

**Amendment No. 1**  
**Request for Proposals by the Maryland Board of Public Works**  
**Consulting Services/Procurement Manual**  
**Solicitation ID: Manual 2015**

**April 8, 2015**

This Amendment is being issued to: 1) clarify conditions for acceptance of the Deliverables by the Board; 2) clarify that all references to Eastern Standard Time (EST) are to be interpreted as Eastern Daylight Time; 3) update political contribution disclosure provisions; and 4) clarify criteria for deliverables.

Information contained herein is binding on all Offerors who respond to this RFP. The following changes are listed below

**1) Sections 1.6 *Pre-Proposal Conference* and 1.8 *Submission Deadline***

Each reference to EST (Eastern Standard Time) shall be interpreted as Eastern Daylight Time.

**2) Section 3.3 *Deliverables***

**Add:** The Board will notify the contractor, in writing, within ten calendar days following the receipt of any Deliverable if it is not acceptable. The notice shall specify in reasonable detail the reason(s) a Deliverable is unacceptable. Acceptance of Deliverables by the Board will not be unreasonably withheld.

**3) Attachment B – *Mandatory Contract Provisions***

**Delete:**

15. POLITICAL CONTRIBUTION DISCLOSURE. The Contractor shall comply with Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate **\$100,000** or more, shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Board of Elections: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality, or their agencies, and shall cover the preceding two calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

**Add:**

15. POLITICAL CONTRIBUTION DISCLOSURE. The Contractor shall comply with Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person enters into a single contract with cumulative consideration of **\$200,000** or more, shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

Reports are due every six months on August 5th and February 5<sup>th</sup>. There is also an initial report that a Contractor doing business with the State is required to file at the time the contract is awarded. The link for electronic filing is:

<https://businessdisclosure.elections.maryland.gov>

**Delete:**

23. Contract Affidavit

**D. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate **\$100,000** or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

**Add:**

23. Contract Affidavit

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4) **3.3 Deliverables**

**Delete:**

Section 3.3.1 *Online Procurement Manual*

(c)(3) A content management system that provides non-web developers the ability to generate and publish updates.

**Add:**

Section 3.3.1 *Online Procurement Manual*

(c)(3)The Contractor will provide the content management system or mechanism to publish the Manual. The system shall provide State users, who are not Web developers, the ability to easily generate and publish updates to the Manual.

**Add:**

Section 3.3.1 *Online Procurement Manual*

e) As appropriate, there shall be links to the relevant Maryland Laws and Board Policies throughout the Manual. Procurement Laws are generally found in COMAR Title 21 and Division II of the State Finance and Procurement Article of the Maryland Annotated Code. Policies are located in Board of Public Works Advisories.

Issued and authorized by <signed>  
Mary Jo Childs, Procurement Officer

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***Offerors must acknowledge receipt of all addenda in the transmittal letter of their technical proposal***

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