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Lieutenant Governor

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Secretary

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**AMENDMENT #3
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**

JANUARY 2, 2018

Ladies and Gentlemen:

This Amendment #3 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:

2.3.1.7 The Contractor agrees to accept files as formatted by the State. The Contractor must be able to transfer electronic files to and from DBM and/or EBD using the State's secure file transfer protocol. **Files will have no bleed.**

2. Revise Section 2.3.2 (**Benefits Guides**), as follows:

2.3.2.1 For the Benefits Guide, the Contractor will print the following:

	Est. Quantity	Format	Pages	Cover	Ink Color
State Employee/Retiree Benefits Guide	135,000	11" × 17", Fold and Saddle Stitch to 8 ½" × 11" Booklet	8084 plus cover, plus up to 8 additional pages (TBD)	The new cover and booklet are to be redesigned with new graphics by the Contractor and may include revised text. <u>Cover is 6 color on 100# Finch Recycled test</u>	Black + one color <u>five colors</u>
Additional Benefit Guide Pages	135,000		As needed		
State Law Enforcement	2,000	24 ½" ×	6 page folded		Black +

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	Est. Quantity	Format	Pages	Cover	Ink Color
State Employee/Retiree Benefits Guide	135,000	11" × 17", Fold and Saddle Stitch to 8 ½" × 11" Booklet	80 84 plus cover, plus up to 8 additional pages (TBD)	The new cover and booklet are to be redesigned with new graphics by the Contractor and may include revised text. <u>Cover is 6 color on 100# Finch Recycled test</u>	Black + one color <u>five colors</u>
Additional Benefit Guide Pages	135,000		As needed		
Officers Labor Alliance (SLEOLA) Addendum and Rate Sheet		11" on 100# paper	to 8 ½" × 11" White paper		one color

3. Revise Section 2.3.6 (**Rate Sheets**), as follows:

2.3.6 The Contractor will print the following rate sheets. All printing is done on 50# white paper with black ink.

	Est. Quantity	Composition	Finishing
Active Retiree Pay	75,000	4 pages	Text trimmed to 8 ½" × 11" <u>stapled</u>
Direct Pay	3,000	2 pages	Text trimmed to 8 ½" × 11"
ORP	2,000	6 pages	1 set = collate & staple upper left corner, <u>8 ½" × 11", landscape</u>

3. Revise Section 2.3.7 (**Miscellaneous Open Enrollment Materials**), as follows:

2.3.7.2 The Contractor will print the OE Postcard and Web Enrollment on 4.25" × 6", 7 pt uncoated white card stock. The Contractor will print the following miscellaneous open enrollment materials on 50# white paper.

4. Revise Section 2.3.10 (**Open Enrollment Envelopes**), as follows:

2.3.10.1 The Contractor will print the approximately 135,000 open enrollment envelopes: 80,000 with indicia and 55,000 without indicia. Envelopes are 9" × 12", booklet style on the 12" edge, 2 color on 70# recycled opaque text and white, with poly covered windows. The ink is black and one color.

5. Revise Section 2.3.12 (**COBRA Mailings**), as follows:

2.3.12.2 The COBRA printings are as follows. All are black ink on 50# white paper with pages trimmed to 8 ½" × 11" and stapled.

	Est. Quantity	Composition
Initial COBRA Notice	1,000 per month	4 double-sided pages
18 Month COBRA Notice	150 per week	5 double-sided pages
36 Month COBRA Notice	150 per week	5 double-sided pages

Date Issued: January 2, 2018

By: Pamela Malech
<Signed>
Procurement Officer