Request For Proposals (RFP)

State of Maryland

DEPARTMENT OF HUMAN SERVICES (DHS)

Legal representation services…

AGENCY CONTROL NO.: os/mlsp-21-500-S

**AMENDMENT No. 1**

**November 30, 2020**

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 underlined and marked in **bold** (**i.e. word**), and language that has been deleted has been marked with a strikethrough (i.e. ~~word~~).

1. **Revised Section 1.1.3 as follows:**

As proof of meeting this requirement, for Functional Areas I and II, the Offeror shall provide with its Proposal, a copy of the resume of the attorney relied on to meet the requirement, along with any reference **letters** to substantiate the experience.

1. **Revised Section 2.2.1C (3) (c) as follows:**

Ensure that the investigations are conducted by an employee of the Contractor who possesses at least ~~three~~ **two** years of child welfare experience.

1. **Revised Section 2.4.1 as follows:**
2. Functional Area I – **the following** CINA/TPR **reports are** ~~is~~ due by the ~~15th~~ **30th** of each month for the preceding month’s activities and submitted using the Maryland Legal Services Program electronic invoicing system at <https://mlsp.dhr.state.md.us/mlspCLIENT/app/#/signIn>.
3. Functional Area II – **the following** APS/APGRB **reports are** ~~is~~ due by the ~~30th~~ **15th** of each month for the preceding month’s activities and submitted using the Maryland Legal Services Program electronic invoicing system at <https://mlsp.dhr.state.md.us/mlspCLIENT/app/#/signIn>.
4. **Revised Section 3.3.1 (C) (10) as follows:**

Appointment Orders. The Appointment Orders shall contain the name of the client, the petition/case number, the Contractor’s**/firm** name and**/or** name of the attorney assigned to represent the client, and the date and signature of the ~~presiding~~ Judge. All other confidential or privileged information in the Order may be redacted prior to submission to MLSP;

1. **Revised Section 3.3.1 (C) (11) as follows:**

Court Orders and/or Certificates of Attendance. The Court Orders and/or Certificates of Attendance shall contain the name of the client, the petition/case number, the Contractor/Assigned Attorney’s name, date of the hearing, verification of the attorney's appearance**. A Judge or Magistrate’s signature must be included on Court Orders and Certificates of Attendance. Certificates of Attendance shall be signed by the Judge, Magistrate, or courtroom clerk.** ~~and the signature of the presiding Judge; and for Appeals a copy of the email to MLSP demonstrating that the~~ ~~appellate brief has been filed; and~~ **The appellate brief must be uploaded into the MLSP invoicing system at the time of billing; and**

1. **Revise Section 7 RFP Attachments and Appendices, Attachments DD and DD1. See attached revised Table 1.**
2. **Revise Section 5.3.2 (H) as follows:**

The Offeror shall include information on past experience with similar project and services including information in support of the Offeror Experience criteria in **Section 3.10.1, if applicable.**

1. **Revised Section 5.3.2 (I) as follows:**

At least three (3) reference **letters** are requested from ~~customers~~ **individuals** who are capable of documenting the Offeror’s ability to provide the goods and services specified in this RFP. References used to meet any Minimum Qualifications (see RFP **Section 1**) may be used to meet this request. Each reference shall be from ~~a client~~ **an individual** for whom the Offeror has provided goods and services within the past five (5) years and shall include the following information:

1. **Revised Section 5.3.2 (B) as follows:**

Any information which is claimed to be confidential and/or proprietary information should be identified by page and section number and placed after the Title Page and ~~before~~ **after** the Table of Contents in the Technical Proposal, and if applicable, separately in the Financial Proposal.

1. **Delete Section 5.3.2 (F) (10) in its entirety. Renumber Non-Compete Prohibition to 5.3.2 (F) (10).**
2. **Revise Section 5.3.2 (G) Experience and Qualifications of Proposed Staff as follows:**

As part of the evaluation of the Proposal for this RFP, Offerors shall propose ~~exactly three (3)~~ key resources and shall describe in a Staffing Plan how additional resources shall be acquired to meet the needs of the Department.

If you require clarification of the information provided in this amendment, please contact me at (410) 767-7044, or via email at [rufus.berry@maryland.gov](mailto:rufus.berry@maryland.gov).

**Rufus Berry, Procurement Officer**

**November 30, 2020**