



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

DAVID C. ROMANS  
Deputy Secretary

**Amendment #1 to  
Request for Proposals (RFP)  
Third Party Administrative (TPA) Services for Flexible Spending Accounts (FSAs)-  
Healthcare and Dependent Care  
Project No. F10B9200027  
July 10, 2009**

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 2- Offeror minimum qualifications;

Offerors must provide proof that they satisfy the minimum qualification below. If the offeror is unable to comply with this requirement, its offer will be found not susceptible of receiving an award and will be rejected, with the financial proposal returned unopened.

- The Offeror must show proof that they provide FSA services to accounts whose participation includes at a minimum 5,000 participants for both DCFSA and HCFSA services for at least ~~five (5) years~~ **three (3) years.** Accounts with at least 5,000 participants shall have both DCFSA and HCFSA services, in any combination.

2. Revise, RFP Section 4.2;

An unbound original, so identified, and ~~five~~ **four** (4) copies of each volume are to be submitted.

3. Revise RFP Section 4.4.3;

Inside a sealed package, as described in Section 4.3, above, an unbound original, to be so labeled, ~~five~~ **four** (4) copies and the electronic version shall be provided.

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7570 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

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

Remember the pre-proposal conference is Wednesday July 15, 2009 and proposals are due on Tuesday August 18, 2009 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 10, 2009

By

Joy Epstein  
Procurement Officer