



**SUBJECT:** Request for Applications (RFA) for Mental Health First Aid Instructor Services **RFA 2025-009**

**FROM:** Adam Velez  
Sr. Director, Contracting and Procurement

**DATE:** May 29, 2025

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSAL**

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 010, RESTRICTIONS ON COMMUNICATION**

Question 1: Can you clarify if this is required to serve as a paid instructor for ad hoc teaching of Mental Health First Aid with CHCS in the future? For example, teaching a few MHFA classes per year when CHCS needs additional instructors.

Response: Yes, this application process is required for all instructors teaching classes on behalf of and being reimbursed by the Center moving forward.

**All other RFP conditions remain unchanged.**

RFP documents may be downloaded from <http://www.chcsbc.org/contracting-opportunities/>