



REQUEST FOR PROPOSALS (RFP)

Nonprofit Accounting, Human Resources & Payroll Management Software

RFP Number: 2027

Issuing Organization: Southeastern Community Action Partnership, Inc.

P. O. Box 1025 Lumberton North Carolina 28359

Issue Date: 10/05/2026

Proposal Due Date: 10/19/2026

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1. PURPOSE OF THE RFP

Southeastern Community Action Partnership a nonprofit 501(c) 3 is soliciting proposals from qualified software vendors to provide an integrated **Nonprofit Accounting, Financial Management, Human Resources, and Payroll Management System**.

The organization is seeking a modern, secure, scalable, and user-friendly solution that will strengthen financial management, improve internal controls, streamline payroll and human resources processes, support grant and program accounting, and provide timely and accurate financial reporting.

The selected solution should support the operational and compliance requirements of a nonprofit organization that receives and administers **federal, state, local, and other restricted funding**.

The organization prefers an integrated solution that minimizes duplicate data entry and provides reliable integration among accounting, payroll, human resources, budgeting, purchasing, timekeeping, and reporting functions.

2. ORGANIZATIONAL BACKGROUND

Southeastern is a nonprofit organization providing community-based services through multiple programs and funding sources. Programs includes Head Start/Early Head Start

Community Services Block Grant Program (Family Self Sufficiency) Child and Care Food Program (Nutrition) and HUD Section 8 (Housing Choice Voucher Program).

The organization manages multiple funding sources, including government grants and contracts, and must maintain appropriate accounting records, supporting documentation, budget controls, reporting, and internal controls.

The organization requires a system capable of maintaining financial information by:

Fund
Grant
Program
Department
Cost center
Funding source
Project
Location
Fiscal year
Restricted and unrestricted activity

The system must support management reporting as well as financial reporting required by funding agencies, auditors, management, and the Board of Directors.

3. PROJECT OBJECTIVES

The objectives of this procurement include:

Replace or modernize the organization's existing accounting and financial management system.

Implement an integrated HR and payroll solution.

Improve financial reporting and management visibility.

Strengthen internal controls and segregation of duties.

Improve grant and fund accounting.

Improve budgeting and budget-to-actual reporting.

Reduce manual data entry and spreadsheet dependency.

Improve payroll accuracy and processing efficiency.

Improve employee self-service capabilities.

Strengthen audit trails and financial accountability.

Improve fixed asset tracking and depreciation management.

Provide secure access based on user roles and responsibilities.

Support compliance with applicable nonprofit and governmental funding requirements.

Provide reliable, timely, and accessible management reports.

4. SCOPE OF SERVICES

The proposed solution should include, at minimum:

A. Financial Accounting

General ledger
Chart of accounts
Accounts payable
Accounts receivable
Cash management
Bank reconciliation
Journal entries
Recurring journal entries
Budgeting
Budget-to-actual reporting
Financial statements
Trial balance
General ledger reporting
Month-end and year-end closing
Fiscal year management
Audit trail
Electronic document attachment
Automated workflow and approvals

B. Nonprofit & Fund Accounting

The system must support:

Fund accounting
Restricted and unrestricted funds
Multiple funding sources
Grant accounting
Program accounting
Department accounting
Cost centers
Projects
Indirect costs
Direct and indirect allocation
Allocation methodologies
Shared costs
Multi-program transactions
Donor/restricted funding tracking
Grant budgets
Grant expenditures
Grant revenue
Grant balances
Grant budget-to-actual reporting
Grant financial reporting

The system should allow management to determine the financial position of each program, grant, department, and funding source without extensive manual spreadsheet calculations.

5. FEDERAL GRANT ACCOUNTING & COMPLIANCE

Because the organization administers federal funding, vendors should explain how their system supports federal grant accounting and financial management requirements.

The system should support, as applicable:

- Federal award tracking
- Grant identification numbers
- Funding source tracking
- Award periods
- Budget periods
- Approved budgets
- Expenditure tracking
- Cost allocation
- Personnel costs
- Time and effort/time distribution information
- Indirect costs
- Matching requirements
- Program income
- Restricted funds
- Grant closeout
- Financial reporting
- Supporting documentation
- Audit trails
- Electronic record retention

Vendors must identify any functionality that requires third-party software, customization, manual spreadsheets, or workarounds.

6. ACCOUNTS PAYABLE & PURCHASING

The system should provide:

- Vendor management
- Vendor master file
- W-9 information
- 1099 reporting

Purchase requisitions
Purchase orders
Three-way matching, where applicable
Invoice processing
Electronic invoice approval
Payment processing
Check printing
ACH payments
Vendor payment history
Duplicate invoice detection
Approval workflows
Spending limits
Budget availability checks
Contract tracking
Electronic supporting documentation
The system should provide controls to prevent unauthorized purchases and payments.

