



Grow Early Learning
Formerly ECMHSP

REQUEST FOR PROPOSAL

**Cloud Financial Management, Budgeting, and Expense Management System
Software Licensing and Implementation Services**

RFP NO. 060226

RESPONSE TIMELINE

Proposals Due by:

Date: July 30, 2026, at 5:00 p.m. EST

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1. Introduction

Grow Early Learning is a federally funded nonprofit corporation headquartered in Raleigh, North Carolina. The organization provides Head Start services across a geographically distributed, multi-state operating environment. This procurement is conducted in accordance with applicable Head Start procurement standards and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. To protect operationally sensitive information, detailed system environment, sizing, migration, integration, reporting, identity-management, workflow, banking, and demonstration requirements are provided only to registered bidders who execute the organization's confidentiality acknowledgment / non-disclosure agreement. The public RFP defines the procurement process, high-level scope, evaluation framework, and contractual requirements. The Detailed Requirements Package controls for operational, technical, sizing, security, migration, integration, demonstration, and banking detail.

2. Background Of Organization

Grow Early Learning requires a modern, scalable, audit-ready financial management and budgeting environment capable of supporting nonprofit fund accounting, grant tracking, multi-location operations, cash-management reporting, employee expense management, and management reporting.

3. Purpose of RFP

The organization seeks proposals from a single qualified prime contractor to provide a cloud-based financial management (nonprofit fund accounting / ERP), budgeting and planning (FP&A), and employee expense management solution, together with the professional services necessary to configure, implement, migrate from current systems, train, and support the solution. A proposer may offer a single integrated platform or a set of integrated components, provided the proposed solution meets the requirements of this RFP. The award will be based on best value, considering technical merit, implementation capability, relevant experience, support model, risk management, and cost. This is a vendor-neutral solicitation: the organization will fairly evaluate all proposals that satisfy the functional and technical requirements of this RFP, consistent with the full and open competition standards at 2 CFR 200.319.

4. Current State

The organization currently operates a fund accounting and budgeting environment that it intends to modernize. Public disclosure of specific operational, system, security, banking, integration, transaction-volume, and workflow information is intentionally limited. Registered bidders who execute the required confidentiality acknowledgment will receive the Detailed Requirements Package.

5. Notice To Respondents

Grow Early Learning will accept proposals until 5:00 PM Eastern Time on July 30, 2026. Proposals must be submitted electronically in PDF format to fbradshaw@growearlylearning.org. Questions must be submitted in writing no later than July 16, 2026, to the RFP Contact. Only written addenda issued by Grow Early Learning shall modify or clarify the terms of this RFP. Oral statements, informal communications, or individual responses shall not be binding unless incorporated into a written addendum.

6. Contract Award Process:

Grow Early Learning reserves the right to award based on initial proposals, conduct negotiations, establish a competitive range, request best and final offers, award all or part of the services requested, reject any or all proposals, or reissue the solicitation if determined to be in the organization's best interest.

7. Criteria For Selection:

Selection will consider qualifications, service model, cost effectiveness, implementation capability, references, responsiveness, risk management, and the ability to support a geographically distributed multi-state environment. Selection will not be based solely on lowest price. Proposals will be evaluated only against the criteria identified in this RFP and any addenda issued by the organization

8. Scope Of Services and Project**8.1 Overview**

The Contractor shall deliver a configured, tested, and production-ready financial management, budgeting, and expense management environment. Detailed operational, migration, integration, cash-management, and configuration requirements are set forth in the NDA-protected Detailed Requirements Package.

8.2 Software Licensing

The Contractor shall provide subscription licensing sufficient to support the organization's functional requirements. Proposers shall identify proposed modules, licensing models, quantities, assumptions, and renewal terms.

8.3 Implementation Services

Implementation services shall include discovery, requirements validation, system configuration, reporting setup, testing, training, cutover support, and go-live assistance. Detailed implementation expectations are provided in the Detailed Requirements Package.

