



DEPARTMENT OF
BUDGET & MANAGEMENT

ROBERT L. EHRLICH, JR.
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**Amendment #1 to
Request for Proposals (RFP)
Enterprise Web Systems
Project No. 050R5200205
April 25, 2005**

Ladies and Gentlemen:

This Amendment is being issued to amend and clarify certain information contained 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 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, RFP Section 2.9.1D. D) Key personnel staffing will be based on the Contractor's proposed solution. DBM will provide an NTP at the Kick-off Meeting. The programmers shall be experienced in Plumtree software and Microsoft .NET. ~~DBM's initial work order will be a time and materials to assist DBM staff with ongoing technical and functional responsibilities, and will be for one year, beginning on or about June 15, 2005. The work order will include, but not be limited to, technical and functional tasks required to support DBM's Enterprise Web Systems.~~
2. Re-number, RFP Section 2.5.3.5 through 2.5.3.7 as follows:
 - 2.5.3.5 The Contractor shall replace or upgrade software of the Plumtree application and databases.
 - 2.5.3.6** The Contractor shall provide monthly utilization statistics using Web Trends and Crystal Reports. The statistics must include traffic levels (usage), number of trouble tickets, outages, duration of each outage, outage resolution.
 - ~~2.5.3.6~~ **2.5.3.7** The Contractor shall perform day-to-day management of assigned projects and information systems management professionals. Prepare and present program level management products such as work breakdown structures, charts, tables, graphs, milestone calendars and diagrams to assist in analyzing problems and making recommendations.
 - ~~2.5.3.7~~ **2.5.3.8** The Contractor shall provide staff with demonstrated web development experience in Plumtree, C#, ASP.NET, Javascript, HTML, SQL Server, and Photoshop and the ability to translate application requirements into web pages to serve either as stand-alone site elements or as the front end to web-based applications. The Contractor shall apply new and emerging technologies to the web site/web page development process.
3. Revise RFP Section 2.14.2. 2.14.2 An initial evaluation will be conducted within 90 days of the Contract start date. After the initial evaluation, the Contractor shall be evaluated every six months until the Contractor staff receives two acceptable evaluations. After two acceptable evaluations, the Contractor staff will be evaluated **at least** once a year. An evaluation end date will be either six months and/or year anniversary of Contract start date. If the Contractor staff fails to receive acceptable evaluations for two

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45 Calvert Street • Annapolis, MD 21401-1907

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successive periods, the DBM Contract Manager will work with the Contractor to replace the non-productive Contractor employee with another agreed upon Contractor employee.

4. Delete Attachment F, Price Proposal Forms
5. Added Attachment F, Price Proposal Forms (Revised 4/25/05). **(NOTE: Attachment F is an Excel Spreadsheet and is attached to the e-mail notice as a separate document.)**
6. Revise, RFP Attachment I – Non-Disclosure Agreement #:
 1. OFFEROR will not copy, disclose, publish, release, transfer, disseminate or use for any purpose in any form any Confidential Information received under section 2.3 and ~~Attachment J~~ **Attachment H** of the RFP, except in connection with the preparation of its proposal.
 3. **If the OFFEROR receives any Confidential Information,** OFFEROR shall return the Confidential Information to the State within five business days of the State's Notice of proposed award. If the Offeror does not submit a Proposal, the Offeror shall return the Confidential Information to Bill Bowser (Procurement Officer) Department of Budget and Management on or before the due date for Proposals.
7. Revise, RFP Attachment K CONTRACTOR PERFORMANCE EVALUATION **(SAMPLE - ACTUAL FORM TO BE COMPELETED IN COLLABORATION UPON CONTRACT AWARD).**

A pre-proposal conference was held on April 22, 2005. A summary of the conference and a list of attendees are provided as a separate e-mail attachments.

Remember proposals are due on Tuesday, May 3, 2005 no later than 2:00 p.m. Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7683 as soon as possible.

Date Issued: April 25, 2005

By <Signed>
William M. Bowser
Procurement Officer