



*MARTIN O'MALLEY*  
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Lieutenant Governor

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Secretary

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Deputy Secretary

**Amendment #3**

**REVISED**

to

**Request for Proposals (RFP)**

**BEHAVIORAL HEALTH & EMPLOYEE ASSISTANCE PROGRAM (EAP) BENEFIT ADMINISTRATION SERVICES**

**SOLICITATION NUMBER F10B0400011**

**June 18, 2010**

Ladies and Gentlemen:

This Addendum 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 red bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. Revise Attachment J-6 (Subcontractor Questionnaire) to include 4 additional tabs J-6g through J-6j.
2. Revise Attachment J-16: Deviations Page to include additional lines for offeror responses.
3. Revise Section 4.4.1 (Transmittal Letter) on page 25, as follows:

**4.4.1 Transmittal Letter**

A transmittal letter must accompany the technical proposal. The purpose of this letter is to transmit the proposal and acknowledge the receipt of any addenda. The transmittal letter should be brief and signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP.

~Effective Resource Management~

**The Offeror must identify in the Transmittal Letter accompanying their Technical Proposal/Offer the location(s) from which services will be provided.**

**It is the preference of DBM that ALL PROSPECTIVE OFFERORS use Attachment J from Amendment #3 for consistency purposes. However, if Offerors have begun utilizing Attachment J from Amendment #2 and the 2 changes reflected on Amendment #3 have no effect on their current data entry, you may continue to use Attachment J from Amendment #2.**

**If Attachment J from Amendment #2 is utilized, in the Transmittal Letter which shall accompany the Technical Proposal, Offerors shall provide a statement to the Procurement Officer that Attachment J from Amendment #2 has been utilized.**

**Offerors shall not use any version of Attachment J prior to Amendment #2.**

Date Issued: **June 18, 2010**

By: <signed>  
Andrea R. Lockett  
Procurement Officer

List of Attachments

1. Attachment J – Technical Proposal

[BH\_EAP\_Attachment\_J\_Technical\_AMENDMENT #3\_6 18 10.xls]