



May 27, 2016

SUBJECT: RFA 2-16 Children's Trust Fund

Dear Prospective Bidder:

You are invited to submit an application for the above subject RFA for the Commonwealth of Pennsylvania, Department of Human Services in accordance with the attached Request for Application (RFA) 2-16.

All applications must be submitted as follows: Technical Submittal: one (1) original and four (4) copies and Cost Submittal: one (1) original and four (4) copies. Applicants must also submit two complete and exact copies of proposed submittals; and one copy of the redacted version of the Technical Submittal on a USB drive in Microsoft Office or Microsoft Office compatible format to the Pennsylvania Department of Human Services, Division of Procurement and Contract Management, Room 402, Health and Welfare Building, 625 Forster Street, Harrisburg, PA 17120. **Applications must be received at the above address no later than two o'clock P.M. (2:00 P.M.) on July 20, 2016. Late Applications will not be considered regardless of the reason.**

All questions should be directed to Andrew Dietz, Project Officer, Department of Human Services, Office of Child Development and Early Learning via e-mail anddietz@pa.gov **no later than 2:00 p.m. on June 13, 2016.** Contractors will be provided with answers to questions asked by any one contractor.

In addition, a Pre-Proposal Webinar will be held at 10:00 a.m. on June 13, 2016 the registration link is www.center-school.org/ctf.

Applications **must** be signed by an official authorized to bind the vendor to its provisions. Also, please include your Federal Identification Number, SAP Vendor Number and the Point of Contact's email address on the cover sheet of your application. Evaluation of applications and selection of vendors will be completed as quickly as possible after receipt of application.

Sincerely,

A handwritten signature in black ink that reads "William M. Spiker".

William M. Spiker
Director, Division of Procurement and Contract Management
Attachments