



STATE OF MARYLAND

**DHMH**

---

**Maryland Department of Health and Mental Hygiene**

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, Secretary

Office of Procurement and Support Services – Sharon R. Gambrill, CPPB, Director

**STATE OF MARYLAND  
DEPARTMENT OF HEALTH & MENTAL HYGIENE**

**Developmental Disabilities Administration (DDA)**

**Rate Setting**

**DHMH-OPASS 15-14207**

---

**Addendum #1**

**Issued:** October 1, 2014

All persons who are known by the Issuing Office to have received the above-referenced Request for Proposal (RFP) are hereby advised of the following revisions to the RFP.

**Key Information Summary Sheet Pre-Proposal Conference NOW READS:**

October 3, 2014 at 10:00 a.m. Local Time  
201 W. Preston Street, Conference Room L3,  
Baltimore, Maryland 21201

**REPLACE WITH:**

**October 8, 2014 at 2:00 p.m. Local Time  
Developmental Disabilities Administration  
Central Maryland Regional Office  
1401 Severn Street  
Suite 200  
Baltimore, MD 21230**

**Key Information Summary Sheet Closing Date and Time NOW READS:**

Closing Date and Time: November 4, **2014** by 2:00 p.m. Local Time

**REPLACE WITH:**

**Closing Date and Time: November 5, 2014** by 2:00 p.m. Local Time

Toll Free 1-877-4MD-DHMH • TTY for Disabled - Maryland Relay Service 1-800-735-2258

Web Site: [www.dhmh.state.md.us](http://www.dhmh.state.md.us)

### **Section 1.7 Pre-Proposal Conference NOW READS:**

A Pre-Proposal Conference (the Conference) will be held on October 3, 2014, beginning at 10:00 a.m. Local Time, at 201 W. Preston Street, Conference Room L-3 Baltimore, Maryland 21201. All prospective Offerors are encouraged to attend in order to facilitate better preparation of their Proposals.

The Conference will be summarized. As promptly as is feasible subsequent to the Conference, a summary of the Conference and all questions and answers known at that time will be distributed to all prospective Offerors known to have received a copy of this RFP. This summary, as well as the questions and answers, will also be posted on eMaryland Marketplace. See RFP Section 1.8.

In order to assure adequate seating and other accommodations at the Conference, please e-mail, mail, or fax to (410) 767-5850 the Pre-Proposal Conference Response Form to the attention of the Procurement Coordinator no later than 4:00 p.m. Local Time on October 1, 2014. The Pre-Proposal Conference Response Form is included as **Attachment E** to this RFP. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, please notify the Procurement Officer no later than October 1, 2014. The Department will make a reasonable effort to provide such special accommodation.

### **REPLACE WITH:**

A Pre-Proposal Conference (the Conference) will be held on **October 8, 2014, beginning at 2:00 p.m. Local Time**, at **Developmental Disabilities Administration, Central Maryland Regional Office, 1401 Severn Street, Suite 200, Baltimore, MD 21230**. All prospective Offerors are encouraged to attend in order to facilitate better preparation of their Proposals.

The Conference will be summarized. As promptly as is feasible subsequent to the Conference, a summary of the Conference and all questions and answers known at that time will be distributed to all prospective Offerors known to have received a copy of this RFP. This summary, as well as the questions and answers, will also be posted on eMaryland Marketplace. See RFP Section 1.8.

In order to assure adequate seating and other accommodations at the Conference, please e-mail, mail, or fax to (410) 767-5850 the Pre-Proposal Conference Response Form to the attention of the Procurement Coordinator no later than 4:00 p.m. Local Time on **October 3, 2014**. The Pre-Proposal Conference Response Form is included as **Attachment E** to this RFP. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, please notify the Procurement Officer no later than **October 3, 2014**. The Department will make a reasonable effort to provide such special accommodation.

### **Attachment F – Pre-Proposal Conference Response Form NOW READS:**

A Pre-Proposal Conference will be held at 10:00 a.m., October 3, 2014, at 201 W. Preston Street, Conference L-3, Baltimore, Maryland 21201. Please return this form by October 1, 2014, advising whether or not you plan to attend.

### **REPLACE WITH:**

A Pre-Proposal Conference will be held at **2:00 p.m., October 8, 2014, at Developmental Disabilities Administration, Central Maryland Regional Office, 1401 Severn Street, Suite 200, Baltimore, Maryland 21230**. Please return this form by **October 3, 2014**, advising whether or not you plan to attend.

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 Procurement Officer.

October 1, 2014  
Date

*Michael Howard*  
Michael Howard, CPPB  
Deputy Director for Procurement  
Office of Procurement and Support Services

Upon receipt, please return the addendum acknowledgement via fax, email or hardcopy to:

Allegra Daye  
Maryland Department of Health and Mental Hygiene  
Office of Procurement and Support Services  
201 W. Preston Street 4<sup>TH</sup> Floor  
Baltimore, MD 21201  
Email: [allegra.daye@maryland.gov](mailto:allegra.daye@maryland.gov)  
Phone: 410-767-5741  
Fax #: 410-333-5958

**ADDENDUM ACKNOWLEDGEMENT RECEIPT**

I acknowledge receipt of Addendum #1 to DHMH-OPASS 15-14207 titled "Rate Setting" dated September 26, 2014.

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Authorized Signatory - (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date