



## CITY OF MEMPHIS

### REQUEST FOR PROPOSAL #294757

### LIFESTYLE SPENDING ACCOUNT (LSA)

#### Addendum One (1)

The following information encompasses Addendum No. 1 for the above referenced RFP. Proposers shall fully consider and acknowledge this Addendum in the preparation and submittal of its formal proposal **(addendums must be included in the Proposers Proposal)**. Failure to do so will result in the proposal being considered unresponsive.

1. 4.3 – Schedule of Activities  
The due date for proposals is changed from 25 June 2025 to 2 July 2025
2. Exhibit 6 – Evaluation Criteria, See changes under  
Ability to Execute Assessment and note Overtime Availability and onsite options has been removed.

Company Employee Skills – Number of Qualified Employees assigned to implementation is removed.

Cost and Pricing – Overtime Cost is Competitive and Equipment Cost is Competitive is removed.

Hour/Estimate Flat Fee is Competitive has been changed to Estimate Flat Fee is Competitive.

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**In no event shall the deadline for submission of the proposal be changed except by written modification by the City of Memphis Purchasing Department.**

<b>Activity</b>	<b>Date</b>
Publish RFP	<b>23 May 2025</b>
Proposer Questions Deadline	<b>3 June 2025</b>
City Response to Questions	<b>10 June 2025</b>
Proposal Submission Deadline	<b>2 July 2025</b>
Finalist Selections – Optional	
Finalist Presentations – Optional (City’s Discretion)	
Negotiations	
Agreement Finalization	

Several of the activities identified in the above table are described in more detail in the remainder of this Section 4.

## EXHIBIT 6 – EVALUATION CRITERIA

See below for a sample evaluation criteria and associated point value.

Evaluation <b>Category</b>	<b>Questions/Areas</b> of Evaluation within Categories	Total Possible Points per Question	Total Possible Points
Company Reviews and References			10
	<ul style="list-style-type: none"> <li>2 Customer references for similar work (2 points per positive reference)</li> </ul>	4	
	<ul style="list-style-type: none"> <li>2 Examples of local experience for similar work (2 points per example)</li> </ul>	4	
	<ul style="list-style-type: none"> <li>List of verifiable clients or references that have engaged the vendor in similar work (1 point for each, with a maximum of 2)</li> </ul>	2	
Ability to Execute, Assessment Methodology and Workplan			35
	<ul style="list-style-type: none"> <li>Overall plan of execution and methodology</li> </ul>	25	
	<ul style="list-style-type: none"> <li>Timeframe for Implementation</li> </ul>	5	
	<ul style="list-style-type: none"> <li>Number of employees assigned to implementation</li> </ul>	5	

Company's Employee Skills, Experience and Certification			25
	<ul style="list-style-type: none"> <li>Employee industry certifications</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Employee experience</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Number of qualified employees assigned to implementation</li> </ul>	5	
Cost/Pricing	Vendor provides a cost-effective and competitive pricing methodology		30
	<ul style="list-style-type: none"> <li>Estimate/Flat Fee is competitive</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Implementation Cost is Competitive</li> </ul>	10	
	<ul style="list-style-type: none"> <li>Renewal cost is competitive</li> </ul>	10	100