

**Project:**        **Human Resource Information System  
(HRIS) Software - Addenda #1**

**Date:**                **April 28, 2014**

**RE:**                        **Addenda # 1**

**# of Pages:**            **1 of 1**

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The following revisions and/or clarifications are to be made to the proposal documents for “(Insert project name)”. They are a result of issues discussed at the pre-proposal conference held on (“insert date of pre-bid conference”) and any questions received by close of business on (insert date again or insert correct date).

**Questions:** (answers to all question are shown in *Italics* immediately after the question) for example:

1. How many employees will be entering time in the time and attendance module? *Approximately 125 fulltime staff and approximately 40 seasonal hires who work April until Oct.*

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By signing the line below, I am acknowledging that all pages of the addenda has been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Number of pages received: \_\_\_\_\_<fill in>

Distributed to:    All present and all prospective Proposers