

REQUEST FOR PROPOSALS

RFP: Payroll Services

March 30, 2025

YUKON FLATS SCHOOL DISTRICT

Payroll Services

DISTRICT OFFICE
PO BOX 350
FORT YUKON, AK 99740-0350

Dr. Debbe Lancaster
Superintendent
REQUEST FOR PROPOSAL (RFP)

RFP:
Payroll Services

1.1 Purpose and Objective

The Yukon Flats School District (YFSD) is soliciting written proposals from a qualified contract to provide payroll services for a one-year contract starting as agreed upon time permits. YFSD intends to award a contract to the respondent deemed most qualified and responsive to this request and whose proposal best benefits YFSD.

1.2 Background

YFSD is a school system with a K-12 student population of approximately 200 students. The students are educated in seven (7) school buildings; which are made up of:

School Building/ Grades

Artic Village K-12

Cruikshank K-12

Tsuk Taih K-12

Earla Hutchinson K-12

John Fredson K-12

Fort Yukon K-12

CTE Voc Ed Building 4-12

YFSD has approximately 70 employees annually. Approximately 45% of our employees are full time, 53% part-time, and 2% seasonal.

1.3 Scope of Services

The successful Contractor must at a minimum provide the following services:

- Utilize Black Mountain Software for completing payroll
- Acquire all necessary signatures to distribute payroll
- Check timesheets for accuracy
- Ensure compliance with current government regulations
- Enter data into databases and spreadsheets
- Establish and implement policies on such matters as garnishments and payroll advancements to employees
- Handle direct deposit requests and data
- Adjust pay for raises, bonuses and commission
- Prepare monthly, quarterly and year-end payroll statements
- Process paper checks for distribution
- Process payroll
- Process wage garnishments
- Quarterly site visits
- Remit payroll taxes and governmental reporting

1.4 Inquiries

A. Questions concerning this RFP MUST be submitted in writing no later than Wednesday, April 21, 2025, 3:00 P.M AST and sent via e-mail:

Dr. Debbe Lancaster, Superintendent

PO Box 350

Fort Yukon, AK 99740-0350

Office: (907) 662-2515 extension 24; Fax: (907) 662-3094 or 2519

Email: debbe.lancaster@yfsd.org

B. YFSD reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

C. YFSD reserves the right to waive minor irregularities in response proposals, provided action is deemed in YFSD best interests.

1.5 Projected Timetable

Use the following timetable as a guide for planning purposes. YFSD reserves the right to adjust the timetable as necessary during the RFP process.

Event / Date

RFP Issued March 30, 2025

Deadline for submitting questions April 21, 2025 by 3:00 P.M. AST

Proposals Due at District Administration April 25, 2025 by 2:00 P.M. AST

RFPs opened at District Administration April 25, 2025, 2:00 P.M. AST

Board Decision May 2, 2025

1.6 Terms and Conditions

- A. The company awarded will start the contract at a mutually agreed upon date or terminate the contract if deemed inadequate to YFSD standards. If it is deemed to continue with the payroll company, thereafter, the contract resulting from this RFP shall go from January 1, 2022 to June 30, 2022 with option of renewal. YFSD reserves the right to terminate this agreement at any time if all items are not done as requested.
- B. Upon notification of contract award, the successful respondent shall sign and execute a formal contract agreement with YFSD as well as provide the following documentation:
 - a. Professional Liability Certificate listing YFSD as an additional insured
 - b. Verification your company has no criminal history and is valid to operate in Alaska
 - c. Other required documents as may be outlined in the proposal specifications and/or qualifications and requirements
 - d. Completed W-9
 - e. Agree to indemnification and hold harmless the YFSD

1.7 Instructions for Proposal

A. Compliance with the RFP

- a. Proposals must be in strict compliance with this Request for Proposals and in the proposal response format contained herein. Failure to comply with all provisions of the RFP may result in disqualifications.
- b. All information requested must be submitted, or a statement giving the rationale of the proposer for not submitting requested information.

B. Delivery of Proposals

- a. All proposals are to be delivered before 2:00 P.M. Alaska Standard Time on April 25, 2025 to

Yukon Flats School District
Administration Office
123 Hill Street
Fort Yukon, AK 99740

- b. YFSD will not accept any proposals received after 2:00 P.M. AST or delivered to a location other than what is listed above. Late or incorrectly delivered proposals will be returned to the Offeror at their expense or destroyed after 30 days. Proposers must submit one (1) original, and two (2) exact duplicate numbered copies of the proposal response. List the Proposal Number on the outside of the sealed box or sealed envelope and note, "Request for Proposal enclosed"

C. Proposal Response Format

- a. All proposals shall include the fee schedule at the end of the RFP in addition to other information requested or that you wish to provide.

D. Evaluation of Proposals

- a. YFSD will evaluate the proposals as deemed fit. It is the intent of the YFSD to award the contract to the respondent based upon relative experience, qualifications, and who will provide the highest quality of service at fair and competitive prices.
- b. YFSD reserves the right to modify these specifications as deemed necessary. All modifications will be posted on our website.
- c. YFSD reserves the right to reject any and all proposals and/or to negotiate final contract terms with any proposer as deemed in its best interest.

E. Acceptance of Proposals

- a. The YFSD Agent shall accept all proposals that are submitted properly. However, YFSD, or designer, reserves the right to request clarifications or corrections to proposals.

F. Validity of Proposals

- a. All proposals shall be valid for a period of one hundred twenty (120) days from the opening date of the request for Proposal.

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RFP Payroll Services

Company information / Fee Schedule

CompanyName: _____

Address: _____

Federal EIN: _____ Phone No. _____

E-mail: _____

Website: _____

Company Representative and Title (Print Clearly) _____

Company Representative Signature and date: _____

Were you or your company ever convicted of a crime? _____

Years in Business: _____

Number of Business Locations: _____

Please provide a monthly cost for the following: \$ _____

- ✓ Cost to Process Monthly Payroll for Classified and Certified
- ✓ Cost to Process Quarter and Annual Taxes
- ✓ Cost of phone app capability
- ✓ Imports/Export capabilities

*District already uses Black Mountain Software for Payroll.

_____ Verify you have read and understand the RFP in its entirety. Any questions you have will be emailed for a response.

Additional responses to the following questions:

1. Explain the process to get our current system uploaded to your computer.

2. Explain the process to get our monthly payroll information into our Black Mountain fund accounting software.

3. Include a list of references and other information requested per this RFP.

4. Provide any additional documentation for YFSD review.