



**ADDENDUM THREE
REVISION TO RFA**

Date: May 10, 2019
To: All Applicants
From: Keith Roland, Buyer
Department of Health and Human Services
RE: Addendum for Request for Applications Number 1524
Application due date of May 10, 2019

Section 4.2.5 is hereby amended as follows:

5. Certifications. If applicable, Applicant must provide evidence that its employees have received TOP Facilitator certification. DHHS will accept any of the following as evidence of TOP Facilitator certification: (a) the certificate received by the employee from the trainer or organization upon completion of training; (b) other documentation establishing an employee's attendance at and completion of TOP Facilitator training; or (c) a list submitted by Applicant of its employees who have received TOP Facilitator certification, which must include the month, year, and trainer or organization hosting the training for each identified employee.

This addendum will become part of the proposal and should be acknowledged with the Request for Applications.