



**Maryland**  
Energy  
Administration

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Mary Beth Tung, Director

**Amendment #1 to  
Requests for Proposals (RFP)  
Energy Programs Technical Support Provider  
PROJECT NO. DEXR7400002  
August 25, 2017**

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 revisions /deletions / 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. RFP KEY INFORMATION SUMMARY SHEET (pg iv):

Revise Contract Type with the following: “Indefinite quantity with fixed hourly **labor** rate **with a possible price adjustment should the State choose to execute option(s)**; cost contract for certain materials, supplies and equipment as specified in a task order.”

2. TABLE OF CONTENTS (pg v): Revise 3.7 and 3.8 to read:

3.7	<u><b>MBE AND VSBE REPORTS</b></u> .....	1
3.8	<del>VSBE REPORTS</del> <u><b>LIQUIDATED DAMAGES</b></u> .....	1

3. Section 3.7 – MBE Reports (pg 18):

Replace Section 3.7 – MBR Reports in its entirety with the below:

**3.7 MBE and VSBE Reports**

3.7.1 If this solicitation includes an MBE Goal (see Section 4.26), the Contractor and its MBE subcontractors shall provide the following MBE Monthly Reports based upon the commitment to the goal:

- (1) Attachment D-4A, the MBE Participation Prime Contractor Paid/Unpaid MBE Invoice Report by the 10th of the month following the reporting period to the Contract Manager and the MBE Liaison Officer;
- (2) Attachment D-4B (*if applicable*), the MBE Prime Contractor Report by the 10th of the month following the reporting period to the Contract Manager and the MBE Liaison Officer; and

- (3) Attachment D-5, the MBE Participation Subcontractor Paid/Unpaid MBE Invoice Report by the 10th of the month following the reporting period to the Contract Manager and the MBE Liaison Officer.

**3.7.2 There is no Veteran-Owned Small Business Enterprise (VSBE) participation goal for this procurement.**

4. Section 3.8 – VSBE Reports (pg 18):  
Replace Section 3.8 – VSBE Reports in its entirety with the below:

**3.8 Liquidated Damages**

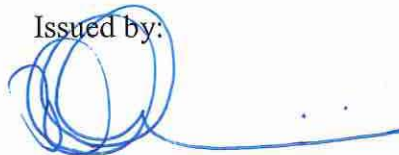
**The Contractor is required to make good faith efforts to comply with the Minority Business Enterprise (“MBE”) Program and Contract provisions. Failure to make such good faith efforts may result in the assessment of liquidated damages as defined in the Abbreviations and Definitions section (Appendix 1). Such assessment may result in withhold of payment on any invoice as an offset against liquidated damages owed.**

5. Attachment M – CONTRACT:  
Delete RFP Attachment M in its entirety and replace with Attachment M - CONTRACT (Revised August 25, 2017) attached to this Amendment.
6. APPENDIX 1 Abbreviations and Definitions:  
Delete Appendix 1 – Abbreviations and Definitions in its entirety and replace with Appendix 1 – Abbreviations and Definitions (Revised August 25, 2017) attached to this Amendment.

Proposals are due on Thursday, September 14, 2017 no later than 3:00 p.m. and may not be submitted by e-mail or facsimile. Should you require clarification of the information provided in this amendment, please contact me at (410) 537-4082.

Date Issued: **August 25, 2017**

Issued by:



R. O. Scherini  
Procurement Officer

1. Attachment M - CONTRACT (Revised August 25, 2017)
2. APPENDIX 1 - Abbreviations and Definitions (Revised August 25, 2017)