

STATE OF ALASKA

Department of Administration
Division of Finance



ANALYSIS OF PAYROLL SERVICE PROCESS TO IDENTIFY POTENTIAL AREAS FOR IMPROVEMENT

RFP #2025-0200-0268/02-103-25

Amendment #One

February 12, 2025

This amendment is being issued to *provide questions and answers.*

Important Note to Offerors: You must sign and return this page of the amendment document with your proposal. Failure to do so may result in the rejection of your proposal. Only the RFP terms and conditions referenced in this amendment are being changed. All other terms and conditions of the RFP remain the same.

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COMPANY SUBMITTING PROPOSAL

AUTHORIZED SIGNATURE

DATE

Questions submitted by potential offerors and answers

Question 1: In section 3.08, it reads, "The state will pay transportation, lodging, and per diem costs sufficient to pay for offeror to make at least two trip(s) to Juneau, Alaska... The costs for travel shall be added to the contract during negotiations." However, Section 4.08 suggests that there is only \$5,000 for M&IE, lodging, airfare, etc. Please confirm if: a. the value will be negotiated; b. this is a separate cost and should not be incorporated into Submittal Form F - Cost Proposal.

Answer: The travel cost will be negotiated based on the actuals and should not be included in the cost proposal

Question 2: Existing Systems & Integrations - What system(s) are currently in use for the following functions?
-Timekeeping
-Accounting
-Funds distribution
-Reporting
-Statement generation & mailing (Paper) / electronic statement notification & emailing electronic)

Answer: CGI Advantage ERP <https://www.cgi.com/us/en-us/cgi-advantage>

Question 3: Existing Systems & Integrations- What other systems does the payroll system need to integrate with (e.g., HR, accounting, tax agencies)? Are there any legacy systems with known integration challenges?

Answer: A time and attendance solution will need to integrate with CGI Advantage ERP.

Question 4: Stakeholder Engagement & Access- Will additional stakeholder groups and teams be available for interviews as a part of our discovery process (e.g., HR, Finance, IT, union representatives, etc.)?

Answer: Yes, the interviews will include additional stakeholder groups.

Question 5: Stakeholder Engagement & Access - Will we have direct access to end users, or will all information need to be gathered through designated representatives?

Answer: The end users are the Division of Finance staff, and you will have direct access to them.

Question 6: Collective Bargaining Agreements - Is the list of CBAs provided publicly on the DOA website exhaustive? Or are there any others?

Answer: A link to the Collective Bargaining Agreements is available on the states website:
<https://doa.alaska.gov/dop/laborrelations/unioncontracts/>

Question 7: Subcontractors- Are any specific circumstances under which subcontractors might be considered for this project?

Answer: No subcontractors are allowed.

Question 8: Is it possible the deadline can be extended to allow for more time to prepare the proposal?

Answer: Unfortunately, due to the urgency of the project we are unable to extend the deadline.

Question 9: How many distinct Paycodes will be required to be reviewed?

Answer: There are over 200 event codes that could be used on a timesheet today, many of which are special premium codes governed by bargaining unit contract articles.

Question 10: Was there a specific action that prompted this review?

Answer: No. The project goal is to identify operational efficiencies.

Question 11: Is there any expectation of this work being onsite at the State or remote? Are there Public Safety groups with overtime rules under the 7(k) exemption in this group of employees? (e.g. Fire with a 28 day cycle?)

Answer: We expect there will be both onsite and remote work performed. Public Safety groups are included, and pay is based on the contract bargaining agreements (CBA) and on letters of agreement (LOA).

Question 12: Is there an incumbent vendor that has done this work for the State in the past?

Answer: No, there is no incumbent vendor.

Question 13: What are the number of unions / bargaining units that are involved in this review?

Answer: There are currently 9 bargaining unit contracts and the personnel rules.
