

**STATE OF ALASKA IRFP NUMBER 723DVR7519**  
**MASST Payroll Services**  
**AMENDMENT NUMBER 1**



Department of Labor & Workforce Development  
Division of Administrative Services, Procurement  
1111 W. 8<sup>th</sup> Street, Suite 306  
Juneau, AK 99801

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: November 22, 2021**

**RFP TITLE: MASST Payroll Services**

**This amendment is being issued to update the RFP opening date:**  
**RFP OPENING DATE AND TIME: December 7, 2022 at 1:00 pm Alaska Time**

This amendment is also being issued to respond to questions received from prospective proposers:

**Question 1: Can you confirm that our proposal is supposed to be formatted according to Section 4.01 of the RFP? Are we supposed to integrate the questions in Section 5.01 into our proposal response that is formatted using Section 4.01?**

Response 1: Section 4 Proposal Format and Content contains information on what should be included in your proposal and the format. Proposals determined to be responsive will be evaluated using the criterion that is set out in SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION

**Question 2: For Submittal Form B - Cost Proposal, we are asked to provide our dollar amount payroll fee per hour. We typically charge a percentage markup on a given hourly pay rate since pay rates may change. Can you please provide the set pay rate?**

Response 2: We ask that the bidder's cost proposal define their services, payment schedule, and estimated price within the parameters and contract payment schedule detailed in the MASST PAYROLL 723DVR7519 Informal Request for Proposal (IRFP).

**Question 3: Can we adjust our payroll services hourly charge if the pay rates change?**

Response 3: The bidder's pay-rates and "mark-ups", specific to their company, should be detailed in the proposal for evaluation and potential negotiation if selected.

**Question 4: Can you please confirm that these are the only submittals we'll include (assuming we don't have an Alaska Business Preference Certification):**

- a) Experience and Qualifications**
- b) Cost Proposal**
- c) Offeror Information**

Response 4: Please see Section 4 Proposal Format and Content of the IRFP.

**Question 5: What is the estimated value of the contract?**

Response 5: \$95,000.00

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**Question 6: What was spent on this contract in the last fiscal year?**

Response 6: Approximately \$15,000.00

**Question 7: Who are your current vendors?**

Response 7: You're the Boss.

**Question 8: What is the markup of your current vendors?**

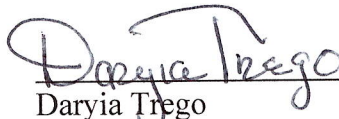
Response 8: This information is not applicable.

**Question 9: What is the estimated contract value?**

Response 9: Please see Response 5.

**Question 10: What are any challenges or pain points with the present contract vendors?**

Response 10: We will not be providing information regarding other vendors at this time.

 11/22/22  
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