



**AMENDMENT #1
Request for Proposal
Central Collections Unit (CCU)
Debt Collection Information System (DCIS)**

Ladies/Gentlemen:

This Amendment #1 is being issued to amend and clarify certain information contained in the above referenced RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions

REVISIONS:

1. Changes to page 3 – KEY INFORMATION SUMMARY SHEET

From:	July 12, 2012, 2:00 PM, Local Time
To:	July 19, 2012, 2:00 PM, Local Time

2. The Proposal Due (Closing) Date in Section 1.10 has been modified. The new closing date is July 19, 2012.

Replace Section 1.10 Proposal Due (Closing) Date as follows:

From:	<p>1.10 Proposal Due (Closing) Date</p> <p>One unbound original and five copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.5, no later than 2:00 PM (local time) on July 12, 2012, in order to be considered. A CD of the Technical Proposal in Microsoft Word format must be enclosed with the original Technical Proposal. A CD of the Financial Proposal in Microsoft Excel format (NOT in PDF format) must be enclosed with the original financial proposal. Label all CDs with the RFP title, RFP number, and Offeror name and enclose with the original copy of the appropriate proposal (technical or financial).</p> <p>Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.03.02, proposals received by the Procurement Officer after the due date and time, July 12, 2012, at 2:00 PM (local time) will not be considered.</p>
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	<p>Proposals may not be submitted by email or facsimile.</p> <p>IMPORTANT NOTICE - If you submit a proposal, you must complete the “PROPOSAL REGISTRATION FORM” accessible on the DoIT web-site http://doit.state.md.us.</p>
To:	<p>1.10 Proposal Due (Closing) Date</p> <p>One unbound original and five copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.5, no later than 2:00 PM (local time) on July 19, 2012, in order to be considered. A CD or USB Flash Drive of the Technical Proposal in Microsoft Word format must be enclosed with the original Technical Proposal. A CD or USB Flash Drive of the Financial Proposal in Microsoft Excel format (NOT in PDF format) must be enclosed with the original financial proposal. Label all CDs or USB Flash Drives with the RFP title, RFP number, and Offeror name and enclose with the original copy of the appropriate proposal (technical or financial).</p> <p>Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.03.02, proposals received by the Procurement Officer after the due date and time, July 19, 2012, at 2:00 PM (local time) will not be considered.</p> <p>Proposals may not be submitted by email or facsimile.</p> <p>IMPORTANT NOTICE - If you submit a proposal, you must complete the “PROPOSAL REGISTRATION FORM” accessible on the DoIT web-site http://doit.state.md.us.</p>

3. Replace Section 3.2.3 as follows to add USB Flash Drive as an acceptable form of electronic media:

From:	<p>3.2.3 Electronic media shall be a CD and bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II).</p>
To:	<p>3.2.3 Electronic media shall be a CD or USB Flash Drive and bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II).</p>

1. Replace Section 3.4.2 as follows to add USB Flash Drive as an acceptable form of electronic media:

From:	<p>3.4.2. <u>Format of Technical Proposal</u>: Inside the sealed package</p>
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	<p>described in Section 3.3, above, an unbound original, to be so labeled, a CD of the Technical Proposal in Microsoft Word format must be enclosed with one original paper copy of the Technical Proposal. Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Offeror's Technical Proposal shall be organized and numbered in the same order as this RFP. This proposal organization shall allow Department officials and the Evaluation Committee to "map" Offeror's responses directly to RFP requirements by paragraph number. The Technical Proposal shall include the following sections in the stated order:</p>
To:	<p>3.4.2. <u>Format of Technical Proposal:</u> Inside the sealed package described in Section 3.3, above, an unbound original, to be so labeled, a CD or USB Flash Drive of the Technical Proposal in Microsoft Word format must be enclosed with one original paper copy of the Technical Proposal. Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Offeror's Technical Proposal shall be organized and numbered in the same order as this RFP. This proposal organization shall allow Department officials and the Evaluation Committee to "map" Offeror's responses directly to RFP requirements by paragraph number. The Technical Proposal shall include the following sections in the stated order:</p>