

# Request for Information

## RFI#02-118-26



State of Alaska  
Department of Administration  
Division of Finance

**Date Issued: April 17, 2026**

### COMPREHENSIVE PAYROLL PROCESSING

#### **Introduction:**

The Department of Administration (DOA), Division of Finance (DOF), is exploring options for outsourcing State of Alaska pay processing to a professional services provider. As such, the Division is seeking information from vendors who are qualified and capable of providing comprehensive pay processing services for the Executive Branch of the State of Alaska. Information gathered will be used to assess any potential gains in productivity, operational efficiency, and accuracy if the State were to contract with a vendor to provide pay processing services.

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 options in the marketplace

#### **Background Information:**

DOF provides several statewide services including payroll services for all 15 departments of the Executive Branch of the State of Alaska.

**Payroll Services:** DOF is charged with maintaining accurate employee and time and attendance information in the IRIS Human Resource Management system (**CGI Advantage® ERP Version 4.0**) to process pay for approximately 15,000 Executive Branch employees. DOF staff ensure compliance with collective bargaining agreements, personnel rules, statutes, and other federal and State requirements.

Any new pay processing 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. Marine Engineer Beneficial Association;
10. International Organization of Masters, Mates and Pilots; and the
11. Alaska Vocational Technical Center Teachers' Association

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 can deviate payroll processing from the timekeeping standards within an employee's specific bargaining unit. Time is recorded on timesheets today with the use of event codes. 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. Complex timekeeping also includes splitting up hours within a timesheet based on accounting and federal tax charges.

**Response Information:**

The purpose of this RFI is to gather information from vendors who are qualified and capable of providing comprehensive pay processing services for the State of Alaska. The Division is specifically seeking information regarding outsourcing all pay processing tasks for the 15 Executive Branch departments, and any principal departments added in the future, to a vendor who could independently complete all pay processing tasks from beginning to end with limited support or input from State employees. This includes all tasks related to pay, from entering personnel into the system to timesheet submission and processing, as well as paycheck production.

The Division is seeking information about these types of payroll processing abilities available in the marketplace, as well as the general and benchmark cost and timelines to implement available solutions.

**If the State chooses to issue a solicitation for the services described above, only entities that responded to the RFI will be permitted to participate in the future solicitation. The State reserves the right to eliminate entities that respond to this RFI from participation in future solicitations if their RFI submission does not appear to meet the State's requirements.**

**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; and
3. Responses provided in both word and PDF formats, including any supplemental attachments.
4. The organization's experience processing pay for organizations with 10,000 or more employees.
5. The organization's experience processing pay for government agencies, including the agency name and number of employees.

**RFI Questionnaire:**

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

1. Provide an overview of the ownership of your organization.
2. Provide a general overview of your service offering and its value proposition. (limit to 1,000 words)
3. Provide a general overview of other clients' experience with your services.
4. How would your solution interface with CGI Advantage ERP application?
5. What experience do you have with applying complex union agreements interpretations and changes to those agreements to timesheet management?
6. Please provide a general timeline for implementation of your solution, including all major milestones.
7. Please provide the general and benchmark cost associated with your service.
8. Detail how your service will accomplish the following:
  - a. Reduce overall cost of payroll processing.
  - b. Provide automated compliance and reporting capabilities.
  - c. Provide transparency and consistent application of pay policy across the enterprise.
  - d. Facilitate the accurate and timely calculation of payroll
9. Please address the listed components below:
  - Activity tracking and labor distribution.
  - Time allocation by cost center.
  - Multiple pay codes.
  - Timekeeping for full-time, part-time, shift work, seasonal.
  - Timesheets 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 timesheet entry controls are available?
- What kind of timesheet error reporting is available?

**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 does not intend to award a contract from this RFI, nor will DOA be financially responsible for the preparation, or administration cost incurred to respond to this RFI. All costs associated with responding will be solely at the interested party's expense.

Interested parties must submit a written response by **April 27, 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](mailto: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 obtain an order prohibiting disclosure.