



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

**Amendment #1 to
Request for Proposals (RFP)
Audit Services for State Employee and Retiree Benefits Program
Project No. F10B0400010
May 27, 2010**

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 Key Information Summary Sheet as follows:

Closing Date and Time: June 3 10, 2010 at 2:00 PM (Local Time)

2. Amend RFP §1.9 as follows:

1.9 Proposals Due (Closing) Date

An unbound original and six (6) bound copies of each proposal (technical and financial) must be received by the Procurement Officer, at the address listed in Section 1.5 no later than 2:00 PM (local time) on June 3 10, 2010 in order to be considered. Two (2) electronic versions on CD of the Technical Proposal (in MS WORD) must be enclosed with the original Technical Proposal. Two (2) electronic versions on CD of the Financial Proposal in MS Word or Excel format must be enclosed with the original Financial Proposal. Offerors must ensure that the CDs are labeled with the RFP title, RFP number and Offeror name, and are 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 June 3 10, 2010 at 2:00 PM (local time) will not be considered. Proposals may not be submitted by e-mail or facsimile.

3. Amend, Attachment A, section 1.9, Contract as follows:

~Effective Resource Management~

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1.9 “RFP” means the Request for Proposals for Audit Services for the State Employees and Retirees Benefits Program, No. ~~F10R7200018~~ F10B0400010 dated ~~July 31, 2006~~ April 26, 2010.

4. Replace the first page of Attachment F- Price Proposal Form, Section 1, with the Attachment enclosed.

5. Amend section 3.7.3 B as follows:

4. Audit TPA ~~Meeting~~ Meetings to discuss Draft Audit Report

6. Amend section 3.3.2, Timing and Schedules.

3.3.2 The Contractor shall complete the required audits promptly and in accordance with the established timeframe(s). Milestones indicated on the Gantt chart submission should detail level of effort. The necessary Milestones for each Category are identified in RFP §~~3.7~~ 3.3.2.2.

Should you require clarification of the information provided in this addendum, please contact me at (410) 260-7570 as soon as possible.

Date issued: May 27, 2010

Enclosure: Price Proposal form, Section 1

By

Joy Epstein
Procurement Officer

Attachment F-Price Proposal From for F10B0400010
Category No. _____

Section 1

Proposed Annual Price, Auditing Services						
Auditing Services for the following Milestones						
	1) Planning & Preparation for On-Site Reviews	2) On-Site Reviews	3) Draft Audit Report	4) Audit Discussion Meetings	5) Final Audit Report	1)+2)+3)+4)+5)=Proposed Cycle Total Price for Audit Cycle*
A. Audit Cycle 1-PY July 1, 2011 to June 30,2011						
	\$	\$	\$	\$	\$	\$
B. Audit Cycle 2-PY July 1, 2011 to June 30, 2012						
	\$	\$	\$	\$	\$	\$
C. Audit Cycle 3-PY July 1, 2012 to June 30, 2013						
	\$	\$	\$	\$	\$	\$
D. Audit Cycle 4-PY July 1, 2013 to June 30, 2014						
	\$	\$	\$	\$	\$	\$
E. Audit Cycle 5-PY July 1, 2014-June 30, 2015						
	\$	\$	\$	\$	\$	\$
F. Total, Audit Services Prices for Audit Cycles 1-5 (Rows A-E)						\$

*Note:The proposed Audit Cycle price may vary cycle-to-cycle depending on how an Offeror wishes to c0mpensate for overhead, cost of labor, profit and inflation. Important to note the price proposed is all-inclusive and fully loaded with no other fees, surcharges, taxes or any other factor allowed as a supplemental charge for services.