



**Employee Assistance Program Services
Quotation for Small Purchases (QSP 17-Q010)
Issue Date: November 1, 2017**

ADDENDUM #1

Issued: November 15, 2017

NOTICE TO PROPOSERS:

- A. This Addendum shall be considered part of the Contract Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.**
- B. Offerors are hereby notified that they shall make any necessary adjustment in their estimates because of this Addendum. It will be construed that each Bidder's documentation is submitted with full knowledge of all modifications and supplemental data specified herein.**
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Addendum #1

1. Q: Does LMHA currently have an EAP?
A: YES
2. Q: If so who is their vendor?
A: Workplace Resources
3. Q: What is their annual EAP spend?
A: NTE \$2,000.00
4. Q: How many onsite training hours are required to be included in LMHA's program? (does LMHA prefer a Fee for Service)?
A: N/A
5. Q: How many critical incident hours are required to be included in LMHA's program? (does LMHA prefer a Fee for Service)?
A: N/A
6. Q: What session model does LMHA prefer? (i.e.: 3, 5, 8, etc.)
A: N/A
7. Q: What is the population we should quote?
A: Price Proposal sets the figure at 136.
8. What is the contract length desired?
A: Initial one year with four optional renewal years
9. Q: What is the intended decision date?
A: Prior to February 1, 2018



10. Q: When is the desired implementation date?

A: February 1, 2018

11. The deadline for this QSP is extended to November 28, 2017 at 3:00 PM EST.

(End of Addendum #1)

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Solicitation Inquiries: Cheryl Phillips

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Section 3 Inquiries to: Martice Bishop

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This Addendum shall be considered part of the above referenced RFP as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.

(1) GAUGE LEVEL OF INTEREST: So that we can gauge the level of interest in this RFP, if you have not previously done so, please advise us as to whether you anticipate delivering to us a quotation submittal in response to this solicitation (e.g. "Will Submit" or "No Bid").

Will Submit_____ **No Bid** _____

Thank you for your interest in doing business with LMHA and we look forward to receiving a submission from your firm.

Sherry Tobin, Manager of Procurement and Contracts

You must acknowledge this Addendum electronically via the NAHRO eProcurement system, by fax to (419) 259-9494, email, on delivery service by no later than November 17, 2017 at 12:00 PM EST. It is the responsibility of all offerors to acknowledge addendums. Failure on the part of any offeror to acknowledge this addendum by the deadline may, at LMHA’s discretion, deem that offeror as non-responsive and may eliminate such offer from consideration for award.

ACKNOWLEDGED BY:

Signature	Date	Printed Name	Company
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Demetria M. Simpson, President and CEO
 Board of Commissioners
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