



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

DAVID C. ROMANS  
Deputy Secretary

**AMENDMENT #3**  
**to**  
**REQUEST FOR PROPOSALS (RFP)**  
**DENTAL PLAN ADMINISTRATION AND INSURANCE SERVICES**  
**SOLICITATION NUMBER F10B3400005**  
**SEPTEMBER 18, 2013**

Ladies and Gentlemen:

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in **red bold** (ex. **new language**) and language deleted has been marked with a double strikeout (ex. ~~language deleted~~).

1. Revise **RFP Key Information Summary Sheet**, on page iii to read as follows:

**Closing Date and Time:**            ~~September 26, 2013 @ 2:00 PM Local Time~~  
**October 2, 2013 @ 2:00 PM Local Time**

2. Revise Section 1.2 (**Abbreviations and Definitions**), on page 10 to read as follows:

- z. **Enrollment** – When used in **Attachments D1 – D5, Attachment D supplements, Attachment D instructions**, and RFP §1.10 means the participating member only and does not include all covered lives the member chooses to cover under his/her plan.

~Effective Resource Management~

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3. Revise Section 1.11 (**Proposals Due (Closing) Date and Time**) on page 15, to read as follows:

Proposals, in the number and form set forth in RFP Section 4.2 “Proposals” must be received by the Procurement Officer at the address listed on the Key Information Summary Sheet, no later than **2:00 PM Local Time on ~~September 26, 2013~~ October 2, 2013** in order to be considered.

NOTE: The remainder of the section is unchanged.

4. Revise Section 4.4.3.6.1(A) (**Proposals Due (Closing) Date and Time**) on page 52, to read as follows:

4.4.3.6.1 Offeror Technical Response to RFP Requirements

- A. The technical proposal must include a detailed response to Section 3.4, Description of Scope of Work Requirements, in Microsoft Word format, demonstrating that the Offeror has a comprehensive understanding of the requirements. The Offeror must include an explanation of the methodology of how the work will be done. In response to Section 3.3, General Requirements for All Functional Areas, please do not repeat information provided in the Attachments FA1 T, FA2 T and FA3 T.

Please submit response in Microsoft Word format and label as "**3.3.4 General Requirements.**"

**For any response the Offeror cannot enter into Attachment T for any functional area due to an inaccessible cell or incorrect drop-down, the Offeror shall (a) identify the appropriate Attachment and section number and (b) include the applicable response(s) in their general detailed technical proposal response to Section 3.4, Description of Scope of Work Requirements, in Microsoft Word format. Entitle the Section Technical Proposal FA[1, 2 or 3] Inaccessible Cell or Incorrect Drop-Down.**

5. Revise Sections 4.4.4.1 (**For Functional Area 1: DHMO-FI**), 4.4.4.2 (**For Functional Area 2-DPPO-FI**), and 4.4.4.3 (**For Functional Area 3-DPPO-SF**), to remove the following references to a Required Submission of MBE Attachment D-1 Supplement and VSBE Attachment M-2:

4.4.4.1 (**For Functional Area 1: DHMO-FI**)

<del>Completed MBE Pro-Ration Calculation Worksheet</del>	<del>Attachment D-1 Supplement</del>
<del>Veteran Owned Project Participation Statement</del>	<del>Attachment M-2</del>

4.4.4.2 (For Functional Area 2-DPPO-FI)

<del>Completed MBE Pro-Ration Calculation Worksheet</del>	<del>Attachment D-1 Supplement</del>
<del>Veteran Owned Project Participation Statement</del>	<del>Attachment M-2</del>

4.4.4.3 (For Functional Area 3-DPPO-SF)

<del>Completed MBE Pro-Ration Calculation Worksheet</del>	<del>Attachment D-1 Supplement</del>
<del>Veteran Owned Project Participation Statement</del>	<del>Attachment M-2</del>

6. Revise Attachment T-10: Disruption Analysis for each Functional Area, as follows:

Revised files are available that will allow Offerors to select and copy the data for analysis. Please copy results (“Yes” or “No”) back into the last column of these files.

To access the updated distribution analysis files, the Procurement Officer will email the secure file transfer weblink to all Offerors who provided an executed Non-Disclosure Agreement (from Amendment #1 - 8/30/13) to DBM as of the date of Q&A #2.

Date Issued: **September 18, 2013**

Authorized By: <signed>  
Andrea R. Lockett  
Procurement Officer

Attachments: NONE