



# Maryland Department of Budget & Management

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**Request for Proposals (RFP)  
MICROWAVE AND ANCILLARY EQUIPMENT  
PROJECT NUMBER 050R4800405  
Addendum #2  
September 1, 2004**

Ladies/Gentlemen:

The Department of Budget and Management (DBM) has determined that it would be in the best interest of the State to reissue this procurement. This Addendum 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 (i.e., **word**) and language deleted has been marked with a ~~strikeout~~ (i.e., ~~word~~).

1. Revise, Section 3.4.b:

The Contractor(s) must respond to the RFQ with a price quote within 3 business days of receipt of the RFQ for equipment ~~only, and within 7 business days of receipt of the RFQ for equipment~~. Price quotes not received within this timeframe may be disqualified. Any variations to this response time will be indicated in the RFQ.

2. Revise, Section 5.3:

Financial proposals will be evaluated separately. The financial evaluation will be based upon the prices submitted by each Offeror on the Financial Proposal Forms (Attachment F). Offerors proposed discount from MSRP OR MSRP prices, including proposed discounts shall remain in effect for the base term of the contract and **all options exercised by the State of Maryland** ~~shall be subject to adjust only as provided in RFP Section 1.26.~~

3. Revise Attachment F – Financial Proposal Form Instructions:

4. Offerors must record the required information on each table as follows:

- a. Sheet F-1 – Microwave Equipment Licensed - Select the Item # or #'s for the product line(s) you are proposing. Column A identifies the product lines.

For the purpose of price evaluation & comparison only, Column B contains a “model” dollar value. The actual purchases by the State will vary and no guarantee of any purchases is made or implied by this number. In Column C, record *in decimals* the discount from the respective MSRP for the purchase of any proposed equipment. This is the minimum discount from the MSRP that the State will obtain on the purchase of equipment.

In Column D, record the results of multiplying Column B by (1.00 minus Column C), which is the Total Price offered for the purchase of the proposed equipment on a delivered basis. ~~Add each of the discounted prices recorded under I~~

~~thru VII and list the sum in Total D— I thru VII. The “Total Price Proposed” for each Product Line entered on this Sheet F-3 Product Summary Form will be the basis for the Financial evaluation.~~

- b. Sheet F-2 — Microwave Equipment Unlicensed - Select the Item # or #'s for the product line(s) you are proposing. Column A identifies the product lines.

For the purpose of price evaluation & comparison only, Column B contains a “model” dollar value. The actual purchases by the State will vary and no guarantee of any purchases is made or implied by this number. In Column C, record *in decimals* the discount from the respective MSRP for the purchase of any proposed equipment. This is the minimum discount from the MSRP that the State will obtain on the purchase of equipment.

In Column D, record the results of multiplying Column B by (1.00 minus Column C), which is the Total Price offered for the purchase of the proposed equipment on a delivered basis. ~~Add each of the discounted prices recorded under I thru VII and list the sum in Total D— I thru VI. The “Total Price Proposed” for each Product Line entered on this Sheet F-3 Product Summary Form will be the basis for the Financial evaluation.~~

- c. Sheet F-3 Microwave Ancillary Equipment - Select the Item # or #'s for the product line(s) you are proposing. Column A identifies the product lines.

For the purpose of price evaluation & comparison only, Column B contains a “model” dollar value. The actual purchases by the State will vary and no guarantee of any purchases is made or implied by this number. In Column C, record *in decimals* the discount from the respective MSRP for the purchase of any proposed equipment. This is the minimum discount from the MSRP that the State will obtain on the purchase of equipment.

In Column D, record the results of multiplying Column B by (1.00 minus Column C), which is the Total Price offered for the purchase of the proposed equipment on a delivered basis. ~~Add each of the discounted prices recorded under I thru VII and list the sum in Total D— I thru VII. The “Total Price Proposed” for each Product Line entered on this Sheet F-3 Product Summary Form will be the basis for the Financial evaluation.~~

65. It is imperative that the prices and percentages included on Attachment F pages have been entered correctly and calculated accurately by the offeror and that the respective totals agree with the entries on the forms. Any incorrect entries or inaccurate calculations by the offeror will be treated as provided in COMAR 21.05.02.12.

4. Revise, Attachments F1, F2 and F3 – Financial Proposal:

These attachments have been revised and incorporated into the RFP through this addendum and are attached.

Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7179 as soon as possible.

Date Issued: September 1, 2004

By \_\_\_\_\_  
Robert C. Krysiak  
Procurement Officer