

ADDENDUM NO. 3
CITY OF MEQUON
REQUEST FOR PROPOSALS TO CONDUCT A
HUMAN RESOURCE COMPLIANCE AUDIT

March 28, 2016

TO ALL PROPOSERS:

Attention of all Proposers is called to the following revisions and general clarifications and interpretations to the Proposal Documents for the completion of a Human Resource Compliance Audit for the City of Mequon, Wisconsin.

The information given in this Addendum shall be taken into account by each prospective Proposer in the preparation of its Proposal.

Receipt of this Addendum shall be acknowledged on Attachment A: Proposal Submission Form that is included with the Request for Proposals that was issued by the City. Additionally, it is requested that a copy of this Addendum be included in the Proposer's Proposal.

GENERAL CLARIFICATIONS & INTERPRETATIONS

The following is a **third and final** list of general clarifications and interpretations of the proposal documents based on inquiries received via electronic mail:

1. The full-time and part-time staff members within the Human Resources Division are not responsible for bi-weekly employee payroll processing on behalf of the City of Mequon organization. This function is performed (in connection with other finance-related duties) by a full-time staff member within the City's Finance Department.

DATED this 28th day of March, 2016.

CITY OF MEQUON

By: /s/ William H. Jones, Jr.
City Administrator
City of Mequon, Wisconsin