



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**Amendment #2 to
Requests for Proposals (RFP)
Group Term Life and Accidental Death and Dismemberment (AD&D) Insurances
Project No. F10B3400001
July 18, 2012**

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 strikeout (ex. ~~language deleted~~).

1. Revise, RFP Page iii, Key Information Sheet to read:

Procurement Officer: ~~Michael Howard~~
Office Phone: ~~(410) 260-7518~~
E-mail: mhoward@dbm.state.md.us

John Saunders
(410) 260-7681
jsaunders@dbm.state.md.us

Proposals are to be sent to: Maryland Department of Budget and Management
45 Calvert Street, Room ~~142~~ **140**
Annapolis, MD 21401
Attention: ~~Michael Howard~~ **John Saunders**

Closing Date and Time: ~~July, 24, 2012~~ **August 7, 2012** at 2:00 PM (Local Time)

2. Revise, RFP Section 1.4 to read:

An unbound original and five bound copies of each proposal (technical and financial) shall be received by the Procurement Officer, at the address listed in Section 1.7, no later than 2:00 PM (Local Time) on **July 24, 2012 August 7, 2012** in order to be considered. Two electronic versions on CDs of the Technical Proposal in MS Word or Excel format shall be enclosed with the original Technical Proposal. Two electronic versions on CD of the Financial Proposal in MS Word or Excel format shall be enclosed with the original Financial Proposal. Ensure that each of the four CDs are labeled with the RFP title, RFP project number, and Offeror name and packaged with the original copy of the appropriate proposal (technical or financial).

~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>

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 21.05.03.02.F and 21.05.02.10, proposals received by the Procurement Officer after the due date, July 24, 2012 August 7, 2012 at 2:00 PM (Local Time) will not be considered.

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

3. Revise Section 1.7, Procurement Officer to read:

The sole point of contact in the State for purposes of this RFP prior to the award of any Contract is the Procurement Officer at the address listed below:

~~Michael Howard~~ **John Saunders**
Maryland Department of Budget and Management
Division of Procurement Policy & Administration
45 Calvert Street, Room ~~142~~ **140**
Annapolis, Maryland 21401
Telephone: 410.260.7518 **7681**
Fax: 410.974.3274
E-mail: ~~mhoward@dbm.state.md.us~~ **jsaunders@dbm.state.md.us**

DBM may change the Procurement Officer at any time by written notice.

4. Revise Attachment A, Sec 34.2 to read:

Notices: All notices hereunder shall be in writing and either delivered personally or sent by certified or registered mail, postage prepaid as follows:

If to the State:

Anne Timmons
Director, Employee Benefits Division
State of Maryland
Director of Employee Benefits
301 W. Preston Street, Room 510
Baltimore, MD 21201

With a copy to:

~~Michael Howard~~ **John Saunders**
Procurement Officer
Department of Budget and Management
Room ~~142~~ **140**
45 Calvert Street
Annapolis, Maryland 21401

Remember proposals are due on Tuesday, August 7, 2012 no later than 2:00 p.m. Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7518, as soon as possible.

Date issued: July 18, 2012

By

<signed>
Michael Howard
Procurement Officer