



**REQUEST FOR PROPOSALS  
FOR  
IRS LAW COMPLIANCE  
SOLICITATION NO. 241512**

Action	Date	Time
Issue Date	5/8/25	
Pre-Proposal Question Deadline ( <a href="mailto:purchasing.questions@wcaa.us">purchasing.questions@wcaa.us</a> ) Reference RFP #241512 in all emails	5/16/25	2:00 PM
Proposal Deadline	5/29/25	2:00 PM

**Proposal Submittal Location:** <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>

Registration and Submittal technical assistance: 1-800-835-4603  
Monday – Friday, 8:00 am – 7:30 pm (Eastern Time)  
*Free and paid subscription registration options available*

**Procurement Contact:** Darwin Hadley, Assistant Deputy Director  
Phone: (734) 247-7900, Fax: (734) 955-5648  
[purchasing.questions@wcaa.us](mailto:purchasing.questions@wcaa.us)

***All questions regarding this RFP must be submitted to the Procurement Contact at the above number and email address. Contact concerning this RFP with any other employee, officer or Board Member of the Airport Authority is not permitted during the solicitation process.***

**DESCRIPTION:** Proposals are being solicited for preparing and filing the 1095 and 1094 forms as, required by the Affordable Care Act (ACA) for the Wayne County Airport Authority. The contract will be for a term of up to five (5) years.

***It is the Proposer's responsibility obtain and view all solicitation documents and addenda issued by the Wayne County Airport Authority (Airport Authority) for this RFP.***

This RFP, all attachments and addenda are available via the Michigan Intergovernmental Trade Network (MITN) website at <https://www.bidnetdirect.com/mitn/wayne-county-airport-authority>, which is also where all Proposals must be uploaded and submitted through. Free and paid subscription registration options available. The documents may also be accessed via the Wayne County Airport Authority website at: [http://apps.metroairport.com/dtw\\_procurements\\_app/solicitations.aspx?mode=open](http://apps.metroairport.com/dtw_procurements_app/solicitations.aspx?mode=open), and then clicking on the desired solicitation name.