

# VIRGINIA SUPPORTIVE HOUSING

## Request for Proposal (RFP)

### Grants Accounting Software System

**Proposals Due:** October 6 12, 2023 at 4:00 PM EST

**Point of Contact:** Felecia Motteler – [revenue@virginiassupportivehousing.org](mailto:revenue@virginiassupportivehousing.org)

#### **Objective**

Virginia Supportive Housing (VSH) is seeking proposals from qualified vendors to provide a Grants Accounting System that can seamlessly communicate and integrate with our current system of record, QuickBooks, until it is replaced with a full Enterprise Resource Planning (ERP) system. Preference will be given to systems that could be expanded into the final ERP solution.

This grants accounting system will enable the efficient management and tracking of all financial transactions for our Local, State, and Federal grants, ensuring compliance, transparency, and financial accuracy.

As this will be a critical component of our organization's ability to effectively serve our participants, meet our contractual obligations, and maintain compliance with local, state, and Federal laws and regulations, VSH is not obligated to select the RFP based solely on proposed cost. Each RFP will be evaluated based on how the software will meet all of our current and future system needs and its cost-effectiveness in doing so.

VSH and the evaluation team for this RFP reserve the right to request additional information and/or product demonstrations based on the information submitted. However, submissions with minimal and/or incomplete information (i.e. 'please contact our sales team', 'please visit our website') will not be considered.

Applications from entities barred from doing business with the Federal Government and/or excluded from receiving Federal funds will not be considered.

This RFP is for discussion purposes only and does not create an obligation on behalf of Virginia Supportive Housing.

## VSH 2023 Grants Accounting System RFP

### Timeline

- 9/15/23 RFP posted to VSH's website
- 9/15/23 – 10/2/23 Interested parties will be able to email and ask questions and receive clarification through 10/2/23
- 10/3/23 Questions and their responses will be added to the website posting as an addendum
- ~~10/6/23~~ 10/12/23 Submissions due via email by 4:00 PM EST
- ~~10/6/23 – 10/16/23~~ 10/12/23 - 10/19/23 VSH will review submissions received and additional demos/calls may be scheduled by VSH with offerors to answer any questions or obtain additional information as needed
- ~~10/19/23~~ 10/24/23 VSH will decide on product and notify the chosen applicant
- 11/07/23 The procurement process should be complete
- The implementation process should begin November 2023 with go-live in 2024

Virginia Supportive Housing reserves the right to suspend or otherwise modify the timeline estimates above if additional time is needed.

### Scope of Work:

The selected vendor shall provide, fully implement, and train key VSH staff on a Grants Accounting System that includes, but is not limited to, the following:

**Compliance Management:** Tools for managing grant compliance, including funder and single-source audits, tracking deadlines, deliverables, and fiscal reporting requirements.

**Scalability:** The system should be scalable to accommodate future growth in the number and type of grants managed.

**Communication with QuickBooks:** The system must communicate with QuickBooks to synchronize financial data, including program expenses, staff payroll, and funder reimbursements.

**Complex Grant Tracking:** The system should allow for the tracking of program budgets, showing all program expenses, and income from multiple grant contracts with varying dates and requirements.

**Reporting:** Robust reporting capabilities, including customized financial reports, grant-specific reports, and compliance reports to meet the diverse needs of our stakeholders and grantors.

**Complex Workflows:** ability to manage all parts of the financial process including: expense creation from program staff, documentation and approval, requesting reimbursement from the funder, and recording payment from the funder.

**User Access Control:** Role-based access control to restrict access to sensitive financial information and ensure data security.

## **Proposal Requirements:**

Interested vendors should submit a comprehensive proposal containing the following information:

**System Features:** Detail the features and capabilities of your proposed Grants Accounting System, focusing on how it meets GAP and the Federal requirements of 2 CFR 200.

**Integration Approach:** Describe how your system will integrate with QuickBooks and other systems, including the technology and protocols involved.

**Timeline:** Present a proposed timeline for system implementation, training, and ongoing support.

**Company Overview:** Provide information about your company, including experience in migrations to your system from QuickBooks.

**Cost Proposal:** Provide a detailed breakdown of all costs, including licensing fees, implementation costs, ongoing support fees, and any additional expenses.

## **Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

**System Features and Integration:** The system's functionality and its ability to seamlessly integrate with QuickBooks.

**Cost-effectiveness:** The overall cost of the system, including licensing, implementation, and ongoing support.

**Vendor Experience:** The vendor's experience in providing similar solutions and references from previous clients.

## VSH 2023 Grants Accounting System RFP

### Submission Documentation and Additional Attachments

- Completed quotes as detailed above via email to: [revenue@virginiasupportivehousing.org](mailto:revenue@virginiasupportivehousing.org)
  - Quotes as attachments are allowed and .pdf format is preferred
- Verification from the Federal System for Awards Management (SAM) website that you are not excluded from receiving Federal funding (<https://sam.gov/search>)
- A statement that you (the vendor/contractors) do/do not have a conflict of interest with Virginia Supportive Housing
- Any applicable Small, Women-owned, and Minority-owned Business (SWaM) certification(s)