



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

July 3, 2023

RE: Addendum #1: **RFP 07172023LB Employee Assistance Program (EAP)**

Dear Bidders:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated June 23, 2023. The Contractor shall acknowledge receipt of this Addendum on Appendix B. Failure to do so may subject the Bidder to disqualification.

Revision #1 – Q & A POST ON WEBSITE

The Q&A post date has been extended from July 3, 2023 to **July 6, 2023**.

Revision #2 – SUBMISSION DEADLINE

The proposal submission date has been extended from July 17, 2023 to **July 18, 2023**.

New RFP Schedule

RFP Post	June 23, 2023
Questions Due	June 29, 2023 @ 11:00 am CST
Q&A Post on Website	July 6, 2023 by close of business
RFP Due Date/Time	July 18, 2023 @ 2:00 pm CST

Thank you,
Procurement Services