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### **Amendment No. 1**

#### Request for Proposals (RFP) No. S00R7400001 Sub-Servicer for State-Funded Single Family, Multifamily, & Small Business Loans

The purpose of this amendment is to clarify certain information contained in the above-named Request for Proposals (RFP). All information contained herein is binding on all Offerors who respond to this RFP as provided for in Section 1.18.

Changes/additions are listed below in blue. *The proposal due date has been extended; the question deadline has been clarified; the number of proposal copies has been increased; and Attachment F – Financial Proposal Form, has been revised.*

- I. The “RFP KEY INFORMATION SUMMARY SHEET” on page iii has been modified as follows:

**Proposal Due (Closing) Date & Time:** **Thursday, September 15, 2016, at 2:00 P.M. Local Time**

- II. The second paragraph of Section 1.9 – Questions, has been modified as follows:

**After the Conference, questions shall be accepted by and submitted to the Procurement Officer via email by 8:00 AM Local Time on Friday, September 2, 2016, in order for answers to be provided in sufficient time to be taken into consideration in the Proposal. Time permitting, answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors that are known to have received a copy of the RFP.**

- III. Sections 4.2.1 on page 55, 4.4.1 on page 56, and 4.5 on page 62 now require **one (1) unbound original and nine (9) copies** of both the technical and financial proposals.

- IV. Attachment F – Financial Proposal Form has been revised. Discard the old form, titled “S00R7400001 - Loan Servicing Services - Financial Proposal – eMM”; it has been deleted from eMaryland Marketplace and the DHCD Procurement website. The correct form is now titled, “**S00R7400001 – Loan Servicing Services – Financial Proposal Form – revised under Amendment No. 1.**”

August 25, 2016

By: Jada Fletcher  
Jada Fletcher, Procurement Officer

