



LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lieutenant Governor

DAVID R. BRINKLEY  
Secretary

MARC L. NICOLE  
Deputy Secretary

**Amendment #3  
To  
Invitation for Bids (IFB)  
Process Server  
Solicitation Number F10B8400033  
February 6, 2018**

Ladies and Gentlemen:

This Addendum 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. The following changes/additions are listed below. New language has been underlined and marked in bold (ex. **new language**), and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. AMEND Section 2.3.1 General Requirements to add Section 2.3.1.5 as follows:

**2.3.1.5 Upon the Contractor's request and subsequent written approval of the Office of the Attorney General, Contractor may electronically file (e-file) required documentation as allowed by participating Maryland courts. Contractor shall e-file all documentation in accordance with the Maryland Rules. In addition, Contractor shall hand-deliver or mail a copy of all e-filed documentation to the Office of the Attorney General at the location specified in § 2.3.1.1.**

2. AMEND Section 2.3.2.1 as follows:

~~2.3.2.1 Within ten (10) Business Days of the Go-Live Date, provide the Contract Monitor with a complete list identifying all subcontractors which the Contractor intends to use to provide statewide coverage. Indicate intended geographic coverage area(s) for each subcontractor listed.~~

2.3.2.1 Within ten (10) Business Days of the Go-Live Date, provide the Contract Monitor with a complete list identifying all subcontractors which the Contractor intends to use to provide statewide Coverage. Indicate intended geographic coverage area(s) for each subcontractor listed. **This list of subcontractors should be submitted to the Contract Monitor on an annual basis, prior to the Contract anniversary date.**

Date Issued: February 6, 2018

Issued and authorized by:

<Signed>

Patrisha Robinson  
Procurement Officer