7. ACCOUNTS RECEIVABLE & REVENUE

The system should support:

Customer/funder records
Grant billing
Contract billing
Accounts receivable
Cash receipts
Deposit tracking
Aging reports
Revenue recognition
Deferred revenue, where applicable
Grant receivables
Receivable reconciliation
Revenue by funding source and program

8. BUDGETING & FORECASTING

The system should provide:

Annual budgeting
Multi-year budgeting
Department budgets
Program budgets
Grant budgets
Personnel budgets

Position budgeting

Budget amendments

Budget approval workflows

Budget version control

Budget-to-actual reporting

Forecasting

Variance analysis

Budget alerts

Board-level budget reporting

Users should be able to compare:

Original Budget → Revised Budget → Actual → Remaining Balance → Forecast

9. HUMAN RESOURCES MANAGEMENT

The HR module should include:

Employee master records

Personnel information

Employment history

Position management

Department/program assignment

Supervisor information

Compensation history

Benefits administration

Leave management

Employee documents

Onboarding

Offboarding

Performance management

Employee self-service

Manager self-service

HR reporting

Electronic forms

Document retention

The system must provide appropriate access controls to protect confidential employee information.

10. PAYROLL

The payroll system should include:

- Payroll processing
- Multiple pay frequencies
- Direct deposit
- Payroll checks
- Federal tax calculations
- State and local tax calculations
- W-2 processing
- 1099 processing, if applicable
- Garnishments
- Deductions
- Benefits deductions
- Retirement deductions
- PTO/leave integration
- Overtime
- Retroactive pay
- Bonuses/incentives
- Salary changes
- Multiple departments/programs
- Multiple funding sources
- Payroll allocations
- Payroll journal integration with the general ledger
- Payroll reconciliation
- Payroll reports
- Year-end processing

The system should allow payroll costs to be allocated among programs, grants, departments, and funding sources based on defined allocation rules.

11. TIMEKEEPING & LABOR ALLOCATION

The proposed system should provide integrated timekeeping capabilities.

Features should include:

- Employee time entry
- Supervisor approval
- Program/project coding
- Grant coding
- Department coding
- Overtime
- Leave integration

Electronic approval

Timecard audit trail

Payroll integration

Labor distribution

Allocation reporting

The system should allow employees working across multiple programs or grants to accurately record time to the appropriate funding source.

12. FIXED ASSET MANAGEMENT

The system **must include fixed asset management or provide a fully integrated fixed asset module.**

Required functionality should include:

Asset master records

Asset identification Numbers

Asset descriptions

Acquisition date

Acquisition cost

Funding source

Grant/fund/program coding

Location

Custodian

Useful life

Depreciation method

Depreciation expense

Accumulated depreciation

Asset transfers

Asset disposals

Asset adjustments

Asset reconciliation

Physical inventory

Asset reports

Audit trail

The system should be able to identify assets purchased with restricted or grant funds.

Vendors must clearly identify whether fixed asset functionality is:

Included / Add-on / Third-party / Custom development

13. REPORTING & BUSINESS INTELLIGENCE

The system should provide configurable reporting without requiring extensive programming.

Required reports should include:

Financial Reports

Statement of Financial Position
Statement of Activities
Statement of Cash Flows
General Ledger
Trial Balance
Balance Sheet
Income Statement
Budget-to-Actual
Revenue and expense reports
Accounts payable aging
Accounts receivable aging
Cash reports
Grant Reports
Grant budget-to-actual
Grant expenditure reports
Grant revenue reports
Grant balance reports
Program reports
Funding source reports
Personnel cost reports
Indirect cost reports

HR/Payroll Reports

Payroll register
Payroll by department
Payroll by program
Payroll by grant
Employee compensation
Benefits
PTO/leave
Headcount
Turnover
Labor distribution

The system should allow reports to be exported to Excel and PDF.

14. INTERNAL CONTROLS & SECURITY

The system must provide strong internal control functionality, including:

- Role-based security
- Segregation of duties
- Approval workflows
- User access levels
- Transaction approval
- Spending limits
- Audit trails
- User activity logs
- Password controls
- Multi-factor authentication
- Data encryption
- Automatic session timeout
- Access termination
- Period locking
- Journal entry approval
- Vendor change controls
- Payroll approval controls

The organization should be able to restrict users from performing incompatible functions.

For example, the system should allow the organization to prevent one user from both **creating a vendor and approving payment to that vendor**, when appropriate.

