



April 4, 2014

SUBJECT: RFA 3-14 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 Public Welfare in accordance with the attached Request for Application (RFA) 3-14.

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 a complete and exact copy of the entire submittal on two separate USB drives; and one copy of the redacted version of only the Technical Submittal on a USB drive. All electronic documents must be submitted in Microsoft Office or Microsoft Office compatible format and sent to the Pennsylvania Department of Public Welfare, Division of Procurement, 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 May 20, 2014. Late Applications will not be considered regardless of the reason.**

All questions should be directed to Theresa Campisi, Project Officer, Department of Public Welfare, Office of Child Development and Early Learning via e-mail tcampisi@pa.gov **no later than 2:00 p.m. on April 17, 2014.** Contractors will be provided with answers to questions asked by any one contractor.

In addition, a Pre-Proposal Webinar will be held at 9:00 a.m. on April 23, 2014 the registration link is www.center-school.org/cff.

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 "Daniel R. Boyd".

Daniel R. Boyd
Director of Procurement
Attachments