REQUEST FOR PROPOSALS (RFP)

ACCOUNTING AND PAYROLL SOFTWARE SOLUTION

South Central Tennessee Development District

RFP Issue Date: November 6, 2025
Proposal Due Date: December 11, 2025, 2:00 PM CST
RFP Number: SCTDD-2025-ACCT-001

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1. RFP INTRODUCTION

1.1 Organization Background

South Central Tennessee Development District (SCTDD) is seeking qualified vendors to provide a comprehensive, integrated accounting and payroll/human resources software solution. SCTDD manages multiple federal and state grant programs and requires a robust system capable of handling complex fund accounting, grant management, compliance reporting, and payroll/HR functions.

1.2 Confidentiality Statement

All information provided by SCTDD in this RFP is confidential and proprietary. Vendors may not disclose, reproduce, or use any information contained herein for any purpose other than preparing a proposal response.

1.3 Invitation to Bid

SCTDD invites qualified vendors to submit proposals for an integrated accounting and payroll/HR software solution that meets the requirements outlined in this RFP. We are seeking a single vendor capable of providing both accounting and payroll/HR functionality to ensure seamless integration and operational efficiency.

1.4 Questions and Inquiries

All questions regarding this RFP must be submitted in writing via email to:

Amy Ezell, CGFM
Finance Director
South Central Tennessee Development District
Email: aezell@sctdd.org

Question Deadline: November 20, 2025, 4:00 PM CST
Answers Posted By: November 25, 2025

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2. PROJECT OVERVIEW AND REQUIREMENTS

2.1 Project Objectives

SCTDD seeks to replace its current accounting system (QuickBooks) with a comprehensive solution that will:

- Provide robust fund accounting capabilities for federal and state grant management
- Integrate payroll and human resources management
- Improve operational efficiency and streamline workflows across all programs and departments
- Ensure compliance with federal, state, and local regulations
- Provide consistent document management across all programs and departments
- Offer real-time reporting and analytics capabilities
- Support audit requirements and maintain comprehensive audit trails

2.2 Scope of Work

The successful vendor will provide:

1. **Accounting Management Software** including but not limited to:
    - Fund accounting and grant management

- General ledger, accounts payable, accounts receivable
- Budget development and monitoring
- Fixed asset management
- Purchase order and procurement management
- Financial reporting and analytics
- Grant compliance and reporting tools

2. **Payroll and Human Resources Software** including but not limited to:
    - Payroll processing and tax compliance
    - Employee self-service portal
    - Time and attendance tracking
    - Benefits administration
    - HR compliance and recordkeeping
    - Onboarding and offboarding workflows
    - Performance management tools
3. **Document Management System** providing:
    - Centralized document storage and retrieval
    - Version control and audit trail
    - Integration with accounting and HR modules
    - Role-based access controls
    - Consistent interface across all programs and departments
4. **Implementation Services** including:
    - Data migration from existing systems
    - System configuration and customization
    - Integration with existing systems
    - Comprehensive training for staff
    - Go-live support

5. **Ongoing Support and Maintenance**
    - Technical support and helpdesk services
    - Software updates and upgrades
    - System maintenance and optimization

2.3 Federal Compliance Requirements

The proposed solution must support compliance with the following federal regulations:

2 CFR 200.303 - Internal Controls The system must provide adequate internal controls to safeguard federal awards and ensure compliance with federal statutes, regulations, and award terms. The solution must:

- Provide segregation of duties functionality with role-based access controls
- Maintain comprehensive audit trails for all financial transactions
- Support proper authorization and approval workflows
- Enable monitoring and oversight of grant expenditures
- Provide real-time financial information for management decision-making
- Support effective internal control over federal awards including grant budgets, drawdowns, and expenditure tracking

