



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center

Division of Acquisition Management, SAS
Room 5-101, Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

July 22, 2008

Ladies and Gentlemen:

You are invited to submit a proposal in accordance with the requirements of Request for Proposal (RFP) 08T080114 entitled, "Evaluate the Advancing Systems Improvements to Support Targets for Healthy People 2010 (ASIST2010) Program". To respond to this RFP you must submit an original and six copies of your technical proposal, cost proposal and past performance information. See Sections L and M of the RFP for specific instructions and evaluation criteria.

Your proposals must be received by the Contract at the address below no later than August 22, 2008, at 1:00 p.m. Eastern Time.

Department of Health and Human Services
Program Support Center
Strategic Acquisition Service
Division of Acquisition Management
Attn: Anita Nearhoof
Parklawn Building, Room 5-101
5600 Fishers Lane
Rockville, MD 20857
Reference: RFP 08T080114

Please note that because of increased security in Federal Buildings, you must allow extra time for your proposal to be processed by security before being delivered to the receiving office above. Security will not permit the entry of boxes at the main entrances. Boxes can be delivered via the loading dock which is located at the rear of the building on Parklawn Drive. The Contractor or Courier must call 301-443-2475 to request an escort from the loading dock. **NO PACKAGES WILL BE ACCEPTED FROM ANY OTHER LOCATION WITHIN THE BUILDING. REQUESTS FOR PICKUP FROM ANY OTHER LOCATION WILL RESULT IN YOUR BEING DIRECTED TO THE LOADING DOCK AREA, which may delay the delivery of your proposal by the closing time specified.**

It is the Offeror's responsibility to get all proposals to Room 5-101 by the scheduled closing date and time. Proposals received late in the Contracting Office due to a delay caused by security measures are considered late under FAR Clause 52.215-1 "Instructions to Offerors – Competitive Acquisitions."

It is recommended that Offerors read the RFP in its entirety and submit any questions you may have to the attention of Anita Nearhoof. Requests for information concerning this RFP must be put in writing. No telephone calls will be accepted regarding the RFP. Any questions must be sent via the Internet to pscacquisitions@psc.gov. All questions must be received by 12 noon, Eastern Time, July 28, 2008. Responses to questions will be addressed in the form of an amendment to the solicitation which will be available for downloading via the FedBizOpps Web page.