



DATE: March 8, 2017

TO: All Prospective Proposers

FROM: James Adelman
Sr. Buyer, Goods and Non-Technology Services
301-985-7118 james.adelman@umuc.edu

RE: RFP 91487 – Family and Medical Leave Act (FMLA) Administration Services
Addendum #1 dated 03/8/2017

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and emailing it directly to James Adelman.

1. This Addendum One modifies the Solicitation Schedule.

The Anticipated Oral Presentation/Interviews, Notification to Further Shortlisted Vendors to submit Pricing, Price Proposal Due Date, and Anticipated Contractor Selection Finalized dates are as follows:

SOLICITATION SCHEDULE

| | |
|--|---|
| Issue Date: | March 1, 2017 |
| Questions Regarding SOW Solicitation Due: | March 15, 2017, by 2:00 P.M. EST |
| Technical Proposal Due: | March 31, 2017, by 2:00 P.M. EST |
| Anticipated Oral Presentation/Interviews: (Only Shortlisted firms. If required and invited by UMUC) | May 1-2, 2017 |

Notify Further Shortlisted Vendors to submit Pricing
(Projected)

May 8, 2017

Price Proposal Due:
(Only Further Shortlisted firms invited by UMUC)

May 22, 2017

Anticipated Contractor Selection finalized:

May 31, 2017
(Projected)

Agreement executed with selected Contractor by:

June 15, 2017
(Projected)

Contract Commencement:
(Projected)

February 1, 2018

2. A modified Price Proposal Form reflecting the new Price Proposal Due Date is included. See below.

PROPOSAL NO.: RFP 91487

PRICE PROPOSAL DUE DATE: May 22, 2017, by 2:00 P.M. EST

PROPOSAL FOR: **Family Medical Leave Act (FMLA) Administration Services**

PROPOSER: _____
Federal Identification Number/Social Security Number: _____

PRICE PROPOSAL

DATE _____

James Adelman
University of Maryland University College
Procurement Office
3501 University Blvd. East, Room ADMIN-4114
Adelphi, MD 20783-8002

Dear Mr. Adelman:

The undersigned hereby submits the Price Proposal as set forth in RFP # 91487 dated March 1, 2017, and the following subsequent addenda:

| | |
|---------------------|-------------------------|
| Addendum <u>1</u> | dated <u>3/8/17</u> |
| Addendum <u> </u> | dated <u> </u> |
| Addendum <u> </u> | dated <u> </u> |
| Addendum <u> </u> | dated <u> </u> |

We confirm that this Price Proposal is based on the Requirements per the RFP and any subsequent addenda as noted above.

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work for the work as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as UMUC is not responsible for Proposer's errors or omissions. Any price proposal that has been accepted by UMUC may not be withdrawn by the contractor.

We understand that by submitting a proposal we are agreeing to all of the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the technical proposal remains in effect.

The evaluation and subsequent final ranking of proposals will be in accordance the RFP documents. We understand that technical weighs greater than financial. We understand that the University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document. We further confirm that the Lead Consultant and other Key People named within our Technical Proposal will be assigned to the UMUC Contract for the duration of this project. We understand that no changes in these assignments will be allowed without written authorization from the University via contract amendment prior to such changes being made.

- A. Attached to this Price Proposal Form is our firm's maximum fees for all services provided that will be applicable through January 31, 2020, and for each renewal year. We confirm that these fees are fully loaded and include all costs and expenses. We understand that there are no reimbursables associated with the resulting Contract.**
- B. Firms are to express their cost/fee, per employee, by dividing the total quoted fixed cost for all services by the 2,000 employees.**

Enclosure: Fee schedule for services
Living Wage Affidavit

End of Addendum One dated 03-08-2017

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91487

TECHNICAL PROPOSAL DUE DATE:

March 31, 2017, by 2:00 P.M. EST

RFP FOR: Family and Medical Leave Act (FMLA) Administration Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

| | |
|----------------------------|-------------------------|
| Addendum No. <u> 1 </u> | dated <u> 3/8/17 </u> |
| Addendum No. <u> </u> | dated <u> </u> |
| Addendum No. <u> </u> | dated <u> </u> |
| Addendum No. <u> </u> | dated <u> </u> |
| Addendum No. <u> </u> | dated <u> </u> |

As stated in the RFP documents, this form is included in our Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM