

**December 29, 2005**

CITY OF PORTSMOUTH, NH  
ADDENDUM NO. 1  
TO  
**Request for Proposals**  
**RFP #28-06**  
Professional Services  
City-Wide Overtime Audit

Attention to all vendors submitting proposals for the City-Wide Overtime Audit scheduled to be received at 2:00pm on Friday, January 6, 2006.

A set of questions has been submitted to the Finance Department from a prospective bidder. The questions are repeated below and the answers are provided in italicized type. These questions and answers form Addendum No. 1.

The date of completion is April 17, 2006.

1. Has the City ever completed an audit like this before?

*No, the City has never completed an audit of overtime usage previously. Several programmatic and operational audits related have been completed relative to the Public Works Department operations, Technology usage, etc.*

2. Can you provide a characterization of which departments use what percentage of the overall overtime expenditure per year?

*See chart below.*

Percent of Total FY 2005 Overtime Expenditures by Department Total Overtime Expenditures for FY 2005 equal \$2,410,000*		
<b>Department</b>	<b>Overtime</b>	<b>Billable Overtime</b>
Municipal**	28%	6%
Fire	38%	6%
Police	29%	88%
Schools	5%	
Totals:	\$1,850,000	\$560,000,000

\* These figures are approximate and subject to verification by winning firm

\*\*Municipal overtime includes Water/Sewer Departments, which are funded through Enterprise funds.

3. Would any of the City Council members have involvement in the study at all?

*The Finance department is administering the public and competitive bid process and will manage the contract to be negotiated with the chosen firm. The City reserves the right to include any interested parties in the interview process or to perform contract administration duties as required by the City Manager.*

4. Have you budgeted a specific amount for the audit?

*No*

a. If so, can you share what that amount is.

*N/A*

This addendum becomes part of the original Request for Proposal #28-06 “Professional Services City-Wide Overtime Audit”.

Please acknowledge receipt of this addendum within your proposal. Failure to do so may subject a vendor to disqualification.