

November 11, 2009

To Whom It May Concern:

Attached is Schoharie County's Requests for Proposals for our Employee Health Insurance Plans. Presently, the County is using CDPHP and NYSHIP as their two carriers for employee health care. The County is putting out this RFP to see what options are out there that could potentially give the Employees the same quality of health care (*this could include Dental if available*) coverage well saving the County and its taxpayers money.

All interested parties must register with the Schoharie County Purchasing Agent using the Vendor Registration Form and submit via email or fax no later than November 20, 2009 by 5:00 pm. Please remember that Schoharie County may, at any time by written notification to all interested parties, change any portion of the RFP described and detailed herein. These changes will be communicated to the registered interested parties in the form of Addenda. The addendas will be mailed/faxed (and available on the Purchasing & Auditor's Web Page) to all who are known by the County to have received a complete set of specification documents. Copies of addenda will be made available for inspection at the Purchasing & Auditor's Office and/or posted on the County's Purchasing & Auditor's page of the Web Site. No addenda will be issued later than forty-eight hours prior to the date and time for the receipt of offers, except an addenda withdrawing the RFP, or addenda for postponement of RFP due date/time.

Just a reminder, if you downloaded the RFP then you are responsible to download the Addendums from the web site also. It is imperative to check the Purchasing & Auditor's Web Page frequently right up to the RFP closing date. By submitting a Proposal, a vendor waives any claims related to the failure to keep so apprised.

This step is very important. If you do not register you may not be considered a qualified party.

Thank you for your time in reviewing our Request for Proposal.

Respectfully Submitted,

Karen Miller
Auditor & Purchasing Agent
Schoharie County