

Purchasing Office  
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Scott Bachtell, Buyer Specialist

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## INVITATION TO BID

April 1, 2011

### RFP #11-MISC-13, PROPERTY AND CASUALTY INSURANCE

The Board of Education of Frederick County is requesting proposals for RFP #11-MISC-13, Property and Casualty Insurance. Proposals will be received and stamped in the Main Lobby of Frederick County Public Schools, 191 South East Street, Frederick, MD, no later than 11:00 A.M., May 25, 2011. Vendors will be escorted or directed to the Purchasing Department, Conference Room 2A, at which time and place proposals will be publicly opened. Proposals received after this time will be returned unopened.

A pre-proposal meeting will be held at 10:00 A.M., April 20, 2011, at Frederick County Public Schools, 191 South East Street, Frederick, MD 21701 in Conference Room 2A. Potential bidders will meet in the Main Lobby and will be escorted or directed to the Purchasing Department. Attendance at the pre-proposal meeting is not mandatory; however vendors are strongly encouraged to attend. Parking is available on Deck #5, All Saints Street.

A complete package is not enclosed. Please email your requests for a proposal package to Jan Leith at [jan.leith@fcps.org](mailto:jan.leith@fcps.org). Upon authorization from the project consultant, Mr. Peter Hudson, The Hudson Group, a complete proposal package will be sent to you.

Bidders (producers) must declare the companies in order of preference for assignment by the consultant no later than April 8, 2011.

All questions and requests for clarifications regarding this RFP must be submitted via email (with the RFP # stated in the subject line) to the following no later than 4:00 P.M., April 20, 2011.

**Peter M. Hudson, President & Senior Consultant, THE HUDSON GROUP, INC.**  
**[phudson@thehudsongroup.net](mailto:phudson@thehudsongroup.net)**  
**and**  
**Scott Bachtell, Buyer Specialist, Frederick County Public Schools**  
**[Scott.bachtell@fcps.org](mailto:Scott.bachtell@fcps.org)**

The Frederick County Public Schools System does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, or disability. For more information, contact the Executive Director of Legal Services.

The Board of Education of Frederick County, Maryland, reserves the right to reject any and all bids and to waive any informalities or irregularities in bidding.

By order of the Board of Education of Frederick County, Maryland.

Purchasing Agent: Scott Bachtell  
Buyer Specialist