

March 9, 2017

Re: Request for Proposals for Broker Services for Liability Coverages, RFP #LIA-02102017

Dear Prospective Offeror:

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

**You must acknowledge below that you have received this Amendment.**

1. A new policy is added to Section 3.05 Category A – Liability Coverages of the RFP as follows:

**3.5.11. Maryland Department of Commerce - Effective: April 18, 2018**  
(approximate)

Foreign liability coverage for Maryland Department of Commerce, Office of International Investment and Trade programs that require overseas travel and activities, such as: exhibiting at foreign trade shows, attending foreign conferences and trade shows, organizing trade missions overseas, and attending overseas events promoting the State.

2. Appendix A-1 - Price Proposal (Category A) is deleted and replaced with a Revised Appendix A-1 (Category A), to be completed and submitted with Offerors proposals as instructed in Section 1.9 Submission Requirements and Deadline of no later than 2:00 p.m. local time on Wednesday, March 15, 2017.

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 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 March 13, 2017.

**REVISED - APPENDIX A-1  
CATEGORY A**

**RFP for Insurance Broker Services for Liability Coverages, RFP #LIA-02102017**

**Price Proposal for Liability Insurance Broker Services – Category A**

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

ANNUAL insurance broker fee (all inclusive) for insurance broker services for the State of Maryland Liability Coverages – Category A, effective July 1, 2017, and for all subsequent annual terms. Insurance brokers who submit a price proposal for Liability Coverages - Category A, must provide a broker fee for each of the eleven coverages below.

3.5.1.	MIEMSS- Radio Towers	\$ _____
3.5.2.	DNR- Special Events	\$ _____
3.5.3.	AG- Farmers Markets	\$ _____
3.5.4.	UMAB & UB- Law Clinics	\$ _____
3.5.5.	MPT – Liability	\$ _____
3.5.6.	MPT – Excess Liability	\$ _____
3.5.7.	MPT – Broadcasters E&O	\$ _____
3.5.8.	Foster Parents	\$ _____
3.5.9.	Allied Health	\$ _____
3.5.10.	MFRI	\$ _____
3.5.11	MDC – Foreign Liability	\$ _____

The insurance broker services fees listed above shall be the only form of remuneration paid to the broker for each policy purchased. The broker must agree to return to the State of Maryland, within 30 days of receipt, any and all commission income, overrides, contingencies or bonuses earned as a result of the State’s policy(s). If for any reason a policy cannot be written net of commission, any earned commission in excess of the insurance broker fee shall be returned to the State.

Revised Appendix A-1  
Liability Coverages - Category A  
(continued)

Insurance broker services fees are all inclusive. The Office will not pay travel expenses or express mail or other administrative expenses of the Offeror. The Office will not pay any insurance broker services fee relating to quotes for new coverage unless and until the coverage is purchased. If the Offeror provides a renewal quote, and the Office decides not to renew the coverage for any reason, the Office will not pay any insurance broker services fee.

Notwithstanding this proposal, for any multi-year policy or any new or added policy, the Offeror agrees to negotiate with the Office an appropriate insurance broker services fee for that policy.

In compliance with the RFP and with all terms and conditions set forth therein, the undersigned represents that he/she has full authority to submit the above insurance broker services fees.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Name and Title of Authorized Official

\_\_\_\_\_  
Date