2 CFR 200.334 - Retention Requirements for Records The system must support record retention requirements by:

- Maintaining financial records, supporting documents, statistical records, and other records for a minimum of three (3) years from the date of submission of the final expenditure report
- Supporting extended retention periods when required (litigation, audit, or claims)
- Providing secure, retrievable storage of electronic records
- Maintaining adequate documentation of grant activities and expenditures
- Ensuring records are readily accessible for audit and review purposes
- Supporting the transfer of records to successors or authorized custodians as required

Additional Federal Requirements The solution must also support:

- Single Audit requirements (2 CFR 200 Subpart F)

- Federal cost principles and allowable cost determinations
- Time and effort reporting for personnel charged to federal awards
- Grant budget development and monitoring
- Indirect cost rate calculations and allocations
- Financial reporting requirements (Federal Financial Reports - SF-425)
- Compliance with federal procurement standards (2 CFR 200.318 - 200.327)
- Current accounting system: QuickBooks
- Number of employees: [Insert Number]
- Number of programs/departments: Multiple programs with separate fiscal managers
- Grant funding sources: Federal and state agencies
- Currently using multiple document management platforms

2.4 Current Environment

- RFP Release: November 6, 2025
- Vendor Questions Due: November 20, 2025
- Proposal Submission Deadline: December 11, 2025
- Vendor Selection: Before December 18, 2025
- Contract Negotiation: January 2026
- Implementation Start: [To be determined with selected vendor]

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3. PROPOSAL INSTRUCTIONS

3.1 General Considerations

- Proposals must be submitted in accordance with all instructions contained in this RFP
- Proposals must remain valid for 120 days from the submission deadline
- SCTDD reserves the right to reject any or all proposals
- SCTDD reserves the right to request clarifications or additional information from vendors

- SCTDD reserves the right to negotiate final terms and conditions with the selected vendor

3.2 Acceptance of Vendor Proposal

Submission of a proposal indicates acceptance by the vendor of the conditions contained in this RFP unless clearly and specifically noted in the proposal and confirmed in the contract between SCTDD and the vendor.

3.3 Proposal Preparation Costs

All costs incurred in the preparation and submission of proposals shall be borne by the vendor. SCTDD assumes no liability for any costs incurred by vendors prior to contract execution.

3.4 No Bid or Withdrawal

Vendors choosing not to submit a proposal are requested to return the RFP with a brief explanation of their decision.

3.5 Proposal Submission

Submission Method: Electronic submission preferred via email to aezell@sctdd.org

Number of Copies: One (1) electronic copy in PDF format

Submission Deadline: December 11, 2025, 4:00 PM CST

Proposals must include:

- Cover letter signed by an authorized representative
- Complete responses to all sections of the Vendor Questionnaire
- Pricing information as specified in Section 6.8
- All required supporting documentation

3.6 Late Proposals

Proposals received after the deadline will not be considered. It is the vendor's responsibility to ensure timely submission.

3.7 Altering Proposals

Proposals may be modified or withdrawn prior to the submission deadline by written notice to the contact person listed in Section 1.4.

3.8 Small and/or Minority-Owned Businesses

SCTDD encourages participation by small and minority-owned businesses. Vendors are encouraged to identify their business status in their proposal.

3.9 Conflict of Interest

Vendors must disclose any existing or potential conflicts of interest with SCTDD, its staff, or board members.

3.10 Non-Discrimination

SCTDD does not discriminate on the basis of race, color, national origin, sex, age, disability, or any other protected status in its programs, activities, or employment practices.

3.11 Compliance with Federal, State, and Local Laws

The selected vendor must comply with all applicable federal, state, and local laws and regulations, including but not limited to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

3.12 Debarment and Suspension Certification

By submitting a proposal, the vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. The vendor agrees to comply with the requirements of 2 CFR Part 180, Subpart C, as supplemented by 2 CFR Part 3000, regarding debarment and suspension. The vendor must notify SCTDD immediately if it or any of its principals become debarred or suspended during the contract period.

3.13 Proposal Disposition/Proposal Open Record

All proposals become the property of SCTDD upon submission. Proposals may be subject to public disclosure in accordance with applicable open records laws.

