



LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lieutenant Governor

DAVID R. BRINKLEY  
Secretary

MARC L. NICOLE  
Deputy Secretary

**Amendment #1  
To  
Invitation for Bids (IFB)  
Process Server  
Solicitation Number F10B8400033  
January 12, 2018**

Ladies and Gentlemen:

This Addendum is being issued to amend and clarify certain information contained in the above-named IFB. All information contained herein is binding on all Bidders who respond to this IFB. The following changes/additions are listed below. New language has been underlined and marked in bold (ex. **new language**), and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

1. AMEND Section 1.1 Bidder Minimum Qualifications as follows:

~~1.1.1 The Bidder shall provide two (2) references of clients for whom the Bidder has maintained at least \$100,000 in aggregate business of the service of process in the State of Maryland for 2015, 2016 and 2017 (i.e. \$300,000 over the 3 years). Reference information shall include: company name, company address, contact name, contact phone number and contact email address.~~

~~1.1.2 The Bidder shall acknowledge and certify its understanding of the Maryland Rule of Procedure regarding service of process, including, but not limited to, Maryland Rules of Procedure 2-121(a) and Rule 3-121(a).~~

~~1.1.3 The Bidder shall acknowledge and certify its understanding of the Maryland Rules of Process regarding service of process by posting and/or publication, including, but not limited to Maryland Rules of Procedure Rule 2-121(b) & (c), Rule 2-122(a), and Rule 3-121(b).~~

**1.1.1 The Bidder shall acknowledge and certify Bidder has maintained at least \$100,000 in aggregate business of the service of process in the State of Maryland for 2015, 2016, and 2017 (i.e., \$300,000 over the 3 years.)**

**1.1.2 The Bidder shall provide two (2) references of clients for whom the Bidder has maintained at least \$100,000 in aggregate business of the service of**

process in the State of Maryland for 2015, 2016, and 2017 (i.e., \$300,000 over the 3 years. Reference information shall include: company name, company address, contact name, contact phone number, contact email address, year and total dollar amount of billable service of process.

1.1.3 The Bidder shall acknowledge and certify its understanding of the Maryland Rules of Procedure regarding service of process, including, but not limited to Maryland Rule 2-121(a) and Rule 3-121(a).

1.1.4 The Bidder shall acknowledge and certify its understanding of the Maryland Rules of Procedure regarding service of process by posting and/or publication, including, but not limited to Maryland Rule 2-121(b) & (c), Rule 2-122(a) and Rule 3-121(b).

2. AMEND Section 4.36 Department of Human Services (DHS) Hiring Agreement as follows:

~~This solicitation does not require a DHS Hiring Agreement.~~

All Bidders are advised that if a Contract is awarded as a result of this solicitation, the successful Bidder will be required to complete a DHS Hiring Agreement. A copy of this Affidavit is included as Attachment O. This Affidavit must be provided within five (5) Business Days of notification of recommendation for award.

3. AMEND the IFB Attachments as follows:

~~**ATTACHMENT O – Department of Human Resources (DHR) Hiring Agreement**~~

~~If required (see IFB Section 4.36), this Attachment is to be completed and submitted within five (5) Business Days of receiving notification of recommendation for award.~~

**ATTACHMENT O – Department of Human Services (DHS) Hiring Agreement**

If required (see IFB Section 4.36), this Attachment is to be completed and submitted within five (5) Business Days of receiving notification of recommendation for award.

4. REPLACE Attachment C: Bid Affidavit with the attached **Attachment C: Bid Affidavit**. Do not use the original Attachment C. Instead, use the “Revised Attachment C: Bid Affidavit,” which must be completed and submitted with the Bid.

5. REPLACE Attachment O: DHS Hiring Agreement with the attached **Revised Attachment O: DHS Hiring Agreement**. Do not use the original Attachment O stating that no DHR Hiring Agreement is required for this solicitation. Instead, use the “Revised Attachment O: DHS Hiring Agreement.”

Date Issued: January 12, 2018

Issued and authorized by:

<Signed>

Patrisha Robinson  
Procurement Officer

Enclosures:

1. Revised Attachment C- Bid Affidavit
2. Revised Attachment O- DHS Hiring Agreement