DATE: November 6, 2009

TO: All Proposers

FROM: Delores R. Pertee

RE: Actuarial Services For Hilltop – RFP-BC-20638-P

ADDENDUM #2

Page 1 of 3

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and returning it along with your proposal.

The due date and time for the Technical Proposals to be submitted to the University remains the same, Tuesday, November 24, 2009 by 2:00 p.m. to the issuing office.

A. CORRECTIONS:

1. Section 3.2.2 on page 18 indicates that bidders can provide, in the transmittal letter, "detailed information itemizing and explaining any exception to the terms, conditions, and requirements set forth in this RFP." However, in Appendix D, Other General Information for Proposers, page 67, Section 3.6 indicates that the University "reserves the right to reject any and all proposals..., if the Proposer takes exception to the terms and conditions of this RFP." Is UMBC amenable to exceptions to the terms, conditions and requirements of the RFP as long as they are detailed in the transmittal letter, per Section 3.2.2 on page 18?

Under Section 3.2.2, Item 1 – Transmittal Letter, DELETE the last sentence in the paragraph, "The letter must also provide detailed information itemizing and explaining any exception to the terms, conditions, and requirements set forth in this RFP". The instructions under Appendix D, Section 3.6 are correct.

2. Section 3.2.3.2 on page 19 indicates that bidders should provide an Experience Form for three locations while the Experience Form itself indicates four similar/relevant contracts. Should bidders submit three or four Experience Forms for similar services?

On the Firm Experience Form, in the first sentence at the top of the page "Please complete a separate form for four (4) similar/relevant..." DELETE the words “four (4)” and REPLACE with “three (3)".
B. QUESTIONS AND ANSWERS:

1. QUESTION: Is UMBC amenable to negotiation specific to limits of liability with a liability cap of four times the value of the contract?
   ANSWER: The successful contractor will be required to provide liability insurance in the amount specified in the RFP. This requirement is per State of Maryland Procurement Policies and Procedures and is non-negotiable.

2. QUESTION: Section 3.2.3.2 on page 19 indicates that the Experience Forms should reflect services "preferably" in an academic environment or under contract with a Government Agency? Is it more desirable to have experience with academic organizations than with Government Agencies or are they the same, preferentially?
   ANSWER: There is no specific preference either way, however, It is anticipated that the vast majority of the experience under the above two categories would be with federal, state, or local government agencies given the nature of this work.

3. QUESTION: Section 3.2.3.3 on page 20 indicates that "primary account representative(s)" should complete the Key Personnel Form. Should bidders submit the Key Personnel Form for the lead staff or for all staff we intend to include on the team? Our preference would be to complete the Key Personnel Form for only the lead staff and staff biographies for supporting staff. Would this be acceptable?
   ANSWER: A "Key Personnel Form" should be completed for each person that will be working on the account in a lead staffing position. For those personnel working in a support role, a staff biography is sufficient.

4. QUESTION: Appendix D, Other General Information for Proposers, Section 3.12, on page 68 indicates that a performance bond is required. Would UMBC be amenable to negotiating a lower performance bond or waiving the performance bond requirement?
   ANSWER: The successful contractor will be required to provide a Performance Bond in the amount specified in the contract. This requirement is per State of Maryland Procurement Policies and Procedures and is non-negotiable. The amount is based on and equal to the contract award price.

Enclosures:
   Acknowledgement of Receipt of Addenda Form

Cc: Procurement File

END OF ADDENDUM #2 DATED 11/06/09

(This Addendum and enclosure were posted on the University's eBid Board and eMaryland Marketplace on 11/06/09)
(Originals were not mailed via U.S. Mail)
RFP #: BC-20638-P

PROPOSAL DUE DATE: TUESDAY, NOVEMBER 24, 2009

PROPOSAL FOR: ACTUARIAL SERVICES FOR HILLTOP

NAME OF BIDDER:______________________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 10/30/09

Addendum No. 2 dated 11/06/09

Addendum No. _____ dated _______

Addendum No. _____ dated _______

Addendum No. _____ dated _______

As stated in this Addendum, this form must be completed and returned along with your Proposal.

______________________________
Signature

______________________________
Printed Name

______________________________
Title

______________________________
Date

END OF FORM