

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

ADDENDUM NO. 1

December 30, 2019

**REQUEST FOR PROPOSALS FOR
San Francisco Health Service System
Well-Being Communications and Campaign Development**

RFPQ#HSS2019.W2

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This Addendum is being issued to modify the requirements in the above-referenced Request for Proposals (RFP) to extend the due date for the submission of proposals for all interested respondents. Please review the terms of the RFP and this Addendum carefully. If there are any inconsistencies between the RFP and the terms of this Addendum, then the terms of this Addendum shall prevail. Section references below are to the RFP and are provided for convenience of reference only.

A. Modifications to Request for Proposals:

1. Introduction, is hereby amended in its entirety to read as follows:

The San Francisco Health Service System (“SFHSS”) is soliciting requests for proposals to update one (1) existing Employment Assistance Program (EAP) resource guide and develop one (1) nutrition-focused campaign. The update to the current EAP resource guide will capture the EAP benefits accessible to SFHSS members, while enhancing the material to promote increased participation within the program. The nutrition-focused campaign will use various forms of communication and tools to educate Members on the benefits of a balanced lifestyle, while improving overall health through better nutrition.

Respondents must submit a proposal via email to Michael.Visconti@sfgov.org no later than **2:00 pm PT on Tuesday, January 14, 2019.**

2. Section VIII. Submitting Your Proposal, is hereby amended in its entirety to read as follows:

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VIII. Submitting Your Proposal.

Each Respondent must submit the following three (3) items to SFHSS, including its Proposal as described below, a signed Statement of Minimum Qualifications (Appendix B), and CMD Forms 2A, 3 and 5, in a single email to Michael.Visconti@sfgov.org **by or before 2:00 pm PT on Tuesday, January 14, 2019.**