**REQUEST FOR PROPOSALS (RFP)**

**ELECTRONIC BENEFITS TRANSFER SYSTEM AND SUPPORT**

**OTHS/EBT/14-001-S**

**AMENDMENT #4**

**June 2, 2014**

Prospective Offerors:

This Amendment is being issued to amend certain information in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. The changes are listed below. New language has been double underlined and marked in bold (i.e., **word**).

**1.** RFP **Section 1.11 Governing Rules and Regulations** is revised by removing and adding the following:

Delete: 15.a

1. ~~Retailer Participation, 7 CFR 274.3(b) – Waiver so that POS deployment is not required for retailers with redemptions less then $100 per month~~.

Add:

**16. Supplemental Nutrition Assistance program provisions of the Agricultural Act of 2014 (Farm Bill). Section 4002 Retailers:** [**www.agriculture.house.gov/farmbill**](http://www.agriculture.house.gov/farmbill)

**2.** Section 3.12 – RFP **Section 3.12 A and B** is revised as follows:The rest of the section remains the same.

The Contractor shall have specific approaches to the following:

1. Providing all approved retailers the opportunity to participate in the EBT system. The Contractor shall supply, on DHR’s behalf, POS terminals to all FNS approved **exempt** retailers who do not choose to purchase their own equipment. This equipment shall be restricted to EBT use only. ~~Retailers who have less than $100/month in SNAP sales shall be required to use a manual voucher process.~~ **Store types exempt from the retailer cost provisions of the Agricultural Act of 2014 are listed in the table below:**

|  |  |  |
| --- | --- | --- |
| **STARS Business Type Codes and Descriptions** | | |
| **Business Type Code** | **Description** | **Store or Meal Service** |
| **AD** | **Drug and/or Alcohol Treatment Program** | **Meal Service** |
| **BC** | **Non-profit Food Buying Co-op** | **Store** |
| **BW** | **Shelter for Battered Women and Children** | **Meal Service** |
| **CD** | **Communal Dining Facility** | **Meal Service** |
| **DF** | **Direct Marketing Farmer** | **Store** |
| **FM** | **Farmers’ Market** | **Store** |
| **GL** | **Group Living Arrangement** | **Meal Service** |
| **HP** | **Homeless Meal Provider** | **Meal Service** |
| **MC** | **Military Commissary** | **Store** |
| **MD** | **Meal Delivery Service** | **Meal Service** |
| **SC** | **Senior Citizens’ Center/Residential Building** | **Meal Service** |

1. Procuring and maintaining retailer POS equipment at all ~~FNS~~ **exempt** retailer locations requesting ~~and qualifying for~~ contractor supplied terminals. ~~as determined by the FNS formula.~~ **~~Attachment U, POS Terminal Locations – FNS Formula~~**~~, lists the current locations and number of EBT- Only POS terminals deployed as of July 2012 including an additional 60 EBT-Only POS terminals deployed beyond the FNS formula.~~ **Attachment U, POS Terminal Locations – Exempt Retailers, lists the current locations and number of EBT-Only terminals deployed to FNS approved exempt retailers. The Contractor shall complete deployment, installation and training before converting to the new EBT system.**

**3.** Section **3.14.4 MANUAL VOUCHER PROCESS** – isDELETED in its entirety and REPLACED with the following:

1. **The Contractor shall process manual vouchers for SNAP transactions only when electronic transactions are not available due to the following conditions:**

* **Disasters**
* **EBT System Failure**

**The exempt retailers listed below can continue to use manual vouchers for purposes other than disasters or EBT system failures:**

* **Exempt retailers as listed in Section 3.12 POS TERMINALS INSTALLATION AND MAINTENANCE.**
* **Retailers authorized before March 21, 2014 and currently using manual vouchers for ongoing business can continue to use manual vouchers until further notice from the USDA/FNS.**
* **A new retailer who purchases a store that already has one of the above exemptions until further notice from the USDA/FNS.**

1. **The Contractor’s manual transaction processing shall comply with the following:**
2. **A retailer shall properly complete a manual voucher, including the customer’s signature on the voucher. The customer’s signature is substituted for the customer’s PIN. A retailer shall always obtain an approval number from the EBT Retailer Help Desk prior to dispensing the purchased goods. In the event approval is not obtained and goods are dispensed, the retailer is liable for the full transaction amount.**
3. **Retailers shall clear the manual voucher within fifteen (15) calendar days of the voucher approval, electronically on the POS terminal or by mail, if the retailer uses manual vouchers to conduct ongoing business. If the retailer does not clear the manual voucher within fifteen (15) calendar days after receiving telephone approval, the approval number expires and the funds return to the customer’s EBT account. The liability for the transaction will then rest with the retailer.**

**4.** **Attachment U – POS Terminal Locations – Exempt Retailers** isDELETED in its entirety and REPLACED with the following:

**ATTACHMENT U – POS Terminals Locations – Exempt Retailers (Revised 5/30/14),** located on the DHR Website at [**http://dhr.maryland.gov/crfp/SSA-RCC-13-001-S.php**](http://dhr.maryland.gov/crfp/SSA-RCC-13-001-S.php%20) and *eMaryland Marketplace* at [**https://emaryland.buyspeed.com/bso/**](https://emaryland.buyspeed.com/bso/). (Capacity Utilization Report removed)

Should you require clarification of the information provided in this Amendment, please contact me via email at keosha.hall@maryland.gov or by telephone at (410) 767-3390.

By:

*Keosha S. Hall*

Procurement Officer

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