



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

DAVID C. ROMANS  
Deputy Secretary

**Amendment #2  
to Task Order Request for Proposals (TORFP)**

**Four Agency Independent Verification & Validations (IV&Vs):  
Accounts Receivable and Flag Fee Processing System (ARS), Project No. F10P8200729;  
Statewide Personnel System (SPS), Project No. F10P8200730;  
Modernized Integrated Tax System (MITS), Project No. F10P8200731; and  
Automated Statewide Support & Information System Tools (ASSIST), Project No. F10P8200817**

**April 4, 2008**

This Amendment is being issued to amend and clarify certain information contained in the above named TORFP. All information contained herein is binding on all CATS Master Contractors who respond to this TORFP. Specific parts of the TORFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise Section 2.6.8 on page 16 (Deliverables and Time of Performance), as follows:

2.6.8	<p><b>IV&amp;V Corrective Action Plan (CAP)</b> – This plan shall be a Microsoft Word document submitted <b><u>to the TO Manager</u></b> via e-mail attachment <b><u>secure communication. Secure communication can be in the form of a password protected Sharepoint site, Fedex CD, or other secure communication as agreed to by prior, written consent of TO Manager.</u></b> The TO Contractor(s) shall obtain and incorporate input from the agency in the plan. DBM will facilitate by scheduling meeting with Agency. The plan shall contain:</p> <p>A) The table of deficiencies and recommended corrective actions from the IV&amp;V Final Findings Report (Deliverable 2.6.6);</p> <p>B) A break down of planned agency tasks and time frames to implement each recommended corrective action;</p> <p>C) A break down of planned TO Contractor tasks and time frames for providing IV&amp;V Assistance (Deliverable 2.6.9).</p>	NTP + 105 Calendar Days
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2. Revise Section 2.6.10 (a/b/c) on page 17 (Deliverables and Time of Performance), as follows:

2.6.10a 2.6.10b 2.6.10c	<p><b>IV&amp;V Phase II CAP Updates (3)</b> - These three reports shall be delivered consecutively as Microsoft Word documents submitted <u>to the TO Manager</u> via <del>e-mail-attachment</del> <u>secure communication. Secure communication can be in the form of a password protected Sharepoint site, Fedex CD, or other secure communication as agreed to by prior, written consent of TO Manager.</u> The reports are cumulative and shall be updated versions of the IV&amp;V CAP (Deliverable 2.6.8). Updated information in the reports shall describe agency progress against the IV&amp;V CAP. The TO Contractor(s) shall be required to monitor agency progress accordingly.</p> <p>The third IV&amp;V Phase II CAP Update (Deliverable 2.6.10c) shall include a recommendation on whether TO Phase III is warranted due to critical, incomplete corrective actions.</p>	NTP + 133 Calendar Days NTP + 161 Calendar Days NTP + 189 Calendar Days
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3. Revise Section 2.6.11 on page 17 (Deliverables and Time of Performance), as follows:

2.6.11	<p><b>IV&amp;V Phase II CAP Presentation</b> – This presentation shall be a Microsoft PowerPoint document submitted <u>to the TO Manager</u> via <del>e-mail-attachment</del> <u>secure communication. Secure communication can be in the form of a password protected Sharepoint site, Fedex CD, or other secure communication as agreed to by prior, written consent of TO Manager. The presentation shall also be</u> printed in sufficient color hard copies for a DBM/OIT and agency audience. The presentation shall be orally presented in person by the TO Contractor to DBM/OIT and the agency, and shall provide an overview of the third IV&amp;V Phase II CAP Update (Deliverable 2.6.10c).</p>	NTP + 196 Calendar Days
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4. Revise Section 2.6.13 (a/b/c) on page 18 (Deliverables and Time of Performance), as follows:

2.6.13a 2.6.13b 2.6.13c	<p><b>IV&amp;V Phase III CAP Updates (3)</b> - These three reports shall be delivered consecutively as Microsoft Word documents submitted <u>to the TO Manager</u> via <del>e-mail-attachment</del> <u>secure communication. Secure communication can be in the form of a password protected Sharepoint site, Fedex CD, or other secure communication as agreed to by prior, written consent of TO Manager.</u> The reports are cumulative and shall be updated versions of the third IV&amp;V Phase II CAP Update (Deliverable 2.6.10c). Updated information in the reports shall describe agency progress against the IV&amp;V CAP. The TO Contractor(s) shall be required to monitor agency progress accordingly.</p>	NTP + 224 Calendar Days NTP + 252 Calendar Days NTP + 280 Calendar Days
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5. Revise Section 2.6.14 on page 18 (Deliverables and Time of Performance), as follows:

