

Santo Domingo  
20 August 2009

Dear Prospective Offeror:

**SUBJECT: Solicitation Number SDR860-09-R-0004-Supplemental Health Insurance**

The Embassy of the United States of America invites you to submit a proposal for customized supplemental health insurance service, for all the employees for the US Mission in Santo Domingo.

The Embassy intends to conduct a pre-proposal conference; all prospective offerors are invited to attend. See Section L of the attached Request for Proposals (RFP) for information.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to the ***Contracting Officer, Calle Pedro A. Lluberes #12, Gazcue, Santo Domingo, DN., on or before Friday, September 25, 2009, 4:00 PM.*** No proposal will be accepted after this time.

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
3. Section K, Representations and Certifications;
4. Additional information as required in Section L.

Direct any questions regarding this solicitation to ***Julio C. Acosta via email to: [sdoprocr@state.gov](mailto:sdoprocr@state.gov), or by fax to: (809) 731-4314***, 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,

***William T. Adkins***  
Contracting Officer