



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

**Pamela Harris**  
State Court Administrator  
410-260-1295

## **Amendment #1**

### **Request for Proposals**

**K16-0053-25**

### **Home Security Assessments**

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 and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

#### **1. Delete RFP Section 2.7.1, Time Records**

~~2.7.1 Time Records. Time records should be signed by Home Security Specialist at the beginning and end of each assignment. Contractors should make time and payroll records available for inspection (copying or auditing) for the entire term of the Agreement and for three (3) years after the term of the Agreement. This section shall survive termination or expiration of the Agreement.~~

#### **2. Add RFP Section 3.4.6.3, Sample Report**

3.4.6.3 Sample Report. Offeror shall provide a detailed sample report of a Home Security Assessment that displays what an assessment would entail if awarded contract.

#### **3. Delete RFP Section 3.5.3**

~~3.5.3 The contractor shall not be reimbursed for any travel expenses, including but not limited to transportation, meals, hotel accommodations for residences located within a 50 mile radius at the Contractor's location. Reimbursement for any travel~~

expenses shall be at the AOC's per diem rate and must be approved in advance by the Contract Manager.

#### 4. Revise Attachment D- Price Proposal

<b>ATTACHMENT D- PRICE PROPOSAL</b>
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Security Assessments	Price Per Assessment	Estimated Assessments*	Total Proposed Price Per Year
Year One	\$	10	\$
Option Year One	\$	10	\$
Option Year Two	\$	10	\$
Option Year Three	\$	10	\$
Option Year Four	\$	10	\$
Total Proposed Evaluated Price (5 years)	\$	50	\$

\*Note- Estimated number of assessments annually for evaluation purposes only. The rates proposed are the actual \*fully-loaded rates to be paid under the Contract.

\* Fully loaded rates includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs, or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract. There is no provision for additional travel reimbursement.

Submitted by Authorized Signature
Date
Print Name and Title
Company Name
Company Address

Telephone
Federal Tax Identification #

**5. Revise RFP section 2.8.3, Reports**

**Reports.** All reports must be written as an ~~Microsoft Word document and~~ Adobe PDF file and submitted to the following address:

Office of Security Administration  
Attn: Keith Bageant  
2001 D Commerce Park Drive  
Annapolis, MD 21401  
( E-mail address and fax to be provided at time of contract award)

Issued by: Whitney Williams  
Procurement Officer  
February 17, 2016