

## **Amendment #1 – State of Maryland, Request for Proposals #: LA-02-22**

The following modifications are hereby made a part of the State of Maryland R.F.P. LA-02-22:

1. The space and personnel requirement has been increased to 28,584 NSF. The space program and adjacencies portion of the proposal packet has been modified to further clarify future growth positions. Any items on the program that have been modified are **highlighted in yellow**.
2. The deadline for submitting proposals has been extended to December 29<sup>th</sup>, 2021 by 3:30 PM.
3. The requirement to have light rail and metro access within ½ mile of the proposed site has been modified to having access to light rail OR metro access within ½ mile of the proposed site.

**SPACE AND PERSONNEL  
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

Form 680-1

**Office of IT Department Breakdown**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D use only	DGS	5 YEAR PROJECTION (new positions, beyond current level)			TOTAL SQUARE FEET
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	SQ. FEET			FULL TIME	PART TIME OR FIELD	TOTAL EMP.	
	Program Manager Senior II	1	-	-	1	-	1	-			150	-	-	
IT Programmer Analyst II	2	-	-	2	-		2	140	-	-	-	-		
Database Specialist II	1	-	-	1	-		1	70	-	-	-	-		
IT Programmer Analyst Supv	1	-	-	1	-	1	-	110				-		
Database Specialist Supv	1	-	1	2	1			140	1	-		70		
IT Asst Director I	1	-	-	1	-	1		110	-	-	-	-		
IT Asst Director IV	1	-	-	1	-	1		110	-	-	-	-		
Admin Aid	1	-	-	1	-		2	50	1	-	1	50		
<b>TOTAL THIS PAGE</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>880</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>120</b>		
SPECIAL PURPOSE SPACE				# of Staff/Items			Square Feet							
<i>OIT Storage room with lock for IT equipment</i>							1	500						
<i>OIT Conference room</i>							11	220						
<i>OIT Interview room</i>							3	80						
<i>OIT Copy area</i>							1	80						
<i>OIT Space to work on equipment and laptops, semi-closed</i>							1	250						
<i>OIT Storage cabinets</i>							1	15						
<i>OIT Break Area</i>							1	50						
<b>TOTAL THIS PAGE</b>								<b>1,195</b>						
Notes: Office of IT must have its own secured entrance with locked doors. Database Specialist Supervisor will require 1 210 SF office with 3 desks to account for current and future growth.														

**SPACE AND PERSONNEL  
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1  
Accounting Department Breakdown**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				SQ. FEET	REQ'D FULL TIME	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>		
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	PART TIME OR FIELD			TOTAL EMP.	TOTAL SQUARE FEET	
	Fiscal Services Admin III	1	-	-	1	-	1	-			110	-	-
Fiscal Accounts Supv	2	-	-	2	-	-	2	140	-	-	-	-	
Fiscal Accounts Tech II	4	-	-	4	-	-	5	280	1	-	1	70	
Accountant Supervisor I	1	-	-	1	-	-	2	70	1	-	1	70	
<b>TOTAL THIS PAGE</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>600</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>140</b>	
<b>SPECIAL PURPOSE SPACE</b>				<b># of Staff/Items</b>				<b>Square Feet</b>					
<i>ACCT Interview Room</i>							3		80				
<i>ACCT Meeting Room for Staff of 7</i>							1		140				
<i>ACCT Current Year Files and Safe</i>							1		160				
<i>ACCT File Retention Room, shelving and boxed storage</i>							1		120				
<i>ACCT Copy Area, two sets</i>							2		160				
<i>ACCT Break Area</i>							1		50				
<b>TOTAL THIS PAGE</b>									<b>710</b>				
<i>NOTES: The Accounting Department must have its own locked entrance due to nature of its activities</i>													

