



COORDINATING COMMITTEE

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
www.washco-md.net

PUR-1356
REQUEST FOR PROPOSALS
**REGARDING QUALIFICATIONS AND EXPERIENCE/
TECHNICAL PROPOSALS AND PRICE PROPOSALS FOR**
THE PROVISION OF INTERVENTION & CASE MANAGEMENT FOR YOUTH OF
INCARCERATED PARENTS IN WASHINGTON COUNTY, MARYLAND

DATE: Tuesday, July 11, 2017

PROPOSALS DUE: Friday, July 21, 2017
4:00 P.M.

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and/or clarify the original Request for Proposal (RFP) documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include, but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: Refer to Attachment No. 4, Part 2) Price Portion; **DELETE** the following sections

- Detailed Budget In Requested Budget Lines (Attachment 2, Sections A - F)
- Detailed Budget Narrative (Attachment 2, Sections A - F)

and **CORRECT** the following section to read as follows:

- Affidavit (Attachment **No. 2**)

ADDENDUM NO. 1

**Provision of Intervention & Case Management for Youth
of Incarcerated Parents in Washington County, Maryland**

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ITEM NO. 2: Though the FY'18 contract is to tentatively begin September 1, 2017, the full funding amount of \$100,000 is available for the 10-month contract period that begins on that date. Any anticipated funding, if received, shall be for the 12-month contract renewal periods for FY'19 and FY'20.

ITEM NO. 3: Please allocate expenses to the following line items, where applicable, for your proposed FY 2018 budget:

1. Salaries
2. Fringe Benefits
3. Operating expenses (i.e.: Office supplies, program supplies, rental space, communications, etc.)
4. Printing (i.e.: advertising, publications, printing expenses)
5. Travel (i.e.: staff mileage, transportation vouchers, etc.)
6. Training (i.e.: tuitions, incentives, mileage, etc.)
7. Equipment (list one line for each item)

NOTE: Certain line items listed above, may not be applicable to every application submittal.

By Authority of:

A handwritten signature in black ink, reading "Karen R. Luther". The signature is written in a cursive, flowing style.

Karen R. Luther, CPPO
Director of Purchasing