



pennsylvania
DEPARTMENT OF GENERAL SERVICES

July 1, 2011

**RE: PA Department of General Services
RFP # 6100019123**

Dear Supplier:

The Department of General Services is requesting proposals from certified FBI Channelers which have the ability and expertise to provide **Digital Fingerprinting and Electronic Federal Criminal Background Check Services** in accordance with the enclosed Request for Proposal (“RFP”).

All questions regarding this RFP should be submitted via email (with subject line “RFP 6100019123 - Question”) to **Syline Shingara, Issuing Officer, sshingara@state.pa.us no later than July 15, 2011**. All Offerors will be provided with answers to questions asked by any one Offeror.

A pre-proposal conference will be held on **July 21, 2011, at 1:00 PM** in Conference Room 1, 555 Walnut Street, Forum Place 6th Floor, Harrisburg, PA 17101. Since facilities are limited, it is requested you limit your representation to three (3) individuals per Offeror.

All proposals must be submitted in ten (10) paper copies of the Technical Submittal, one (1) paper copy of the Cost Submittal and two (2) paper copies of the Disadvantaged Business (DB) Submittal to the PA Department of General Services, Bureau of Procurement, Attn: Syline Shingara/RFP 6100019123, 555 Walnut Street, Forum Place 6th Floor, Harrisburg, PA 17101. In addition to the paper copies of the proposal, Offerors must submit two (2) complete and exact copies of the entire proposal (Technical, Cost and DB) on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office-compatible format.

Proposals must be received at the above address **no later than 1:30 PM, August 15, 2011**. Late proposals will not be considered regardless of the reason.

In addition, interested Offerors must register as a supplier on the PA Supplier Portal at www.pasupplierportal.state.pa.us before an award can be made. Please be advised that if your company is already registered in the PA Supplier Portal, registration is not necessary.

Prior to registration, I strongly encourage you to review and print the Supplier Registration Reference Guide available through the Supplier Service Center link on the PA Supplier Portal webpage. Also available there is helpful overview information on SRM, including its features and the benefits for your organization, as well as other help options, designed to provide you with the answers you need and access to staff who can assist you. Should you have any questions or issues related to SRM and/or the registration process, please feel free to contact the SRM Customer Service Center (CSC) at 717-346-2676 (local) or 877-435-7363 (outside of Harrisburg).

Thank you for your interest in doing business with the Commonwealth of Pennsylvania.

Sincerely,

Syline Shingara
Issuing Officer