



Request for Bid
Cloud Based Solutions for Assets and Maintenance Ticketing Software
-This is not an order-

**Post Box 1015
Lumberton North Carolina 28359**

Date of Release of Bid Request: August 11, 2025
Bid Deadline: August 21, 2025, at 5:00 p.m.
Email: Cynthia Foskey
foskeyc@scapnc.org

Introduction:

- Southeastern Community Action Partnership (SCAP) is a federally funded nonprofit organization headquartered in Lumberton, NC. SCAP's service area covers seven counties in southeastern North Carolina (Bladen, Brunswick, Columbus, Hoke, Pender, Robeson and Scotland Counties). Our main programs include Head Start/Early Head Start, HUD Housing Choice Vouchers (HCV) for Scotland County, and the Community Service Block Grant (CSBG) Self-Sufficiency Program.

Bid Specifications:

- SCAP is accepting bids for a Maintenance and Information Technology (IT) tracking system. The system must be capable of creating and monitoring repair requests from our IT and maintenance departments. Additionally, the solution must include fleet management software and asset inventory tracking. The Agency is looking for a system that will streamline operations, improve efficiency, and make data driven decisions. The system must have the capability to have twenty-five (25) users and one administrator.

All bids can be emailed to Cynthia Foskey, Director of Executive Administration and Contracts at foskeyc@scapnc.org. The deadline for bids is August 21, 2025, at 5:00 PM (Eastern). Any bids received after this time will not be considered.

This Agency will not be liable for any costs incurred by the responder in response or preparation of this bid request. Southeastern Community Action Partnership has the right to not accept any of the bid's responses and will not necessarily accept the lowest bid but will accept the bid that is the most advantageous to the needs of the Agency.

All bids' quotes must be available for 90 days.

For further clarification of the bid and our agency's needs, please contact Ms. Tamara Monroe, Chief Operating Officer, by email at monrota@scapnc.org or by phone at (910) 277-3507.

"In partnership with others, we work to improve our community and provide services that empower populations to achieve their maximum potential."