8.4 Data Migration and Configuration

The Contractor shall migrate agreed data from the current environment into the target financial system and support redesign of the chart of accounts and dimensional structure. Detailed source-system, mapping, historical-data, validation, reconciliation, and acceptance expectations are provided in the Detailed Requirements Package.

8.5 Training and Change Management

The Contractor shall provide role-based training and change-management support for finance, administrative, and distributed operational users.

8.6 Post-Go-Live Support

The Contractor shall provide hypercare and describe ongoing support options, service levels, escalation procedures, and knowledge-transfer deliverables.

8.7 Optional / Alternate Priced Items

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Optional future-state enhancements may be requested and must be priced separately. Detailed optional integration targets are provided in the Detailed Requirements Package.

9. Functional and Technical Requirements

The following summary-level requirements describe the general capabilities expected. Detailed requirement statements, operational scenarios, sizing parameters, integration expectations, banking requirements, security details, and demonstration scenarios are contained in the NDA-protected Detailed Requirements Package.

Area	Public Requirement Summary
Nonprofit / Fund Accounting	Support nonprofit fund accounting, grant tracking, classifications, budget-to-actual reporting, allocations, and audit-ready financial reporting.
Dimensions / Reporting	Support flexible dimensional reporting by fund/grant, program, location/site, department, funding source, and other agreed dimensions.
Budgeting / Forecasting	Support collaborative budgeting, forecasting, versioning, variance analysis, and accounting/budgeting integration.
Expense Management	Support employee expense reporting and reimbursement with mobile entry and receipt capture, approval workflows and policy enforcement, corporate-card reconciliation, mileage and per-diem, and dimensional (fund/grant/program) coding integrated to the general ledger and accounts payable.
Cash Management / Banking	Support summary-level cash-management and banking functionality, including bank reconciliation, bank statement import or secure connectivity, payment-file support, and related controls. Detailed banking requirements are provided in the NDA-protected Detailed Requirements Package.
Compliance Reporting	Support federal, funder, management, audit, and Single Audit reporting needs.
Integrations	Support secure, documented integration methods for agreed adjacent systems and future-state integrations.
Security	Support role-based access control, SSO/MFA, audit trails, SOC reporting, and industry-standard safeguards.
Accessibility	Support applicable accessibility standards, including WCAG 2.1 AA and Section 508 where applicable.
Support	Provide implementation support, hypercare, ongoing support options, and administrative knowledge transfer.

10. Proposer Qualifications and Mandatory Requirements

- Authorized to provide and implement the proposed financial management, budgeting, and expense management software and services as prime contractor, including any third-party components proposed.
- Demonstrated experience implementing financial systems for nonprofit, grant-funded, or similarly complex organizations.

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- Ability to provide comparable references and evidence of relevant implementation success.
- Financial stability and insurance coverage are appropriate to the engagement.
- Not suspended, debarred, or excluded from participation in federally funded transactions, and compliance with applicable federal contract provisions.

11. Proposal Submission Requirements

Technical and Cost Proposals must be submitted as separate files/volumes so that price is not visible during technical evaluation. Detailed response templates and confidential requirements are provided in the Detailed Requirements Package.

- Signed Execution of Offer.
- Completed Respondent Questionnaire.
- Technical Proposal.
- Separate Cost Proposal so that price is not visible during technical evaluation.
- Completed federal certifications and required attestations.
- Exceptions, assumptions, exclusions, deviations, or proposed alternative terms identified in a separate proposal section.
- References and evidence of comparable implementation experience.
- Confirmation that the Proposer reviewed both the public RFP and the NDA-protected Detailed Requirements Package.
- Identification of subcontractors, third-party implementation partners, offshore resources, or nearshore resources, if applicable.
- Summary data migration and configuration approach, with detailed response to the NDA-protected requirements package.
- Training, change-management, support, and knowledge-transfer approach.