**SPACE AND PERSONNEL**

**PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1  
HR Department Breakdown**

		<b>CURRENT NUMBER OF POSITIONS</b>				<b>NUMBER OF OFFICES REQUIRED</b>				<b>5 YEAR PROJECTION (new positions, beyond current level)</b>			
<b>POSITION TITLE</b>		<b>FULL TIME</b>	<b>PART TIME OR FIELD</b>	<b>VACANT</b>	<b>TOTAL</b>	<b>SHARED OFFICE</b>	<b>PRIVATE OFFICE</b>	<b>OPEN AREA</b>	<b>SQ. FEET</b>	<b>REQ'D FULL TIME</b>	<b>PART TIME OR FIELD</b>	<b>TOTAL EMP.</b>	<b>TOTAL SQUARE FEET</b>
HR Officer I		2	-	-	2	-		3	140	1	-	1	70
HR Specialist		1	-	-	1		1		110	-	-	-	-
HR Director I		1	-	-	1	-	2	-	110	1	-	1	110
Administrator III		1			1		1		110				
Personnel Associate II		2	-	-	2			2	140	-	-	-	-
<b>TOTAL THIS PAGE</b>		<b>7</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>610</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>180</b>
<b>SPECIAL PURPOSE SPACE</b>					<b># of Staff/Items</b>				<b>Square Feet</b>				
<i>HR Lateral File Cabinets preferably in room with lock</i>							26			390			
<i>HR Copy Area</i>							1			80			
<i>HR Interview room for panel of three and interviewee</i>							4			100			
<i>HR Break Area</i>							1			50			
<b>TOTAL THIS PAGE</b>										<b>620</b>			
<b>NOTES: The HR Department must have its own locked entrance due to nature of its activities. The file room should also lock</b>													

**SPACE AND PERSONNEL**

**PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1  
OAG Department Breakdown**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED				REQ'D	5 YEAR PROJECTION <i>(new positions, beyond current level)</i>			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	SQ. FEET	FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET	
	Principal Counsel	1	-		1	-	1		150	-	-	-	-
Asst Attorney General VII	1	-	-	1	-	2	-	110	1	-	1	110	
Asst Attorney General VI	1			1		1		110					
Admin Officer II OAG	1			1									
Admin Officer II OAG							1		1			50	
<b>TOTAL THIS PAGE</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>370</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>160</b>	
<b>SPECIAL PURPOSE SPACE</b>					<b># of Staff/Items</b>			<b>Square Feet</b>					
<i>AG Office Reception Area</i>							1		125				
<i>AG Office File Cabinets Vertical</i>							47		329				
<i>AG Office Copy area</i>							1		80				
<i>AG Office Conference Room/Library with Bookcases</i>							1		420				
<i>AG Office Break Area</i>							1		50				
<b>TOTAL THIS PAGE</b>									<b>1,004</b>				

**NOTES: Admin Officer II OAG will sit at reception area, but the future growth position will have it's own cubicle. This department must have its own entrance with locked doors.**

**SPACE AND PERSONNEL  
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1**

**BPP Department Breakdown**

POSITION TITLE	CURRENT NUMBER				NUMBER OF			REQ'D	5 YEAR PROJECTION			
	OF POSITIONS				OFFICES REQUIRED				<i>(new positions, beyond current level)</i>			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	SQ. FEET	FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
Management Associate	1	-	-	1	-	-	1	50	-	-	-	-
Administrator III	2	-	-	2	-	-	2	140	-	-	-	-
Prgm Mgr IV	1	-	-	1	-	1	-	110	-	-	-	-
Office Services Clerk Lead	2	-	-	2	-	-	3	100	1	-	1	50
Assessor I Pers Property	1	-	1	2	-	-	2	100	-	-	-	-
Prgm Mgr II	1	-	-	1	-	1	-	110	-	-	-	-
Assessor II Pers Property	2	-	-	2	-	-	2	140	-	-	-	-
Assessor III Pers Property	9	-	-	9	-	-	11	630	2	-	2	140
Office Secy II	1	-	-	1	-	-	1	50	-	-	-	-
Administrator I	1	-	1	2	-	-	2	140	-	-	-	-
Assessor Advanced Pers Property	2	-	-	2	-	-	2	140	-	-	-	-
Program Manager III	1	-	-	1	-	1	-	110	-	-	-	-
Program Manager I	1	-	1	2	-	-	2	140	-	-	-	-
Office Secretary III	2	-	-	2	-	-	2	100	-	-	-	-
Administrator III	1	-	-	1	-	-	1	70	-	-	-	-
Administrator II	1	-	-	1	-	-	1	70	-	-	-	-
Office Services Clerk	2	-	-	2	-	-	3	100	1	-	1	50
<b>TOTAL THIS PAGE</b>	<b>31</b>	<b>-</b>	<b>3</b>	<b>34</b>	<b>-</b>	<b>3</b>	<b>35</b>	<b>2,300</b>	<b>4</b>	<b>-</b>	<b>4</b>	<b>240</b>
<b>SPECIAL PURPOSE SPACE</b>					<b># of Staff/Items</b>			<b>Square Feet</b>				
<i>Business Personal Property Storage cabinets</i>							3		45			
<i>Business Personal Property Interview rooms (internal)</i>							1		80			
<i>Business Personal Property Meeting Room for Teams of 9</i>							1		180			
<i>Business Personal Property Copy areas</i>							3		240			
<b>TOTAL THIS PAGE</b>									<b>545</b>			
<b>NOTES: Separate suite from Charter, but should be located in similar area in proposed building</b>												

