



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

**Amendment #1 to Invitation for Bids (IFB)  
CCU Account Verification Services  
Solicitation No. F10B4400013  
June 11, 2014**

This Amendment is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Bidders who respond to this IFB. Specific parts of the IFB have been amended. The following changes/additions are listed below. New language has been double underlined and marked in bold (ex. **new language**), and language deleted has been marked with a strikethrough (ex. ~~language deleted~~).

1. AMEND Section 3.2.3 as follows:

3.2.3 Online Search Function

The Contractor will provide up to 45 designated CCU staff with online access to the Contractor's databases to search manually for bankruptcy, death, address, and Social Security number information as needed. **The Contractor will bill monthly for each employee granted monthly online database access at the rate specified on the bid form, Attachment F. The Contract Monitor may request monthly access for fewer or more employees at the price specified on the bid form, Attachment F.** ~~No separate line item will be provided on the bid form for this online access, and the Contractor is to build this online access into its price for the batch process match verification searches as specified on the bid form, Attachment F.~~

2. AMEND Section 3.6.1 (a) as follows:

3.6.1 General

(a) All invoices for services shall be signed by the Contractor and submitted to the Contract Monitor. All invoices shall include the following information:

- Contractor name;
- Remittance address;
- Federal taxpayer identification number (or if sole proprietorship, the individual's social security number);
- Invoice period;
- Invoice date;

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- Invoice number;
- State assigned Contract number;
- State assigned (Blanket) Purchase Order number(s);
- Goods or services provided **to include the number of Accounts searched and the type of searches (Death, Bankruptcy, and/or Social Security and Address) conducted for each Account, and the names or other identifiers (such as an access code) designating the number of CCU employees provided with online database access;** and
- Amount due.

Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information.

3. AMEND Attachment F “Bid Pricing Instructions” O, P, Q, R, and S as follows:

**O) In Column A, Row 13 for the indicated Contract Years in Sheets 1-4, enter the Unit Price for monthly online database access per employee.**

**OP)** The Excel spreadsheet will automatically multiply the Unit Price for Death Match (Column A Row 3), the Unit Price for Bankruptcy Match Verification (Column A Row 6), and the Unit Price for Address & Social Security Number Match Verification (Column A Row 10) by the number of estimated Accounts to be searched and by the number of months per Contract Year on Sheets 1-4. The Excel spreadsheet will also automatically multiply the **Unit Price per employee for monthly access to search online database (Column A Row 13) by the estimated number of employees (Column C Row 13) and the number of months per Contract Year on Sheets 1-4.**

**PQ)** The products of Columns A, Column C, and Column E for rows 3, 6, **10,** and **130** will automatically populate in Column G in Sheets 1-4.

**QR)** The Excel spreadsheet will automatically add the Bid Prices for the estimated number of Accounts for Death Match Verification, the Bankruptcy Match Verification, and Address & Social Security Match Verification **and the monthly online access for the estimated number of CCU employees** as reflected in Column G Rows 3, 6, **10,** and **130,** respectively, to arrive at the Bid Price for each Contract Year as reflected in Column G Row **152** for the indicated Contract Years in Sheets 1-4.

**RS)** The Bid for each Contract Year as reflected in Column G, Row **152** from Sheets 1-4 will be automatically added on Sheet 5 to arrive at the Total Evaluated Bid Price in Column B, Row 11. Column B, Row 11 reflects the Total Evaluated Bid Price. **Note: This is the price by which a bid will be evaluated.**

4. AMEND the Bid Form, Attachment F, as follows:

See attached Excel spreadsheet for Revised Bid Form, Attachment F.

Issued and authorized by

<signed>  
Rachel Hershey  
Procurement Officer