

**AMENDMENT # 1**  
**Invitation for Bid**  
**Zephyr Test Management and Automation for JIRA Data Center Renewal**  
**BPM052320**  
**August 7, 2025**

This Amendment is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all bidders who respond to this IFB. Specific parts of the IFB have been amended. The following changes/additions are listed below.

The following amendment is being made to the **SOLICITATION NO: BPM052320**

**1) Section 2.5 Invoicing Amended to reflect the following:**

MHBE will issue a Purchase Order, for payment, one year at a time considering this is a two-year renewal request. To elaborate, MHBE will issue the payment for the term 2025 – 2026, in 2025; for the term 2026 – 2027, in 2026.

Also, vendors shall divide the payment equally for the two-year term or however, they prepare their pricing on the Bid Price Form (Attachment D). For example, if the total cost for the two-year term is \$200, vendors shall enter \$100 for the first term (2025 – 2026) \$100 for the second term (2026 – 2027).

Invoice for a 12-month period of performance shall be submitted by the Contractor within 30 days of receipt of equipment, software or services by MHBE and shall include, at the minimum, the following information:

- Name and address of the MHBE
- Contractor name
- Products(s) and/or service(s) purchased listed separately including the amount for each individual charge (i.e., 5 – ABC Hardware @ \$2,000 Total \$10,000.00, Support @ \$100.00 Total \$200.00)
- Supporting Documentation
- E-mail address/phone number of Contractor's POC
- Remittance address
- Federal taxpayer identification or (if owned by an individual) Contractor's social security number
- Invoice period, invoice date, invoice number and amount due

**2) Section 4.1.2 Amended to reflect the following:**

Bidders must submit their bids and all required attachments in pdf format to eMMA.

Bidders must submit with their Bid the required minimum qualification documentation (see Section 3), and any required bid submissions (see Section 4.2.4) with one document clearly labeled as "Bid, Zephyr Test Management and Automation for JIRA Data Center Renewal # BPM052320" in time to be received by **11:00 AM, Eastern Standard Time** September 8, 2025.

**3) Key Information Summary Sheet and Section 6 – General Information and Requirements Amend Contract Monitor to:**

**Amardeep Muppidi**

[Amardeep.muppidi@maryland.gov](mailto:Amardeep.muppidi@maryland.gov)

Field Code Changed

Please acknowledge this Amendment when submitting your bid.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Company's Name