



pennsylvania

DEPARTMENT OF HUMAN SERVICES

DIVISION OF PROCUREMENT AND CONTRACT MANAGEMENT

April 7, 2017

SUBJECT: Request for Proposal (RFP) 03-17, Independent Enrollment Broker

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) 03-17.

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

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 P.M.) on May 22, 2017. Late proposals will not be considered regardless of the reason.**

All questions should be directed to Michelle Smith, Project Officer, Department of Human Services, Office of Administration, Bureau of Financial Operations via e-mail RA-pwrfpquestions@pa.gov **no later than April 17, 2017**. Offerors will be provided with answers to questions asked by any one offeror.



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In addition, a Pre-Proposal Conference will be held on Monday, April 17, 2017 at 1:00 P.M. at:

PaTTAN – Harrisburg
Lancaster Room
6340 Flank Drive
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 cursive script, appearing to read "William M. Spiker".

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

Attachments