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4. EVALUATION AND SELECTION CRITERIA

4.1 Evaluation Process

Proposals will be evaluated by a committee appointed by SCTDD. The evaluation will be based on the criteria outlined below.

4.2 Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Criteria	Weight
Technical Capabilities and Functionality	30%
- Fund accounting and grant management features	
- Integration capabilities	
- Reporting and analytics tools	
- Document management functionality	
Implementation Approach	20%
- Project plan and timeline	
- Data migration strategy	
- Training approach	
- Resources and expertise	
Company Experience and Qualifications	20%
- Experience with similar organizations	
- Client references	
- Financial stability	
- Staff qualifications	
Cost and Value	20%
- Total cost of ownership	
- Implementation costs	
- Ongoing costs	
- Value for investment	
Support and Maintenance	10%
- Support availability and responsiveness	

Criteria	Weight
- Upgrade and maintenance approach	
- Training resources	

4.3 Final Selection and Award

SCTDD reserves the right to:

- Select the proposal that best meets its needs, which may not be the lowest cost proposal
- Conduct vendor demonstrations and/or site visits
- Request best and final offers from shortlisted vendors
- Negotiate contract terms and price with the selected vendor
- Award to multiple vendors if deemed in SCTDD's best interest
- Reject any or all proposals

The selected vendor will be notified before December 18, 2025, and contract negotiations will begin immediately thereafter.

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5. VENDOR QUESTIONNAIRE

5.1 Company Overview

5.1.1 Provide a brief history and profile of your firm and its experience with successfully implementing services for organizations similar to SCTDD. Include:

- Number of full-time staff your firm employs
- Years in business
- Geographic presence and support capabilities

5.1.2 Provide at least three (3) references of clients comparable to SCTDD, including:

- Organization name and contact information
- Contact person, title, phone, and email
- Services provided

- Length of service
- Implementation date
- Comparable characteristics (grant management, government entity, size, etc.)

5.1.3 Provide your organization's mission statement and a brief overview of your company history.

5.1.4 What separates your product from your competition? What are your key differentiators?

5.1.5 What are your major industry market areas? What percentage of your clients are government entities or organizations managing federal/state grants?

5.2 Solution Overview

5.2.1 Describe in detail the financial product/modules proposed, including:

- Core accounting functionality
- Fund accounting and grant management capabilities
- Payroll and HR modules
- Document management system
- Third-party products/technologies to be integrated

5.2.2 Is the proposed solution cloud-based, on-premise, or hybrid? Explain your recommendation for SCTDD.

5.2.3 Is your proposed software solution "version-less"? Will upgrades be instantaneous?

5.2.4 How are the various pieces of your software connected? If your product's features and functions were created from different acquisitions or partnerships, how well do they work together?

5.2.5 Does the software offer a consistent user experience and interface, or does it change from module to module?

5.2.6 How can we configure the system to match our workflows? Describe the customization capabilities.

5.2.7 Can consistent reports be generated by every part of the system? Are reporting tools standardized across the system?

5.3 Grant Management and Compliance

5.3.1 Describe your solution's fund accounting capabilities specific to federal and state grant management.

5.3.2 How does your system handle:

- Multiple funding sources for a single project
- Grant budgets and budget monitoring
- Grant compliance reporting
- Indirect cost allocation
- Time and effort reporting

5.3.3 What built-in reports support federal and state grant compliance requirements?

5.3.5 Describe how your solution supports compliance with 2 CFR 200.303 (Internal Controls) requirements, including:

- Segregation of duties capabilities
- Authorization and approval workflows
- Real-time monitoring and oversight features
- Management reporting for decision-making
- Safeguards against fraud, waste, and abuse

5.3.6 Describe how your solution supports compliance with 2 CFR 200.334 (Retention Requirements for Records), including:

- Record retention capabilities and timelines
- Secure archival and retrieval of historical data
- Support for extended retention periods when required
- Audit readiness and electronic record accessibility

