

December 14, 2017

Subject: **ADDENDUM NO. 1**

Project: Coconino Community College
Employee Assistance Program RFP-2018-01
2800 S. Lone tree Rd.
Flagstaff, AZ. 86005

Addendum 1 is being issued to extend the schedule of events due to the level of information being requested and the time to compile a thorough response. A second addendum will be issued in response to questions received no later than Wednesday, December 20, 2017. The above referenced Request for Proposal is hereby amended as follows and shall become part of the Request for Proposal document:

3.0 RFP Schedule of Events

| <u>Event</u> | <u>Date</u> | <u>Time in Arizona Time</u> |
|---------------------------------------|------------------|---------------------------------|
| Pre-proposal Conference | January 16, 2018 | 10:00 am |
| Deadline for Questions/Clarifications | January 23, 2018 | 5:00 pm |
| Proposal Due Date | February 6, 2018 | 2:00 PM |

4.0 Pre-Proposal Conference

A pre-proposal conference has been rescheduled for Tuesday, January 16, 2018 at 10:00 a.m., Arizona Time at Coconino Community College (Board Room), 2800 S. Lone Tree, Flagstaff, AZ 86005. Although attendance is not mandatory vendor are strongly encouraged to attend. Those who are unable to attend but would like to join via conference call Dial US/CAN Toll Free: 1-877-820-7831 - Enter Participant Passcode: 311450

The balance of the RFP document shall remain the same. All proposers are to acknowledge receipt of this addendum by signing and submitting along with their proposal response.

Name of Firm

Authorized Signature

Date