

March 17, 2020

TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSALS NO. **20-500542**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Request for Proposals (RFP) No. 20-500542, *Employee Assistance Program (Multiyear Contract)*, is hereby amended as follows:

1. **The proposal due date has been extended to Tuesday, April 14, 2020, 3:00 p.m. EST.**
2. **Any responder who did not attend a Mandatory LSBE Meeting on March 4 or March 11, 2020 must attend one of the two meetings scheduled for March 18, 2020, held at 10:00 a.m. and 2:00 p.m. Responders may attend via audio/video conference.** Instructions for attendance can be found on the County's website at <https://www.dekalbcountyga.gov/purchasing-contracting/itbrfp-prime-contacts>.
3. It is the responsibility of each responder to ensure that he or she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Crystal Creekmore, Procurement Agent, at (404) 371-2710 before the bids are due to confirm the number of addenda issued.
4. All other conditions remain in full force and effect.



Crystal Creekmore, MBA, CPPB
Senior Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGEMENT

Date: _____

Addendum No. 1 is hereby acknowledged:

(Company Name)

(Printed Name of Responder's Authorized Signer)

(Signature of Responder's Authorized Signer)

(Title)