**SPACE AND PERSONNEL  
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

Form 680-1

**Charter Department Breakdown**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D	DGS	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	SQ. FEET	use only	FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
	Exec V	1	-	-	1	-	1	-	150		-	-	-
Program Manager IV	1	-	-	1	-	1	-	110		-	-	-	-
Administrator III	1	-	-	1	-	1	-	110		-	-	-	-
Administrator II	1	-	-	1	-	-	2	70		1	-	-	70
Office Supervisor	3	-	1	4	-	-	4	280		-	-	-	-
Admin Spec II	1	-	-	1	-	-	1	50		-	-	-	-
Program Manager II	-	-	2	2	-	3	-	220		1	-	1	110
Charter Specialist	9	-	1	10	-	-	10	700		-	-	-	-
Office Processing Clerk I	6	-	1	7	-	-	3	150		-	-	-	-
Office Clerk II	1	-	-	1	-	-	1	50		-	-	-	-
Office Services Clerk	23	-	2	25	-	-	20	900		3	-	3	100
Services Specialist	1	-	-	1	-	-	1	50		-	-	-	-
Office Services Clerk Lead	1	-	1	2	-	-	2	100		-	-	-	-
Office Secy II	1	-	-	1	-	-	1	50		-	-	-	-
004143 Paralegal I	-	-	1	1	-	-	1	50		-	-	-	-
Office Secy III	1	-	-	1	-	-	1	50		-	-	-	-
Admin Specialist III	1	-	-	1	-	-	1	50		-	-	-	-
Admin Aide	2	-	-	2	-	-	2	100		-	-	-	-
Admin Spec I	1	-	2	3	-	-	4	150		1	-	1	50
Admin Officer I	1	-	-	1	-	-	1	70		-	-	-	-
Admin Officer II	1	-	-	1	-	-	1	70		-	-	-	-
Services Supervisor I	1	-	-	1	-	-	1	50		-	-	-	-
Office Supervisor	1	-	-	1	-	-	2	70		1	-	1	70
Admin Spec II	4	-	-	4	-	-	4	200		-	-	-	-
<b>TOTAL THIS PAGE</b>	<b>63</b>	<b>-</b>	<b>11</b>	<b>74</b>	<b>-</b>	<b>6</b>	<b>63</b>	<b>3,850</b>		<b>7</b>	<b>-</b>	<b>7</b>	<b>400</b>
<b>SPECIAL PURPOSE SPACE</b>					<b># of Staff/Items</b>			<b>Square Feet</b>					
<i>Charter File cabinets for miscellaneous documents and service of process</i>							<b>10</b>			70			
<i>Charter File cabinets for microfilm</i>							<b>10</b>			70			
<i>Charter Room for scanning retention, certified copy and good standing processing, supplies</i>							<b>1</b>			2,500			
<i>Mail room for sorting and distributing/Full agency requirement</i>							<b>1</b>			300			
<i>Conference room</i>							<b>15</b>			300			
<i>Charter Copy areas</i>							<b>3</b>			240			
<i>Charter Interview rooms (Internal)</i>							<b>3</b>			240			
<b>TOTAL THIS PAGE</b>										<b>3,720</b>			

NOTES: Separate suite from BPP, but should be located in similar area in proposed building. Office Processing Clerk I, Office Clerk II, and Office Services Clerk will consist of 33 current employees and 3 future employees who will share 24 cubicles.

