



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

May 17, 2018

Brian Summers, President
E4, LLC
105 Decker Court, Suite 475
Irving, TX 75062

Re: "Notice of Award" RFP 18-59 Employee Assistance Program (EAP)

Dear Mr. Summers,

The City of Somerville, acting through its Purchasing Agency on behalf of Mayor Joseph A. Curtatone, is pleased to issue a "Notice of Award" for Employee Assistance Program (EAP). Your proposal was deemed the most advantageous, qualified proposal for this program.

Within the next week, you will receive via email a contract governing the business relationship between your company and the City of Somerville. Additionally, a letter will accompany the contract with specific instructions on the documents to be provided and the pages to be signed in the contract. Please be aware that we will not be able to process the contract without all the required documents and signatures in place.

Thank you and we look forward to working with you this year.

Kind regards,

Thupten Chukhatsang,
Procurement Analyst
tchukhatsang@somervillema.gov

Somerville City Hall • 93 Highland Avenue • Somerville, Massachusetts 02143
(617) 625-6600, Ext. 3400 • TTY: (617) 666-0001 • Fax: (617) 625-1344



www.somervillema.gov