

MARYLAND STATE TREASURER'S OFFICE

**Louis L. Goldstein Treasury Building
80 Calvert Street, Room 109
Annapolis, Maryland 21401**

DATE: November 14, 2023
TO: All Prospective Proposers
FROM: Kris Chewlin
Procurement and Compliance Manager
RE: **Amendment 1: Lockbox Banking Services**

RFP #LB-10192023

The following amends the above referenced RFP documents. Receipt of this Amendment is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Amendment/Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the Office.

- **2.4.1.5 REQUIREMENT - Section 1(B) - (located on Page 10 of the RFP) is hereby deleted and replaced with the following language:**

The Offeror (and/or) "Partnered Financial Institution" must provide an online portal or system to provide quick access to information, reporting, submissions, and maintenance. The Offeror must possess the systematic capabilities and an online infrastructure to regulate, modify, or customize specific online/portal features, agency user authority levels, online components, change requests, or submissions for each agency's separate online/portal access adhering to parameters and policies established by the STO. The system must provide access to at least one Agency representative to serve as the applicable agency's online Administrator. Each Agency Administrator must only have access to its applicable Lockbox data, specific to and established under this contract. Additionally, representatives of the STO must be provided oversight access to view all Agency online/portal lockbox data collectively, specific to and established under this contract via single sign-on. The STO shall not serve as the online 'Administrator' for each agency. Each Agency shall have an administrator with oversight access granted to the STO.

The Offeror (and/or) "Partnered Financial Institution" must conduct due diligence to verify each Authorized State Representative before issuing individual online credentials for accessing designated lockbox accounts, online information, and reporting. The Offeror (and/or) "Partnered Financial Institution" must coordinate, provide guidance and real-time training for set-up, access, viewing of reports, and submitting agency-authority changes via the online portal or website.

Upon the request of the STO within five (5) business days, the Offeror (and/or) "Partnered Financial Institution" must furnish a spreadsheet in Excel format or agreed upon format which identifies each agency's online users. The document must include each/all agencies; online user's creation date, full name and title, State email address, last sign-on, online authority level, inactive users, and inactive user deletion date.

**ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT/ ADDENDA
FORM**

RFP NO.: LB-10192023

TECHNICAL AND FEE PROPOSAL DUE DATE: December 12th, 2023 on
or before 2:00 PM ET

RFP FOR: LOCKBOX BANKING SERVICES

NAME OF OFFEROR: _____

ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT/ADDENDA

The undersigned, hereby acknowledges the receipt of the following Amendment/Addenda:

Amendment/Addendum No. 1 dated November 14, 2023.

Amendment/Addendum No. _____ dated _____

Amendment/Addendum No. _____ dated _____

Amendment/Addendum No. _____ dated _____

This form is to be included in the Transmittal Letter of our Technical Proposal

Signature: _____

Printed Name: _____

Title: _____

Date: _____

END OF FORM