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Governor

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Lieutenant Governor

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Secretary

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AMENDMENT #2  
To  
INVITATION FOR BIDS (IFB)

PRINTING AND DISTRIBUTION OF OPEN ENROLLMENT AND  
REGULATORY HEALTH BENEFITS MATERIALS FOR STATE OF  
MARYLAND EMPLOYEES AND RETIREES  
SOLICITATION NUMBER F10B8400030

DECEMBER 11, 2017

Ladies and Gentlemen:

This Amendment #2 is being issued to amend language and clarify information contained in the above-named IFB. All information contained herein is binding on all Bidders who respond to this IFB. The changes are listed below; new language has been double underlined and marked in red bold (ex. **new language**) and language deleted has been marked with a double strikeout (ex. ~~strike-out~~).

1. Revise Section 2.3.1 (**Scope of Work – Requirements, General**), as follows:
  - 2.3.1.3 The Contractor must prepare and mail COBRA and ACA Tax Mailing printings. See Sections **2.3.12 and 2.3.13**.
2. Add new Section 2.3.1.22, as follows:

**2.3.1.22 The Contractor must prepare and mail notices to employees/retirees and their dependents regarding dependents aging out of benefits. See Section 2.3.14.**
3. Add new Section 2.3.14 (**Scope of Work – Requirements, Notices of Dependents Aging Out of Benefits**), as follows:

**2.3.14 Notice of Dependents Aging Out of Benefits**

  - 2.3.14.1 The Contractor will print and mail notices of dependents aging out of the health benefits to both the employee/retiree and their dependent(s) each month.**
  - 2.3.14.2 The notices are individually addressed and one page, single sided. They will be folded and put into window envelopes.**

**2.3.14.3** **There are approximately 600 notices to be mailed out each month.  
The Contractor will receive an address file each month to print onto the  
letters.**

4. Replace the Attachment B: Financial Proposal Form - Statewide Customer Service Training RFP Excel spreadsheet with the attached **Amendment 2 Attachment B-2: Financial Proposal Form – Printing and Distribution of Open Enrollment and Regulatory Health Benefits Materials for State of Maryland Employees and Retirees.**

**Date Issued:** December 11, 2017

**By:** Pamela Malech  
<Signed>  
Procurement Officer