**ADDENDUM No. 1**

**September 25, 2025**

**Request For Proposals for**

**Human Resource Information System**

**SOLICITATION No. RFP# P- 091925**

This addendum is hereby included in and made part of the RFP for **Human Resource Information System** On 09/25/2025. The above-numbered solicitation is amended as set forth below. Proposers must acknowledge receipt of this amendment prior to the time and date specified for receipt of proposals, by signing this form below.

**Item #. 1 RESPONSES to questions**

**Q1:** How many employees will we be quoting?

**A1: 90**

**Q2:** What is the frequency of pay (Monthly, Semi-monthly, Bi-weekly or Weekly)

**A2:** **Bi-weekly**

**Q3:** How many employees are eligible for benefits?

**A3:** **85**

**Q4:** How many employees would need to utilize the Expense tracking tool?

**A4:** **Approximately 40**

**Q5:** Can you confirm the employee count for the organization?

**A5:** **85 full-time, 3 part-time**

**Q6:** Is growth expected for the organization?

**A6:** We anticipate the number of employees will remain below 100.

Prepared By: \_\_\_\_\_\_s/**Mohammad Muhsen Sultani**\_\_\_\_\_\_ Date: \_\_\_\_September 25, 2025 \_\_\_\_\_\_

Procurement Manager

Acknowledged By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: All other requirements and provisions for the RFP Documents shall remain in full force and effect.

Each Proposer shall refer to all Addenda to the RFP Documents in their response.

\*\*\*\*\* END OF ADDENDUM NO. 1 \*\*\*\*\*