



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

ELLINGTON CHURCHILL, JR.
Deputy Secretary

Amendment No. 4

Invitation to Bids (IFB) No. S00R6400002 TEMPORARY FINANCIAL SERVICES STAFFING AGENCIES

The purpose of this amendment is to clarify certain information contained in the above-named Invitation for Bids (IFB). All information contained herein is binding on all Bidders who respond to this IFB as provided for in Section 1.18.

Changes/additions are listed below; new language has been typed in **red** and marked in **bold** (i.e., **word**) and deleted language has been marked with a strikethrough (i.e., ~~word~~). **The bid due date has been extended and insurance requirements have been revised.**

- I. The "IFB KEY INFORMATION SUMMARY SHEET" on page i has been modified as follows:

Bid Due (Closing) Date and Time: ~~Thursday, March 17, 2016, at 2:00 P.M. Local Time~~
Tuesday, March 22, 2016, at 2:00 P.M. Local Time

- II. Section 3.4 – Insurance Requirements has been modified as follows:

- 3.4.1 The Contractor shall maintain Commercial General Liability Insurance **that is of the proper type and of sufficient limits that the State, their officials, employees, their agents, servants, guests and subcontractors are reasonably covered in the event of injury or death** to cover losses resulting from, or arising out of, ~~Contractor action or inaction in the performance of the Contract by the Contractor, its agents, servants, employees, or subcontractors, with a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate.~~
- 3.4.2 ~~The Contractor shall maintain Errors and Omissions/Professional Liability insurance with a minimum limit of \$5,000,000 per claim and annual aggregate.~~ **The Contractor shall maintain property and casualty insurance with minimum limits sufficient to cover losses resulting from or arising out of Contractor action or inaction in the performance of the Contract by the Contractor, its agents, servants, employees or subcontractors.**
- 3.4.3 ~~The Contractor shall maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.~~
- 3.4.4 ~~The Contractor shall maintain Crime Insurance to cover employee theft with minimum single loss limit of \$1,000,000 per loss, and a single loss retention not to exceed \$10,000.~~





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~~3.4.5~~ Within five (5) Business Days of recommendation for Contract award, and before any work begins, the
3.4.3 Contractor shall provide the Procurement Officer with current certificates of insurance, and shall update such certificates periodically, but no less than annually in multi-year contracts, as directed by the ~~Contract Monitor~~ **Procurement Officer**. Such copy of the Contractor’s current certificate of insurance shall contain at minimum the following:

- a. ~~Workers’ Compensation—The Contractor shall maintain such insurance as necessary and/or as required under Workers’ Compensation Acts, the Longshore and Harbor Workers’ Compensation Act, and the Federal Employers’ Liability Act.~~ **Commercial General Liability as required in Section 3.4.1.**
- e. ~~Errors and Omissions/Professional Liability~~ **Property and Casualty Insurance** as required in Section **b.** 3.4.2.
- d. ~~Automobile and/or Commercial Truck Insurance as required in Section 3.4.3.~~
- e. ~~Crime Insurance as required in Section 3.4.4.~~

~~3.4.6~~ The “State of Maryland, its officers, employees and agents” shall be listed as an additional insured on any
3.4.4 Commercial General Liability, Auto Liability, Professional/Cyber Liability, and excess liability or umbrella policies with the exception of Worker’s Compensation Insurance, which is currently handled by the Chesapeake Employer’s Insurance Company (formerly Injured Worker’s Insurance Fund). All insurance policies shall be endorsed to include a clause that requires that the insurance carrier provide the ~~Contract Monitor~~ **Procurement Officer**, by certified mail, not less than 30 days’ advance notice of any non-renewal, cancellation, or expiration. In the event the ~~Contract Monitor~~ **Procurement Officer** receives a notice of non-renewal, the Contractor shall provide the ~~Contract Monitor~~ **Procurement Officer** with an insurance policy from another carrier at least 15 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State to do business and to provide such policies.

~~3.4.7~~ The Contractor shall require that any subcontractors providing primary services (as opposed to non-critical, ancillary services) under this Contract obtain and maintain the same levels of insurance and shall provide the ~~Contract Monitor~~ **Procurement Officer** with the same documentation as is required of the Contractor.

March 15, 2016

By: Jada Fletcher
Jada Fletcher, Procurement Officer

