

County of Bernalillo

State of New Mexico

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Purchasing Department

ONE CIVIC PLAZA, N.W.
ALBUQUERQUE, NM 87102
(505) 768-4013
FAX (505) 768-4067

Date: May 30, 2008

Attn: All Prospective Offerors

From: Colin Spencer, Senior Buyer

Subj: **Request for Proposal (RFP) #37-08-CS**
Employee Assistance Program

The Bernalillo County Purchasing Department on behalf of the Bernalillo County Human Resources Department is soliciting proposals from prospective Offerors for Employee Assistance Program services.

For registered vendors, pertinent RFP documents, including the specifications and the proposed contract documents pertaining to this project can be downloaded through the purchasing website at no cost. All organizations must be registered with the County in order to receive a complete copy of the RFP and submit a proposal. For firms not registered, interested parties are welcome to register through the County's purchasing website, www.bernco.gov and pay the required fee of \$50.00 plus a convenience fee of \$1.49 to process payment by credit card or \$1.25 per e-check. Vendors are also welcome to contact Colin Spencer, at (505) 468-7388, or by e-mail cspencer@bernco.gov to request a hard copy of document at a cost of 50 cents per page.

Sealed submittals for the referenced proposal must be addressed and delivered, no later than **4:00 PM (local time), June 18, 2008** to the Purchasing Department, One Civic Plaza, 10th Floor, Room 10010, Albuquerque, NM 87102. The Purchasing Department will date and time stamp the sealed envelope upon receipt.

Questions regarding the proposal submission process, instructions to offerors or terms and conditions, shall be directed to the Senior Buyer, Colin Spencer via e-mail to cspencer@bernco.gov.

cc: RFP# 37-08-CS, File Copy