
Amendment #2 – State of Maryland, Request for Proposals #: LA-08-23

The following modifications are hereby made a part of the State of Maryland R.F.P. LA-08-23:

The following language is deleted from Section 1.1 of the RFP:

1. 5,048 net square feet (NSF) of administrative office space as further defined in Section 2 below.

And Replaced with the following language:

1. 5,178 net square feet (NSF) of administrative office space as further defined in Section 2 below.

The following language is deleted from Section 2.6 of the RFP:

1. Proposals must be received on **May 24, 2023, by 3:30 PM EST.**

And Replaced with the following language:

1. Proposals must be received on **June 7, 2023, by 3:30 PM EST.**

The following language is deleted from Section 3.1 of the RFP:

1. Offeror must indicate the location and costs to the State, associated with parking. A minimum of six (6) total parking spaces must be provided with a breakdown as follows:

And Replaced with the following language:

1. Offeror must indicate the location and costs to the State, associated with parking. A minimum of six (6) total, on site, parking spaces must be provided with a breakdown as follows:

The following language is deleted from Section 3.1.2 of the RFP:

1. Offeror shall accommodate sixteen (16) parking spaces for Board members on a bi-monthly basis.

And Replaced with the following language:

1. Offeror shall accommodate sixteen (16) parking spaces, on site, for Board members on a bi-monthly basis.



The space program attached in the RFP document has also been amended to address the above referenced typo. Any item throughout the space program that has been altered has been highlighted in yellow. The revised space program is attached to this amendment as an exhibit.

Information may be found on eMMA by clicking link below:

https://emma.maryland.gov/page.aspx/en/bpm/process_manage/37096

SPACE AND PERSONNEL: Present and Projected Requirements																	
POSITION TITLE	GRADE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION (new positions, beyond current level)				Position TW Eligible	% TW	Shared with Position
		FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET			
Admin Aide	11	1	-	2	3	-	-	3	150		-	-	-	-	No		
Admin Officer I	13	1	-	1	2	-	-	2	100		-	-	-	-	No		
Admin Officer II	16	1	-	1	2	-	3		220		1	-	1	110	No		
Admin Spec II	11	-	-	1	1	-	-	2	50		1	-	1	50	No		
Admin Spec III	12	1	-	-	1	-	-	1	50		-	-	-	-	No		
Administrator III	18	1	-	1	2	-	-	2	100		-	-	-	-	No		
Computer Info Services Spec II	15	1	-	-	1	-	-	1	50		-	-	-	-	No		
Computer User Support Spec II	12	1	-	-	1	-	-	1	50		-	-	-	-	No		
Contractual Hourly	5	-	-	5	5	-	-	5	250		-	-	-	-	No		
Contractual Hourly	5	-	1	-	1	-	-	1	50		-	-	-	-	No		
Dentist II	25	-	-	1	1	-	1	-	110		-	-	-	-	No		
Hlth Occupantions Invest II	13	-	-	1	1	-	-	1	50		-	-	-	-	No		
TOTAL THIS PAGE		7	1	13	21	-	4	19	1,230		2	-	2	160			
TOTAL OTHER PAGES		9	-	4	13	-	2	11	770		-	-	-	-			
A. TOTAL OFFICE SPACE:		16	1	17	34	-	6	30	2,000		2	-	2	160			
SPECIAL PURPOSE SPACE						# of Staff/Items		Square Feet			Number of Items		Square Feet				
<i>Hybrid Room 6-8</i>						7		160			-		-				
<i>Vertical Filing Cabinets</i>						69		483			-		-				
<i>Lateral Filing Cabinets</i>						41		615			-		-				
<i>Storage Cabinets</i>						10		150			-		-				
<i>Reception/Waiting Area</i> includes 75 sf for receptionist						10		175			-		-				
<i>Conference Room</i> Horseshoe or U-shape with partition setup for Open Session meetings						35		700			-		-				
<i>Fax/Copy/Mail Room</i>						2		160			-		-				
<i>Handicap Restroom</i>						1		50			-		-				
<i>Lactation Room (with sink and millwork)</i>						1		90			-		-				
<i>Lunch Room (with sink and millwork)</i>						25		200			-		-				
<i>Huddle Room</i>						2		160			-		-				
<i>Server Room</i>						-		75			-		-				
						<i>b. Total Special Purpose</i>		3,018			Grand Totals		3,018				
						<i>Sub-Total (a and b):</i>		5,018			Total Space		5,178				
						<i>Circulation:</i>		0%			Needs In 5		-				
						TOTAL SQUARE FEET:		5,018			Years:		5,178				

Revised September 2022

**SPACE AND PERSONNEL
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)
Form 680-1
(Use with Form 680-1)**

POSITION TITLE	GRADE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D SQ. FEET	DGS use only	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>				Position TW Eligible	% TW	Shared with Position
		FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET			
Hlth Occupations Invest III	14	2	-	1	3	-	-	3	150		-	-	-	-			
Hlth Occupations Invest Supv	15	1	-	-	1	-	1		110		-	-	-	-			
Office Clerk II	7	2	-	1	3	-	-	3	150		-	-	-	-			
Office Secy I	8	1	-	1	2	-	-	2	100		-	-	-	-			
Office Secy II	9	1	-	-	1	-	-	1	50		-	-	-	-			
Office Secy III	10	1			1			1	50								
Office Services Clerk	8	-	-	1	1	-	-	1	50		-	-	-	-			
Prgm Mgr II	20	1	-		1	-	1		110		-	-	-	-			
			-	-	-	-		-			-	-	-	-			
		-	-	-	-	-	-	-	-		-	-	-	-			
		-	-	-	-	-	-	-	-		-	-	-	-			
		9	-	4	13	-	2	11	770		-	-	-	-			

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