12. Procurement Process and Schedule

Event	Date / Target
RFP issued	June 30, 2026
Deadline for written questions	July 16, 2026, 5:00 PM ET
Organization responses / addenda posted	July 23, 2026
Proposals due	July 30, 2026, 5:00 PM ET
Evaluation and shortlisting	August 2 – August 13, 2026
Demonstrations / oral presentations, if held	August 16–20, 2026

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Notice of intent to award	August 27, 2026
Anticipated contract execution	September 10, 2026

12.1 Detailed Requirements Package and Confidentiality

A Detailed Requirements Package containing operationally sensitive information is available to bidders who register their intent to bid and execute the organization's confidentiality acknowledgment / non-disclosure agreement. The Package includes technical, operational, banking, security, integration, sizing, migration, demonstration, and implementation details necessary to prepare a complete proposal.

13. Evaluation and Award

Criterion	Weight	Points
Technical solution and functional fit	30%	30
Implementation approach, methodology, project plan, and key personnel	20%	20
Qualifications, relevant experience, and references	20%	20
Cost and price	20%	20
Support, change management, security, and risk management	10%	10
Total	100%	100

13.1 Demonstrations and Oral Presentations

The organization may invite shortlisted Proposers to participate in demonstrations and/or oral presentations. Detailed demonstration scenarios, scripts, and evaluation expectations may be provided only to shortlisted Proposers under the confidentiality framework.

14. Cost Proposal Requirements

The Cost Proposal shall separate recurring subscription costs, one-time implementation costs, optional services, and ongoing support costs. Proposers shall provide sufficient detail for cost or price analysis and total cost of ownership review.

- Software subscription pricing by component and user/access type.
- Implementation services priced by phase, workstream, or deliverable where practical.
- Data migration, training, change management, and hypercare costs.
- Ongoing support or managed-services pricing.
- Optional items priced separately and not commingled with base scope.
- Renewal pricing assumptions, uplift caps, and five-year total cost of ownership summary.
- Any exceptions, assumptions, deviations, exclusions, or alternative commercial terms must be clearly identified in a separate proposal section. Failure to identify an exception may be deemed acceptance of the RFP requirements.

15. Federal Contract Provisions and Certifications

Because this procurement is funded in whole or in part by a Federal award, any resulting contract incorporates the applicable contract provisions required by Appendix II to 2 CFR Part 200 and related authorities. By submitting a proposal, the Proposer agrees that the following provisions, to the extent applicable, will be incorporated into the contract, and the Proposer makes the corresponding certifications in Attachment D. Where a provision is not applicable to a software/SaaS and professional services contract, it is noted as such. Submission of a signed Execution of Offer and completed Attachment D constitutes the Proposer's certification of compliance with the applicable federal contract provisions identified in this section.

(A) Remedies — Contracts Exceeding the Simplified Acquisition Threshold. The contract shall include administrative, contractual, and legal remedies for instances in which the Contractor violates or breaches contract terms and shall provide for such sanctions and penalties as appropriate.

(B) Termination — Contracts Greater Than \$10,000. The contract shall address termination for cause and for convenience, including the manner of effecting termination and the basis for settlement.

(C) Equal Employment Opportunity. Contracts that meet the definition of “federally assisted construction contract” incorporate Executive Order 11246 equal-opportunity requirements. For non-construction service contracts, the Contractor shall comply with applicable nondiscrimination and equal-opportunity laws.

(D) Davis-Bacon Act / (E) Contract Work Hours and Safety Standards Act. Generally, not applicable to this software and professional-services procurement, as it does not involve construction or the employment of laborers/mechanics. Included for completeness; will apply only if and to the extent the work falls within the statutes' scope.

(F) Rights to Inventions Made Under a Contract or Agreement. Generally, not applicable, as this procurement is not for experimental, developmental, or research work funded by a Federal funding agreement. Included for completeness.

(G) Clean Air Act and Federal Water Pollution Control Act — Contracts Greater Than \$150,000. The Contractor shall comply with all applicable standards, orders, and regulations issued under the Clean Air Act and the Federal Water Pollution Control Act and shall report violations to the organization and the awarding agency.

