

City of Rochester, New Hampshire

31 Wakefield St. Rochester, NH 03867

[**http://www.rochesternh.net/**](http://www.rochesternh.net/)

**BID-16-34**

**Questions and Answers**

Is there a weight assigned to the factors listed in section 7-Bid Evaluation?

**Answer:** No.

Are there any specific additional factors part of bid evaluation?

**Answer:** No.

  Is there a budget for the Electronic Timekeeping System?

**Answer:** Yes.

 Is there a Justification analysis that the city did? Is it available to the public? If so, how can access it?

**Answer:** Beyond multiple discussions and considerations, there was no formal analysis completed to justify the appropriation of funds for the ETAS. The need for a competitive process is required by our purchasing policies and the use of a Request for Proposal (RFP) is our standard operating procedure. A Request for Information (RFI) regarding the ETAS was completed and the submissions were reviewed and used to prepare the RFP.

What is the correct format of the proposal? There is confusion between “Specific proposals

Instructions” on page 7 and “proposal specifics on page 3.

**Answer:** Both and all instructions detail the format and provide instructions for submission.