



**State of Delaware  
Executive Department  
Office of Management & Budget**

Sealed proposals are being accepted for the **Request for Proposal for Medical Benefit Administrative Services (PPO/HMO/CDHP/Medicare Supplement) for the State of Delaware Group Health Insurance Program**. Sealed proposals will be received by the Statewide Benefits Office – The Duncan Center, 500 West Loockerman Street, Suite 320, Dover, Delaware 19904 until 12:00 p.m. (noon) EST on Monday, November 14, 2011, at which time they will be publicly opened.

Within the Request for Proposal there is a scope of services to be provided. Copies of the criteria for professional selection will be available beginning Monday, September 26, 2011, and may be obtained electronically at the State of Delaware's Bid Solicitation Directory website at <http://bids.delaware.gov/>. Interested bidders must contact Ms. Laurene Eheman by email at [laurene.eheman@state.de.us](mailto:laurene.eheman@state.de.us) to obtain the requisite attachments to the Request for Proposal.

Requisite documents will be delivered only after receipt of a signed Non-Disclosure Agreement and a written intention to bid. **Required agreements, including the Non Disclosure Agreement, will not be accepted by the State of Delaware if executed by a broker or agent on behalf of the bidder.**

**Confirmation of intentions to bid must be submitted via email to Ms. Eheman at [laurene.eheman@state.de.us](mailto:laurene.eheman@state.de.us) no later than Monday, October 10, 2011 at 4:00 p.m. EST.**

**Final submissions of proposals are due Monday, November 14, 2011 at 12:00 p.m. (noon) EST.**

The State Employee Benefits Committee for the State of Delaware reserves the right to reject any and all proposals or award to multiple vendors. Selection criteria include experience and demonstrated ability to provide services to programs of similar size and/or scope.

**Mailing Address:**

State of Delaware, OMB  
Statewide Benefits Office  
Laurene Eheman, RFP Coordinator  
500 W. Loockerman Street, Suite 320  
Dover, DE 19904  
Phone: (302) 739-8331  
Fax: (302) 739-8339



**Statewide Benefits Office**  
500 W. Loockerman Street, Suite 320 • Dover, DE 19904  
Phone (302) 739-8331 Fax (302) 739-8339 [www.ben.omb.delaware.gov](http://www.ben.omb.delaware.gov)