

February 6, 2013

Re: Request for Proposals for Electronic Payment Card Services for Department of Labor, Licensing and Regulation Division of Unemployment Insurance, RFP #DLLR-EPC-01172013

Dear Prospective Offeror:

This is an Amendment to the Maryland State Treasurer's Office Request for Proposals for Electronic Payment Card Services for Department of Labor, Licensing and Regulation Division of Unemployment Insurance, RFP #DLLR-EPC-01172013

You must acknowledge below that you have received this Amendment.

Amendment No. 1

1. The second paragraph in Section 3.02 Program Description is revised (in bold) as follows:

DLLR/DUI currently issues UI payments five (5) days a week with the exception of State holidays. DLLR/DUI's intention is to continue to issue UI payments via EPCs, except in rare cases constituting "hardships" or emergencies when checks will be issued. Full or partial **deposits transfers** of UI payments into claimants' bank accounts ~~will also can currently~~ be made through EPCs. **DLLR/DUI desires to transition to a traditional direct deposit program.**

2. A new requirement is added to Section 3.04 Minimum Service Requirements as follows:

16. Direct Deposit - Contractor must offer a direct deposit solution for claimants who desire not to use EPCs and instead have deposits made directly to their existing bank accounts.

3. Item 1 in Section 3.05 General Requirements is revised (in bold) as follows:

1. **Except with respect to the direct deposit service**, there shall be no cost to DLLR/DUI for the EPC program.

4. Item A. 12. in Section 3.06 Specific Services is deleted and replaced with the following:
 - A. 12. Describe how you will provide direct deposit services to claimants, including registration and maintenance of all banking information required for direct deposit.
5. Item D.3. in Section 3.06 Specific Services is deleted and replaced with the following:
 - D. 3. Describe how you will ensure that access to funds loaded on an EPC will not be available until the cardholder activates the EPC.
6. Item F. 6. in Section 3.06 Specific Services is deleted.
7. A new requirement is added to Section 3.06 Specific Services, Subsection J. Transition as follows:
 - J.3. Claimants that elect to have UI benefits deposited to their designated bank accounts currently receive such deposits via transfer through EPCs. DLLR/DUI desires to transition to a more traditional direct deposit service that eliminates the EPC transfer. In connection with this service, DLLR/DUI desires to have the Contractor collect the necessary claimant bank account information.

Describe how you would transition from DLLR/DUI's current practice to the proposed new practice. Provide timelines and include information regarding potential changes in technology, programming, or DLLR/DUI resources that might be necessary in connection with a change in service. Include a discussion of the handling of existing cardholders.
8. Section 3.09 Compensation is revised (in bold) as follows:

Except with respect to the direct deposit service, DLLR/DUI will pay no compensation to the Contractor for the EPC program. Any fees charged by the Contractor shall be those set forth in the Contractor's proposal for Cardholder Services Costs/Fees. See Section IV, 4.05 Volume II – Cardholder Services Costs/Fees.

9. Section 4.05 Volume II - Cardholder Services Costs/Fees is revised (in bold) as follows:

The Evaluation Committee will evaluate cardholder services costs/fees ~~based on~~ **and the costs/fees, if any, to be paid by DLLR/DUI for direct deposit services.** The Committee will seek the most favorable costs/fees to **both the cardholder and DLLR/DUI** for services.

Offeror must submit the Cardholder Services Costs/Fees Worksheet identified as Appendix A, which must include the timing and circumstances under which each cardholder services costs/fees is assessed. For any additional cardholder services cost/fee not included on the Worksheet **and for any costs/fees to be paid by DLLR/DUI for direct deposit services**, include a Worksheet Supplement on a separate sheet with a detailed description of such additional ~~cardholder~~ **and their respective** costs/fees, including the timing and circumstances under which each such additional ~~cardholder services~~ cost/fee ~~is assessed~~ **applies.**

The selected Offeror may not charge any cost or fee to cardholders **or DLLR/DUI** not included in its proposal. The Worksheet and any Worksheet Supplement must be signed by an individual authorized to bind the Offeror to all statements, including all proposed costs/fees. The Worksheet and any Worksheet Supplement are to be sealed in a separate envelope.

10. Section 5.02 Evaluation Committee and Evaluation Criteria is revised (in bold) as follows:

All qualifying proposals (those proposals that are reasonably susceptible to selection for Contract award) received by the submission deadline will be evaluated by an Evaluation Committee appointed by the Treasurer or the Treasurer's designee. The Evaluation Committee will rank the proposals and make a recommendation for award based on (1) technical merit (see Section 5.03), as demonstrated in the technical proposal and oral presentations, if any, and (2) ~~cardholder services~~ costs/fees **to cardholders and, if applicable, DLLR/DUI**, both as presented in the best and final offer, if any.

11. Section 5.04 Evaluation of Costs/Fees is revised (in bold) as follows:

Following completion of the initial technical evaluation, the Evaluation Committee will conduct an initial evaluation of ~~the~~ **each proposal's** cardholder services costs/fees ~~of each proposal and any cost/fees of DLLR/DUI for direct deposit services~~, and will establish a financial ranking of all proposals.

Page 4
Amendment No. 1
February 6, 2013

12. Appendix A – Worksheet Instructions is deleted and replaced with the attached Appendix A – Worksheet Instructions (revisions in bold).
13. Section 4.03 Volume I – Technical Proposal, first paragraph, corrects the typographical error by deleting “DUI” from the RFP number. The correct reference is: RFP #DLLR-**EPC**-01172013.”

If you have any questions regarding this Amendment, please contact me by email at: procurement@treasurer.state.md.us.

Sincerely,
Anne Jewell
Procurement Officer

Firm Name

By: _____

Acknowledge receipt and return by
Email at: procurement@treasurer.state.md.us,
by facsimile at (410)974-3530, or by First Class
Mail, on or before February 19, 2013.

APPENDIX A

CARDHOLDER SERVICES COSTS/FEES WORKSHEET INSTRUCTIONS

1. Offerors must submit the Cardholder Services Cost/Fees Worksheet identified as Appendix A, including the timing and circumstances under which each cardholder cost and fee is assessed.
2. Additional cardholder services costs/fees not included on the Worksheet as Appendix A **and the cost/fees, if any, to be paid by DLLRDUI for direct deposit services** may be submitted on a Worksheet Supplement as a separate sheet. Describe in detail, including the timing and circumstances under which each ~~cardholder~~ cost and fee is assessed. See Section 4.05 Volume II – Cardholder Services Costs/Fees.
3. An individual who is authorized to bind the Offeror to the Cardholder Services Cost/Fees must sign Appendix A and any Worksheet Supplement. The selected Offeror may not charge cardholders any cost or fee not included in its proposal.
4. ~~Cardholder services~~ Costs/fees must be recorded in dollars and cents, e.g., \$24.15. Fractional prices are not acceptable (e.g., \$24.15333).
5. It is imperative that the Cardholder Services Cost/Fees Worksheet, Appendix A, is completed accurately, as well as any attached separate Worksheet Supplement containing any additional ~~cardholder services~~ cost/fees. Any incorrect entries or inaccurate price by the Offeror will be treated as provided in COMAR 21.05.03.03E and 21.05.02.12.