(H) Debarment and Suspension. The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in Federal programs. The organization will verify the Contractor's exclusion status through SAM.gov. This certification is a material representation of fact relied upon by the organization.

(I) Byrd Anti-Lobbying Amendment — Contracts Greater Than \$100,000. The Contractor shall certify that it has not and will not use Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or related parties in connection with the award, and shall disclose any non-Federal lobbying as required.

(J) Procurement of Recovered Materials. To the extent the Contractor procures items designated in EPA guidelines that exceed the applicable thresholds, the Contractor shall procure those items with the required recovered-material content.

Prohibition on Certain Telecommunications and Video Surveillance. The Contractor certifies that it will not provide or use, in the performance of this contract, covered telecommunications equipment or services as described in 2 CFR 200.216.

Domestic Preferences for Procurements. Consistent with applicable law, the organization and Contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

Record Retention and Access. The Contractor shall retain all records relating to the contract for the required retention period and shall provide the organization, the awarding agency, the Inspector General, and the Comptroller General, and their representatives, timely and reasonable access to records and documents for examination, audit, and reproduction.

Conflict of Interest. The Contractor shall disclose in writing any actual or potential organizational or personal conflict of interest affecting this procurement or contract, both at proposal submission and as such conflicts arise during performance.

No Federal Government Obligation; Program Fraud. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities under it. The Contractor acknowledges that the Program Fraud Civil Remedies Act and other Federal statutes apply to its actions pertaining to this contract.

16. General Terms and Reservation Of Rights

1. This RFP does not commit the organization to award a contract, to pay any costs incurred in preparing a proposal, or to procure or contract for any services.
2. The organization reserves the right to accept or reject any or all proposals, in whole or in part; to waive minor informalities or irregularities; and to cancel or reissue this RFP at any time.
3. The organization reserves the right to request clarifications, additional information, demonstrations, and best-and-final offers, and to negotiate with one or more Proposers.
4. Proposals become the property of the organization upon submission. Proposers must clearly mark any material they consider confidential or proprietary; the organization will treat such information consistent with applicable law and funder requirements, but cannot guarantee confidentiality.
5. All costs of proposal preparation and participation are the sole responsibility of the Proposer.
6. Any contract resulting from this RFP is contingent on the continued availability of Federal funds and is subject to the terms, conditions, and approvals of the Federal awarding agency.
7. The resulting contract shall incorporate this RFP, the successful proposal, and the Federal provisions in Section 15; in the event of conflict, the negotiated contract terms control, followed by this RFP, then the proposal.
8. The Proposer shall not assign or subcontract any portion of the work without the organization's prior written consent; the prime Contractor remains fully responsible for all work.
9. The organization may require shortlisted or selected Proposers to complete a security, privacy, and risk review prior to final contract award or execution

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17. Execution of Offer

The Execution of Offer must be completed, signed, and returned with the proposal. Failure to submit required certifications and signature pages may result in rejection of the proposal.

The undersigned, having carefully examined this Request for Proposals (RFP No. 060226), including all attachments and any issued addenda, and being familiar with the requirements described herein, offers to provide the software licensing, implementation, and related services described in its proposal in full accordance with the terms, conditions, and specifications of this RFP, at the prices stated in its Pricing Schedule (Section 19).

This offer is firm and irrevocable for the proposal validity period stated in this RFP and constitutes the Respondent's binding offer, which Grow Early Learning may accept by written notice of award.

By signing below, the Respondent certifies and agrees that:

- The individual signing is authorized to bind the Respondent to this offer.
- The Respondent has read, understands, and accepts the terms, conditions, and Federal contract provisions of this RFP, including Section 15 and the certifications in Attachment D.
- The prices and statements in this proposal were arrived at independently and without collusion with any other respondent.
- Neither the Respondent nor its principals are debarred, suspended, or otherwise excluded from Federal participation; Grow Early Learning will verify exclusion status via SAM.gov.
- The Respondent acknowledges receipt of the following addenda: _____
- (list all; write "None" if none).
- The information provided in this proposal is true and accurate to the best of the Respondent's knowledge.

