



## BUSINESS DEVELOPMENT DIVISION

January 10, 2025

TO: Tiffany Fulse, Contracting Agent  
Procurement Division

From: Dexter Watts, Senior Contract Administrator  
Business Development Division

**Subject:** Y24-181-TF, Employee Assistance Program

The Business Development Division has reviewed the preliminary scopes of services for the Employee Assistance Program Request for Proposals.

After reviewing this information, Business Development has determined there are no M/WBE firms available with experience in the proposed scopes of services.

If the scope of services for this project changes, let us know so we can re-check for M/WBE availability.

*Sheena Ferguson 1.10.2025*