15. DOCUMENT MANAGEMENT

The system should allow documents to be electronically attached to transactions and records, including:

- Invoices
- Contracts
- Purchase orders
- Receipts
- Grant documentation
- Approval documentation
- Journal entry support
- Employee documents
- Payroll documentation
- Fixed asset documentation

Documents should be searchable and retained according to organizational requirements.

16. AUDIT & COMPLIANCE

The system must maintain an audit trail showing:

- Who created a transaction
- Who modified a transaction
- What has changed
- Date and time of changes
- Approval history
- Original transaction information
- Revised transaction information

The vendor should describe how the system supports independent financial audits, grant audits, and management reviews.

17. INTEGRATIONS

Vendors should identify available integrations with:

- Banking institutions
- Timekeeping systems
- Benefits providers
- Retirement providers
- Expense management systems
- Document management systems
- Microsoft Excel
- Microsoft 365
- Electronic payment providers
- Tax filing systems
- Reporting/business intelligence platforms
- Other third-party applications

All integration costs must be clearly identified in the proposal.

18. IMPLEMENTATION & DATA CONVERSION

The selected vendor will be expected to provide implementation services, including:

- Project planning
- Configuration
- Chart of accounts conversion
- Historical data conversion
- Vendor conversion
- Customer/funder conversion
- Employee conversion

Payroll history conversion
Fixed asset conversion
Grant/program conversion
Data validation
Testing
User acceptance testing
System configuration
Workflow configuration
Training
Go-live support
The vendor must explain:
What historical data can be converted?
What data cannot be converted?
How will data integrity be verified?
Who is responsible for conversion?
What are the implementation timelines?
What resources must the organization provide?

19. TRAINING & SUPPORT

The vendor must provide training for:

Accounting staff
Payroll staff
HR staff
Managers
Department directors
System administrators
Executive management
Training may include:
On-site training
Virtual training
Recorded training
User manuals
Online knowledge base
Administrator training

The proposal must describe customer support hours, response times, escalation procedures, and emergency support.

20. CLOUD, HOSTING & SYSTEM AVAILABILITY

Vendors must describe:

Hosting environment
System availability
Backup procedures
Disaster recovery
Business continuity
Recovery time objectives
Recovery point objectives
Data center locations
Data encryption
Security monitoring
System uptime guarantees
Planned maintenance procedures

21. DATA SECURITY & PRIVACY

The vendor must explain how it protects:

Employee information
Payroll information
Social Security numbers
Banking information
Vendor information
Financial information
Grant information

The vendor should provide information regarding applicable security certifications and independent security assessments.

22. MOBILE ACCESS

The organization prefers mobile functionality for:

Employee self-service
Time entry
Leave requests
Manager approvals
Expense submission
Payroll information
HR information

Vendors should identify which functions are available through mobile applications or mobile-responsive web access.

23. USER ACCESS & ADMINISTRATION

The system must allow administrators to:

- Create users
- Disable users
- Assign roles
- Modify permissions
- Establish approval limits
- Review user activity
- Generate security reports
- Restrict access by module
- Restrict access by department/program
- Restrict access to confidential information

The system should support prompt removal of access when employees separate from the organization.

24. VENDOR QUALIFICATIONS

Vendors must provide:

- Company history
- Years in business
- Number of nonprofit customers
- Number of government-funded nonprofit customers
- Experience with federal grants
- Experience with organizations similar in size to [Organization Name]
- Number of implementations completed
- Customer retention rate
- Financial stability
- References
- Relevant certifications
- Key implementation personnel

At least **three nonprofit customer references** should be provided.

25. DEMONSTRATION REQUIREMENTS

Shortlisted vendors may be required to conduct a live demonstration.

The demonstration should include, at minimum:

- Creating a vendor
- Creating a purchase order
- Entering and approving an invoice

Processing a payment
 Recording a grant transaction
 Allocating an expense to multiple programs
 Entering a journal entry
 Processing payroll
 Allocating payroll to multiple grants/programs
 Entering employee time
 Approving employee time
 Processing PTO
 Creating a budget
 Producing a budget-to-actual report
 Creating a financial statement
 Creating a grant report
 Creating a fixed asset
 Recording depreciation
 Disposing of an asset
 Demonstrating the audit trail
 Demonstrating role-based security
 Demonstrating electronic approvals
 Demonstrating employee self-service
 Demonstrating management dashboards

Vendors should demonstrate the system using realistic nonprofit scenarios rather than generic sales presentations.

