



**TOWN OF STRATFORD
RFP #2016-014**

**ADDENDUM #1
Issued 3/28/16**

Payroll Processing Services

The following are responses to questions that were submitted:

How would you like us to format the response? I understand there needs to be a cover sheet etc. However would you like us to simply put our responses below each of the questions? *Yes you can place your responses below the question asked.*

Also some areas, specifically the Area of Service Section appear as if they are duplicated from previous questions. For instance, Time and Attendance is included in both the Area of Service Section and also the Scope of Services section. They also do not appear to be questions rather a yes/no response? Could you please advise? *The Town of Stratford is looking for a complete list of all options your company offers when it comes to Time and Attendance. We need to understand how your company can help improve our internal operations and the cost associated with that. You can simply state YES or NO if your company offers that service or not. If you wish to elaborate you may do so.*

I would also like to get some clarification on what the Town would like to be included in the price proposal. There are many sections that ask questions around HR/Talent solutions, however none of those types of solutions are addressed in the area where the Town indicates what they want included in the price proposal. *The Town of Stratford is looking for an ala-carte price list of your company's services. We have provided information on our employee head count for you to best tailor your number to the town.*

Payroll is processed weekly.

Michael Bonnar, Purchasing Agent