2.6.14	<b>IV&amp;V Phase III CAP Presentation</b> – This presentation shall be a Microsoft PowerPoint document submitted <u>to the TO Manager</u> via <del>e-mail—attachment</del> <u>secure communication. Secure communication can be in the form of a password protected Sharepoint site, Fedex CD, or other secure communication as agreed to by prior, written consent of TO Manager. The presentation shall also be</u> printed in sufficient color hard copies for a DBM/OIT and agency audience. The presentation shall be orally presented in person by the TO Contractor to DBM/OIT and the agency, and shall provide an overview of the final IV&V Phase III CAP Update (Deliverable 2.5.13c).	NTP + 287 Calendar Days
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6. Revise Attachment 1 on page 24 (Price Proposal Form), as provided on the following attachment. Replace original Attachment 1 – Price Proposal Form included in the TORFP issued March 27, 2008 with the revised “Attachment 1 – Price Proposal Form (Amendment #2)” provided with this Amendment #2.

Date Issued: April 4, 2008

Andrea R. Lockett  
Procurement Officer

**ATTACHMENT 1 - PRICE PROPOSAL FORM (Amendment #2)**

**IV&V # F \_\_\_\_\_**

<b>ID</b>	<b>TO Phase I – Deliverables</b>	<b>Proposed Fixed Price</b>
2.6.1	IV&V Kick-Off Meeting	
2.6.2	IV&V Project Management Plan	
2.6.3	IV&V Project Status Reports	
2.6.4	IV&V Draft Findings Report	
2.6.5	IV&V Internal Presentation to DBM/OIT	
2.6.6	IV&V Final Findings Report	
2.6.7	IV&V Findings: Agency Presentation	
<b>Proposed Fixed Price for TO Phase I – Deliverables</b>		
<p><i>The deliverables below are optional and at the sole discretion of DBM.</i></p> <p><i>Decision on the Assistance Hours (a, b, c, or d) will be determined at CAP Meeting and prior to delivery of 2.6.8. Price for 2.6.9 will not exceed 64 Hours.</i></p> <ul style="list-style-type: none"> <li>▪ <b>NOTE – [A], [C] &amp; [D] are fixed prices</b></li> <li>▪ <b>NOTE – [B1], [B2], [B3] &amp; [B4] are evaluated prices</b> <ul style="list-style-type: none"> <li>▪ <b>Multiply each proposed fixed price for [B1], [B2], [B3] &amp; [B4] by .25 (weighted value) for evaluation purposes.</b></li> </ul> </li> </ul>		
<b>ID</b>	<b>TO Phase II – Deliverables</b>	<b>Proposed Price (combination of evaluated and fixed)</b>
2.6.8 <b>[A]</b>	IV&V Phase II Corrective Action Plan (CAP)	
	<b>Proposed Fixed Price</b>	<b>= Evaluated Price x .25</b>
2.6.9a or * <b>[B1]</b>	IV&V Phase II Assistance (16 Hours)	
2.6.9b or * <b>[B2]</b>	IV&V Phase II Assistance (32 Hours)	
2.6.9c or * <b>[B3]</b>	IV&V Phase II Assistance (48 Hours)	
2.6.9d or * <b>[B4]</b>	IV&V Phase II Assistance (64 Hours)	
2.6.10a-c <b>[C]</b>	IV&V Phase II CAP Updates (Upon acceptance of third report, 2.6.10c)	
2.6.11 <b>[D]</b>	IV&V Phase II CAP Presentation	
<b>Proposed Evaluated Price for TO Phase II – Deliverables</b>		
<b><u>[A + B1 + B2 + B3 + B4 + C + D]</u></b>		

<i>TO Phase III is optional and at the sole discretion of DBM.</i>		
<b>ID</b>	<b>TO Phase III – Deliverables</b>	<b>Proposed Fixed Price</b>
2.6.12	IV&V Phase III Assistance	
2.6.13a-c	IV&V Phase III CAP Updates (Upon acceptance of third report, 2.6.13c)	
2.6.14	IV&V Phase III CAP Presentation	
<b>Proposed Fixed Price for TO Phase III – Deliverables</b>		
<b>TOTAL PROPOSED EVALUATED PRICE = Sum of TO Phases I-III</b>		

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Authorized Individual Name

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Company Name

Title

Company Tax ID #

**SUBMIT AS REQUIRED IN SECTION 3.2.2 OF THE TORFP.**