5.4 Training & Support

5.4.1 Describe the proposed approach to training, including:

- Type of training (on-site, remote, self-paced, etc.)
- Duration and schedule
- Personnel to be trained (by role)

- Training materials provided

5.4.2 Do you provide training directly or through a third party?

5.4.3 What ongoing training resources are available (user manuals, online tutorials, webinars, etc.)?

5.4.4 Do you provide support for multiple browsers (Chrome, Firefox, Edge, Safari)?

5.4.5 Do separate products or functions require different support teams, or is there a single point of contact?

5.4.6 Describe your customer support structure:

- Support hours and availability
- Response time commitments
- Support channels (phone, email, chat, portal)
- Escalation procedures
- Support included in licensing vs. additional cost

5.5 Solution Technical Requirements

5.5.1 Is your solution developed internally, leased, or purchased from another provider?

5.5.2 If hosted by a 3rd party provider, who is the vendor and where are data centers located?

5.5.3 Describe your maintenance and backup procedures including:

- Daily backup schedule
- Retention timetable
- Off-site backup storage approach
- Location of off-site backup facilities
- Disaster recovery procedures

5.5.4 Describe your hardware/software requirements, including:

- Operating systems supported
- Database platforms
- Browser requirements
- Client-side requirements

- Mobile device compatibility

5.5.5 Does your solution use role-based access? If yes, describe the roles and permissions structure.

5.5.6 What is the process for data breach notification? Describe your cybersecurity measures.

5.5.7 Describe the audit trail and historical activity tracking functionality throughout the system.

5.5.8 Does your solution have a password complexity policy? Describe security features.

5.5.9 Does your solution comply with SOC Type II requirements? Provide documentation.

5.5.10 Does your system ensure redundancy for the solution? Describe your uptime guarantee and historical uptime performance.

5.5.11 What is the backup retention period?

5.5.12 Describe your solution's API capabilities and integration options with third-party systems.

5.6 Implementation - Project Overview

5.6.1 Provide a high-level project timeline that describes how you see SCTDD's implementation of your solution proceeding. Include:

- Major milestones
- Key deliverables
- Decision points
- Go-live date estimate

5.6.2 Describe the type of resources that would be assigned to this project, including:

- Project manager qualifications
- Technical staff (developers, database administrators, etc.)
- Training staff
- Support staff

5.6.3 Describe the type of resources you would expect SCTDD to assign to the implementation project, including:

- Time commitments
- Roles and responsibilities

- Subject matter expertise needed

5.6.4 Are your implementation resources employees of your company or contract resources?

5.6.5 During the implementation process, do your consultants assist with process improvement and/or best practices? Please explain and provide examples from similar implementations.

5.6.6 What is your process for moving from implementation to customer support?

5.6.7 Describe your data migration approach:

- Data to be migrated (chart of accounts, vendors, employees, historical transactions, etc.)
- Data cleansing process
- Timeline for data migration
- Testing and validation procedures

5.6.8 Describe your approach to system integration with existing systems (if applicable).

5.7 Project Management Approach

5.7.1 Provide biographical information for key personnel who would be assigned to this project, including:

- Project manager
- Lead technical consultant
- Training lead
- Support manager

5.7.2 Describe your project management methodology and tools.

5.7.3 How do you handle scope changes and change requests during implementation?

5.7.4 What are the risks to successful implementation and how do you mitigate them?

5.8 Investment and Pricing

Provide a detailed breakdown of all costs for years 1 through 3, including:

Implementation Costs (Year 1):

- Software licensing fees (one-time)
- Implementation/setup fees
- Data migration costs

- Training costs
- Integration costs (if applicable)
- Hardware costs (if applicable)
- Other one-time costs

Ongoing Costs (Annual - Years 1, 2, and 3):

