

INFORMAL SOLICITATION

Medical Surveillance and Employment Occupational Medicine Services (Solicitation #4935)

The Seattle Housing Authority is soliciting proposals from medical groups to provide necessary medical surveillance and employment occupational medicine services for SHA employees. Approximately 200-250 SHA staff is anticipated to receive some or all of the identified services per year although not all services will be required for each staff person. The selected medical group will be responsible for providing the identified services, proper documentation, and reporting.

Budget: The estimated range of cost for the contract to be executed based on the solicitation is between \$6,000 and \$8,000 per year.

Obtaining the Solicitation: Visit our website at <http://www.seattlehousing.org/business/consulting/requests> to obtain a copy of the solicitation. Any addenda issued for this solicitation will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the solicitation or addenda, you may call Mel Henley, Sr. Contract Administrator at (206) 615-3472.

Questions: Any questions or requests for further information must be submitted in writing **no later than 3:00PM on March 23, 2017** to the attention of Mel Henley by fax at (206) 615-3410, by e-mail to mel.henley@seattlehousing.org.

Submission Deadline:

Proposals must be emailed to mel.henley@seattlehousing.org and received not later than **3:00 PM on March 31, 2017**. Proposals must be packaged and sent in an email that is no larger than 8MB

Rights Reserved: SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

JENA RICHMOND
Contracting and Procurement Manager