



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

STATE OF MARYLAND  
MARYLAND DEPARTMENT OF HEALTH (MDH)  
REQUEST FOR PROPOSALS (RFP)  
ELECTRONIC HEALTH RECORDS (EHR)  
SOFTWARE AS A SERVICE (SAAS)  
RFP NUMBER: OCMP-22-18251 EMMA#BPM030665  
ISSUE DATE: JULY 12, 2022

**Addendum #2**  
**Issued: August 12, 2022**

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

1) **Delete - 3.10.3 Number of Personnel to Propose**

As part of the Proposal evaluation, Offerors shall propose exactly 10 personnel who are expected to be available as of the start date specified in the Notice to Proceed (NTP Date). Offerors shall describe in a Staffing Plan how additional resources shall be acquired to meet the needs of the Department. Offerors may generally describe planned positions in a Staffing Plan. Such planned positions may not be used as evidence of fulfilling personnel minimum qualifications.

**Add 3.10.3 Number of Personnel to Propose**

3.10.3.1 As part of the Proposal evaluation, Offerors shall propose exactly 11 personnel with the experience and qualifications required as identified in **Appendix 7 Key Personnel** of this RFP who are expected to be available as of the start date specified in the Notice to Proceed (NTP Date).

3.10.3.2 Offerors are encouraged to provide personnel estimates according to established standards that will be sufficient to successfully deliver the solution based on the scope of work determined. Offerors shall describe in a Staffing Plan how additional resources shall be acquired to meet the needs of the Department. Offerors may generally describe planned positions in a Staffing Plan. Such planned positions may not be used as evidence of fulfilling personnel minimum qualifications.

**Table 3.1 Baseline of Key Personnel**

**\*Note: Offerors are encouraged to use figures below as a baseline, however adequate personnel estimates may be provided by Offerors under Section 5.3.2, where applicable.**

<b>Key Personnel</b>	<b>Baseline</b>
Executive Sponsor	1
Project Manager	1
Subject Matter Expert	1
Lead for End-User Training	1
Lead Technical Architect	1
Lead Technical Configurator by module	2
Lead for System Integrations & Interfaces	1
Lead for Organization Change Management	1
Lead for Data Conversions	1
Lead for Infrastructure & Security	1
<b>Total</b>	<b>11</b>

**3.10.4 Key Personnel Roles Identified**

The Contractor shall provide **Key Personnel Roles and Resumes on Appendix 6 - Reference Form** for those listed in **Table 3.1 Baseline of Key Personnel** listed above in their Technical Proposal.

**2) Added Appendix 7 – Key Personnel**

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.

8/12/22

Jim Beauchamp

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Beauchamp  
Director, OCOMP

**Signed and return to following addendum acknowledgement with your Proposal.**

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Upon receipt, please return the signed addendum acknowledgement with your Proposal:

Sherida Studwood  
Office of Contract Management and Procurement  
201 W. Preston St.  
Baltimore, MD 21201  
Phone # 410-767-5083

**ADDENDUM ACKNOWLEDGEMENT**

I acknowledge receipt of Addendum #2 to “**RFP NUMBER: OCMP-22-18251 ELECTRONIC HEALTH RECORDS (EHR) SOFTWARE AS A SERVICE (SAAS) EMMA#BPM030665**” dated August 12, 2022.

\_\_\_\_\_  
Vendor’s Name

\_\_\_\_\_  
Authorized Signatory – (Print/Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date