

Request for Proposal

RFP: New Fiscal Software (NFS)	Proposal Due By: 05/24/2022	Agency for Community Empowerment of Northeast PA 123 Wyoming Ave. Suite 311 Scranton, PA 18503
Project Overview: Agency for Community EmPOWERment of NEPA is looking for a company that can implement Sage Intacct for a nonprofit organization, transition existing data into the Sage Intacct system, and conduct appropriate training to support our strategic mission and growth of the Agency programs delivered to the Community		
Project Goals: <ul style="list-style-type: none">● Increased Visibility and availability of timely/ accurate financial data● Increase efficiency and reduce multi-step repetition processes, streamlining processes and reducing paper-based/documentation flows of information● Multi-dimensional data structure to report and track on several data points, among other, grants, restrictions, donors, and programs● Easy to use and user-friendly ad-hoc or of-the-shelf reporting for multiple users: program directors, executive director, and the Board● Vendor should be familiar with multiple state and federal reporting and audit requirements as well as regulation compliance. Prefer a vendor that can demonstrate experience implementing Sage Intacct at other grant-funded nonprofits● Procurement/ PO/purchasing module incorporated in the system or flexibility to integrate with other procurement application through program interfaces/feeds (Purchasing/PO, Credit card, etc.)● Open to interface with other solutions (Bank feed, Credit card feed, ADP/payroll)● GAAP compliant accounting solution (AICPA endorsement preferred)● Provide cost allocation methodology among grants/programs within the system● Cloud based technology● Build in system of internal controls including access and segregation of duties● Non-financial Statistical data input to be incorporate in monthly Board or executive reporting package Budgeting/forecasting capabilities for programs and grants incorporated in the system		
Scope of Work: <ul style="list-style-type: none">● Migration to a full cloud solution that provide accessibility, automatization of workflows, collaboration, visibility, auditability, and transparency to the financial reporting. The goal would be fully operational with the new system by August of 2022.● Achieve proficiency of use via training and help desk support of main users.		
Current Roadblocks and Barriers to Success <ul style="list-style-type: none">● Multiple programs and grants that need to be tracked/ monitored on a "live" basis● Multiple stakeholders/ users of information outputs		

- Subject to several internal, external federal and state audits
- Excessive manual processing and documentation
- Risk of data inaccuracies through manual multi-step, multi-touch processes
- Outdated platform
- Complex coding system
- Multiple information source locations
- Complex and strict grant and program requirements
- Financial reporting subject to tight and concrete different cut offs (grant cut off, program cut off, agency fiscal year cut off.)
- Need for overall revamp of staff training on workflow simplification, including up to date technology work-smarter use of technology applications

Evaluation Metrics and Criteria

- Capability of the solution to meet Agency needs as expressed in this Request for Proposal
- Previous experience and past performance history of the vendor
- Overall and recurring projected cost
- Fit and ease of implementation and data conversion with our current system
- Experience and technical expertise
- Timing
- Ease of data conversion and interference with ongoing operations

Submission Requirements

Only bidders who are able to meet all the evaluation metrics in the evaluation section should submit a proposal. The full proposal for Professional Services should include the following

- Implementation cost for Sage Intacct (current system: Sage 50)
- Annual cost for providing 5- 7 Licenses and other read-only licenses
- Due Date **05/24/2022 at 4pm:**
 - Information can either be emailed or mailed to the following:
Sharon Benson
Purchasing Agent
Agency for Community EmPOWERment of NEPA
123 Wyoming Ave. Suite 311
Scranton Pa 18503
Tel: 570-963 6836 ext. 2256
 - Email to:
Sharon Benson. Purchasing Agent; sbenson@acenepa.org
With copy to
Carlos Roca. Controller; croca@acenepa.org
- Costing for additional modules if not included in Annual cost for enhanced services.
- Costing per first year of help desk support and training (including general use and specifically grant tracking, and costing for additional continuing education / help desk support on system updates.
- Implementation approach, methodology and proposed timeline

Project Due By: **05/24/2022**

Budget:

Contact: **Carlos Roca**

Email: **croca@acenepa.org**

Phone #: **570-963-6836 ext. 2275**