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Addendum No. 5

To Offerors:

Request for Proposals On- Call Staff Augmentation Services Master Contract 2025

Date Issued:

October 10, 2025

This addendum is hereby made part of the Request for Proposals dated September 11, 2025, as amended, on the subject work as though originally included therein. The following amendments, additions, and/or corrections shall govern this solicitation.

This addendum incorporates the following items:

1. A copy of the Sample Agreement (Attachment F) can be accessed via the Euna Portal under the “files” tab.
2. MSA anticipates utilizing services from this RFP to support the Baltimore Vacants Reinvestment Initiative (BVRI) program. MSA reserves the right to use this RFP to utilize other on-call staffing needs as indicated in Section 3 of the RFP.
3. Section 1.2 (f) Consultant is hereby revised to add the following language in brackets:

“The Offeror selected under this RFP. [For the purpose of this RFP, the terms Consultant and Contractor are used interchangeably.]”
4. Section 1.2 (r) Project Manager (“PM”) is hereby revised to add the following language in brackets:

“[MSA] Project Manager (“PM”) – The MSA representative primarily responsible for monitoring the daily activities associated with, and providing technical guidance for the Project. The Project Manager is the point of contact, post-award, who will be responsible for project-specific activities, and to whom invoices will be submitted.”
5. Section 1.6 Contract, and Project Manager is hereby revised to add the following language in brackets:

“Contract and [MSA] Project Manager

The [MSA] Project Manager is: ..”
6. Section 1.20 False Statement is hereby revised to read as follows:

“Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland regarding truthfulness in the information included in the contract documents is incorporated by reference.”

7. Section 1.22 Incurred Expenses; Economy of Preparation is hereby revised to add the following in brackets:

“MSA [is not] responsible for any costs incurred by an Offeror in preparing and submitting a proposal...”

8. Section 1.24 Access to Public Records Act Notice is hereby revised to read as follows:

“1. The Offeror should clearly identify any portion of its Proposal that it considers confidential or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by MSA under the Public Information Act (the “PIA”), (codified in Title 4 of the General Provisions Article of the Maryland Annotate Code). Offerors are advised to read carefully the requirements set forth in Section

4.2 a) herein regarding identification of confidential or proprietary information. (See also RFP Section 1.32 “Confidentiality”).

2. Information the Offeror has identified as confidential must be described by page and section number and placed after the Title Page and before the Table of Contents in the Technical Proposal and if applicable, separately in the Financial Proposal.

3. Offerors are advised that upon request for this information under the PIA, the Procurement Officer is required to make an independent determination whether the information must be disclosed.

9. Section 1.38 Verification of Registration and Tax Payment is hereby revised to correct to following:

“Before ~~a corporation~~ [an entity] can do business in the State...”

10. Section 2.3 Personnel Qualifications is hereby revised to correct the following:

“See Section ~~3.33.3~~ 3.3 for the list of the identified Key Personnel.”

11. Section 3.5.3 is hereby revised to read as follows:

A. The ~~Consultant~~ [Contractor] shall ~~provide~~ [maintain] Workers Compensation coverage for all employees and require that its subconsultants ~~provide~~ [maintain] Workers Compensation coverage for all their employees in accordance with the statutory requirements of the jurisdiction in which the work is being performed. [Maryland law.]

B. The policy shall provide for both Workers Compensation coverage (“Part A”) and Employers Liability coverage (“Part B”).

C. The minimum limits of coverage for Part A (Workers Compensation) shall be in accordance with the statutory requirements of the jurisdiction in which the work is being performed. [Maryland law.] The minimum limits of coverage for Part B (Employers Liability) shall be \$1,000,000 for each accident,

\$1,000,000 for each employee, and a \$1,000,000 aggregate policy limit for disease.

Note: All addenda must be acknowledged by the Offeror in the Technical Proposal.

A handwritten signature in black ink, appearing to read "PS".

Paige Stinnett
Procurement Officer