



MARTIN O'MALLEY  
Governor

ANTHONY BROWN  
Lieutenant Governor

T. ELOISE FOSTER  
Secretary

DAVID C. ROMANS  
Deputy Secretary

**March 28, 2014**

**Amendment No. 1 to  
Audit Services Contract  
Task Order Request for Proposals ASC-2014-03-001 (DLLR)  
For the DLLR Division of Unemployment Insurance (UI)  
UI Information Technology Support Center Audit**

This Amendment No. 1 is being issued to amend and clarify certain information contained in the above named TORFP. All information contained herein is binding on all Master Contractors who respond to this TORFP. Specific parts of the TORFP have been amended. The following changes/additions are listed below; new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

- 1.) **Revise ATTACHMENT A – SCOPE OF WORK** as shown below:

*On page 21, Section 2.0:*

Office	Location	Contact Person
DLLR - Unemployment Insurance	1100 North Eutaw Street, Room 508 Baltimore, MD 21201	Jennifer Polan Program Fiscal Staff
DLLR - Office of Budget and Fiscal Services	500 North Calvert Street 4 <sup>th</sup> Floor Baltimore, MD 21202	Barbara <b><u>Kittrell</u></b> <del>Kittreel</del> Chief Financial Officer
CESER/ITSC	<b><u>444 N. Capitol St. NW</u></b> <b><u>Suite 300</u></b> 25 E Street NW <del>3<sup>rd</sup> Floor</del> Washington, DC 20001	Joe Vitale Director of ITSC

*On page 21, Section 4.0 A):*

- 4.0** The Master Contractor will complete the requirements as indicated to meet the Agency's goal through the following objectives:

- A) Develop and **agree** ~~agreement~~ upon an audit program.

~Effective Resource Management~

45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7386 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay  
<http://www.dbm.maryland.gov>

On page 22, Section 8.0:

**8.0** Travel: Non-Routine Travel **is not** applicable to this TORFP. For Non-Routine Travel, explain why Non-Routine Travel may be necessary. Non-Routine Travel will have prior approval from the TOM before it is utilized by the Master Contractor, even if it is noted in the TORFP by the State and proposed to by the Master Contractors. Once it is used, backup documentation for approval, etc., has to be provided by the Master Contractor when invoiced.

**The location of ITSC is: 444 N. Capitol St. NW, Suite 300, 25 E Street NW, 3<sup>rd</sup> floor, Washington, D.C. 20001. Some travel may be necessary to gain access to the necessary records.**

On page 22, Section 9.0:

**9.0** Certificate of Confidentiality: All proposed staff of the Master Contractor's staff to include subcontractors ~~is /~~ **is not** required to complete this form.

On page 22, Section 10.0:

**10.0** Non-Disclosure Agreement: All proposed staff of the Master Contractor's staff to include subcontractors ~~is /~~ **is not** required to complete this form.

Should you require clarification of the information provided in this amendment to the TORFP, please contact Mrs. Jamie Tomaszewski at 410-260-7386 at the DBM Contracts Management Office.

Date Issued: March 28, 2014

By //s//  
Jamie Tomaszewski  
DBM Contract Manager and  
Procurement Officer