



**COMMONWEALTH OF PENNSYLVANIA  
INSURANCE DEPARTMENT**

**Subject: RFP No. 2004-aB01**

Dear Prospective Offeror:

You are invited to submit a proposal for consideration to be a contractor for the adultBasic Insurance coverage program in accordance with Request for Proposal (RFP) number 2004-aB01. The RFP is found on the Internet at [www.ins.state.pa.us/abrfp/](http://www.ins.state.pa.us/abrfp/).

No preproposal conference will be held. However, written questions may be submitted by eligible potential offerors for the purpose of clarifying the RFP. Questions should be submitted via the Internet website for this RFP. The purpose of the questions and subsequent answers is to address specific areas of concern for potential offerors in the preparation of their proposals. All questions must be submitted on or before 5 p.m. on October 28, 2004. We will provide answers to all questions as soon as possible after receipt to allow for follow on questions. Answers to all written questions will be posted on the RFP Internet Website no later than 3 business days after the deadline for the submission of questions.

All proposals must be received no later than 10:00 a.m. on November 19, 2004 at the Pennsylvania Insurance Department, ATTN: Division of Budget and Office Management, 1326 Strawberry Square, Harrisburg, PA 17120. Proposers mailing proposals should allow sufficient time to guarantee timely receipt of their proposals. Receipt by, or delivery to, the Department's building will not be sufficient to meet the deadline for timeliness unless physically received and signed for by an Issuing Office employee by the due date and time. Please be sure to **package the technical portion, disadvantaged business submission and the cost proposal each separately.**

An official authorized to bind the proposal to its provisions must sign the transmittal letter accompanying the proposal. Also, please include your Federal Identification Number on the cover sheet of your proposal.

Evaluation of your proposals and selection of vendors will be completed as quickly as possible after receipt of your proposals.

Regards,

Patricia H. Stromberg  
Deputy Insurance Commissioner

Enclosure