**Exhibit A – Intent to Bid Form**

Candace Jackson

[Candace.Jackson@shelbycountytn.gov](mailto:Candace.Jackson@shelbycountytn.gov)

Dear Candace:

We have received the Request for Proposal (“RFP”) from Shelby County Government (“County”).

We will be submitting a response to the RFP for the Employee Assistance Program:

In addition:

We will **not** share any of the information pertaining to this RFP with any third parties including but not limited to subsidiary and affiliated organizations, except on an “as need to know basis” for the purpose of responding to this RFP; and further any such third-party release shall agree to same non-disclosure.

We will **not** use information received during the RFP process for any other purpose than for responding to this RFP without the written authorization of the County. Expressly forbidden, but not limited to, is the use of RFP information to prepare claims analysis, demographic analysis, provider analysis, claim projections, or premium rates development for the County.

Will **not** be submitting a proposal for the following reason(s):

|  |
| --- |
|  |
|  |

Sincerely,

|  |  |
| --- | --- |
|  |  |
| Signature | Title |
|  |  |
| Name (Printed) | Company |
|  |  |
| Date | Email Address |
|  |  |
|  | Telephone number |

Please have an officer of your firm sign and date the form and email it as an attachment to the individuals listed above. Your Intent to Bid is due **by 4:00 p.m., Central Standard Time on May 16, 2025**. Completion of this form is a requirement in order to receive additional RFP information and reporting.