

COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO

**RFP #17-1319-2CS**

DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

February 3, 2017

**REQUEST FOR PROPOSAL**

**GROUP PRESCRIPTION DRUG PROGRAM**

**COUNTY OF HENRICO GOVERNMENT AND PUBLIC SCHOOLS**

Your firm is invited to submit a proposal to provide a Group Prescription Drug Program in accordance with the enclosed specifications. The submittal, consisting of the original proposal, **12** additional copies, **and one electronic copy** marked, **“Group Prescription Drug Program”**, will be received no later than **3:30 p.m., March 10, 2017, by:**

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division OR Purchasing Division

**8600 Staples Mill Road - NEW LOCATION** P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**Electronic copies of the RFP and Attachments may be obtained by contacting:** **Debbie Foster at Wells Fargo Insurance by email at:** [**Deborah.Foster1@wellsfargo.com**](mailto:Deborah.Foster1@wellsfargo.com)**.**

Time is of the essence and any proposal received after **3:30 p.m., March 10, 2017**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Division personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is County of Henrico Board of Supervisors.

All questions concerning this Request for Proposal shall be submitted electronically to Cecelia Stowe, Purchasing Director for the County of Henrico, at [sto05@co.henrico.va.us](mailto:sto05@co.henrico.va.us). Questions will be answered in writing and will be distributed to all firms that received the RFP. **However, all questions must be submitted no later than 5:00 p.m., February 20, 2017.**

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Sto05@henrico.us

804-501-5685

8600 STAPLES MILL ROAD/P O BOX 90775/HENRICO VA 23273-0775

(804) 501-5660 FAX (804) 501-5693

NON PROFESSIONAL

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