



**Nancy K. Kopp**  
State Treasurer

**Bernadette T. Benik**  
Chief Deputy Treasurer

April 1, 2011

Dear Prospective Offeror:

Enclosed is the Maryland State Treasurer's Office Request for Proposals ("RFP") for General, Income Tax Refund, and Payroll Disbursement Services. We invite you to consider submitting a proposal in response to this RFP.

In order to improve the quality of State solicitations, I would appreciate your taking a few minutes to provide comments and suggestions regarding this solicitation on the enclosed Notice to Vendors/Contractors form.

Thank you for your time in reviewing this RFP and we look forward to hearing from you.

Sincerely,

*Anne Jewell*  
Procurement Officer

Enclosure

# STATE OF MARYLAND

## NOTICE TO VENDORS/CONTRACTORS

In order to help us improve the quality of State bid/proposal and solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes to provide comments and suggestions regarding the enclosed solicitation. Please return your comments with your bids. If you have chosen not to bid on this contract, please fax this completed form to: 410-974-3530 to the attention of Anne Jewell.

**Title: Request for Proposals for General, Income Tax Refund, and Payroll Disbursement Services, RFP # DISB-04012011**

1. If you have responded with a "no bid", please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the solicitation is not something we ordinarily provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)
- The scope of work is beyond our present capacity.
- Doing business with Maryland government is simply too complicated.  
(Explain in REMARKS section.)
- We cannot be competitive. (Explain in REMARKS section.)
- Time allotted for completion of the bid/proposals is insufficient.
- Start-up time is insufficient.
- Bonding/Insurance requirements are restrictive. (Explain in REMARKS section.)
- Bid/Proposals requirements (other than specifications) are unreasonable or too risky.  
(Explain in REMARKS section.)
- MBE requirements. (Explain in REMARKS section.)
- Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory.  
(Explain in REMARKS section.)
- Payment schedule too slow.
- Other: \_\_\_\_\_

2. If you have submitted a bid or proposal, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Use reverse or attach additional pages as needed.)

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_