



Human Services Administration

CaSonya Thomas
Assistant Executive Officer

March 6, 2018

TO: PROSPECTIVE APPLICANT

RE: **REQUEST FOR APPLICATION TO PROVIDE REAL ESTATE BROKER SERVICES**

The County of San Bernardino Human Services has issued, and invites responses to, a Request for Application (RFA) to provide Real Estate Broker Services for the Department of Aging and Adult Services Office of the Public Guardian. The expected beginning date for the services described in the RFA is July 1, 2018.

A copy of the RFA ePro # DAAS118-OAAGI-2764 may be downloaded from the following San Bernardino County Internet site: on February 21, 2018. <https://epro.sbcounty.gov/epro/>

A mandatory proposer conference will be held at **9:00 a.m. Thursday, March 22, 2018** at the Office of the Public Guardian 222 Brookside Ave. Redlands, CA92373. Please review the complete RFA, including any attachments, prior to the conference. The conference will include a question and answer period to allow attendees the opportunity to clarify their understanding of the County's service needs and contract requirements.

For clarity and accuracy, all questions related to the RFA must be submitted in writing by **4:00 p.m., Thursday, March 29, 2018.**

Applications can be submitted through mail, in person, or through the County of San Bernardino Electronic Procurement Network (ePro) <https://epro.sbcounty.gov/epro/> and must be received by 4:00 p.m., Monday, April 9, 2018. Submission by mail or in person must be received at the address listed in Section 1, Paragraph C and will be date and time marked as they are received. Late responses will be returned unopened. Postmarks will not be accepted in lieu of actual receipt.

System-related questions about ePro shall be directed to Vendor Support at ePro.Vendors@buyspeed.com or at 1-855-800-5046. For procurement questions involving ePro, please contact the Purchasing Department at (909) 387-2060.

Additionally, all proposers must register with the ePro system prior to April 19, 2018 regardless of the method of submission (i.e. mail, delivery, or electronic) or they will be disqualified.

If you require additional information, please call me at (909 386-8146) or e-mail me at becky.giroux@hss.sbcounty.gov

Sincerely,

Becky Giroux, MPA
Contract Analyst
Human Services Administration

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