

## NOTICE OF REQUEST FOR PROPOSALS

### RFP: Payroll Services

Notice is hereby given that Yukon Flats School District (YFSD) is requesting proposals for a provider of payroll services to assist with YFSD operation of seven (7) schools.

Proposers should not construe from this notice that YFSD intends to enter into a contract with the Proposer unless, in the opinion of YFSD, it is in the best interest of YFSD to do so. YFSD reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) documents are available at  
Yukon Flats Web site at <http://www.yfsd.org>

To request the RFP documents by e-mail or postal mail, please contact:

Elena Begojevic  
[elena.begojevic@yfsd.org](mailto:elena.begojevic@yfsd.org)  
PO Box 350  
Fort Yukon, AK 99740-0350

YFSD will record and provide answers to any questions or requests for clarifying information about the RFP through April 21, 2025, 3:00 P.M. All questions should be sent via email to Elena Begojevic ([elena.begojevic@yfsd.org](mailto:elena.begojevic@yfsd.org)) with the email subject line – “Payroll Services RFP”. Responses to all questions received through March 29, 2025 will be posted online on or before 12:00 P.M. on April 21, 2025.

Proposers must submit written proposals via email or in a sealed package, which should be labeled:

#### **“Proposal – Payroll Services [RFP]**

Addressed to:  
Dr. Debbe Lancaster  
[Debbe.lancaster@yfsd.org](mailto:Debbe.lancaster@yfsd.org)  
PO Box 350  
Fort Yukon, AK 99740-0350

YFSD will accept all proposals received on or before **Wednesday, April 23, 2025, 2:00 P.M.** Except for unusual circumstances as determined by YFSD, YFSD will not accept proposals that are received after **Monday, April 30, 2025, 2:00 P.M.**

YFSD reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. YFSD will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of YFSD. Following the review and analysis of all responsive proposals. YFSD staff will make a recommendation to the YFSD Board of Directors at a duly noticed board meeting. The YFSD Board of Directors is responsible for selecting the schools’ provider of payroll and related services.