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Deputy Secretary

**Addendum No. 3, Dated May 11, 2010**  
**to**  
**Audit Services Contract (ASC) RFP**  
**Project No. 050B980006**

This Addendum No. 3 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 referenced 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 bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1) **Revise the Section 3.11.3 in Section 3.11-Insurance Requirements as noted:**

3.11.3 The State shall be named as an additional insured on the policies of all property, casualty, liability, and other types of insurance evidencing this coverage (Worker's Compensation excepted). All insurance policies shall be endorsed to include a clause that requires that the insurance carrier provide the Procurement Officer, by certified mail, not less than ~~thirty~~ **sixty** (60) days advance notice of any non-renewal, cancellation, or expiration. **If it is the insurance company's written policy to provide less than sixty (60) days advance notice of any non-renewal, cancellation, or expiration, the insurance policy shall be endorsed to include a clause that requires that the insurance carrier provide the Procurement Officer, by certified mail, not less than forty-five (45) days advance notice of any non-renewal, cancellation, or expiration, and the Master Contractor shall provide the Procurement Officer with a copy of the written policy in accordance with §4.4. In addition to the endorsement requirements referenced in the two preceding sentences, the Master Contractor shall provide the Procurement Officer with immediate written notice, by certified mail, of any non-renewal, cancellation, or expiration for any reason at any time.** In the event the State receives a notice of non-renewal, the Master Contractor must provide the State with an insurance policy from another carrier at least thirty (30) days prior to the expiration of the insurance policy then in effect. All insurance policies must be with a company licensed to do business in Maryland. In the event that the Contractor fails to procure and keep in force at all relevant times hereunder such insurance, the State shall have the right, but not the obligation, to obtain such insurance on behalf of the Master Contractor and the State shall have the right to withhold the cost of such insurance from any amounts otherwise due to

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the Master Contractor. If there are no amounts otherwise due to the Master Contractor hereunder, the cost of such insurance shall become immediately payable by the Master Contractor to the State.

Should you require clarification of the information provided in this Addendum, please contact me at 410-260-7681 or [jboock@dbm.state.md.us](mailto:jboock@dbm.state.md.us).

Date Issued: May 11, 2010

By: //s//  
Jacquelyn E. Skinner-Boock  
DBM Procurement Officer