



City of Saint John

## ADVISORY NOTICE

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**TO: ALL BIDDERS**

**FROM: MONIC MACVICAR**

**DATE: ORCTOBER 6<sup>TH</sup>, 2021**

**SUBJ: RFP NO. 2021-092001P - EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP) – SERVICE PROVIDER**

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Please make the following changes to the following section of the Request for Proposal.

Part 3 – Submission and Evaluation of Proposals, item 3.2 B. Proposal Should be Submitted in the Prescribed Manner:

**Remove:**

- 1) Proponents should submit one **electronically** signed original and six bound copies along with one electronic copy (on a properly labeled CD or USB key in PDF format) of the technical proposal and supporting information, and one signed original copy and six bound copies along with one electronic copy (on a properly labeled CD or USB key in PDF format) of the financial proposal and supporting information.

**Replace with:**

- 1) Proponents should submit one **electronically** signed original and six bound copies along with one electronic copy (on a properly labeled CD or USB key in PDF format) of the technical proposal and supporting information, and one electronically signed original copy and six bound copies along with one electronic copy (on a properly labeled CD or USB key in PDF format) of the financial proposal and supporting information.

**PLEASE SIGN AND RETURN VIA FAX (A.S.A.P) (506) 658-4742 TO ACKNOWLEDGE RECEIPT OF THIS ADVISORY.**

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NAME

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COMPANY