



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

Pamela Harris, State Court Administrator
410-260-1295

Addendum No. 2 to the Request for Proposals No. K15-0010-25E Recruitment – Pre-Employment Background Screening September 19, 2014

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

1. Revise Section 2.3 – Contractor’s Responsibility as follows:

2.3.1 Contractor shall provide reports, via email to the Human Resources Staff Member Point of Contact for each submitted candidate within ~~48 hours~~ 72 hours.

1. Revise Attachment D – Price Proposal Form as follows:

Faye D. Matthews
Deputy State Court Administrator
410-260-1257

Mark Bittner
Assistant Administrator
Judicial Information Systems
410-260-1001

Louis G. Gieszl
Assistant Administrator
Programs
410-260-3547

Melinda K. Jensen, CPA
Assistant Administrator
Operations
410-260-1240

Julie R. Linkins, Esq.
Assistant Administrator
Education
410-260-3549

Kelley O’Connor
Assistant Administrator
Governmental Relations
410-260-1560

Kathleen E. Wherthey, Esq.
Assistant Administrator
Internal Affairs
410-260-3453

ATTACHMENT D – PRICE PROPOSAL FORM

RFP No. K15-0010-25E

RECRUITMENT – PRE-EMPLOYMENT BACKGROUND SCREENING

- 1. Base Year 1 –**
 - A. Criminal Background History Search – as stated in Section 2.2.1 _____
 - B. Civil Litigation Record Search – federal and State _____
 - C. Social Security Number Verification (Trace) _____
 - D. Motor Vehicle Records Report _____
 - E. Sex Offender Registry – Nationwide _____
 - F. Child Abuse Registry – Nationwide _____
 - G. International – as stated in Section 2.2.7 _____

Total A – G \$ _____

~~2. Fee if reports exceed the 48 hour time period~~ \$ _____

- 3. Option Year 1 –**
 - A. Criminal Background History Search – as stated in Section 2.2.1 _____
 - B. Civil Litigation Record Search – federal and State _____
 - C. Social Security Number Verification (Trace) _____
 - D. Motor Vehicle Records Report _____
 - E. Sex Offender Registry – Nationwide _____
 - F. Child Abuse Registry – Nationwide _____
 - G. International – as stated in Section 2.2.7 _____

Total A – G \$ _____

~~4. Fee if reports exceed the 48 hour time period~~ \$ _____

- 5. Option Year 2 –**
 - A. Criminal Background History Search – as stated in Section 2.2.1 _____
 - B. Civil Litigation Record Search – federal and State _____
 - C. Social Security Number Verification (Trace) _____
 - D. Motor Vehicle Records Report _____
 - E. Sex Offender Registry – Nationwide _____
 - F. Child Abuse Registry – Nationwide _____
 - G. International – as stated in Section 2.2.7 _____

Total A – G \$ _____

~~6. Fee if reports exceed the 48 hour time period~~ \$ _____

- 7. Option Year 3 –**

- A. Criminal Background History Search – as stated in Section 2.2.1 _____
- B. Civil Litigation Record Search – federal and State _____
- C. Social Security Number Verification (Trace) _____
- D. Motor Vehicle Records Report _____
- E. Sex Offender Registry – Nationwide _____
- F. Child Abuse Registry – Nationwide _____
- G. International – as stated in Section 2.2.7 _____

Total A – G \$ _____

~~8. Fee if reports exceed the 48 hour time period~~ \$ _____

9. Option Year 4 –

- A. Criminal Background History Search – as stated in Section 2.2.1 _____
- B. Civil Litigation Record Search – federal and State _____
- C. Social Security Number Verification (Trace) _____
- D. Motor Vehicle Records Report _____
- E. Sex Offender Registry – Nationwide _____
- F. Child Abuse Registry – Nationwide _____
- G. International – as stated in Section 2.2.7 _____

Total A – G \$ _____

~~10. Fee if reports exceed the 48 hour time period~~ \$ _____

11. Total Base Year 1 and Option Years 1 through 4 \$ _____

*Fully loaded fixed price that 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.

Submitted by Authorized Signature	
Date	
Print Name and Title	
Company Name	
Company Address	
Telephone	Email address
Federal Tax Identification #	