



# MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

## Office of Procurement and Support Services

Dana Dembrow, Director

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## REQUEST FOR PROPOSAL

MDH – Office Systems Operations and Pharmacy

MDH/OPASS #: 21-18357

Senior Prescription Drug Assistance Program

### Addendum 1

Issued: March 25, 2020

The above referenced solicitation is hereby amended as follows. Language being added is bolded with double underlines, like this: **bolded with double underlines**. Language being deleted has a double strikethrough like this: ~~double strikethrough~~

### RFP Key Information Summary Sheet –

Proposals are to be sent to:

~~Office of Procurement and Support Services, 201 West Preston Street, Baltimore, Maryland 21201~~

~~Attention: Afua Tisdale, Room # 416-D1~~

**Afua Tisdale, Office of Procurement and Support Service**

**[Afua.tisdale@maryland.gov](mailto:Afua.tisdale@maryland.gov) and eMaryland Marketplace Advantage (see QRF for instructions <https://procurement.maryland.gov/emma-qrgs/>)**

Pre-Proposal Conference: April 7, 2020 at 9:30 AM Local time, **Join Hangout meets:**

**<https://meet.google.com/fuf-yxca-kxt> Join by phone: +1 302-846-7035 PIN: 116 893 224#**

### Attachment A – Pre-Proposal Response Form:

A Pre-Proposal conference will be held on April 7, 2020 at 9:30 AM Local time, **Join Hangout**

**meets: <https://meet.google.com/fuf-yxca-kxt> Join by phone: +1 302-846-7035 PIN: 116 893 224#**

Please return this form by ~~October 17~~ **April 3**, 2020 at 4:00 PM.

### ~~5.2~~ **Proposal Delivery and Packaging**

~~5.2.1~~ ~~Proposals delivered by facsimile and e-mail shall not be considered.~~

~~5.2.2 Provide no pricing information in the Technical Proposal. Provide no pricing information on the media submitted in the Technical Proposal.~~

~~5.2.3 Offerors may submit Proposals by hand or by mail as described below to the address provided in the Key Information Summary Sheet.~~

~~A. Any Proposal received at the appropriate mailroom, or typical place of mail receipt, for the respective procuring unit by the time and date listed in the RFP will be deemed to be timely. The State recommends a delivery method for which both the date and time of receipt can be verified.~~

~~For hand delivery, Offerors are advised to secure a dated, signed, and time stamped (or otherwise indicated) receipt of delivery. Hand delivery includes delivery by commercial carrier acting as agent for the Offeror.~~

~~5.2.4 The Procurement Officer must receive all Proposal material by the RFP due date and time specified in the Key Information Summary Sheet. Requests for extension of this date or time will not be granted. Except as provided in COMAR 21.05.03.02F, Proposals received by the Procurement Officer after the due date will not be considered.~~

~~5.2.5 Offerors shall provide their Proposals in two separately sealed and labeled packages as follows:~~

~~A. Volume I Technical Proposal consisting of:~~

- ~~1) One (1) original executed Technical Proposal and all supporting material marked and sealed;~~
- ~~2) Four (4) duplicate copies of the above separately marked and sealed;~~
- ~~3) an electronic version of the Technical Proposal in Microsoft Word format, version 2007 or greater;~~
- ~~4) the Technical Proposal in searchable Adobe PDF format, and~~
- ~~5) a second searchable Adobe PDF copy of the Technical Proposal with confidential and proprietary information redacted (see Section 4.8).~~

~~B. Volume II Financial Proposal consisting of:~~

- ~~1. One (1) original executed Financial Proposal and all supporting material marked and sealed;~~
- ~~2. four (4) duplicate copies of the above separately marked and sealed;~~
- ~~3. an electronic version of the Financial Proposal in searchable Adobe PDF format, and~~
- ~~4. a second searchable Adobe pdf copy of the Financial Proposal, with confidential and proprietary information redacted (see Section 4.8).~~

~~5.2.6 Affix the following to the outside of each sealed Proposal. Include the name, email address, and telephone number of a contact person for the Offeror be included on the outside of the packaging for each volume. Unless the resulting package will be too unwieldy, the State's preference is for the separately sealed Technical and Financial Proposals to be submitted together in a single package to the Procurement Officer and including a label bearing:~~

