

**ANNOUNCEMENT**  
**HBE 17-010**  
**Washington Health Benefit Exchange**  
**Request for Quotes and Qualifications (RFQQ)**

**Printing and Mailing Services**

The Washington Health Benefit Exchange (hereafter called WAHBE or EXCHANGE) is initiating this Request for Quotations and Qualifications (RFQQ) to obtain one qualified vendor to successfully fulfill WAHBE's printing and mailing needs.

WAHBE prints and mails correspondence that is generated 7 days a week from the *Washington Healthplanfinder*). The types of correspondence printed include, but are not limited to; eligibility and renewal notices, enrollment confirmations, and requests for information verification.

Historically, WAHBE prints and mails between 235,000 and 610,000 individual correspondences each month. Correspondences range in size from 1 to 16 printed pages depending on the content of the correspondence and the language. WAHBE currently prints correspondences in English and 8 other languages. The largest volume of printing occurs around the WAHBE open enrollment period (November 1 – January 31) as well as the end of January when 1095-A tax forms are created and mailed.

This procurement is open to those Vendor organizations which satisfy the minimum mandatory qualifications stated herein and have a printing facility in Washington State. A backup or overflow facility in a state other than Washington will be accepted, provided the majority of work is conducted within Washington.

Contracts resulting from this procurement will begin on or around January 1, 2018 and will end on June 30, 2019. The Exchange may extend contracts in whatever timeframes HBE deems necessary, not to exceed June 30, 2024.

The RFP is available for download on the Washington Health Benefit Exchange Website at <https://www.wahbexchange.org/about-the-exchange/what-is-the-exchange/vendor-procurements/> as well as on the Washington Enterprise Business Solutions (WEBS) website at <https://fortress.wa.gov/ga/webs/>. Additional materials or any addenda regarding this RFP, if needed, will be made available for download at these same websites. Vendors are encouraged to check often for addenda and other materials that may be posted.

Responses to the RFQQ are due to the RFQQ Coordinator no later than Friday, September 1, 2017 at 3:00pm PT.

For further information, please contact the RFQQ Coordinator:

Erin Hamilton, CPPB

Contracts Manager

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