Authorized Signature

Respondent (legal entity name)	SAM.gov UEI
Authorized signature	Date
Printed name	Title
Email	Phone
Mailing address	

18. Respondent Questionnaire

- Legal name, years in business, legal structure, and number of employees.
- Relevant implementation experience and comparable client references.
- Capacity to manage and provide proposed services, including staffing and certifications.
- Disclosure of conflicts of interest or relationships with Grow Early Learning employees.
- Description of support philosophy and service-success measures.

Alabama ■ Florida ■ Maryland ■ New Jersey
North Carolina ■ Pennsylvania ■ South Carolina ■ Virginia

19. Pricing Schedule

Category	Description	Unit / Basis	Price
Financial Management (ERP) Subscription	Annual software subscription/licensing for required modules and users	Per year	
Budgeting & Planning (FP&A) Subscription	Annual budgeting, forecasting, and reporting subscription/licensing	Per year	
Expense Management Subscription	Annual expense reporting/management subscription or licensing	Per year	
Implementation Services	Configuration and deployment into production	Fixed fee / milestone	
Data Migration	Data migration and dimension/configuration redesign	Fixed fee	
Training & Change Management	End-user and administrator training	Fixed fee / session	
Post-Go-Live Support	Hypercare and ongoing post-implementation support	Fixed fee / hourly	
Optional / Alternate Items	Future-state integrations or optional services	As proposed	
Annual Renewal — Year 2	Subscription + ongoing support; state annual uplift cap %	Per year	
Annual Renewal — Year 3	Subscription + ongoing support; state annual uplift cap %	Per year	
Annual Renewal — Year 4	Subscription + ongoing support; state annual uplift cap %	Per year	
Annual Renewal — Year 5	Subscription + ongoing support; state annual uplift cap %	Per year	
5-Year Total Cost of Ownership	All subscription renewals + implementation + support + elected optional items, with assumptions stated	5-year total	

ATTACHMENT D- CERTIFICATIONS AND REPRESENTATIONS

By signing below, the authorized representative of the Proposer certifies, on behalf of the Proposer, each of the following. These certifications support the Federal contract provisions in Section 15. A false certification may result in disqualification, contract termination, and Federal penalties.

- 1. Debarment / Suspension (2 CFR Part 180):** Neither the Proposer nor its principals are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in Federal programs. Grow Early Learning will verify exclusion status via SAM.gov. (SAM.gov UEI (if applicable), if applicable: _____).
- 2. Byrd Anti-Lobbying (31 U.S.C. 1352):** The Proposer has not used and will not use Federal appropriated funds for prohibited lobbying and will file the required disclosure of any non-Federal lobbying if the contract exceeds \$100,000.
- 3 Covered Telecommunications (2 CFR 200.216 / Section 889):** The Proposer will not provide or use covered telecommunications or video-surveillance equipment or services in performing the contract.
- 4. Conflict of Interest (2 CFR 200.318(c)):** The Proposer has disclosed any actual or potential organizational or personal conflict of interest or affirms that none exists.
- 5. Equal Opportunity / Nondiscrimination:** The Proposer will comply with applicable equal-opportunity and nondiscrimination laws and, where applicable, Executive Order 11246.
- 6. Clean Air / Water (if contract exceeds \$150,000):** The Proposer will comply with the Clean Air Act and the Federal Water Pollution Control Act and report any violations.
- 7. Independent Price Determination:** The prices in this proposal were arrived at independently, without collusion with any other Proposer.
- 8. Acceptance of Federal Provisions:** The Proposer agrees to the contract provisions in Section 15 and Appendix II to 2 CFR Part 200, except as expressly noted in its proposal.
- 9. Acknowledgment of Addenda:** The Proposer acknowledges receipt of Addenda Nos. _____ (list all).

Proposer (legal name)	SAM.gov UEI (if applicable)
Signature	Date
Printed name	Title