORFP referenced above is hereby amended to indicate federal funding and designate the procurement as a Small Business Reserve (SBR). Please see the amended text below in **RED BOLD.**

A. Original Text as it appears from Page 54 of the TORFP.

4.10 Federal Funding Acknowledgement

This Contract does not contain Federal funds.

Amended Text

4.10 Federal Funding Acknowledgement

4.10.1 There are programmatic conditions that apply to the Contract due to federal funding (see Attachment G).

4.10.2 The total amount of federal funds allocated for the Maryland State Department of Education Division of Early Childhood (DEC) is \$46,001,247.00 in Maryland State fiscal year 2020. This represents 75.8 % of all funds budgeted for the unit in that fiscal year. This does not necessarily represent the amount of funding available for any particular grant, contract, or solicitation.

4.10.3 The Contract contains federal funds. The source of these federal funds is: Child Care Mandatory and Matching Funds of the Child Care and Development Fund. The CFDA number is: CFDA 93.596. The conditions that apply to all federal funds awarded by the Department are contained in Federal Funds Attachment G. Any additional conditions that apply to this particular federally-funded contract are contained as supplements to Federal Funds Attachment G and Offerors are to complete and submit these Attachments with their Proposals as instructed in the Attachments. Acceptance of this agreement indicates the Offeror's intent to comply with all conditions, which are part of the Contract.

B. Original Text as it appears on Page 55 of the TORFP.

4.19 Small Business Reserve (SBR) Procurement

This solicitation is not designated as a Small Business Reserve (SBR) set-aside solicitation.

Amended Text

4.19 Small Business Reserve (SBR) Procurement

4.19.1 This is a Small Business Reserve Procurement for which award will be limited to certified small business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, §§14-501—14-505, Annotated Code of Maryland, and that are certified by GOSBA Small Business Reserve Program are eligible for award of a contract.

4.19.2 For the purposes of a Small Business Reserve Procurement, a small business is a for-profit business, other than a broker, that meets the following criteria:

- A. It is independently owned and operated;**
- B. It is not a subsidiary of another business;**
- C. It is not dominant in its field of operation; and**
 - 1) With respect to employees, in its most recently completed three (3) fiscal years:**
 - a) Its wholesale operations did not employ more than 50 persons;**
 - b) Its retail operations did not employ more than 25 persons;**
 - c) Its manufacturing operations did not employ more than 100 persons;**
 - d) Its service operations did not employ more than 100 persons;**
 - e) Its construction operations did not employ more than 50 persons; and**
 - f) The architectural and engineering services of the business did not employ more than 100 persons; and**
 - 2) With respect to gross sales, in its most recently completed three (3) fiscal years:**
 - a) The gross sales of its wholesale operations did not exceed an average of \$4,000,000;**
 - b) The gross sales of its retail operations did not exceed an average of \$3,000,000;**
 - c) The gross sales of its manufacturing operations did not exceed an average of \$2,000,000;**
 - d) The gross sales of its service operations did not exceed an average of \$10,000,000;**
 - e) The gross sales of its construction operations did not exceed an average of \$7,000,000; and**
 - f) The gross sales of its architectural and engineering operations did not exceed an average of \$4,500,000.**

- D. Note: If a business has not existed for three (3) years, the employment and gross sales average or averages shall be the average for each year or part of a year during which the business has been in existence.**
- E. Further information on the certification process is available at eMaryland Marketplace Advantage.**

4.19.3 Ineligible Proposals. Under a small business reserve procurement, a business that is not a certified small business is ineligible for award of a contract.

4.19.4 Before awarding a contract under a procurement designated as a small business reserve procurement, the Procurement Officer shall verify that the apparent awardee is certified by the Governor's Office of Small, Minority & Women Business Affairs as a small business. A procurement contract award under a small business reserve may not be made to a business that has not been SBR certified.



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June 18, 2020
Amendment 2

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Attention all vendors:

The TORFP referenced above is hereby amended reschedule the call in Pre Proposal conference until 6/26/2020 at 2:15 PM local time. Please see the amended text below in RED BOLD.

A. Original Text as it appears in the key information summary.

TO Pre-proposal Conference:	6/18/20 10:00AM Local Time Join by phone (US) +1 502-480-3276 PIN: 288 668 302#
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AMENDED TEXT

TO Pre-proposal Conference:	6/26/20 2:15 PM Local Time Join by phone (US) +1 323-694-9340 PIN: 132 090 301#
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Amendment 3

Childcare Administrative Tracking System (CCATS) Server Hosting and Administration
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Attention all vendors:

The TORFP referenced above is hereby amended to extend the Question and Answer period until July 01/2020. Please see the amended text below in **RED BOLD**.

A. **Original Text** as it appears in the key information summary.

Questions Due Date and Time	6/22/2020 3:00 PM Local Time
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Amended Text:

Questions Due Date and Time	7/1/2020 3:00 PM Local Time
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Amendment 4

7/16/2020

Childcare Administrative Tracking System (CCATS) Server Hosting and Administration
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Attention all vendors:

The TORFP referenced above is hereby amended as follows:

Original Text as it appears in the key information summary.

TO Proposals Due (Closing) Date and Time:	7/15/2020 5:00 PM Local Time Offerors are reminded that a completed Feedback Form is required if a no-bid decision is made (see Section 5).
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Amended Text:

TO Proposals Due (Closing) Date and Time:	7/20/2020 5:30 PM Local Time Offerors are reminded that a completed Feedback Form is required if a no-bid decision is made (see Section 5).
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June 17, 2020
Amendment 5

Childcare Administrative Tracking System (CCATS) Server Hosting and Administration
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Attention all vendors:

The TORFP referenced above is hereby amended to correct typographical errors in the Price Sheet (Attachment B) and to clarify that there is no MBE goal for this Procurement. Please see the amended text below in **RED BOLD. The corrected Price Sheet is attached separately.**

A. Original Text as it appears on the Key Information Summary.

MBE Subcontracting Goal:	10%
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Amended Text:

MBE Subcontracting Goal:	0%
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