



Addendum No. 1
Guardianship Investigator Services
K22-0028-25I

12/02/2021

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

Clarifications:

- C1. Delete: Attachment E – Bid/price Proposal Form
Replace with: Attachment E – Bid/Price Proposal Form REV 1 (attached to this addendum).

Questions:

- Q1. During the pre-proposal conference, we learned that a portion of the investigative service will be conducting background investigations for potential guardians. Could you please let us know the following?
- a. What will be the “scope” for the background investigations? How far back would you like us to go [I.e., 1 year, 5, years,]?
 - b. Would you like the background investigation to include neighborhood checks, ex-spouse interviews, current/past employment verification and interviews, and medical records (release form will be required) and credit history checks (release form required).
- A1. See Section III.D.1. for the scope of the background investigations. There is no defined look-back period for the background investigations. At minimum, the background investigation shall identify any criminal conviction(s) for a potential guardian(s). At the discretion of the Judge (i.e., court order), the background investigation may include other information (e.g., credit history, civil litigation, child abuse register, etc.), and the Successful Offeror will be provided a defined look-back period for such requests. The Successful Offeror shall perform additional background investigation activities as necessary (e.g., conducting interviews, site visits, etc.) to fulfil the court order.
- Q2. During the pre-proposal conference, we learned that a portion of the investigative service will be searching, identifying, and locating missing guardians. Section III, Statement of Work, parts D. 1. b. further explained this requirement. Attachment E (Bid/Price Proposal Form) had a section for criminal history checks, which we can complete utilizing a provided court order; however, there was no section to document efforts (hours) conducting open-source research, searching paid databases, and conducting potential surveillance and interviews that may be needed to identify and locate missing guardians.
- A2. The Successful Offeror will be paid the proposed price to run the report and any administrative fees, not an hourly rate. If the court requires additional information or the Successful Offeror’s opinion about the results, the Successful Offeror will be paid at their hourly rate for the additional time. The Successful Offeror shall submit an invoice that details the number of hours spent on each investigation, and any time searching databases, making phone calls, etc. The Successful Offeror will also be reimbursed for mileage in accordance with Section III.F.3.
- Q3. The solicitation requests the offeror provide Profit & Loss statements for the last two years. Will the negative impact of losses incurred by COVID negatively affect a company’s chance to be considered for this contract?
- A3. Please see Section IV.C.2.i. Offerors may provide evidence of a successful financial track record that exceeds the required two-year period to evidence its fiscal integrity prior to the pandemic.

All addenda will be incorporated into the final contract documents and will be binding on all bidders/offerors responding to this solicitation. Each bidder/offeror submitting a bid/proposal must acknowledge receipt of all addenda by completing and forwarding Attachment H (included in bid/proposal package) with the bid/proposal response; failure to acknowledge addenda may result in the bid/proposal rejection.



Attachment E
Bid/Price Proposal Form-REV 1

If you have any questions regarding this addendum, please contact me at (410) 260-1582 or email me at karen.hoang@mdcourts.gov

Karen Hoang
Procurement Officer





Solicitation number: K22-0028-25I

Project title: Guardianship Investigation Services

Base Year				
Line	Description	Unit Price (UP)	Quantity (QTY)	Total Price (UP X QTY)
1	Criminal History Check	\$ per check	50	\$
2	Civil Litigation Record Check	\$ per check	50	\$
3	Child Abuse Register Check	\$ per check	50	\$
4	Sex Offender Register Check	\$ per check	50	\$
5	Credit History Check	\$ per check	50	\$
6	In-Person Interviews, Site Visits, Reports and any Other Guardianship Investigation activities	\$ per hour	250 hrs.	\$
7	Subtotal (Lines 1-6)			\$
Option Year 1				
Line	Description	Unit Price (UP)	Quantity (QTY)	Total Price (UP X QTY)
8	Criminal History	\$ per check	50	\$
9	Civil Litigation Record	\$ per check	50	\$
10	Child Abuse Register	\$ per check	50	\$
11	Sex Offender Register	\$ per check	50	\$
12	Credit History Check	\$ per check	50	\$
13	In-Person Interviews, Site Visits, Reports and any Other Guardianship Investigation activities	\$ per hour	250 hrs.	\$
14	Subtotal (Lines 8-13)			\$
Option Year 2				
Line	Description	Unit Price (UP)	Quantity (QTY)	Total Price (UP X QTY)
15	Criminal History	\$ per check	50	\$
16	Civil Litigation Record	\$ per check	50	\$
17	Child Abuse Register	\$ per check	50	\$
18	Sex Offender Register	\$ per check	50	\$
19	Credit History Check	\$ per check	50	\$
20	In-Person Interviews, Site Visits, Reports and any Other Guardianship Investigation activities	\$ per hour	250 hrs.	\$
21	Subtotal (Lines 15-20)			\$
22	Total (Lines 7 + 14+21)			\$





**Attachment E
Bid/Price Proposal Form-REV 1**

Bidder/Offeror Name: _____

Bidder/Offeror Address: _____

Federal Tax Identification No.: _____

Telephone No.: _____

Email: _____

MBE: No Yes, Certification No.: _____

VSBE: No Yes, Certification No.: _____

Signature of Authorized Representative

Date

Print name of Authorized Representative

Title of Authorized Representative

