

Request for Information

RFI#02-111-26



State of Alaska
Department of Administration
Division of Finance

Date Issued: March 2, 2026

COMPREHENSIVE TIME AND ATTENDANCE SOLUTION

Introduction:

The Department of Administration (DOA), Division of Finance (DOF), is seeking information from vendors who are qualified and capable of providing a comprehensive Time and Attendance and pay processing solution, including employee lifecycle management for the State of Alaska. The information gathered will be used to assess potential gains in productivity, operational efficiency, and accuracy if the state were to invest in a new system or consider contracting with a vendor to complete time and attendance and pay processing tasks through the implementation of a new time collection and pay processing system. A new system could be leveraged to replace existing manual processes or outsource payroll processing if deemed advantageous to the state.

This request for information (RFI) does not guarantee future work. The information gathered will aid DOF in conducting market research to ascertain the availability and applicability of resources in the marketplace.

Background Information:

DOF provides several statewide services including payroll services for all departments in all three branches of government.

Payroll Services: DOF is charged with maintaining accurate employee and time and attendance information in the IRIS Human Resource Management system to process pay and lifecycle management for approximately 15,000 executive branch employees. DOF staff ensure compliance with collective bargaining unit agreements, personnel rules, statutes, and other federal and state requirements. A new system or solution must be able to ensure compliance with the following collective bargaining agreements:

1. Alaska State Employees Association;
2. Alaska Public Employees Association;
3. Confidential Employees Association;
4. Labors, Trades and Crafts;
5. Teachers' Education Association of Mt. Edgecumbe;
6. Alaska Correctional Officers Association;
7. Public Safety Employees Association;
8. Inland Boatmen's Union;
9. International Organization of Masters, Mates, and Pilots;
10. Marine Engineer Beneficial Association;
11. Masters, Mates and Pilots; and the
12. Alaska Vocational Technical Education Teachers' Association.

IRIS is DOF's enterprise resource planning system and uses the **CGI Advantage® ERP Version 4.0** platform. The IRIS Human Resource Management system has the functionality to offer agencies the ability to enter simple timesheets. The Division is seeking information related to how vendors might be able to assist with new solutions that could address the complex time recording needs of the 15 principal departments of the Executive Branch and any principal departments added in the future.

Complex timekeeping exists today in the form of different bargaining units throughout the State along with a multitude of existing special letters of agreement that authorize deviations in payroll processing from the timekeeping standards within an employee's specific bargaining unit. Currently, time is recorded on timesheets with the use of event codes. There are over 200 event codes available for use on a timesheet today, many of which are special premium codes governed by bargaining unit contract articles. Complex timekeeping would also include splitting up hours within a timesheet based on accounting charges.

Response Information:

The purpose of this RFI is to gather information from vendors who are qualified and capable of providing a comprehensive time and attendance system for complex time recording needs of the 15 Executive Branch departments, and any principal departments added in the future, as well as to gather information from vendors who are qualified and capable of aiding the State of Alaska with pay processing tasks for all 15 principal departments within the State as identified above and any additional principal departments added in the future. Payroll processing is defined for the purposes of this RFI as "all tasks required from timesheet submission through issuing the paycheck".

The scope of the RFI includes all tasks from recording time and attendance, to processing and issuing pay. The Division is seeking information about the types of technological solutions and payroll processing capabilities available in the marketplace as well as the general and benchmark cost of those solutions.

Responses must include the following information:

1. Organization name, contact name, mailing address, phone number, and email of designated point of contact;
2. Existing capabilities and competence related to the services identified above to include answers to the RFI Questionnaire; and
3. Responses provided in both word and PDF formats, including any supplemental attachments.

RFI Questionnaire:

The division is interested in the following information as well as any value-added options that your solution offers.

1. What is the name of your organization and your solution?
2. Provide an overview of the ownership of your organization.
3. Provide a general overview of your product and/or service offering and its value proposition. (limit to 1,000 words)
4. Provide a general overview of the user experience with your solution, and if mobile device access is a standard feature.
5. How does your solution interface with CGI Advantage ERP application?
6. Are these program components a bundle or can plans choose certain services?
7. Please provide the general and benchmark cost associated with your program.
8. Please describe your SAAS-hosted service offering.

