



*Accelerate Progress for Students*

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Executive Director

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Superintendent

**DATE: 08/22/2023**

**RFP NUMBER: 24-020 RR**

**RFP TITLE: Payroll Fiscal Services**

**ADDENDUM NUMBER: 1**

See Question and Answers:

**Question 1:** In reference to page 23 Section 6 of the statement of work *“Contractors will be required a background check and fingerprinting by APS Police, see link below:”* and Page 7 Section 29, which defines contractor as the successful offeror -

Please specify who at the contractor level needs to undergo background checks and fingerprinting by APS police. Would it be the signer of contract? All of contractor’s employees? Or the contractor’s employees who service the contract?

**Response 1:** Anyone that will have unsupervised contact with students.

**Question 2:** In reference to the statement of work

***2.0 Responsibilities and Deliverables:***

***• Collect and maintain accurate student employee information, including hours worked, Salary, and deductions.***

- a. How are student employee hours collected currently?
- b. How are student employee’s currently on-boarded (collecting employee W-4’s, I-9’s and other demographics?)
- c. How are student hours worked verified now?
- d. What is the time approval process?
- e. Will there be an individual at APS who will review and approve payroll reports such as the payroll register before each payroll is processed?

- f. Does the buyer require the contractor to provide a time and attendance system (time clock/online)?
- g. Does APS require the contractor to provide electronic employee onboarding (electronic I-9, W-4, etc.)?
- h. Does APS require the contractor to perform employee onboarding -collect W-4 from student, collect and complete I-9 other initial employment documents)?
- i. Please explain the current payroll process and what processes APS wishes to change?
- j. Does APS desire direct deposit be available or just manual checks?

**Response 2:**

- a. APS does not have student employees. However, a timesheet would be minimum.
- b. APS does not have student employees. Fiscal Agent will be on boarding.
- c. Supervisor and/or APS Representative verifies hours worked.
- d. Timesheet approval.
- e. If required by Fiscal Agent.
- f. No
- g. Fiscal Agent performs on boarding.
- h. APS does not have student employees.
- i. APS utilizes a Fiscal Agent for student interns, no changes.
- j. Manual Checks. Checks will be written out of Fiscal Agent Bank Account

**Question 3:** If reference to the statement of work: *2.4 Customer Support*  *Provide responsive customer support to address employee inquiries related to payroll and taxes.*

- a. Is the contractor expected to have direct communication with the student employees on payroll and payroll taxes questions? What is scope? (Employee hotline).
- b. If direct communication with student employees is required, what questions are contractor is not allowed to answer for example questions on pay rate, disputes on hours worked? In order to avoid answering unauthorized questions on behalf of APS

**Response 3:**

- a. Yes, they should answer all payroll related questions with students.
- b. Case by case, work with APS representative.

**Question 4:** Who is the incumbent contractor?

**Response 4:** APS has utilized YDI for past fiscal agent services.

**Question 5:** Does APS desire an online/app self -service portal for student employees?

**Response 5:** Not at this time.

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL, AND SEE UPDATED  
EVALUATION CRITERIA IN THIS DOCUMENT:  
Addenda not signed and returned may consider the RFP non-responsive and May be Rejected.**

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**COMPANY/FIRM NAME**

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**SIGNATURE**

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**DATE**