26. PRICING PROPOSAL

Vendors must provide detailed pricing for:

Cost Category	One-Time Cost	Annual Cost
Financial Accounting	\$	\$
Grant/Fund Accounting	\$	\$
Budgeting	\$	\$
Accounts Payable	\$	\$
Accounts Receivable	\$	\$
Purchasing	\$	\$
Fixed Assets	\$	\$
HR	\$	\$
Payroll	\$	\$

Timekeeping	\$	\$
Employee Self-Service	\$	\$
Reporting/BI	\$	\$
Document Management	\$	\$
Implementation	\$	\$
Data Conversion	\$	\$
Training	\$	\$
Integrations	\$	\$
Support	\$	\$
Other	\$	\$

Vendors must disclose all mandatory fees, including:

Implementation fees
 Subscription fees
 Per-user fees
 Per-employee fees
 Payroll fees
 Tax filing fees
 ACH fees
 Integration fees
 Storage fees
 Training fees
 Support fees
 Annual increases
 Minimum user/employee requirements
 Termination fees

27. REQUIRED VENDOR RESPONSE

Vendors must respond to each requirement using the following format:

C = Compliant / Included

P = Partially Compliant

N = Not Available

A = Available at Additional Cost

K = Requires Customization

For each requirement identified as partially compliant, additional cost, or customization, vendors must provide an explanation and estimated cost.

28. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Evaluation Category

Weight

Nonprofit & Fund Accounting	15%
Financial Accounting	10%
HR & Payroll	15%
Grant Accounting & Federal Funding Support	10%
Internal Controls & Security	10%
Reporting & Analytics	10%
Fixed Asset Management	5%
Ease of Use	5%
Implementation & Data Conversion	7%
Training & Customer Support	5%
Vendor Experience & References	3%
Total Cost of Ownership	5%
Total	100%

The organization reserves the right to modify the evaluation process and conduct demonstrations, interviews, reference checks, or negotiations before making a final selection.

29. TOTAL COST OF OWNERSHIP

The organization will evaluate not only the initial purchase price but the estimated **five-year total cost of ownership**, including:

- Software licensing/subscription
- Implementation
- Data conversion
- Training
- Support
- Payroll processing
- Integrations
- Additional modules
- Annual price increases
- Required third-party applications

Customization
Additional users/employees
Storage
Reporting tools

30. CONTRACT TERMS

The selected vendor will be required to execute a written agreement with Southeastern Community Action Partnership.

The agreement should address:

Scope of services
Pricing
Implementation schedule
Service levels
Data ownership
Confidentiality
Security
Data protection
Insurance
Indemnification
Compliance with applicable laws
Business continuity
Termination
Data return upon termination
Transition assistance
Vendor responsibilities
Organization responsibilities

31. DATA OWNERSHIP & TERMINATION

All organizational financial, employee, payroll, grant, vendor, and other data entered into the system shall remain the property of [Organization Name].

Upon termination or expiration of the agreement, the vendor must provide the organization with an accessible copy of its data in a commonly usable format.

The vendor must describe:

Data export format
Export process
Cost of data extraction
Time required for data extraction

Assistance provided during transition
Data retention and destruction procedures

32. RFP TIMELINE

Activity	Date
RFP Issued	October 5, 2026
Vendor Questions Due	October 12, 2026
Responses to Questions	October 12, 2026
Proposal Due	October 19, 2026
Initial Evaluation	tbd
Vendor Demonstrations	tbd
Final Evaluation	tbd
Notice of Intent to Award	tbd
Contract Negotiation	tbd
Contract Execution	tbd
Implementation Begins	tbd
Target Go-Live	tbd

33. VENDOR CERTIFICATION

The undersigned certifies that the information contained in this proposal is accurate and complete and that the vendor has reviewed all requirements contained in this RFP.

Vendor Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Email: _____ **Telephone:** _____

34. REQUIRED ATTACHMENTS

Vendors should submit:

Completed RFP response
Company profile
Product description
Detailed pricing proposal
Implementation plan
Data conversion plan
Training plan
Customer support plan
Security documentation
Sample service-level agreement
Three nonprofit references
Three-year product roadmap
Sample contract
Insurance information
List of third-party products/integrations
List of required customizations

Financial statements or other evidence of financial stability, if requested

Any exceptions to the requirements of this RFP

35. RIGHT TO REJECT PROPOSALS

Southeastern reserves the right to reject any or all proposals, waive minor irregularities, request clarification, conduct negotiations, request best and final offers, or cancel this RFP if it is determined to be in the best interest of the organization.

The issuance of this RFP does not obligate Southeastern to award a contract.

36. CONFIDENTIALITY

Information submitted in response to this RFP should be clearly identified as confidential where applicable. Vendors should not disclose confidential organizational information obtained during the RFP process without prior written authorization.

37. Submission of Response to RFP:

Mailed to the Attention of Cynthia Foskey

P. O. Box 1025

Lumberton NC 28359

Or emailed to: foskeyc@scapnc.org **Subject line:** RFP for Nonprofit Accounting, HR & Payroll Management Software