

**FOUR RIVERS SANITATION AUTHORITY  
ADDENDUM NO. 1  
RFP #24-214  
EMPLOYEE ASSISTANCE PROGRAM**

**July 23, 2024**

**AD1-1 Notice**

This Addendum No. 1, dated July 23, 2024, to the Request for Proposals: Employee Assistance Program supersedes all contrary and conflicting information in the above-mentioned instructions, specifications, and contract documents which are hereby supplemented or revised in certain particulars as follows:

**AD1-2 General Information**

The Authority submits Addendum No. 1 to answer questions.

**AD1-3 Questions & Answers**

**Question 1:** Will there be finalist presentations? If so, can you share timing?

**Answer 1:** The need for finalist presentations will be determined after the RFP has closed and responses have been reviewed. If there is to be a presentation, it would be the week of August 12th.

**Question 2:** Reason for RFP?

**Answer 2:** The current agreement will expire.

**Question 3:** How many vendors were the RFP sent to?

**Answer 3:** The RFP was sent to five vendors.

**Question 4:** Section 2.4 Proposal Response Format – states submit 3 copies, but addendum states to submit 4 copies. Please clarify whether 3 or 4 copies are required.

**Answer 4:** Section 2.7 is the section that requests three copies. The appendix requests four copies. Please submit four copies.

**Question 5:** Does the proposal need to be delivered or post-marked by 7/29/2024 at 4 pm CST?

**Answer 5:** The RFP states: **Proposal Due Date and Time: 4:00 pm, July 29, 2024.** *Proposals will be accepted until the specified date and time. Any proposals delivered after the due date and time will be refused.* Therefore, proposals must be delivered to and received by Four Rivers by 4:00 pm on July 29<sup>th</sup>.

**Question 6:** Clarification for SAP services – are you looking for SAP services to be to consult/coordinate referrals or are you looking for the EAP to cover the full cost of the SAP cases?

**Answer 6:** The EAP would act as a consultant and would assist in the coordination of referrals and treatment.

Proposer shall initial this Addendum No. 1 and include it with their proposal.

\_\_\_\_\_ Proposer's Initials