

AMENDMENT # 1
Invitation for Bid
Keeper Subscription Renewal
BPM058757
October 15, 2026

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: BPM058757**

1) Key Information Summary Sheet Amended to reflect the following:

Pre-Bid Conference: **Virtually – Thursday, October 29, 2026, at 1:00 PM**
(Registration Is Required)

Closing Date and Time: **11:00 AM Eastern Standard Time (EST) on 11/17/2026**

2) Section 2.5 Invoicing Amended to reflect the following:

All invoices shall be submitted by the Contractor within 30 days of receipt of equipment, software or services 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
- Purchase Order # being billed

Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information. The MHBE is generally exempt from Federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Contractor, however, is not exempt from such sales and use taxes and may be liable for the same.

3) 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, Keeper Subscription Renewal # BPM058757" in time to be received by **11:00 AM, Eastern Standard Time November 17, 2026.**

Please acknowledge this Amendment when submitting your bid.

Name

Date

Company's Name