

**ADDENDUM NO. 1**

DATE: February 22, 2019  
TO: All Proposers   
FROM: Julie Smith Maxwell, Procurement Specialist  
SUBJECT: Addendum No. 1 – Mental Health First Aid Training Services  
PROPOSALS DUE: February 28, 2019, at 11:00:00 a.m. Eastern Time

This addendum is being published to respond to questions asked by a potential proposer regarding the above-referenced Request for Proposals. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

**Question 1:** Does the person in the role of class instructor have to be an employee of the grantee or can they be a sub-contractor?

Response: The class instructor may be sub-contracted. However, proposer must include in proposal submission the credentials/certification of the proposed instructor. Specifically, proposal must note the training details as a Mental Health First Aid Instructor from the National Council.

**Question 2:** Does the first year's request for 20 MHFA trainings need to be completed by September 29, 2019?

Response: Yes.

**Question 3:** Does the cost of purchasing 1200 MHFA manuals through the National Council for Behavioral Health's Mental Health First Aid program need to be included in the pricing of our proposal?

Response: Yes.

**END OF ADDENDUM NO. 1**