



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**Amendment #4 to
Request for Proposals (RFP)
Third Party Administrative (TPA) Services for Flexible Spending Accounts (FSAs)-
Healthcare and Dependent Care
Project No. F10B9200027
August 13, 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. Amend RFP to extend the due date to August 25, 2009 no later than 2:00 p.m. on the Key Information Sheet and Section 1.10 of the RFP:

Closing Date and Time: ~~August 18, 2009~~, **August 25, 2009** – 2:00 PM Local Time

1.10 Proposals Due (Closing) Date

An unbound original and four (4) bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.6, no later than 2:00 PM (local time) on ~~August 18, 2009~~ **August 25, 2009** in order to be considered. An electronic version (diskette or CD) of the Technical Proposal in MS Word and/or MS Excel format must be enclosed with the original technical proposal. An electronic version (diskette or CD) of the Financial Proposal in MS Word and/or MS Excel format must be enclosed with the original financial proposal. Ensure that the diskettes or CDs are labeled with the RFP title, RFP number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.03.02F, proposals received by the Procurement Officer after the due date of ~~August 18, 2009~~ **August 25, 2009** at 2:00 PM (local time) will not be considered.

Proposals may not be submitted by e-mail or facsimile.

2. Amend RFP Attachment Page to correct the reference to Attachment H:

~Effective Resource Management~

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ATTACHMENTS

ATTACHMENT A is the State's Contract. It is provided with the RFP for informational purposes and is not required at proposal submission time. However, it must be completed, signed and returned by the successful Offeror to the Procurement Officer expeditiously upon notification of proposed Contract award.

ATTACHMENT B – Bid/Proposal Affidavit. This form must be completed and submitted with the Offeror's technical proposal.

ATTACHMENT C – Contract Affidavit. It is not required at proposals submission time. It must be submitted by the selected Offeror to the Procurement Officer within 5 working days of notification of proposed award.

ATTACHMENT D – MINORITY BUSINESS ENTERPRISE PARTICIPATION INSTRUCTIONS AND FORMS. Forms D-1 and D-2 must be completed and submitted with the Offeror's technical proposal.

ATTACHMENT E – Pre-Proposal Conference Response Form. It is requested that this form be completed and submitted as described in RFP section 1.7 by those potential Offerors who plan on attending the conference.

ATTACHMENT F1-F4 – Price Proposal Instructions and Forms. Price Proposal forms must be completed and submitted as the Financial Proposal. (FSAPrice.xls)

ATTACHMENT G 1- G18 Technical Information Spreadsheets, (FSATech.xls).

ATTACHMENT H – Living Wage Information. ~~This form must be completed and submitted with the Offeror's technical proposal.~~

ATTACHMENT I – Living Wage Affidavit. This form must be completed and submitted with the Offeror's technical proposal.

ATTACHMENT J - Central Payroll Bureau Electronic Data Transmission Policy

Remember proposals are due on Tuesday August 25, 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: August 13, 2009

By

Joy Epstein
Procurement Officer