



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

ADDENDUM No. 3 – June 12, 2007
Request for Proposal (RFP)
Assistive Telecommunications Equipment and Associated Peripherals

PROJECT NUMBER: 050B7800030

Ladies/Gentlemen:

This Addendum No. 3 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. Offerors must acknowledge this and any/all other Addendums to the RFP in their proposals as noted in the RFP's Section 3.4.1-Transmittal Letter. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikeout (i.e., ~~word~~).

1. **REVISE Section 1.34-Mercury and Products That Contain Mercury** as follows:

1.34-Mercury and Products That Contain Mercury

~~This solicitation and resulting purchase order requires that all materials used in the performance of the Master Contract and subsequent POIFBs or PORFPs shall be mercury free products.~~ **For each POIFB or PORFP released by the State that requests equipment and/or peripherals, in order to comply with COMAR 21.05.08.09, the State will require a completed Mercury Affidavit (See Attachment H) with each POIFB bid and PORFP proposal submission by the Master Contractor.** ~~The Offeror shall submit a Mercury Affidavit (found at Attachment H) with its proposal in response to any subsequent POIFB or PORFP.~~

2. **ADD Section 2.14.3-Loaner Equipment and/or peripherals and its subsection 2.14.3.1** as follows:

2.14.3 Loaner Equipment and/or Peripherals - For equipment and/or peripherals which are still under warranty and become defective, the Master Contractor must supply loaner equipment (same make and model of defective equipment or equivalence in functionality, design, and system specification) to customers who request this service. The Master Contractor is responsible for shipping and handling charges for sending the loaner equipment to and from the customer's home; however, the shipping and handling charge(s) for the loaner

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equipment may be reimbursed by the State with appropriate backup information from the Master Contractor. See Invoicing Section 2.18.5-Invoicing of Shipping/Handling Charges for Loaner Equipment.

2.14.3.1 Shipment of Loaner Equipment – Upon the customer’s request for loaner equipment while awaiting replacement of the defective equipment that is under warranty, the Master Contractor must ship the loaner equipment and be received by the customer within five days of their request.

3. ADD Section 2.18.5-Invoicing of Shipping/Handling Charges for Loaner Equipment and its subsection as follows:

2.18.5 Invoicing of Shipping/Handling Charges for Loaner Equipment - As a result of TAM’s (only) purchase orders, during the term of the Master Contract, the Master Contractor may submit actual shipping and handling charges incurred to the State TAM office for reimbursement specific to providing TAM’s customers with loaner equipment. No other direct rates, indirect rates, or fees shall be added by the Master Contractor(s) to these incurred expenses when requesting reimbursement. This includes expenses both to and from the customer’s site. Any request for reimbursement must include but not be limited to the following information:

- A) Master Contractor name;
- B) Federal taxpayer identification number or (if owned by an individual) Master Contractor’s social security number;
- C) Name and Address of the Requesting Agency (TAM);
- D) TAM’s purchase order number being billed;
- E) Description of defective product(s) being replaced by the loaner;
- F) Description of the loaner product(s);
- G) Product identification number (serial & model numbers) of defective equipment and loaner equipment;
- H) Quantities;
- I) Invoice period, invoice date, invoice number and total shipping and/or handling amount due;
- J) Remittance Address;
- K) Recipient’s name and address;
- L) Proof of delivery by way of a copy of the signed receipt from MAT customer;
- M) E-mail address/phone number of Master Contractor’s POC.

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2.18.5.1 The Master Contractor shall manage and request reimbursement for any shipping and handling charges for any loaner equipment at the time of submitting their response to a POIFB or PORFP that has been sponsored by entities other than the State TAM office. The State TAM office is not responsible for such reimbursements.

4. **DELETE Section 3.4.2.6-Other Required Submissions’, ‘Subsection E’ (only) as follows:**

3.4.2.6-Other Required Submissions

~~E. A completed Mercury Affidavit (See Attachment H).~~

5. **REVISE Section 3.4.2.6-Other Required Submissions as follows (Which adds the label ‘B’ for the second and third paragraphs, and edits Section D (See Also Addendum No. 2, Dated June 7, 2007 to this RFP for the revised Attachment D)):**

3.4.2.6-Other Required Submissions

A) Completed Proposal Affidavit (Attachment B)

B) The Offeror shall provide a copy of the Offeror's current certificate of insurance with the prescribed limits set forth in Section 2.17.

(As Section 2.17 notes, within five working days after notice of potential award, the Offeror shall provide a current copy of a current certificate of insurance, with all the prescribed requirements, types and dollar levels noted in the Section 2.17. Failure to provide this within the five working days, may negate the Offeror for a Master Contractor award.)

C) Completed Conflict of Interest Affidavit and Disclosure (Attachment G)

D) Attachment D- MSRP COMMITMENT AFFIDAVIT

1. Fill out Attachment D-MSRP COMMITMENT AFFIDAVIT’s, Sections II and III per the instructions in its Section I.-INSTRUCTIONS. For each Functional Area I through XI, where the Offeror provides a valid Letter of Authorization for that product line they wish to propose, place a check mark. Then under the sub-heading ‘Manufacturer(s);’ state each of the manufacturer(s) of the equipment’s product line.
2. Complete the each applicable ‘Section III.-MSRP COMMITMENT AFFIDAVIT FOR FUNCTIONAL AREA - []’ form by filling in the ‘Submitted By:’ information. The form may only be signed by a company representative that has the valid ability to commit the company and its resources.

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3. By signing each applicable ~~the~~ Attachment D-MSRP Commitment **Affidavit** form, the Offeror makes the commitment that as a Master Contractor they will provide unit pricing in response to the secondary level of competition for a POIFB or PORFP no higher than the MSRP that is published as of the date of their submitted proposal that is in response to each POIFB or PORFP. The MSRP is being used as a ceiling for each unit's price only.
4. For items not having an MSRP, as in the case when a manufacturer is the only distributor of their own product, then the manufacturer's proposed price on its letterhead will be sufficient.

~~E. A completed Mercury Affidavit (See Attachment H) <As noted in No. 4 above.>~~

If you have any questions regarding this Addendum, please direct them to me, Jacqué' Boock, at telephone number 410.260.7681 or email jboock@dbm.state.md.us.

Issued: June 12, 2007

Sincerely,
//s//
Jacqué' Boock
DBM Procurement Officer