CONSULATE GENERAL OF THE
UNITED STATES OF AMERICA

March 23, 2015

Dear Prospective Offeror:

SUBJECT: Solicitation Number ***SBD20015R001***

The Consulate of the United States of America invites you to submit a proposal for customized ***Health Insurance coverage for local employed staff of the U.S. Consulate General Hamilton, Bermuda.***

The Consulate intends to conduct a pre-proposal conference, and all prospective offerors who have received a solicitation package are invited to attend. See Section L of the attached Request for Proposals (RFP).

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to contracting officer – Linda L. Rosalik, on or before ***April 28th, 2015 at 4pm Bermuda time.*** No proposal will be accepted after this time. In addition, no electronic proposals will be accepted in response to this solicitation.

In order for a proposal to be considered, you must also complete and submit the following:

1. SF-33
2. Section B, Pricing Schedule
3. Section B, Retention Amounts in B.3 and B.7
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to the Contracting Officer by letter or by telephone 441-295-1342 during regular business hours.

Please note: Proposals that contain more benefits (even if there is no increase in cost) or fewer benefits than those stated in the solicitation may be deemed technically unacceptable.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable offer at the lowest price. We intend to award a contract based on initial proposals, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Sincerely,

Linda L. Rosalik
Contracting Officer