

April 21, 2020

Re: Amendment to RFP #PROP/PKG-03312020

Dear Prospective Offeror:

This is an Amendment to the Maryland State Treasurer's Office Request for Proposals for Insurance Broker Services for Property/Package Coverages, RFP #PROP/PKG-03312020

You must acknowledge below that you have received this Amendment.

Amendment No. 1

1. The schedule for the Proposal Due Date and time has changed from Thursday, April 30, 2020 by 2:00 p.m. to Wednesday, May 6, 2020 by 2:00 p.m. The RFP is revised as follows:

Cover Page: Due Date: **May 6, 2020**

Key Information Summary and Section 1.6 Schedule of Events:

Proposal Due Date: **May 6, 2020 by 2:00 p.m. Local Time**

1. Section 1.9 Submission Requirements and Deadline is revised to allow Offerors to submit their technical proposals and price proposals by electronic means. Section 1.9 is revised as follows:

Proposals must be received by the Procurement Officer at the Issuing Office no later than 2:00 PM local time on Wednesday, May 6, 2020.

(i) Mail or Hand-Delivery Submission

To be considered for award, Offerors must submit to the Procurement Officer a package containing one (1) written original, and five (5) copies (total of 6) of the Technical Proposal and the Price Proposal, each in separate sealed envelopes. All submissions shall indicate the RFP Title and number and the Offeror's name and address. ~~Additionally, each Offeror must provide to the Procurement Officer on compact disks one electronic copy of the Technical and Price Proposals submitted.~~ If an Offeror intends to submit proposals by hand-delivery on any date other than the proposal due date of May 6, 2020 by 2:00 PM Local Time, the Offeror must contact the Procurement Officer to schedule a delivery date and time for acceptance of their proposals.

(ii) Electronic Submission

To be considered for award, Offerors must submit their Technical Proposal and Price Proposal by electronic transmission through eMMA or by email to the Procurement Officer at: procurement@treasurer.state.md.us by the deadline date and time. The date and time of an e-mail submission is determined by the date and time of arrival in the e-mail address. As with the written submission, the electronic copy submission of the Technical Proposal and the Price Proposal must be submitted in separate files. The Price Proposal file is to be password protected. Offerors will be notified by the Procurement Officer when to submit their password for opening of the Price Proposal. The Office will not consider proposals submitted by facsimile.

The Office will not grant requests for extension of the submission date or time. Offerors mailing proposals should allow sufficient mail and internal delivery time to ensure timely receipt of the proposals by the Procurement Officer at the Issuing Office. Except as permitted under COMAR 21.05.02.10, the Office will not consider proposals or unsolicited amendments to proposals arriving in the Issuing Office or received by the Procurement Officer after the closing date and time, regardless of the method of their transmission.

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, on or before April 30, 2020.