



**Addendum #2 to
Invitation for Bids (IFB)
Conferencing Services
PROJECT NO. 060B2490027
July 17, 2012**

Ladies/Gentlemen:

This Addendum #2 is being issued to amend and clarify certain information contained in the above referenced IFP. All information contained herein is binding on all Offerors who respond to this IFP. Specific parts of the IFP have been amended and the RFP changes are detailed below. The following changes/additions are listed below; new language has been double underlined and marked in bold (i.e., **word**) and language deleted has been marked with a strikethrough (i.e., ~~word~~).

1. In Section 3.3.1, page 14: Delete: Department of Information Technology, 45 Calvert Street, Annapolis, Maryland 21401,

Section 3.3.1 now reads:

3.3.1 All invoices for conferencing services shall be submitted to the Program Manager no later than 30 calendar days following the month the service was provided and include the following information: ~~Department of Information Technology, 45 Calvert Street, Annapolis, Maryland 21401~~, Contractor name, remittance address, federal taxpayer identification, invoice period, invoice date, invoice number, amount due and the purchase order number(s) being billed. Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information.

2. Page iv, Add:

Section 1.31 Contract Extended to - Other Non-State Governments or Agencies

after Section 1.30 in the Table of Contents

3. Page 7, Add the following:

1.31 Contract Extended to Other Non-State Governments or Agencies

Maryland counties, municipalities, and other non-state governments or agencies may purchase from the Contractor products or services covered by this Contract at the same prices chargeable to the State. All such purchases by non-State governments or agencies:

- (1) shall constitute Contracts between the Contractor and that government or agency;
- (2) shall not constitute purchases by the State or State agencies under this contract;
- (3) shall not be binding or enforceable against the State, and

(4) may be subject to other terms and conditions agreed to by the Contractor and the purchaser. The Contractor bears the risk of determining whether or not a government or agency with which the Contractor is dealing is a State agency. The State has the sole and exclusive authority to negotiate changes to the terms and conditions of the Select and Enterprise Agreements with Microsoft.

4. Section 3.2.2, Page 9 Audio Conferencing Requirements: Remove the fourth bullet point:
~~Verify that there are local IntraLATA numbers for each of Maryland's four (4) LATAs.~~
5. Section 3.2.3, Page 11 Web Conferencing Requirements: Remove the fifth bullet point:
~~Verify that there are local IntraLATA numbers for each of Maryland's four (4) LATAs.~~
6. Section 3.2.4, Page 13, Audio Conferencing Requirements: Remove the fourth bullet point:
~~Verify that there are local IntraLATA numbers for each of Maryland's four (4) LATAs.~~
7. Replace Pricing Sheet D2, - Web Conferencing Pricing with the following:

Web Conferencing Pricing

Toll Free

	Per Minute Meet Me	Per Minute Operator Assisted
Web Cost Per Minute		
Audio Cost Per Minute		

Direct Dial

	Per Minute Meet Me	Per Minute Operator Assisted
Web Cost Per Minute		
Audio Cost Per Minute		

Options	Per Minute Meet Me	Per Minute Operator Assisted
Recording		

Note: Conferencing IFB Pricing Sheets (Revised) are attached to this Addendum #2.

8. On the Pricing Sheet D3, In the Green Shaded area - ~~Video Conferencing Pricing~~, replace with the words "Direct Dial"

It now reads:

Direct Dial

Note: Conferencing IFB Pricing Sheets (Revised) are attached to this Addendum #2.

9. Replace Pricing Sheet D4 – Summary, with the following:

COSTS	Monthly Meet Me Minutes	Monthly Operator Assisted Minutes	Total
Audio Conferencing Toll Free (Table A)	190,000	10,000	\$0.00
Audio Conferencing Direct Dial (Table B)	190,000	10,000	\$0.00
Web Conferencing Toll Free (Table C)	15,000	2,000	\$0.00
Audio Portion Cost (Table C)	15,000	2,000	\$0.00
Web Conferencing Direct Dial (Table D)	15,000	2,000	\$0.00
Audio Portion Cost (Table D)	15,000	2,000	\$0.00
Video Conferencing Direct Dial (Table E)	1,000	1,000	\$0.00

Evaluated Audio Conferencing Pricing

 Toll Free \$0.0000

 Direct Dial \$0.0000

Evaluated Web Conferencing Pricing

 Toll Free \$0.0000

 Direct Dial \$0.0000

Evaluated Video Conferencing Pricing

 Direct Dial \$0.0000

Submitted By	Authorized Signature	Date
Printed Name and Title		
Company Name		
Company Address		
Telephone		
F.E.I.N.		

This page must be signed by an individual who is authorized to commit the Offeror to the rates and prices listed in pricing sheets D-1 - D-4.

Note: Conferencing IFB Pricing Sheets (Revised) are attached to this Addendum #2.