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## ACCOUNT VERIFICATION SERVICES

**IFB No. F10B9400039**

**AMENDMENT #1  
ISSUED NOVEMBER 13, 2019**

Ladies/Gentlemen:

This Amendment #1 is being issued to amend language and clarify information contained in the above-named IFB. All information contained herein is binding on all Bidders who respond to this IFB. The changes 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. ~~out~~).

1. Revised RFP Section 2.3.1.4 as following:

CCU will provide the name of the debtor, the last four digits of the debtor's Social Security number (if applicable), date of birth, and last known address for the verification and match process. **For corporate debt, CCU will provide the name of the debtor and last known address.** If requested by the Contract Monitor to process the test file of 1,000 debtors, the Contractor shall request any additional information needed to provide accurate match results within two weeks after receiving the ~~file of~~ test file of 1,000 debtors from the Department.

2. Revised RFP Section 2.3.2.1 as following:

Upon successful completion of the processing of the test file of 1,000 debtors, the Contractor will process the back log of individual and commercial debtor files following by the approximately 10,250 monthly individual and commercial debtor files submitted to the Contractor using its automated batch processing system. CCU will provide the name of the debtor, the last four digits of the debtor's Social Security number (if applicable), date of birth, and last known address for the verification and match process. **For corporate debt, CCU will provide the name of the debtor and last known address.**

3. Revise Attachment B Bid Form Instructions & Form, B-1 Bid Form, as follows:

~~See separate Excel Bid Form labeled Account Verification Bid Form.xls.~~ **The Bid Form is in eMMA and must be completed in eMMA.**

**Date Issued:** November 13, 2019

**By:** Pamela Malech  
<Signed>

