

**STATE OF MARYLAND**

EXECUTIVE DEPARTMENT

**LARRY HOGAN**

GOVERNOR

**BOYD K. RUTHERFORD**

LT. GOVERNOR



**OFFICE OF THE SECRETARY OF STATE**

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**JOHN C. WOBENSMITH**

SECRETARY OF STATE

**Amendment #1 to Request for Proposals (RFP)**

**NO. DEX7400001**

**The Office of the Secretary of State**

**Maryland Charity Campaign Operating Agency**

**November 22, 2016**

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 double underlined and marked in bold (ex. new language), and language deleted has been marked with a ~~strikeout~~ (ex. language deleted).

1. AMEND the Key Information Summary Sheet as follows:

**STATE OF MARYLAND  
OFFICE OF THE SECRETARY OF STATE  
RFP KEY INFORMATION SUMMARY SHEET**

**Request for Proposals:** Maryland Charity Campaign Operating Agency

**Solicitation Number:** DEXR7400001

**RFP Issue Date:** November 10, 2016

**RFP Issuing Office:** Office of the Secretary of State

**Procurement Officer:** Frederick Smalls  
Office of the Secretary of State  
Administrative Division  
16 Francis Street, First Floor  
Annapolis, Maryland 21401  
Phone: (410) 260-3853 Fax: (410) 974-5190  
e-mail: [frederick.smalls@maryland.gov](mailto:frederick.smalls@maryland.gov)

**Contract Manager:**

**Lorraine Parks, Contract Manager  
Office of the Secretary of State  
Charities and Legal Services Division  
16 Francis Street, Room 138  
Annapolis, Maryland 21401  
Phone: (410) 260-3857 Fax: (410) 974-5527  
e-mail: [Lorraine.parks@maryland.gov](mailto:Lorraine.parks@maryland.gov)**

**Proposals are to be sent to:**

**Frederick Smalls  
Office of the Secretary of State  
Administrative Division  
16 Francis Street, First Floor  
Annapolis, Maryland 21401  
Attention: Frederick Smalls**

**Pre-Proposal Conference  
Dates and Times:**

**November 17, 2016 at 10:00 a.m. EST  
Office of the Secretary of State  
16 Francis Street, First Floor Conference Room  
Annapolis, Maryland 21401**

**and**

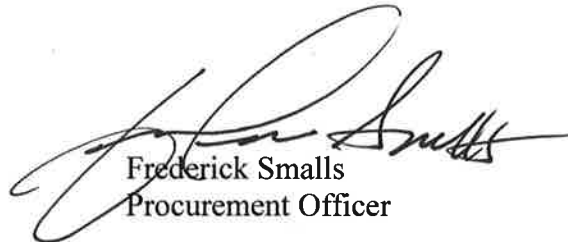
**December 2, 2016 at 10:00 a.m., EST  
Office of the Secretary of State  
16 Francis Street, First Floor Conference Room  
Annapolis, Maryland 21401**

**Proposal Due (Closing) Date and Time: December 15-22, 2016 at 4:30 p.m. EST**

**MBE Subcontracting Goal: 8%**

**VSBE Subcontracting Goal: 1%**

Issued and authorized by

  
Frederick Smalls  
Procurement Officer