- ~~○ RFP title and number;~~
- ~~○ Name and address of the Offeror, and~~
- ~~○ Closing date and time for receipt of Proposals~~

~~5.2.7 Label each electronic media (CD, DVD, or flash drive) on the outside with the RFP title and number, name of the Offeror, and volume number. Electronic media must be packaged with the original copy of the appropriate Proposal (Technical or Financial).~~

~~5.2.8 Two Part Submission:~~

~~A. Technical Proposal consisting of:~~

- ~~1) Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater,~~
- ~~2) Technical Proposal in searchable Adobe PDF format,~~
- ~~3) a second searchable Adobe copy of the Technical Proposal, with confidential and proprietary information redacted (see Section 4.8), and~~

~~B. Financial Proposal consisting of:~~

- ~~1) Financial Proposal and all supporting material in Microsoft Word format,~~
- ~~2) Financial Proposal in searchable Adobe PDF format, a second searchable Adobe copy of the Financial Proposal, with confidential and proprietary information removed (see Section 4.8).~~

## **5.2 Proposal Delivery and Packaging**

**5.2.1 Proposals delivered by facsimile shall not be considered.**

**5.2.2 Provide no pricing information in the Technical Proposal. Provide no pricing information on the media submitted in the Technical Proposal.**

**5.2.3 Offerors may submit Proposals by electronic means as described.**

**A. Electronic means includes e-mail to the Procurement Officer address listed on the Key Information Summary Sheet.**

**B. Any Offeror wishing to deliver a hard copy (paper) Proposal shall contact the Procurement Officer for instructions.**

**5.2.4 E-mail submissions**

**A. All Proposal e-mails shall be sent with password protection.**

**B. The Procurement Officer will not accept submissions after the date and exact time stated in the Key Information Summary Sheet. The date and time of submission is determined by the date and time of arrival in the Procurement Officer's e-mail box. Time stamps on outgoing email from Contractors shall not be accepted. Requests for extension of this date or time will not be granted. Except as provided in COMAR 21.05.03.02F, Proposals received by the Procurement Officer after the due date will not be considered.**

**C. The State has established the following procedure to restrict access to Proposals received electronically: all Proposal documents must be password protected, and the password for the Technical Proposal must be different from the password for the Financial Proposal. Offerors will provide these two passwords to MDH upon request or their Proposal will be deemed not susceptible for award. Subsequent submissions of Proposal content will not be allowed.**

**D. The Procurement Officer will only contact those Offerors with Proposals that are reasonably susceptible for award.**

**E. Proposals submitted via e-mail must not exceed 25 Mb. If a submission exceeds this size, split the submission into two or more parts and include the appropriate part number in the subject (e.g., part 1 of 2) after the subject line information below.**

**F. The e-mail submission subject line shall state the RFP Title and OPASS Number ( and either “Technical” or “Financial.”**

**5.2.5 Two Part Submission:**

**A. Technical Proposal consisting of:**

**1. Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater,**

**2. Technical Proposal in searchable Adobe PDF format,**

**B. Financial Proposal consisting of:**

**1. Financial Proposal and all supporting material in <<xxxx>> format,**

**2. Financial Proposal in searchable Adobe PDF format,**

**3. a second searchable Adobe copy of the Financial Proposal, with confidential and proprietary information removed (see Section 4.8).**

All other terms and conditions remain unchanged.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the MDH Procurement Officer.

March 25, 2020  
Date

[DanaDembrow](#)  
Procurement Officer, OPASS

Addendum #1  
MDH/OPASS #: 21-18357

Upon receipt, please return the addendum acknowledgement via e-mail to:

Afua Tisdale  
OPASS  
Afua.tisdale@maryland.gov

Addendum #1  
DHMH/OPASS # 21-18357

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #1 to RFP, MDH/OPASS #21-18357, titled "Senior Prescription Drug Assistance Program" dated March 25, 2020.

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Vendor Name

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Authorized Signatory (Print/Type)

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Signature