



PIEDMONT SENIOR RESOURCES AREA AGENCY ON AGING

Request for Proposal (RFP)

Integrated Accounting, Payroll, and Grant Management Software

1. Project Overview & Objectives

Piedmont Senior Resources, Area Agency on Aging (PSR) is a Virginia-based nonprofit organization with approximately 65 employees. We are seeking a unified, cloud-based software solution that integrates payroll, human resources, benefits administration, fund and grant accounting, accounts payable, accounts receivable, purchasing, and general ledger functions into a single platform.

The solution must also support ACH processing for both payroll and accounts payable, and electronic filing of federal, state and local taxes.

RFP SELECTION PROCESS SCHEDULE:

July 29, 2026	RFP Packages available
July 29-Aug 10, 2026	Public Notice of RFP
Aug. 15, 2026	Bid Clarification Deadline: 12 Noon EST
Sept. 1, 2026	RFP Submittal Deadline: 5:00PM EST
Sept. 2-3, 2026*	Evaluation Panel reviews RFP Submittals
Sept. 8-10, 2026*	Competitive Negotiations with selected vendor
Sept. 15, 2026*	Contract Award Recommendations to Board
Sept. 16, 2026*	Board Action to Award Contract

*Dates may be subject to change.

RFP SUBMITTAL DEADLINE:

Proposals must be received no later than 5:00 pm Eastern Standard Time on Tuesday, Sept. 1, 2026. **Preferred RFP submittal is email.**

Mail to:

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Email to: cmaloney@psraaa.org

Our objectives are to:

- eliminate duplicate and manual data entry,
- automate payroll allocations across grants, programs, and funding sources,
- seamlessly integrate employee benefits with payroll deductions,
- improve grant compliance and financial accountability,
- provide comprehensive financial, payroll, web timesheets, and grant reporting,
- improve operational efficiency through automation and workflow management.

2. Scope of Work & Functional Requirements

Vendors must indicate their ability to meet each requirement using the following codes:

Y – Available Out-of-the-Box

C – Requires Customization

T – Requires Third-Party Integration

N – Not Available

A. System & Workflow Requirements

Requirement	Response
Multiple concurrent workflows for the same user while maintaining data integrity and system performance	
Cloud-based applications accessible through modern web browsers	
Role-based dashboards	
Workflow approvals with configurable routing for PO/Invoice processes	
Full audit trail of transactions and user activity	
Ability to attach supporting documentation to financial, payroll, grant, and vendor records	

B. Core Payroll & Benefits

Requirement	Response
Full payroll processing for approximately 75 employees within a single U.S. state, including all electronic federal, state, and local tax filings	
Automated payroll deductions synchronized with employee benefit elections including health insurance, HSA, FSA, dental insurance, vision, STD, LTD, ADD/Life, 403(b), garnishments, and other voluntary deductions, including amount paid by employer and employee	
Automatic allocation of wages, taxes, and benefits to appropriate grants, programs, departments, and funding sources based.	

Employee self-service portal for pay statements, W-2s, W-4 updates, direct deposit, benefits enrollment, and personal information updates, accessible from desktop, tablet, and mobile devices	
Contractor payments with automated year-end 1099 generation	
Employee W-2 generation and electronic distribution or paper distribution	
Electronic Filing of Federal & State Payroll Taxes and Unemployment Taxes	
Ability for individual employees to use a cost allocation, select a funding source, or both on their timesheets.	
Ability store individual employee payroll data or to store payroll data as a summary.	

C. Core Accounting

Requirement	Response
Accounts Payable with multi-level approval workflows	
ACH vendor payments and positive pay support	
Accounts Receivable with customer invoicing, recurring billing, online payment capabilities, and automated payment reminders	
Purchase Orders with three-way matching (PO, receipt, invoice)	
General Ledger fully integrated with payroll and grant accounting	
Automated bank reconciliation with support for electronic bank imports	
Multi-segment chart of accounts	
Budget management by program, department, grant, and funding source	

D. Grant Management & Cost Allocation

Requirement	Response
Multi-year grant tracking	
Restricted and unrestricted fund accounting	
Grant budget monitoring with budget cap enforcement	
Automated labor distribution based on employee allocations and/or timesheets	
Configurable indirect cost allocation methodologies	
Automated allocation of fringe benefits, payroll taxes, and overhead across multiple grants/programs/departments to match labor distribution of each employee	
Cross-fiscal-year grant reporting and audit support	
Funder-specific reporting	

E. Reporting & Analytics

Requirement	Response
Custom report writer	
Drag-and-drop report creation	
Real-time dashboards	
Budget-to-actual reporting by grant, department, and funding source	
Payroll analytics	
Financial statement generation	
Export to Excel, CSV, and PDF	

3. Technical & Security Requirements

The proposed solution shall:

- be 100% cloud-hosted by vendor,
- maintain current SOC 1 Type II and/or SOC 2 Type II certification, and or equivalent certification,
- utilize role-based security with configurable permissions,
- require password changes every 90 days for payroll and financial users,
- support multi-factor authentication (MFA),
- encrypt data both in transit and at rest,
- maintain complete audit logs for all financial and payroll activity,
- perform automated backups (minimum of daily) and provide documented disaster recovery procedures.

4. Vendor Proposal Requirements

Please include the following information:

Company Information

- Years in business
- Ownership structure
- Number of nonprofit clients
- Number of grant-funded organizations served
- Three customer references similar in size and complexity

Implementation Plan

Include:

- Proposed implementation timeline

- Data migration strategy
- Training approach
- Project staffing
- Post-implementation support

Pricing

Provide separate pricing for:

- Software licensing (including web portal for secure employee access)
- Implementation
- Data conversion
- Training
- Annual maintenance
- User-based licensing
- Optional modules
- Third-party costs

5. Data Migration, Conversion & Testing

A. Required Data Conversion

Accounting

- Four years of General Ledger history
- Open AP
- Open AR
- Active Vendor records

Grant Management

- N/A – currently do not utilize this function

Payroll

- Employee demographics
- Benefits enrollment
- Deduction history
- Direct deposit information
- Current leave balances
- Prior-year payroll history
- Employee tax records for current year

B. Responsibility Matrix

Implementation Milestone	Vendor %	PSR %
Sage 100 & Sage HCM (payroll) Data Extraction		
Data Mapping		
Data Cleansing		
Data Import		
Payroll Configuration		
Grant Configuration		
User Training		
Parallel Payroll Testing #1		
Parallel Payroll Testing #2 (if needed)		
User Acceptance Testing		
Go-Live Support		

C. Testing & Validation

Vendors shall describe their methodology for:

1. Financial reconciliation to ensure all imported General Ledger balances, grant balances, and subsidiary ledgers reconcile to Sage 100 with zero unexplained variance.
2. Parallel payroll testing. PSR requires a minimum of one full parallel payroll during Q4 2026. The proposed solution must calculate gross-to-net pay, taxes, deductions, employer liabilities, and allocations matching Sage HCM results before production Go-Live.
3. Data validation procedures to ensure migrated employee records, vendor records, allocation rules, and historical financial data are complete and accurate.
4. User Acceptance Testing (UAT) support, including issue tracking, resolution procedures, and final production readiness verification.