



NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION

1311 Clayton St., Springdale, Arkansas, 72762

• (479) 751 7125

• Fax: (479) 751 7150

• <http://nwarpc.org>

NWARPC REQUEST FOR LETTERS OF INTEREST

April 30, 2025

Notice is hereby given that the Northwest Arkansas Regional Planning Commission (NWARPC) is seeking letters of interest from qualified payroll processing vendors. The selected vendor will be responsible for providing comprehensive payroll services, including but not limited to processing payroll, filing all applicable taxes, and performing other functions customary to payroll processing. These services should be provided through a secure and reliable online payroll software platform.

Interested vendors are invited to submit a Letter of Interest outlining their qualifications, relevant experience, and the capabilities of their proposed payroll system.

SUBMITTAL REQUIREMENTS:

Interested firms must furnish:

1. A cover letter with the firm's response including primary contact information.
2. Information regarding the firm's experience in similar work.
3. A current copy of the firm's equal employment opportunity policy required per Arkansas Code Annotated (Ark. Code Ann.) §19-11-104.
4. The firm's current copy (within 12 months) of the Department and Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form (Ark. Code Ann. §19-11-105).

<https://www.ark.org/dfa/immigrant/index.php/user/welcome>

One (1) digital copy in PDF format must be received no later than **3:00 p.m. CDT, May 19, 2025**. Submittals may be sent via email to tconklin@nwarpc.org or provided on a thumb drive to the address listed below. Any responses received after this deadline will not be considered.

Submittals should be emailed to tconklin@nwarpc.org or addressed to:

Tim Conklin

Northwest Arkansas Regional Planning Commission

1311 Clayton, Springdale, AR 72762

email tconklin@nwarpc.org

After a review of all Letters of Interest received, selected firms will be furnished with a scope of work and requested to submit proposals for accomplishing the work. NWARPC procurement process will be followed. NWARPC intends to select one firm for this work.

PROTEST PROCEDURE: Protestors may file a protest on any phase of solicitation or award, including but not limited to specification or award. Protests are to be submitted in writing and received by the NWARPC's Executive Director, at 1311 Clayton St., Springdale, AR, 72762 within seven (7) working days after the aggrieved person knows or should have known of the facts giving rise thereto. Protests based upon restrictive specifications or alleged improprieties in



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any type of solicitation, which are apparent prior to bid opening or the closing date for receipt of initial proposals, should be filed no later than three (3) working days prior to bid opening or the closing date for receipt of proposals. More information can be found in the NWARPC Procurement Procedures at www.nwarpc.org/datacatalog/nwarpc-procurement-procedures/.

NWARPC NOTICE OF NONDISCRIMINATION POLICY: The Northwest Arkansas Regional Planning Commission (NWARPC) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Nicole Gibbs, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, (479) 751-7125, (Voice/TTY 7-1-1 or 1-800-285-1131); Para llamadas en español, marque el 866-656-1842; para llamadas en inglés, marque el 711 o directamente al 800-285-1131 or the following email address: ngibbs@nwarpc.org. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact Nicole Gibbs. Si necesita información en otro idioma, comuníquese Nicole Gibbs, ngibbs@nwarpc.org, 479-751-7125.



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