



DEPARTMENT OF
BUDGET & MANAGEMENT

ROBERT L. EHRLICH, JR.
Governor

MICHAEL S. STEELE
Lieutenant Governor

CECILIA JANUSZKIEWICZ
Secretary

JOHN M. WASILISIN
Deputy Secretary

**Amendment #1 to
Request for Proposals (RFP)
Consultant and Actuarial Services for State Employee and Retiree Benefits Program
Project No. F10R7200001
July 24, 2006**

Ladies and Gentlemen:

This Amendment 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 revisions /deletions / 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. Revise, RFP Section 4.2. Proposals 1st Paragraph.

Volume I-Technical Proposal must be sealed separately from Volume II-Financial Proposal but submitted simultaneously to the Procurement Officer (address listed on Key Information Summary and in Section 4-6 **1.5**). This is the only address to which proposals may be submitted. An unbound original, so identified, and five (5) bound copies of each volume are to be submitted. Hard copies must be a complete proposal containing all information contained on the CDs unless otherwise directed in Section 4.

2. Revise, RFP Section 4.4.2. Inside this package an unbound original, to be so labeled, ~~four (4)~~ **five (5) hard** copies, and ~~four (4)~~ **one (1)** electronic copies (in MS Excel format and WORD, as appropriate) ~~on 4~~ **on 1** separate CD in a separate envelope labeled as described in Section 4.2, shall be provided.

3. Revise RFP Section 4.4.2.2, Executive Summary, 1st Paragraph.

The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled "Executive Summary" ~~including how the Offeror meets the minimum qualifications outlined in Section 2.1.~~ The summary shall also identify any exceptions the Offeror has taken to the requirements of this RFP, the contract (ATTACHMENT A), or any other attachments. Offeror shall include a signed Bid/Proposal Affidavit (ATTACHMENT B).

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

<http://www.dbm.maryland.gov>

4. Revise, RFP Section 4.5. Under separate sealed cover from the Technical Proposal and clearly identified with the same information noted on the Technical Proposal, the Offeror must submit an original unbound copy, ~~four (4)~~ **five (5)** bound copies, and ~~four (4)~~ **one (1)** electronic ~~copies~~ **copy** (in MS Excel **or Word** format) on ~~3~~ **1** separate ~~CDs~~ **CD** in a separate envelope labeled as described in Section 4.2, of the Financial Proposal.
5. Revise Attachment A, Section 1.8.

1.8 “Procurement Officer” means the individual identified in section ~~1.6~~ **1.5** of the RFP or a successor designated by the Department.

Remember proposals are due on Tuesday August 8, 2006 no later than 2:00 p.m. Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7570 as soon as possible.

Date issued: July 24, 2006

By

Joy Epstein
Procurement Officer