



Maryland Department of Budget & Management

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Office of the Secretary

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Deputy Secretary*

**Request for Proposals (RFP)
STATEWIDE EQUIPMENT INSTALLATION AND SERVICES
PROJECT NUMBER 050R4800267
Addendum #2
April 8, 2004**

Ladies/Gentlemen:

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 strikethrough (i.e., ~~word~~).

1. Revise, Section 1.6. Pre-Proposal Conference:

- a. A Pre-Proposal Conference will be held on March 19, 2004 beginning at 10:00 a.m. in Conference Room 164 A and B. Attendance at the Pre-Proposal Conference is not mandatory, but all interested Offerors are encouraged to attend in order to facilitate better preparation of their proposals. In addition, attendance may facilitate the Offeror's understanding and ability to meet the State's Minority Business Enterprise (MBE) goals.
- ~~b. The Conference will be transcribed. A copy of the transcript of the Pre Proposal Conference will be made available to potential Offerors at a nominal charge directly from the transcription company. The identity of the company and details of how to obtain a transcript copy will be provided at the conference. In addition, as promptly as is feasible subsequent to the Conference, a summary of the Pre Proposal Conference and all questions and answers known at that time will be distributed, free of charge, to all prospective Offerors known to have received a copy of this RFP.~~
- eb.** In order to assure adequate seating and other accommodations at the Pre-Proposal Conference, it is requested that by **4:00 PM on March 16, 2004**, all potential Offerors planning to attend, return the Pre-Proposal Conference Response Form or call the Procurement Officer with such notice. The Pre-Proposal Conference Response Form is included as Attachment L to this RFP. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, it is requested that at least five days advance notice be provided. DBM will make reasonable efforts to provide such special accommodation.

2. Revise, Section 1.9a. Proposals Due (Closing) Date:

An unbound original and five (5) bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.5.1, no later than 2:00 PM (local time) on April ~~14~~**21**, 2004 in order to be considered. An electronic version (diskette or CD) of the Technical Proposal in MS Word format must be enclosed with the original technical proposal.

Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7191 as soon as possible.

Date Issued: April 8, 2004

By _____
Robert C. Krysiak
Procurement Officer