- Annual subscription/licensing fees
- Maintenance and support fees
- Cloud hosting fees (if applicable)
- Per-user fees (specify number of users assumed)
- Transaction fees (if applicable)
- Upgrade fees
- Additional training costs
- Other recurring costs

Hourly Rates for Services:

- Post-implementation support
- Consulting services
- Custom development
- Additional training

5.8.1 Is pricing based on a contract term or month-to-month? What contract terms are available?

5.8.2 Describe any price escalation terms for years 4 and beyond.

5.8.3 Are there any volume discounts or special pricing programs for government entities?

5.8.4 What payment terms are offered?

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6. SUPPORTING DOCUMENTATION REQUIREMENTS

Vendors must include the following documentation with their proposal:

6.1 Required Certifications

- Certification on Behalf of the Offeror (signed by authorized representative)
- Vendor Conflict of Interest Certification
- **Debarment and Suspension Certification** (stating that vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency in accordance with 2 CFR Part 180 and 2 CFR Part 3000)
- W-9 Form (Request for Taxpayer Identification Number and Certification)

6.2 Additional Documentation

- Current certificate of insurance (general liability, professional liability, cyber liability)
- SOC 2 Type II report (if applicable)
- Product brochures and technical specifications
- Sample contract or standard terms and conditions
- Disaster recovery and business continuity plan overview
- Data security and privacy policy documentation

6.3 Optional Documentation

- Case studies from similar implementations
- User testimonials
- Industry awards or recognition
- Additional relevant certifications

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7. TERMS AND CONDITIONS

7.1 Contract Term

The initial contract term will be for three (3) years with options to renew for additional periods upon mutual agreement.

7.2 Right to Reject

SCTDD reserves the right to reject any and all proposals and to waive any informalities or irregularities in proposals received.

7.3 Ownership of Proposals

All proposals submitted become the property of SCTDD and will not be returned.

7.4 Incurred Costs

SCTDD is not liable for any cost incurred by vendors prior to issuance of a purchase order or execution of a contract.

7.5 Amendments

SCTDD reserves the right to amend this RFP prior to the proposal due date. Amendments will be distributed to all vendors who received the original RFP.

APPENDICES

Appendix A: Proposal Checklist

Use this checklist to ensure your proposal is complete:

- [ ] Cover letter with authorized signature
- [ ] Complete responses to all questions in Section 5
- [ ] Detailed pricing breakdown (Section 5.8)
- [ ] Three (3) or more client references
- [ ] Company bios for key personnel
- [ ] Project timeline and implementation plan
- [ ] Required certifications (W-9, conflict of interest, **debarment and suspension**, etc.)
- [ ] Insurance certificates
- [ ] SOC 2 Type II report (if applicable)
- [ ] Financial statements or proof of financial stability
- [ ] Sample contract or terms and conditions
- [ ] Technical documentation and product specifications

Appendix C: Debarment and Suspension Certification

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The undersigned certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the prospective vendor is unable to certify to any of the statements in this certification, such prospective vendor shall attach an explanation to this proposal.

This certification is a material representation of fact upon which reliance was placed when SCTDD determined to enter into this transaction. If it is later determined that the prospective vendor knowingly rendered an erroneous certification, the federal government may pursue available remedies, including suspension and/or debarment.

The prospective vendor agrees to comply with the requirements of 2 CFR Part 180, Subpart C, as supplemented by 2 CFR Part 3000, throughout the period of any contract resulting from this procurement and shall require such certification from all subcontractors and suppliers.

Company Name: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

RFP Number: SCTDD-2025-ACCT-001

Company Name: _____

Address: _____

Primary Contact: _____

Title: _____

Phone: _____

Email: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

For questions or clarifications regarding this RFP, please contact:

Amy Ezell, CGFM
Finance Director
South Central Tennessee Development District
101 Sam Watkins Blvd, Mt Pleasant, TN 38474
731-225-7561
aezell@sctdd.org

South Central Tennessee Development District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or any other protected status in its programs, services, activities, or employment.