



## EXCHANGE

ARMY & AIR FORCE EXCHANGE SERVICE  
3911 S. Walton Walker Blvd  
Dallas, TX 75236

FA-Z

31 January 2013

TO ALL PROSPECTIVE OFFERORS,

RE: Solicitation No. AAFES-FAZ-12-007-12-140- Direct Deposit

The Exchange is soliciting proposals to establish one (1) contract for Direct Deposit Services in support of the Army & Air Force Exchange Service (Exchange), an instrumentality of the United States Government.

Instructions for proposal preparation and submission are included in Solicitation/Proposal/Award (Exchange Form 4450-002), Schedule, and Exhibit H, Instructions to Offerors. Please submit your proposals to arrive no later than **2:00 PM, CST, on or before 04 Mar 2013**.

Delivery to a post office address does not constitute a timely response of a proposal. Rather, the time of the receipt is the time the proposal is delivered to the "Issuing Office".

If you choose to hand carry your proposal or use the controlled dispatch services of a nationally recognized U.S. courier, you should bring or sent it to the "Issuing Office" address shown on the top left of the solicitation (Exchange Form 4450-002).

All questions and issues related to this solicitation must be raised no later than **2:00 PM, CST, on or before 07 Feb 2013**. Any clarification given to one offer will be given to all offerors, once all questions have been received. Any changes to the solicitation will be made by an amendment.

All proposals can be submitted in a sealed envelope/package and indicate the solicitation number AAFES-FAZ-12-007-12-140 on the front of the envelope/package. Please mark the envelope/package with "Mailroom Do Not Open" as well.

If you do not intend to submit a proposal, but wish to remain on our source list, please let me know. You do not need to return the solicitation; a telephone or email advising will be sufficient.

If you have any questions or need any additional information to prepare your proposal you must submit your inquiries to me via email no later than **2:00 PM, CST, on or before 07 Feb 2013**.

Sincerely,

Denesia Fore  
Contracting Officer  
Exchange HQ/ Procurement Support & Policy Directorate  
214-312-4178  
[foed@aafes.com](mailto:foed@aafes.com)