



Public Sector Partners, Inc.

Request for Statement of Qualifications for:
Proposal Development Consultant

Date of Release: July 21, 2006

SOQ Responses Due Date:

August 14, 2006



Public Sector Partners, Inc.

Overview:

Established in 2001 as a §501(c)(3) nonprofit organization, Public Sector Partners, Inc. (PSP) is a health care management organization that offers a full array of program management and consulting services to public sector clients. Core business lines include but are not limited to: developing, managing and administering pharmaceutical and public health programs, and providing customer services for the elderly and disabled populations.

PSP owns and operates MedMetrics Health Partners, Inc., a non-profit, full pharmacy benefit manager (PBM).

Scope of Services:

PSP is seeking Statements of Qualifications (SOQ) from interested Proposal Development Consultants to support the Business Development Service Center (BDSC). Specifically, we are soliciting consultants with successful proposal writing experience to assist in the development of responses to Requests for Proposals (RFPs) from state and federal health care agencies.

In our commitment to work with, and on behalf of, public entities to support healthcare initiatives, PSP responds to a variety of RFPs in the healthcare domain. As we expand our business opportunities, we aim to ensure timely delivery of high quality proposal responses. Project teams are formed to develop proposals in order for PSP to win new contracts. The Proposal Consultant will work collaboratively with BDSC and other PSP program staff to develop proposal responses and will be responsible for final document preparation and submission, often on very short timelines.

Response Timeline/Deadline:

Release of Request for SOQ	July 21, 2006
Confirmation of Interest to Bid	July 28, 2006
Deadline to Submit Questions	August 4, 2006
SOQ Due	August 14, 2006

Letter of intent and questions maybe faxed or e-mailed to:

Debra Tenney, Director of Human Resources

Fax: 508-793-1190, E-mail: debra.tenney@umassmed.edu



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Response Format & Instructions:

Two hard copies of the SOQ shall be submitted. Written responses shall be limited to 10 pages, and shall include at a minimum, the following:

- Cover letter and statement of interest
- Single person to contact for all information
- Describe the expertise and experience of your firm and key personnel
- Describe how this expertise and available resources match PSP's needs
- Contact information for three references that are familiar with your work, especially in areas of PSP interest
- Samples of descriptions of proposals developed within the last 2 years which demonstrate your expertise and the breadth of your capabilities (work samples are not included in the 10 page maximum)
- Proposed rate schedule

Send SOQ responses to:

SOQ: Proposal Development Consultant

Debra Tenney, Director of Human Resources
100 Century Drive
Worcester, MA 01606

All SOQ respondents will receive a notification letter from PSP after the review process and selection of a Proposal Development Consultant has been finalized in August or September 2006.

PSP is not liable for any costs incurred by any consultants in responding to this SOQ request.