

Amendment
State of Emergency
Submittal of Applications/Proposals Packages
March 16, 2020

On Thursday March 12, 2020, Governor Larry Hogan increased the State of Emergency in Maryland and required all State Employees to telework if they are mission critical. This declaration has caused changes to be made in the State's normal operating procedures.

As the Chief Procurement Officer for the Prevention and Health Promotion Administration, I am authorizing the following process changes to be made in any solicitation that the Administration currently has out on eMMA.

- **Effective immediately, proposals and applications may be submitted electronically to the procurement officer listed on the Key Information Sheet of the solicitation. Please supply the proposals in separate PDF files for the Technical and Financial submissions. When sending these emails to the procurement officer, please ask for an acknowledgement of receipt.**
- **If you have sent a paper submission to the Department of Health for an open solicitation, please email the procurement officer on the Key Information Sheet and state that you have submitted your response via paper. If you can follow up with PDF files, that would be appreciated.**
- **Please Note- No public access to the building will be given during this time. Therefore, the normal process of having couriers deliver proposals will not be allowed at this time. FedEx and UPS are still being delivered and are acceptable.**
- **To accommodate these changes, we will also be changing the due dates of some of the solicitations to allow for this process to be implemented.**

If you have any questions or concerns, please contact me at robert.bruce@maryland.gov or the procurement officer for your solicitation.

Sincerely,



Robert Bruce

Chief Operations Officer

Prevention and Health Promotion Administration