**REQUEST FOR PROPOSAL (RFP)**

**LEGAL REPRESENTATION SERVICES**

**FOR**

**CHILDREN INVOLVED IN**

**CHILD IN NEED OF ASSISTANCE (CINA), TERMINATION OF**

**PARENTAL RIGHTS (TPR) AND RELATED PROCEEDINGS**

**OS/MLSP-15-001-S**

**AMENDMENT NO. 2**

**May 8, 2015**

Dear Prospective Offerors:

This amendment is being issued to amend certain information in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP 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~~).

1. **Revise** **Section 3.2.4.2 B Reports** as follows:

 B. **Monthly Client Case List (Attachment U-1)** – due by the 20th of each month for the

 preceding month’s activities **and must be submitted electronically**.

2. **Delete and replace Section 4.4.2.11 Financial Capability (Submit under Tab J)** as follows:

 a. **An Offeror must include in its Proposal a commonly-accepted method to prove its fiscal integrity. If available, the Offeror shall include Financial Statements, preferably a Profit and Loss (P&L) Statement, and a Balance Sheet, for the last two (2) years (independently audited preferred).**

**b. In addition, the Offeror may supplement is response to this Section by including one or more of the following with its response:**

 **a. Dunn and Bradstreet Rating**

 **b. Standard and Poor’s Rating**

 **c. Lines of Credit**

 **d. Evidence of a successful financial track record; and**

 **e. Evidence of adequate working capital.**

**c. The Offeror shall provide a Financial Stability Worksheet (Attachment Y) annually.**

3. **Delete and replace ATTACHMENT U-1 – MLSP Monthly Client Case List** as follows:

**Attachment U-1, the MLSP Monthly Client Case List is a Word file, and is included as a separate attachment to this RFP.**

4. **Delete and replace** **ATTACHMENT U-2 – MLSP Current Client Case List** as follows:

**Attachment U-2, the MLSP Current Client Case List is a Word file, and is included as a separate attachment to this RFP.**

This attachment may be completed electronically as a fill-in.

5. **Delete and replace ATTACHMENT X in its entirety.**

Offerors are reminded that they must acknowledge receipt of all amendments issued against the RFP in their Transmittal Letter (see RFP §§ 1.18 and 4.4.2.3). If you require clarification of the information provided in this amendment, please contact me at (410) 767-7346, or via email at kristin.leonard@maryland.gov.

 By,

 Kristin Leonard

 Kristin Leonard

 Procurement Officer