**ANNOUNCEMENT**

**HBE 23-003**

**Washington Health Benefit Exchange (WAHBE)**

**Request for Proposal (RFP)**

**Print and Mailing Services for WAHBE**

WAHBE is initiating RFP HBE 23-003 to obtain one qualified vendor to successfully fulfill WAHBE’s print and mailing needs.

WAHBE prints and mails between 200 and 135,000 individual correspondences each day. Correspondences include eligibility notices, appeal rights, document requests, confirmation of reported account updates (e.g., change of address), and other required mailings. Each correspondence varies between 1 and 16 pages in length, depending on the type and language. Correspondences are provided in English and 8 other languages, as well as large print format upon request.

The successful vendor will print, prepare, and mail correspondences that are generated daily from Washington Healthplanfinder (the State’s primary portal for applying for health insurance benefits). The vendor must meet strict federal and State regulations (particularly Medicaid) that prescribe the minimum data security and file-sharing requirements, as well as the format, frequency, and content of each correspondence.

The anticipated date release date for this RFP is October 20, 2023. WAHBE reserves the right to revise this date as needed. Contracts resulting from this RFP will begin on or around June 1, 2024, and will end on June 30, 2026. WAHBE, at its sole discretion, may extend the period of performance through July 30, 2032, in time increments WAHBE deems appropriate.

RFP materials will be available for download exclusively on the Washington’s Electronic Business Solution (WEBS) website at <https://fortress.wa.gov/ga/webs/>. Additional materials or any addenda regarding this RFP, if needed, will be made available at this same site. Vendors are encouraged to check often for addenda and other materials that may be posted. Vendors are responsible for registering in WEBS to receive any RFP amendments, including vendor questions and WAHBE responses.

Responses to this RFP are due to the RFP Coordinator no later than Tuesday, January 2, 2024, at 3:00 p.m. PT. WAHBE reserves the right at its sole discretion to revise the RFP due date, any changes to the due date will be issued as an RFP amendment published on WEBS.

For further information, please contact the RFP Coordinator:

Erin Hamilton, CPPB, NIGP-CPP

WAHBE Procurement and Contracts Manager

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