



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Dennis R. Schrader, Secretary

**REQUEST FOR PROPOSALS
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
PERSONNEL PLACEMENT SERVICES
DHMH/OPASS # 17-17687**

**Addendum
Issued: 5/12/2017**

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

Revision to I. SUMMARY STATEMENT:

Notice is given that the original summary statement has be revised to read:

I. SUMMARY STATEMENT

The Maryland Department of Health and Mental Hygiene (DHMH) is seeking the services of a firm specializing in human resources and employment placement to provide consulting services to identify individuals who may be suitable candidates for direct employment by DHMH as high-level management personnel. Specifically, DHMH wishes to hire a Chief Information Officer (CIO) - Position Grade: 26 / Position Salary Range: \$83,800 - \$134,200; and one additional executive position to be determined.

The overall goal of the ensuing contract for Personnel Placement Services are to:

1. Meet with the DHMH Director of Human Resources (HR) to learn and develop specific background and functional specifications for the two executive positions;
2. Conduct a national search for suitable individuals available for hire for the two described executive positions for which DHMH has a need for job placement services;
3. Review and evaluate the experience and qualifications to pre-approve potential hires as State employees for the two described executive positions in advance of DHMH consideration;
4. Determine in advance of DHMH consideration the availability and prospective willingness of the identified individuals to assume State employment for the known compensation available; and
5. Make recommendations to the DHMH Office of Human Resources of candidates to interview and otherwise consider for the two executive positions specified.

All references to three (3) executive director positions have been change to reference Chief Information Officer and one additional executive position to be determined.

Revision to Bid Due Date:

Notice is given that the due date for receipt of proposals originally scheduled for **Monday, May 15, 2017 @ 5:00 p.m. (local time)** has been **changed**.

The **Revised Due Date** for receipt of proposals has been **changed** to **Friday, May 19, 2017 at 3:00 p.m. (local time)**.

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 DHMH.

5/12/2017
Date

Dana Dembrow
Dana Dembrow, Director
Procurement Officer, OPASS

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Addendum #1
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Upon receipt, please return the addendum acknowledgement via fax, e-mail or hardcopy to:

Queen Davis
Office of Procurement and Support Services
201 West Preston Street
Baltimore, Maryland 21201
Fax #: 410-333-5958

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #1 to IFB 17-17687 titled "PERSONNEL PLACEMENT SERVICES" dated May 12, 2017.

Vendor's Name

Authorized Signatory – (Print/Type)

Signature

Date