DATE: March 8, 2019

TO: All Prospective Proposers

FROM: Karen Kelly
Procurement Coordinator, Office of Procurement
301-546-0008

RE: RFP 19-08 – COBRA Administration Services

The following amends the above referenced RFP documents. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the Technical Proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. See Addenda Log for information/uploads, attached.

End of Addendum 1 dated 03-08-2019
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.:  19-08

TECHNICAL AND FEE PROPOSAL DUE DATE:
Thursday, March 14, on or before 10:00 A.M. ET

RFP FOR:  Employee Assistance Program Benefit Services

NAME OF PROPOSER: ____________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1       dated 03-08-2019

Addendum No. ________ dated _________

Addendum No. ________ dated _________

Addendum No. ________ dated _________

Addendum No. ________ dated _________

As stated in the RFP documents, this form is included in our Technical Proposal.

________________________________________
Signature

________________________________________
Name Printed

________________________________________
Title

________________________________________
Date

END OF FORM
<table>
<thead>
<tr>
<th>No.</th>
<th>Addendum No.</th>
<th>Solicitation Section/Reference</th>
<th>Question/Reference</th>
<th>PGCC Response/Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td>Can companies outside USA (from India or Canada) respond to this RFP?</td>
<td>Due to the nature of work required, the College is not considering companies located outside of the U.S. The selected company is required to have an office/offices in the U.S.</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td></td>
<td>Will companies outside the USA (from India or Canada) that have responded to this RFP need to come to the USA for meetings?</td>
<td>Yes. In person meeting are required, at no cost to the College.</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td></td>
<td>Can companies outside the USA (from India or Canada) perform their tasks related to the RFP outside of the USA?</td>
<td>Due to the nature of work required, the College is not considering companies located outside of the U.S. The selected company is required to have an office/offices in the U.S.</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>Section 111: Procurement Phases and Evaluation Process – Page 9</td>
<td>Can Proposal be submitted via email?</td>
<td>No, see General Requirements in Article 1, Section 111 of RFP.</td>
</tr>
</tbody>
</table>

End of Addendum 1