



November 19, 2018

Re: Second Amendment to the Request for Proposals for Merchant Services,
RFP #MS- 10052018

Dear Prospective Offeror:

This is the Second Amendment to the Maryland State Treasurer's Office Request for Proposals for Merchant Services, RFP #MS-10052018.

You must acknowledge below that you have received this Amendment.

1. Appendix A-2 **Price Merchant Services** - is revised (11/19/2018) and is included as an attachment in Excel Format. Submissions received in response to the RFP #MS-10052018 must be in the revised Appendix A-2 format.
 2. Section 3.9 **Additional Specialized Services** – The following subsections are deleted and replaced as follows:
 - 3.9.1.2 Describe your ability to meet the following:
 - a. Fees to use this service are passed along to the cardholder and must be disclosed to the cardholder before the transaction is complete. All services and products related to this Contract are to be covered by these fees.
 - b. SHA requires daily settlement by 4:00 p.m. Eastern Time. Reports should be provided for reconciliation of all transactions by 4:00 p.m. daily. See Exhibit 3 for sample daily and monthly reports.
- Sub-paragraph "f." is added as follows:
- f. SHA would like the ability to pre-authorize charges for an initial cost, but not charge the card until actual fees have been determined. When submitting applications, customers are approved on an estimate however, this amount is subject to change depending on route travelled, police escorts, monitoring, bridge engineering, MDTA fees, Baltimore City fees, district fees etc. In this scenario, if the amount is different from the pre-authorized amount, the final

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f. (continued)

charge to the cardholder would be adjusted and then settled. If available, please identify how this would be handled with your solution.

If you have any questions regarding this amendment, please contact me at (410)260-7903.

Sincerely,
Anne Jewell
Procurement Officer

Firm Name: _____

By: _____

Date: _____

Acknowledge receipt by email at:
procurement@treasurer.state.md.us,
on or before December 6, 2018