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**Addendum 1**  
**Solicitation 25-AA20**  
**RFP for Employee Assistance Program**

This addendum serves to notify all bidders of the following changes to the solicitation documents:

The following question asked is answered below in *italics*.

1. Is it acceptable to obtain the Certificate of Authority from the Minnesota Secretary of State if we are selected? Or do we need to have one in order to submit a proposal? *MN Statute 303.03 requires a certificate of authority before any business is transacted, so we will accept proposals without the certificate. However, a contract cannot be executed until the certificate is provided to [Purchasing@DuluthMN.gov](mailto:Purchasing@DuluthMN.gov) or proof of the certificate is available on the Minnesota Secretary of State website.*

Please acknowledge receipt of this Addendum on Appendix A Proposal Cover Sheet.

Posted: **9/15/2025**