



**Nancy K. Kopp**  
State Treasurer

**Bernadette T. Benik**  
Chief Deputy Treasurer

May 18, 2011

Re: Request for Proposals for General, Income Tax, and Payroll Disbursements Services, RFP #DISB-04012011

Dear Prospective Offeror:

This is an Amendment to the Maryland State Treasurer's Office Request for Proposals for General, Income Tax, and Payroll Disbursements Services, RFP #DISB-04012011 (the "RFP").

**You must acknowledge below that you have received this Amendment on or before May 24, 2011.**

**AMENDMENT NO. 3**

**Section 3.05 Payroll Disbursement**

**B. Payroll Disbursement Services Requirements, Item 15**

Item No. 15 is corrected by deleting the word, "tape" and inserting the word, "file" in its place, as follows:

15. As a part of this reconciliation product the Offeror must provide daily a paid items **file** noting the items paid and stopped the previous day. The MTA requires a full monthly reconciliation including two monthly electronic listings.

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

Sincerely,  
*Anne Jewell*  
Procurement Officer

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_

Acknowledge receipt and return by  
First Class Mail, Facsimile at (410)974-3530 or by email  
at: [procurement@treasurer.state.md.us](mailto:procurement@treasurer.state.md.us), on or before  
May 24, 2011