



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**Amendment #3 to
Requests for Proposals (RFP)
Group Term Life and Personal Accident and Dismemberment (PA&D) Insurance
Project No. F10B8200006
November 19, 2007**

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 Page iii, Key Information Sheet to read:

Procurement Officer: ~~Joseph Gatto~~ **Andrea Lockett**
Office Phone: ~~(410) 260-7414~~ **(410) 260-7374**
E-mail: ~~jgatto@dbm.state.md.us~~ alockett@dbm.state.md.us

Proposals are to be sent to: Maryland Department of Budget and Management
45 Calvert Street, Room 141
Annapolis, MD 21401
Attention: ~~Joseph Gatto~~ **Andrea Lockett**

2. Revise Section 1.3, Pre-Proposal Conference, third paragraph, to read:

In order to assure adequate seating and other accommodations at the Pre-Proposal Conference, please submit the Pre-Proposal Conference Response Form to the attention of ~~Joe Gatto~~, **Andrea Lockett**, preferably via e-mail at ~~jgatto@dbm.state.md.us~~ alockett@dbm.state.md.us or via facsimile at (410) 974-3274 with such notice no later than 2:00 PM Local Time on October 19, 2007.

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:

~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>

~~Joseph Gatto~~ **Andrea Lockett**
Maryland Department of Budget and Management
Division of Procurement Policy & Administration
45 Calvert Street, Room ~~138~~ **141**
Annapolis, Maryland 21401
Telephone: 410.260.7414 **7374**
Fax: 410.974.3274
E-mail: jgatto@dbm.state.md.us **alockett@dbm.state.md.us**

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

4. Revise Attachment A, Sec 27.2, 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:

Andrea Lockett
Procurement Officer
Department of Budget and Management
Room ~~143~~ **141**
45 Calvert Street
Annapolis, Maryland 21401

5. Revise ATTACHMENT H – PRE-PROPOSAL CONFERENCE RESPONSE FORM to read:

Return or fax this form to the Procurement Officer:

~~Joseph Gatto~~ **Andrea Lockett**
Department of Budget and Management
Procurement Unit
45 Calvert Street, Room 141
Annapolis, MD 21401
Fax # (410) 974-3274

6. Revise ATTACHMENT I – NON-DISCLOSURE AGREEMENT (OFFEROR) to read:

3. OFFEROR shall return the Confidential Information to the State within five business days of the State's Notice of recommended award. If the OFFEROR does not submit a Proposal, the OFFEROR shall return the Confidential Information to ~~Joseph Gatto~~ Andrea Lockett, Procurement Officer, Department of Budget & Management on or before the due date for Proposals. If the Confidential Information was provided by e-mailed file, the OFFEROR shall send an e-mail to the Procurement Officer certifying deletion of the e-mail and all copies of the file as well as the destruction of any paper copies or electronic media copies within the five business days referenced above.

Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7374 as soon as possible.

Date Issued: **November 19, 2007**

By: <signed>
Andrea R. Lockett
Procurement Officer