



**Amendment #1
Request For Proposals 060B2490021-2015
Commercial Off-the-Shelf Software (COTS)
November 24, 2015**

Ladies/Gentlemen:

This Amendment #1 is being issued to amend and clarify certain information contained in the above referenced Request For Proposals (RFP). All information contained herein is binding on all Offerors who respond to this RFP. For the following changes/additions, any new language has been double underlined and marked in bold (i.e., **new**) and any deleted language has been marked with a ~~strikeout~~ (i.e., ~~deleted~~).

1. Revise Key Information Summary Sheet as follows:

Proposal Due Date and Time:	11/30 <u>12/15</u> /2015 at 2:00 PM Local Time
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2. Revise RFP Section 3.3, third paragraph as follows:

Offerors shall submit only one Technical Proposal and one Financial Proposal, even if proposing to all ~~four (4)~~ **three (3)** Functional Areas.

3. Revise RFP Section 1.43.4 item 3) as follows:

The Procurement Officer, the Contract Manager, and the Contractor may conduct day-to-day Contract administration, except as outlined in Section ~~E 1.43.5~~ **1.43.5** of this subsection utilizing e-mail, facsimile, or other electronic means if authorized by the Procurement Officer or Contract Manager.

4. Revise RFP Attachment F – Financial Proposal Forms and Instructions as follows:

FORM F-2 FUNCTIONAL AREA II INSTALLATION AND TRAINING SERVICES Offerors are required to record the fully-loaded hourly prices they are proposing for each listed item. Record the hourly labor rate for all ~~15~~ **12** years of the Master Contract for all labor categories.

5. Revise RFP Attachment F-2 – Functional Area II – Installation and Training Services Labor Rate Schedule as follows:

NOTE: COMPLETING ~~D-2~~ **F-2** REQUIRES OFFERORS TO ALSO COMPLETE ~~D-4~~ **F-1** FOR THE CORRESPONDING SOFTWARE AND/OR ~~D-3~~ **F-3** FOR MAINTENANCE



6. Revise and replace RFP Section 1.36 in its entirety as follows:

Living Wage Requirements are not applicable to this RFP.

7. Revise and replace RFP Attachment G in its entirety as follows:

Attachment G – Maryland Living Wage Requirements for Service Contracts and Affidavit of Agreement – This Attachment does not apply.

8. Revise and replace RFP Attachment G-1 in its entirety as follows:

Attachment G-1 – Maryland Living Wage Requirements Affidavit of Agreement – This Attachment does not apply.

9. Revise RFP Section 2.10.5, 2.10.6, and 2.10.7 as follows:

~~2.10.5 Automobile and/or Commercial Truck Insurance~~

~~The Contractor shall maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.~~

~~2.10.6 Employee Theft Insurance~~

~~The Contractor shall maintain Employee Theft Insurance with minimum limits of \$1,000,000 per occurrence.~~

2.10.7 Certificates of Insurance

The Contractor shall update certificates of insurance from time to time but no less than annually in multi-year contracts, as directed by the Contract Manager. Such copy of the Contractor's current certificate of insurance shall contain at minimum the following:

- a. Workers' Compensation – The Contractor shall maintain such insurance as necessary and/or as required under Workers' Compensation Acts, the Longshore and Harbor Workers' Compensation Act, and the Federal Employers' Liability Act.
- b. Commercial General Liability
- c. ~~Automobile and/or Commercial Truck Insurance~~
- d. ~~Employee Theft Insurance as required~~

Issued by:

Gayle Mealy
Procurement Officer