



## Department of Procurement Services

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

June 2, 2026

RE: Addendum #1: **RFP 060926LB – MSCS Voluntary Worksite Benefits**

Dear Respondents:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated May 18, 2026. The Contractor shall acknowledge receipt of this Addendum on the form found in the RFP. Failure to do so may subject the Respondent to disqualification.

**Item #1 – Part II: GENERAL TERMS AND CONDITIONS (5.0 BID TIMELINE, pg. 4)**

The submission date has been extended to **June 19, 2026**, no later than **1:00 PM CST**.

Proposals **must** be:

- Delivered in a sealed package to:  
160 S. Hollywood Street, Room 126 - Procurement Services, Memphis, TN 38112  
The proposal must include **One (1) original (labeled), three (3) copies, and 1 (one) USB**

**AND**

- Uploaded to the electronic submission portal at:  
<https://ivyengage.couchdrop.io/inbox/4343b868-3987-4a06-abe7-26aab42ba8a2>

Both the physical and electronic submissions must be received no later than **June 19, 2026 @ 1:00 PM CST**. Proposals received after this deadline will not be accepted under any circumstances.

Thank You,

Procurement Services