



Dereck E. Davis
State Treasurer

Jonathan D. Martin
Chief Deputy Treasurer

MARYLAND STATE TREASURER'S OFFICE

**Amendment #1
REQUEST FOR PROPOSALS FOR
BROKER SERVICES FOR AUTO COVERAGE
RFP #AUTO-07132022
EMMA PROJECT NUMBER: BPM030714**

August 1, 2022

Dear Prospective Offeror:

This is the First Amendment to the Maryland State Treasurer's Office Request for Proposals for Broker Services for Auto Coverage.

You must acknowledge below that you have received this Amendment.

The Small Business Reserve Designation has been REMOVED from this procurement.

The schedule for the Proposal Due Date has changed. The revised submission due date is as follows:

- Key Information Summary:

Proposal Due Date and Time: **August 19, 2022 by 2:00 p.m. Local Time**

1. Cover Page: Removed in its entirety
~~REMOVED IN ITS ENTIRETY: The Maryland State Treasurer's Office invites your firm to participate in the attached procurement that has been designated as a Small Business Reserve (SBR). In order to obtain an award, your firm must be registered and certified in the SBR Directory in the State's eProcurement system eMaryland Marketplace Advantage (eMMA). Refer to the attached link on how to register to become a certified small business eligible for the SBR Program using the eMMA Quick Reference Guide (QRG) 7. SBR Certification/Recertification (eMMA QRG) (maryland.gov)~~
2. Section 2.6 – Term – Replace October 31, 2025 with October 31, 2027
CORRECTION: The term of the Contract for Insurance Broker Services for Auto Insurance will be November 1, 2022 through October 31, 2027, with up to two consecutive one-year renewal options, exercisable at the sole discretion of the Office.

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3. Section 4.39 – Removed in its entirety and Replaced
REPLACEMENT: This solicitation is not designated as a Small Business Reserve (SBR) Procurement.

4. Section 5.4.2.F (9) – Replace 2.4.4 with 2.2
CORRECTION: The Offeror shall include a deliverable description and schedule describing the proposed Deliverables as mapped to the State SDLC and the Deliverables table in **Section 2.2**. The schedule shall also detail proposed submission due date/frequency of each recommended Deliverable.

5. Section 5.4.2.F (10) – Remove in its entirety
REMOVED IN ITS ENTIRETY: ~~The Offeror shall include an SLA as identified in Section 2.6, including service level metrics offered and a description how the metrics are measured, any SLA credits should the service level metrics not be met, and how the State can verify the service level. The Offeror shall describe how service level performance is reported to the State.~~

6. Section 5.4.2.F (11) – Remove in its entirety
REMOVED IN ITS ENTIRETY: ~~Description of technical risk of migrating from the existing system.~~

7. Section 5.4.2.H – Replace 3.10.1 with 1.1
CORRECTION: The Offeror shall include information on past experience with similar projects and services including information in support of the Offeror Experience criteria in **Section 1.1**. The Offeror shall describe how its organization can meet the requirements of this RFP and shall also include the following information:

8. Attachment B – B-1 Financial Proposal Form
CORRECTION: See separate Financial Proposal Form labeled Appendix A. (Attached to **Amendment #1**)

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

Sincerely,
Marsha Rowe, CMPO
Procurement and Operations Specialist

Firm Name

By: _____

Title: _____

Acknowledge receipt and return by email at:
procurement@treasurer.state.md.us on or before August
17, 2022