

***Maryland’s Human Services Agency***

**Amendment 1**

**The Department of Human Services**

**Solicitation Number: HADSS.FIA.21.006.S**

**November 2, 2020**

Dear Prospective Bidders:

This amendment is being issued to amend certain information in the above-named IFB. All information contained herein is binding on all Bidders who respond to this IFB. Specific parts of the IFB have been amended. The changes are listed below. New language has been double underlined and marked in **bold** (i.e. word), and language that has been deleted has been marked with a strikethrough (i.e. ~~word).~~

In section 9 of the IFB, a 5th item for bid submission has been added as follows:

**9. SUBMISSION INFORMATION**

**Bids must be submitted through eMaryland Marketplace Advantage (eMMA) by November 16, 2020 10:00 am Eastern Time** in order to be considered. Requests for extension of this date or time shall not be granted. Bids or unsolicited modifications to Bids arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B.

**Bids will only be accepted via eMMA.**

**Procurement Officer responsible for this solicitation:**

Shirelle Green, Procurement Officer

The Department of Human Services

311 W. Saratoga Street, 9th Floor, Rm 940-B

Baltimore, Maryland 21201

Email Address: Shirelle.green@maryland.gov

Telephone Number: 443-324-9683

Inquiries must be directed to the Procurement Officer listed above.

Bid Submission shall include:

1. Transmittal Letter, printed on the vendor’s letterhead.  The purpose of this letter is to transmit the bid; therefore, it should be brief.  The letter shall contain the title of the solicitation and include the Bidder’s name, federal tax identification or social security number, eMMA number ***(all Bidders must be registered on eMMA in order to be selected for award),*** and complete address.  An individual, who is authorized to bind the firm to all statements, including services and prices, contained in the Bid must sign the letter. The letter must also acknowledge receipt of any amendments issued against the solicitation;
2. A completed Bid Form (Attachment B);
3. Certificate of Insurance. The Bidder shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Bid submission date. The current insurance types and limits do not have to be the same as described in the Insurance section of this solicitation.
4. At least one (1) professional reference on company letterhead with the references’ name, address and telephone number. All references must state length of employment and job duties; and
5. **Bid Affidavit-Attachment C.**

It is the Bidder’s responsibility to completely comply with all submission requirements. Therefore, any Bidders failing to submit any item in this section will be deemed non-responsive.

The Bid Affidavit is being added under separate cover as Attachment C