



1999 WALDEN DRIVE ♦ GAYLORD, MI 49735

November 8, 2025

RE: Request for quote for Postcard Mailing Services

A notice to potential vendors:

Northern Michigan Regional Entity, located in Gaylord, Michigan, is currently obtaining quotes for a vendor to mail approximately 15,000 postcards to individuals within a 21-county area in Northern Michigan. We are a Medicaid Agency jointly owned by five Member Community Mental Health Services Programs (CMHSPs) which provide mental health services and supports to individuals with a mental health diagnosis or an intellectual disability in our 21 counties in Northern Michigan.

Our requested mailing service would require:

- Receiving and processing a file with addresses from the NMRE
- Ability to mail merge or transfer the list into NMRE approved postcard.
- Executing the mailing of postcards

Successful responses to this RFP will include:

- Price of service
- Proposed timeline for mailing after address list is received.

The selected vendor will be required to sign an agreement that includes confidentiality provisions, provide forms for the NMRE financial team (W9, ACH vendor form for electronic payments, etc.).

This RFQ will end November 29, 2024. The selected vendor will be notified soon thereafter, as our goal is to have an agreement in place for these services no later than January 1, 2025. If you have the capacity and interest to provide these services or have any additional questions, please contact me directly. **Please send your quote to support@nmre.org.**

The second page of this RFQ document provides a draft form of the postcard's front and back.

Sincerely,

Chris VanWagoner
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IMPORTANT UPDATES**



The NMRE has posted important updates on its website, including:

- Quality Improvement Plan
- Compliance Plan
- Satisfaction Survey Results
- Provider Directory
- Practice Guidelines
- Data Sharing and Interoperability



NMRE.org
Access Center - 800.834.3393
Customer Services - 833.285.0050
General - 231.487.9144