



October 20, 2017

**SUBJECT: Request for Proposal (RFP) 01-16, Pennsylvania State Collection & Disbursement Unit**

Dear Prospective Offeror:

You are invited to submit a proposal for the above subject RFP for the Commonwealth of Pennsylvania, Department of Human Services in accordance with the attached Request for Proposal (RFP) 01-16.

All proposals must be submitted as follows:

Hardcopy:

- Technical Submittal: one (1) original and six (6) copies;
- Cost Submittal: one (1) copy (sealed separately from the Technical and SDB Submittals); and
- Small Diverse Business Submittal (SDB): two (2) copies (sealed separately from the Technical and Cost Submittals).

CD-ROM/Flash Drive:

- One (1) separate CD-ROM/Flash Drive containing complete and exact copies of the proposed submittals; in Microsoft Office or Microsoft Office compatible format and a PDF copy of the Technical (excluding Financial Capability), Cost, and SDB Submittals.

Proposals must be submitted 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. **Proposals must be received at the above address no later than two o'clock P.M. (2:00 PM.) on December 19, 2017. Late proposals will not be considered regardless of the reason.**

All questions should be directed to Karen Kern, Project Officer, Department of Human Services, Office of Administration, Bureau of Financial Operations via e-mail [RA-pwrfpquestions@pa.gov](mailto:RA-pwrfpquestions@pa.gov) **no later than November 6, 2017.** Offerors will be provided with answers to questions asked by any one offeror.

In addition, a Pre-Proposal Conference will be held on Monday, November 6, 2017 at 1:00 PM at:

Pennsylvania Training and Technical Assistance Network (PaTTAN)  
Susquehanna Room  
6340 Flank Drive, Suite 600  
Harrisburg, PA 17112



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

Sincerely,

A handwritten signature in black ink that reads "William (Mac) Spiker". The signature is written in a cursive, flowing style.

William (Mac) Spiker, Director  
Division of Procurement & Contract Management

Attachments