

REQUEST FOR PROPOSALS

LEGAL REPRESENTATION SERVICES

FOR

CHILDREN INVOLVED IN CHILDREN IN NEED OF ASSISTANCE (CINA),

TERMINATION OF PARENTAL RIGHTS (TPR) AND RELATED PROCEEDINGS

AND

INDIGENT ADULTS INVOLVED IN ADULT PROTECTIVE SERVICES

(APS) GUARDIANSHIP HEARINGS AND ADULT PUBLIC

GUARDIANSHIP REVIEW BOARD (APGRB) HEARINGS

OS/MLSP 13-001-S

AMENDMENT #4
September 6, 2012

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 **KEY INFORMATION SUMMARY SHEET** as follows:

Closing Date/Time: ~~2:00 p.m., Monday, September 10, 2012~~ **2:00 p.m., Monday, September 24, 2012**

2. Revise **Section 1.6 Closing Date** as follows:

One (1) original per Functional Area, to be so identified, and **four (4)** copies of the Technical Proposal and Financial Proposal (See Section IV) must be received by the Procurement Officer (see Section 1.2) by ~~2:00 p.m. (Local Time) on Monday, September 10, 2012~~ **2:00 p.m. (Local Time) on Monday, September 24, 2012** in order to be considered. Requests for extension of this date or time shall not be granted. Offerors mailing Proposals should allow sufficient mail delivery time to insure timely receipt by the Procurement Officer (see Section 1.2). Proposals or unsolicited amendments to Proposals arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B and 21.05.03.02 F. **Oral, electronic mail or facsimile Proposals will not be accepted.**

3. Revise **Section 6.1 Two Volume Submission** as follows:

The selection procedure for this procurement requires that the technical evaluation and ranking of the Proposals be completed before the Financial Proposals are distributed to the Evaluation Committee. Consequently, each Proposal shall be simultaneously submitted as two ~~separate~~ **separately sealed** enclosures as indicated in Sections 6.2 (Volume I – Technical Proposal) and 6.3 (Volume II – Financial Proposal).

An original, to be so identified and four (4) copies of both the Technical and Financial Proposal must be received by the Procurement Officer by ~~2:00 p.m., Monday, September 10, 2012~~ **2:00 p.m., Monday September 24, 2012**, in order to be considered.

Only one (1) Technical Proposal for Functional Area I and Functional Area II shall be provided regardless of the number of jurisdictions proposed to serve. If there are variations in service delivery based on jurisdictional nuances in court practices or client needs, those variations shall be described in detail on a separate page(s) for each jurisdiction affected. In addition, separate Requested Caseload Forms (Attachment A-2) and Projected Staffing Forms (Attachment M) must be included with the Technical Proposal for each jurisdiction proposed to serve. The Technical Proposal must also be sealed in a separate envelope and labeled as stated below.

Separate Pricing Proposals (Attachment A-3 for FA: I and Attachment A-4 for FA: II) must be included in the Financial Proposal for each jurisdiction proposed to serve. The Financial Proposal must also be sealed in a separate envelope and labeled as stated below:

Envelopes to be labeled as follows:

- NAME OF OFFEROR:
- TECHNICAL PROPOSAL **or** FINANCIAL PROPOSAL
- JURISDICTION(S):
- SEALED PROPOSAL – Department of Human Resources
- Functional Area I: Legal Representation for Children **or**
Functional Area II: Legal Representation for Adults
- Agency Control Number: OS/MLSP-13-001-S
- PROPOSAL DUE DATE & TIME: ~~2:00 p.m., Monday, September 10, 2012~~
2:00 p.m., Monday, September 24, 2012
- PROCUREMENT OFFICER: Garry Fleming
- ROOM #: 946

4. Revise **Section 7.5 Criteria for Technical Evaluation** as follows:

The criteria that will be used by the Committee for the technical evaluation of the Proposals for this specific procurement are listed below in descending order of importance. Financial Proposals will carry more weight than Technical Proposals. Technical Proposals will be ranked according to the following major criteria:

Evaluation Criteria

- A. Qualifications - Section 6.2.D ~~References and Other State of Maryland Contracts – Section 6.2.E, H and I~~
 - B. ~~Proposed Services~~ References – Section 6.2.G
 - C. ~~Understanding the Problem~~ Proposed Services – Section 6.2.E
 - D. ~~Financial Responsibility and Stability~~ Understanding the Problem - Section 6.2.C
 - E. ~~Economic Benefit to the State~~ Other State of Maryland Contracts – Section 6.2.H
 - F. Financial Responsibility and Stability – Section 6.2.I
 - G. Economic Benefit to the State – Section 6.2.J
5. Revise Section **2.24 A Payment Terms/Billing Functional Area: I - CINA/TPR Proceedings**

~~Payment shall be made~~ The Contractor shall bill the Department on a monthly basis by the 10th working day of each month for the preceding month's activities. Payment shall be based upon the Contractor's FLFUP per client, per Contract year. No increase in the FLFUP shall be allowed except as provided on the Pricing Proposal Attachment A-3. The FLFUP per Client per Contract Year for the 3-year base Contract period must be the same for each year of the base Contract period; **no increase is allowed**. The FLFUP per Client per Contract year for each 1-year Option period must be the same for each Option period; **no increase is allowed**.

6. Revise Section **2.24 B Payment Terms/Billing Functional Area: II - APS/APGRB Case Hearings**

~~Payment shall be made~~ The Contractor shall bill the Department on a monthly basis by the 15th of each month for the preceding month's activities. Payment shall be made based upon the Contractor's FLFUP per client per Contract year. No increase in the FLFUP shall be allowed except as provided on the **Pricing Proposal (Attachment A-4)**. The FLFUP per Client per Contract Year for the 3-year base contract period must be the same for each year of the base contract period; **no increase is allowed**. The FLFUP per Client per Contract year for each 1-year Option period must be the same for each Option period; **no increase is allowed**.

By:

Garry L. Fleming
Procurement Officer