9. Detail how your system will accomplish the following:
- a. Provide comprehensive time and attendance (T&A) functionality to improve the efficiency and effectiveness of the overall payroll processes.
 - b. Eliminate the need for paper-based processes through automated entry and approval of timekeeping documents such as time sheets and leave request forms.
 - c. Eliminate redundant timekeeping systems across State agencies.
 - d. Reduce overall cost from payroll fraud.
 - e. Provide automated compliance and reporting capabilities.
 - f. Provide transparency and consistent application of pay policy across the enterprise and the ability to automate labor rule compliance.
 - g. Provide multiple state-of-the-art options for capturing time, including options for employees who do not have access to the web through a PC and would require manual timesheets
 - h. Provide comprehensive scheduling tools to frontline managers and supervisors to better manage their workforce and accessibility to the system to ensure there are multi-level roles for timekeepers and supervisors/approval officials for backup and audit trails.
 - i. Provide support for telework and remote work through telework scheduling and tracking of telework hours.
 - j. Provide employees with access to self-service information.
 - k. Adopt “Best Practice” processes inherent in delivered software.
 - l. Facilitate the accurate calculation of payroll by eliminating problems associated with error-prone data entry and inconsistent application of business rules due to manual processes.
10. What are the service components to your solution? Please address the listed components below:
- Activity tracking and labor distribution related to multiple union contracts
 - Time allocation by cost center.
 - Multiple pay codes.
 - Timekeeping for full-time, part-time, shift work, seasonal.
 - Time sheets for past, current, and future pay periods.
 - Leave requests, leave donations, leave cash-in, leave bank usage, and leave transfers.
 - Role-based permissions.
 - What kind of time sheet entry controls are available?
 - What kind of time sheet error reporting is available?
 - What kind of functionality does the software have around automation and routing?

This RFI does not extend any rights to prospective vendors or obligate the state to conduct a solicitation or purchase any goods or services. DOA will not award a contract from this RFI, nor will DOA be financially responsible for the preparation, or administration costs incurred to respond to this RFI. All costs associated with responding will be solely at the interested party’s expense.

Procurement Officer contact information:

Interested parties must submit a written response by **April 2, 2026 at 2:00pm**. AKST. Responses must be submitted via email to the address below.

All questions must be directed to the person listed below in writing via email.

Department of Administration
Attention: Christine Mash

Email: doa.oppm.procurement@alaska.gov

Notice to Vendors:

Pursuant to [Administrative Order 352](#), (a) any person or business determined to support or participate in a boycott of the State of Israel will be disqualified from any procurement related to this Request for Information; and (b) the support of or participation in a boycott of the State of Israel by a person or business contracting with the State of Alaska under AS 36.30 constitutes grounds for termination of the contract.

[Administrative Order 352](#) does not apply to a contract if the person or business has fewer than 10 employees; or the amount to be paid under the contract, excluding renewals and options available under the contract, is less than \$100,000.

Disclosure of Submission Contents:

This section governs the ownership, return, and disclosure of any response or other record a Respondent submits in response to this request for information. (Herein, any reference to “Record” includes all such records and the submission response; any reference to “Law” includes any federal or State of Alaska (State) law, including any court or administrative order or rule.)

1. All Records belong to the State.
2. The State has sole discretion regarding whether to return any Record. In exercising this discretion, the State will comply with all Laws.
3. Unless a notice of intent to award is issued pursuant to a subsequent and related solicitation, the State will, to the extent permitted by Law, consider all Records confidential and not subject to the Alaska Public Records Act (APRA).
4. If and when a notice of intent to award is issued, the State will consider nonconfidential any Record unless, at the time of submission, the Respondent undertook the following protective measures:
 - a. marked information confidential;
 - b. for any information marked confidential, identified the authority that makes that specific information confidential; and
 - c. committed, in writing, to explain in detail, including with affidavits and briefs, why each authority applies in any court or administrative proceeding in which any nondisclosure is challenged.
5. If the Respondent did not undertake each protective measure, the State will not consider any information in a Record confidential: the State will disclose the entire Record without any redaction in response to an APRA or other request or, if it chooses, in the absence of a request and the State will disclose the entire Record without notifying the Respondent.
6. If the Respondent undertook each protective measure, the State will withhold the information marked confidential to the following extent:
 - a. The State agrees that the Law protects the information; and
 - b. If the nondisclosure is challenged, the Respondent fulfills its commitment to explain, including with affidavits and briefs, how each authority applies to the information marked confidential.

The State will only notify a Respondent of a request for the Record and of a planned release if the Respondent undertook each protective measure, but the State disagrees that the marked information is protected. If there is such a disagreement, then before releasing the Record, the State will, to the extent permitted by Law and

practicable, notify the Respondent that it will disclose the information unless the Respondent convinces the State not to or obtains an order prohibiting disclosure.