



Request for Grant Proposals

**SOCIAL SERVICES ADMINISTRATION
OFFICE OF ADULT SERVICES
Respite Care Services
SSA/RCP/14-001-S**

**AMENDMENT NO. 2
May 7, 2013**

Dear Prospective Applicants:

This amendment is being issued to amend and clarify the following information in the aforementioned Request for Grant Proposal (RFGP). As stated in Section 2.2 of the RFGP, acknowledgement of the receipt of all amendments shall be required from all Applicants receiving the RFGP in the Transmittal Letter accompanying the bid.

1. Amendment No. 2 extends the RFGP closing date until May, 17, 2013 at 4:00 pm.

As such, the below sections have been amended:

A. **Key Information Summary Sheet (Closing Date)** is revised to read:
Closing Date/Time: May 17, 2013; 4:00 p.m

B. **Section 1.6 Closing Date** is revised to read:

An original, to be so identified, and three (3) copies of each Proposal (Technical and Financial, See Section IV) must be received by the Procurement Officer by May 17, 2013 at 4:00 p.m. in order to be considered. Applicants mailing Proposals should allow sufficient mail delivery time to insure timely receipt by the Procurement Officer. Proposals or unsolicited amendments to Proposals arriving after the closing time and date will not be considered. **Oral, electronic mail or facsimile Proposals will not be accepted.**

C. **Section 4.1 Two Volume Submission** is revised to read:

The selection procedure for this Grant requires that the technical evaluation and ranking of the Proposals be completed before the pricing Proposals are distributed to the Evaluation Committee. Consequently, each Proposal shall be submitted as two separately sealed enclosures as indicated in Sections 4.2 (Volume I – Technical Proposal) and 4.3 (Volume II – Financial Proposal).

An original, to be so identified and three (3) copies of the Technical Proposal and Financial Proposal must be received by the Procurement Officer by May 17, 2013 at 4:00 p.m. in order to be considered.

If submitting Proposals for more than one (jurisdiction, region, etc.) each Proposal must address all aspects of this RFGP, and MUST be sealed in separate envelopes. All Proposals must be labeled as follows:

- NAME OF APPLICANT
- REGION AND DISABILITY TYPE
- SEALED GRANT PROPOSAL – Department of Human Resources
- Respite Care Services
- Agency Control Number: SSA/RSP/14-001-S
- PROPOSAL DUE DATE & TIME
- PROCUREMENT OFFICER; Katharine M. Kamieniecki
- ROOM #946

Thank you for your interest in doing business with the State of Maryland. If you have any questions concerning the information provided in this amendment, please contact me by email at katharine.kamieniecki@maryland.gov or by phone at 410-767-7044.

Sincerely,



Katharine M. Kamieniecki
Procurement Officer

Date issued: May 7, 2013