

ROANOKE REGIONAL AIRPORT COMMISSION
REQUEST FOR PROPOSALS – PAYROLL SERVICES
RFP No. 19-003

The Roanoke Regional Airport Commission is issuing a Request for Proposals for on-site Payroll Services. The Commission's payroll is processed through ADP-Automatic Data Processing; the Commission's time and leave activities are currently managed manually. It is the intent of the Commission to transfer these activities to a firm and/or individual consultant. That firm or individual would process payroll on-site at the Commission's offices utilizing the Commission's ADP System. The overall management of the workforce is dependent upon these essential services.

Responders must demonstrate experience and business and technical background to process on-site payroll preparation and other functions usual and customary for ADP payroll processing.

Request for Proposals documents can be obtained from:

Erin Henderson, Contracts Administration

By email: erinh@flyroa.com

The date and time for receipt of proposals is 2:00 p.m. on March 13, 2019 addressed to:

David Jeavons, CPA, Director of Finance and Administration
Roanoke Regional Airport Commission
5202 Aviation Drive
Roanoke, VA 24012