



Acknowledgment of Amendment

Invitation for Bids
RFX #3160007493
Employee Assistance Program (EAP)

Amendment Number Three
October 13, 2025

The Office of Human Resources, through this **Amendment Number Three**, modifies Invitation for Bids (IFB) issued, September 18, 2025. The following has been modified:

1. Preparation of Bid is amended as follows:

The Invitation for Bid (IFB) may be submitted electronically or shipped to the Mississippi Department of Education (MDE). **The complete bid packet including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word® or Portable Document Format (PDF) only.** *In person delivery of bids will not be accepted or considered for an award.*

Shipped to:
(USPS, UPS, Fed Ex)

ATTN: Monique Corley
Office of Procurement
The Mississippi Department of Education
Employee Assistance Program
Due Date: October 20, 2025, 2:00 p.m., CST
RFX No. 3160007493
359 North West Street
Jackson, MS 39201
(DO NOT OPEN)

All bids submitted shall be in compliance with all conditions stated herein. All bid prices and notations must be printed in ink or typewritten. No erasures permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed, in ink, by the person signing bid. The MDE will not be responsible for delivery delays of lost packets. All risk of late arrivals due to unanticipated delays – whether delivered by shipping or electronic method – is entirely on the bidder.

1. To submit bids electronically, bidders must be registered (**Vendor Services**) in the MAGIC system as a State of MS Supplier, have a login, password, and supplier number and meet all technical requirements to upload bid packet. Step-by-step instructions to register or assist with completing the entire registration process: **LOG800 Supplier Registration Course.** Please contact mash mash@dfa.ms.gov for help. Please visit and register at DFA: Mississippi Suppliers (Vendors) (ms.gov). If assistance is required, contact MASH help desk at

601-359-1343 at least 72 hours in advance of the due date for submission. Bids received after the time designated in the solicitation shall be considered late and shall not be considered for award.

2. Failure to examine any drawings, specifications, and instructions will be at bidder's risk.
3. Price each item separately.
4. Price options shall not be included or considered unless specified in the solicitation.
5. Available specifications shall be sufficient to make the terms binding.
6. Information must be furnished according to bid.
7. It is understood that reference to available specifications shall be sufficient to make the terms of such specifications binding the bidder.
8. Time Performance. The number of calendar days in which delivery will be made after receipt of order shall be indicated in the bid specifications.
9. The terms "Bidder" and "Contractor" are referenced throughout this IFB. References to the "Bidder" are used in conjunction with the proposing organization and procurement process leading up to the final IFB selection and award. The term "Contractor" denotes the role assumed, post-award, by the winning Bidder. Additionally, the terms "State of Mississippi," "State" or "the MDE" may be used interchangeably throughout this IFB to denote the entity issuing the IFB and requesting responses from Bidders throughout these specifications.

Amendment Number Three

NOTE: *This amendment three is hereby made a part of the Mississippi Department of Education's Request for Proposals/Applications/Qualifications/Invitation for Bid. The Vendor acknowledges receipt of said amendment and is made aware of the changes contained therein. By signing this form, the Offeror accepts the changes as part of the contract requirement.*

Authorized Signature

Date

Printed Name