**SPACE AND PERSONNEL  
PRESENT AND PROJECTED REQUIREMENTS (SUPPLEMENTAL)**

**Form 680-1**

**Tax Credits Department Breakdown**

POSITION TITLE	CURRENT NUMBER OF POSITIONS				NUMBER OF OFFICES REQUIRED			REQ'D	5 YEAR PROJECTION (new positions, beyond current level)			
	FULL TIME	PART TIME OR FIELD	VACANT	TOTAL	SHARED OFFICE	PRIVATE OFFICE	OPEN AREA	SQ. FEET	FULL TIME	PART TIME OR FIELD	TOTAL EMP.	TOTAL SQUARE FEET
	Program Manager IV	1	-	-	1	-	1	-	110	-	-	-
Program Manager III	1	-	-	1	-	1	-	110	-	-	-	-
Admin Aide	1						2	50	2		2	50
Administrator III	1	-	-	1	-	1	-	70	-	-	-	-
Office Clerk II	2	-	-	2			2	100	-	-	-	-
Office Processing Clerk II	2	-	-	2			4	100	3	-	3	100
Office Services Clerk / Office Secretary I	16	-	4	20			12	600	-	-	-	-
Office Secretary III	-	-	1	1	-	-	2	50	1	-	1	50
Admin Aide	1	-	-	1	-	-	1	50	-	-	-	-
Admin Spec I	-	-	1	1	-	-	2	50	1	-	1	50
Admin Spec II	2	-	-	2	-	-	2	100	-	-	-	-
Office Supervisor	3	-	2	5	-	-	5	350	-	-	-	-
Assmnts Records Supv III	1	-	-	1	-	-	1	70	-	-	-	-
Admin Spec III* (starred positions are in one shared office)	3	-	-	3			3		2	-	2	-
Admin Officer II*	1	-	-	1			1		-	-	-	-
Admin Officer I*	1	-	1	2			2		-	-	-	-
Admin Officer I*	1	-	-	1			1			-		
Admin Officer I (not in locked room)		-	-	-			2		3	-	3	140
Admin Officer III (not in locked room)		-	-	-			1		1	-	1	70
Administrator III (not in locked room)		-	-	-			1		1	-	1	70
<b>TOTAL THIS PAGE</b>	<b>37</b>	<b>-</b>	<b>9</b>	<b>46</b>	<b>-</b>	<b>3</b>	<b>44</b>	<b>1,810</b>	<b>14</b>	<b>-</b>	<b>14</b>	<b>530</b>
<b>SPECIAL PURPOSE SPACE</b>							<b># of Staff/Items</b>	<b>Square Feet</b>				
<i>Tax Credits Meeting Room For Teams of 12</i>							1		240			
<i>Tax Credits Storage cabinets</i>							3		45			
<i>Tax Credits Interview rooms</i>							3		240			
<i>Tax Credits Copy areas</i>							3		240			
<i>Tax Credits locked room to house twelve cubicles</i>							1		925			
<b>TOTAL THIS PAGE</b>									<b>1,690</b>			
<p><b>NOTES: Program Manager Aide and Program Manager III should be adjacent to each other. Any staff with a "*" next to it will be located in the tax credits locked room for 12. Office Clerk II, Office Processing Clerk II, and Office Services Clerk/Office Secretary I consist of 27 current/future employees to share a rotation of 18 cubicles. The Admin Officer I, Admin Officer III, and Administrative Officer III not in locked room should be in proximity of program manager III.</b></p>												