



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

DAVID C. ROMANS  
Deputy Secretary

**AMENDMENT #1**  
**to**  
**REQUEST FOR PROPOSALS (RFP)**  
**DENTAL PLAN ADMINISTRATION AND INSURANCE SERVICES**  
**SOLICITATION NUMBER F10B3400005**  
**AUGUST 30, 2013**

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 double strikeout (ex. ~~language deleted~~).

1. Revise **Key Information Summary Sheet** to read as follows:

**MBE Subcontracting Goal(s):**

Functional Area 3 – DPPO-SF **5%** ~~0-5%~~ of total administrative fees paid to Contractor(s)

2. Revise Section 1.33.9 (**Minority Business Enterprise Goals**), on page 23, to read as follows:

1.33.9 The Offeror is advised that liquidated damages will apply in the event the Contractor fails to comply in good faith with the provisions of the MBE program and pertinent Contract provisions. (See **Attachment A, §37** ~~§39~~).

3. Revise Section 4.5.1 (Volume II – Financial Proposal), on page 61, to read as follows:

4.5.1 Financial Proposal Transmittal Letter

A. **A Transmittal Letter shall accompany the ~~Technical~~ Financial Proposal of each Functional Area being proposed.** The transmittal letter does not need to be bound with the financial proposal. The purpose of this letter is to transmit the financial proposal(s) and acknowledge the receipt of any addenda. The transmittal letter

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should be brief and signed by an individual who is authorized to commit the Offeror to all the services identified in the Offeror’s Technical Proposal at the prices of the services identified in the Offeror’s Financial Proposal for all requirements as stated in this RFP; the signature on the transmittal letter shall signify the Offeror’s concurrence with and obligation to all contents of its Financial Proposal. The transmittal letter should also include the Offeror’s company name, address and Federal Employer Identification Number (FEIN). See Section 1.26, “Offeror’s responsibilities.” Offeror should also indicate the functional area(s) (DHMO-FI, DPPO-FI and/or DPPO-SF) to which they are proposing and the name, title, telephone number and email address for their internal contact person regarding this solicitation and RFP.

4. Revise Section 1.8 of the Contract (**Attachment A - Contract**), on page 70, to read as follows:

1.8 “**RFP**” means the Request for Proposals for Dental Plan ([Dental Preferred Provider Organization / Dental Health Maintenance Organization]) Administration and Insurance Services, Solicitation # F10B3400005, dated August ~~22~~<sup>16</sup>, 2013 and any addenda thereto issued in writing by the State.

5. Revise the reference to Exhibit A in Section 2.1 of the Contract (**Attachment A - Contract**), on page 71, to read as follows:

2.1 The Contractor shall provide deliverables, programs, goods, and services specific to the Contract awarded in accordance with Exhibits A-C listed in this section and incorporated as part of this Contract. If there is any conflict between this Contract and the Exhibits, the terms of the Contract shall govern. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provision:

Exhibit A – Request for Proposals - Project No. F10B3400005 dated August ~~22~~<sup>16</sup>, 2013.

6. Replace the Non-Disclosure Agreement (**Attachment J**), on pages 123 through 126, with the attached version(s).

In addition to the existing reference to the Potential Offerors access to Confidential Information as a result of signing the Non-Disclosure Agreement (NDA), the amendment provides reference to the Potential Offerors access to Protected Health Information.

Potential offerors who have not yet submitted a completed copy of the NDA are instructed to use the version supplied herein as Attachment 2 to this Amendment (the version without language

marked in **bold** or ~~double strikethroughs~~). Potential Offerors who have already completed and submitted a copy of the original version of the NDA are asked to submit a new completed and signed NDA, using the version supplied herein as Attachment 2 to this Amendment. The original copies of the NDA already submitted by those Potential Offerors will be destroyed upon receipt of the signed and completed revised NDA version

7. Revise the NAIC 120-1 MODEL COB CONTRACT PROVISIONS web address for Attachment Q, on page 137, to read as follows:

[www.naic.org/store/free/MDL-120.pdf](http://www.naic.org/store/free/MDL-120.pdf)

Date Issued: **August 30, 2013**

Authorized By:

<signed>

Andrea R. Lockett

Procurement Officer

#### Attachments

1. Attachment J - Non-Disclosure Agreement (original version with emphasized revisions)
2. Attachment J - Non Disclosure Agreement (revised version)