



Administrative Office of the Courts

Operations Division

Amendment # 1

Adult Drug Court Cost-Benefit Evaluation– Project K20-0093-26N

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 underlined (ex. new language) and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. The following is hereby added to the RFP:

1.8 Proposal Due (Closing) Date
--

Proposals may be submitted via hand delivery as described in Option 1 or submitted via e-mail as described in Option 2.

Option 1 (Hand Delivery Option):

One original and **two (2) copies** of each proposal (Technical and Financial) must be received by the Procurement Officer **no later than 2:00 p.m. on May 11, 2020** in order to be considered. One electronic version of the Technical Proposal must be included inside the Technical Proposal submission envelope. One electronic version of the Financial Proposal must be included inside the Financial Proposal submission envelope. Both electronic versions must be labeled with the RFP title, RFP number, and Offeror's name and be packaged with the original copy of the appropriate proposal (Technical or Financial).

Option 2 (E-mail Option):

Two separate emails are required. One e-mail containing the Technical Proposal and one separate email containing the Financial Proposal.

Technical Proposal must be received by the Procurement Officer via e-mail at sejal.lakhawala@mdcourts.gov **no later than 2:00 p.m. on May 11, 2020** in order to be considered. **Offerors shall label e-mail subject line for Technical Proposal as follows:**
PROJECT NAME- TECHNICAL PROPOSAL SUBMISSION- COMPANY NAME-~~KXX-XXXX-XX~~



Administrative Office of the Courts

Operations Division

Financial Proposal must be received by the Procurement Department via e-mail at financial.proposal@mdcourts.gov **no later than 2:00 p.m.** on May 11, 2020 in order to be considered. **Offerors shall label e-mail subject line for Financial Proposal as follows:**
PROJECT NAME- FINANCIAL PROPOSAL SUBMISSION- COMPANY NAME- ~~KXX-XXXX-XX~~

Requests for an extension of this date or time will not be granted. Offerors' mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer.
Proposals received by the Procurement Officer after the due date and time will not be considered.

~~Proposals may not be submitted by e-mail or facsimile.~~

3.1 Two-Part Submission

- 3.1 Offerors must submit proposals in two separate volumes:
- (a) Volume I - TECHNICAL PROPOSAL
 - (b) Volume II - FINANCIAL PROPOSAL

3.2 Proposals

- 3.2.1 Volume I-Technical Proposal must be sealed separately from Volume II-Financial Proposal, but submitted simultaneously to the Procurement Officer (address listed in Section 1.5 of this RFP). (Hand delivery only- see section 1.9)
- 3.2.2 Submit **an** unbound original, so identified, and **two (2)** copies of each volume. An electronic version of both the Volume I- Technical Proposal and the Volume II- Financial Proposal must also be submitted. (Hand delivery only- see section 1.9)
- 3.2.3 Electronic media shall bear a label with the RFP title and number, name of the Offeror, and the volume number (I or II). (Hand delivery only- see section 1.9)
- 3.2.4 **If the Offeror is submitting the Technical Proposal via email, Volume I- Technical Proposal must be sent to the Procurement Officer via email at the email address listed in Section 1.5 of this RFP.**



Administrative Office of the Courts

Operations Division

3.3 Submission

- 3.3.1 Each Offeror is required to submit a separate sealed package for each "Volume", which is to be labeled Volume I-Technical Proposal and Volume II-Financial Proposal, respectively. Each sealed package must bear the RFP title and number, name and address of the Offeror, the volume number (I or II), and the closing date and time for receipt of the proposals on the outside of the package.
- 3.3.2 All pages of both proposal volumes must be consecutively numbered from beginning (Page 1) to end (Page "x").

3.4 Volume I – Technical Proposal

- 3.4.1 Transmittal Letter: A transmittal letter must accompany the Technical Proposal. The transmittal letter shall be signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP, including all addenda. Only one transmittal letter is needed and it does not need to be bound with the Technical Proposal.
- 3.4.2 Format of Technical Proposal: If submitting via hand delivery, Enclose **two (2)** copies and one electronic version inside the sealed package described in Section 3.3, above and an unbound original, to be so labeled. **If submitting via e-mail delivery, submit only the Technical Proposal to the Procurement Officer as instructed in Section 1.9.** Proposal Section 2 of this RFP provides requirements and Section 3 provides reply instructions. The paragraphs in these RFP sections are numbered for ease of reference. In addition to the instructions below, the Offeror's Technical Proposals shall be organized and numbered in the same order as this RFP. This proposal organization shall allow Judiciary officials and the Evaluation Committee to "map" Offeror's responses directly to RFP requirements by paragraph number. The Technical Proposal shall include the following sections in the stated order:

3.5 Volume II - Financial Proposal

- 3.5.1 Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an original unbound copy, **two (2) copies** and one electronic copy of the Financial Proposal in a separate envelope labeled as described in Section 3.3, of the Financial Proposal. **If submitting via e-mail delivery, submit the Financial Proposal to the Procurement Department at financial.proposal@mdcourts.gov as instructed in Section 1.9** The Financial Proposal must contain all price information in the format specified in Attachment



Administrative Office of the Courts

Operations Division

E. Information which is claimed to be confidential is to be clearly identified in the Offeror's Financial Proposal. An explanation for each claim of confidentiality shall be included as part of the Financial Proposal.

Issued by: Sejal Lakhawala

Procurement Officer

May 7, 2020