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Addendum 3
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 questions asked during the pre-proposal conference are answered below in *italics*.

1. Can the City please confirm whether a wet signature is required on the Proposal Cover Sheet, or if an electronic signature will be accepted? *An electronic signature is acceptable.*
2. Can the City please confirm that if marked “confidential,” specific materials can be kept confidential and not be shared via the Public Information Act? *As indicated in the RFP, all materials in response to the RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.*
3. Will the City accept pricing displayed as a per-employee-per-month (PEPM) cost in addition to the annual cost? *Yes, it is actually preferable that information be provided in both forms.*

Please acknowledge receipt of this Addendum on Appendix A Proposal Cover Sheet, to be submitted with your proposal.

Posted: **9/23/2025**