

PRESOLICITATION NOTICE: Health Insurance services for the U.S. Embassy Athens, Greece

PURPOSE

This is a U.S. Embassy Athens Pre-Solicitation Notice only. Contractors are requested to read the below requirements. No responses are requested by this notice. The U.S. Embassy Athens issues this notice with the intent of giving an opportunity to all interested parties to appropriately prepare for the anticipated Request for Proposals (RFP).

This is not a request for proposal; this is for pre-solicitation / informational purposes only. No award will be made on the basis of responses received to this notice.

BACKGROUND

The U.S. Embassy Athens has a requirement for insurance firms that are interested in providing health insurance services to an estimated 720 local employees, and eligible family members of the U.S. Embassy Athens, as follows:

- A. Basic Health Insurance Coverage for Civil Service Retirement (CSR) Fund Active Employees, and their dependents;
- B. Supplemental Health Insurance Coverage for Civil Service Retirement (CSR) Fund Annuitants and non-CSR Locally Employed (LE) Staff, and their dependents.

PROPOSED CONTRACT ACTION

The Contractor shall provide services as described herein to meet the mission requirements of the U.S. Embassy Athens.

Accordingly, the U.S. Embassy Athens plans the issuance of the following solicitation (RFP):

1. RFP Title: Health Insurance services for the U. S. Embassy Athens, Greece
2. RFP issuance date: In late October 2013.
3. RFP issuance method: The solicitation will be posted on the Federal Business Opportunities (FedBizOpps) website at www.fbo.gov, and on the Embassy website at <http://athens.usembassy.gov>, under the "Business Opportunities" section. The awardee will be required to speak, write and comprehend English.
4. RFP response date: In late November 2013.
5. Award date: In late December 2013.
6. Award procedures: In accordance with FAR 15.3 Source Selection.
7. Duration of contract period: Base of twelve months plus four (4) option years from Notice to Proceed.

8. Place of performance: Athens, Greece.

9. Special contract requirements:

a) The Contractor shall possess all permits, licenses, and any other appointments required for the prosecution of work under this contract.

Interested parties are reminded that information furnished hereunder may be subject to disclosure under the Freedom of Information Act (FOIA). Therefore, all items that are confidential to business, or contain trade secrets, proprietary, or personnel information must be clearly marked. Marking of items will not necessarily preclude disclosure when the U.S. Embassy Athens determines disclosure is warranted by FOIA. However, if such items are not marked, all information contained within the submitted documents will be deemed releasable.