



CENTRALINA
REGIONAL COUNCIL

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**Request for Proposals
Accounting and Financial Reporting
Software**

Date of Issue: February 3, 2025

**Submission Deadline:
Friday, February 28, 2025
at 17:00 EDT**

Direct all inquiries concerning this RFP to:
Denise Strosser, Finance Director, 704-348-2704,
dstrosser@centralina.org

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1.0 PURPOSE AND BACKGROUND

The purpose of the Request for Proposals (RFP) is to solicit proposals to obtain and implement a cloud base accounting and financial reporting software system ,including support for implementation and continuing services for all applications by the software provider.

Centralina has the following objectives for the study which directly shape the scope of work:

- A streamlined software package that captures financial transactions in a systematic, efficient manner including budgeting and forecasting.
- Ability to generate reports and analyze data to make informed decisions.
- Ability to maintain auditable records and documentation for future reference.
- Dedicated technical support during implementation and annual contract renewal.

Centralina currently utilizes AccuFund, Inc fund accounting software, which was implemented agency-wide in 2013. We utilize the following modules:

- Accounts Payable, including ability to file 1099s and E-585 Nonprofit and Government Entity Claim for Refund Sales and Use Tax.
- Accounts Receivable
- Budgeting/Forecasting
- Cash Management
- Payroll
- Purchasing – requisitions and PO's with approvals
- Automation – fringe and indirect allocations
- Automated interfund transaction created

Organization Background & Information

[Centralina Regional Council](#) is a public organization that was established to serve the needs of the greater Charlotte region, including Anson, Cabarrus, Gaston, Lincoln, Iredell, Mecklenburg, Rowan, Stanly and Union counties. Our mission is to strengthen regional collaboration and improve quality of life, which we accomplish in three distinct ways. We identify regional opportunities and spark action by facilitating area-wide planning, collaboration and problem-solving. We support local governments by giving them the technical support, training and expertise they need to serve their communities. Finally, we provide direct health, aging and workforce services to individuals. Through these three levels of engagement and impact, we seek to unite our region by a common vision for a thriving and prosperous place to live, work and play.

We are one of 16 regional councils in North Carolina established by the General Assembly to meet the region's needs on a wide range of governance issues. Regional councils exist in some fashion across the country although naming conventions can differ. In North Carolina, each council is also designated by a letter – we are known as Region F. More information available at www.ncregions.org/.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSALS (RFP) DOCUMENT

The RFP is comprised of the base RFP document, any attachments, and any addenda released before contract award. All attachments and addenda released for this RFP in advance of any contract award are incorporated herein by reference.

2.2 RFP SCHEDULE

The table below shows the intended schedule for this RFP. The Contract Lead will make every effort to adhere to this schedule.

Action	Responsibility	Date and Time
Issue RFP	Centralina	February 3, 2025
Submit Written Questions	Respondents	February 17, 2025
Provide Responses to Questions on Centralina Website: www.centralina.org on Insights page	Centralina	February 19, 2025
Submit Proposals	Respondents	February 24, 2025
Finalists Notified	Centralina	March 3, 2025
Virtual Finalists Interviews (If needed)	Finalists & Centralina	March 4 – 14, 2025
Selection and Contract Award	Centralina	March 21, 2025

2.3 RFP QUESTIONS

Upon review of the RFP documents, Respondents may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the proposal questions process, Respondents shall submit any such questions by the above due date.

Written questions shall be emailed to dstrosser@centralina.org by the date and time specified above. Respondents will enter “Accounting Software Proposal Questions” as the subject for the email. Questions submittals must include a reference to the applicable RFP section.

Questions received prior to the submission deadline date, Centralina’s response and any additional terms deemed necessary by Centralina will be posted in the form of an addendum on Centralina’s website: <https://centralina.org/insights/> - filter by RFP - and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any Centralina personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFP.

Centralina shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of Centralina during the competitive process or after award. Centralina is bound only by information provided in this RFP and in formal Addenda.

2.4 INSTRUCTIONS

Centralina encourages all potential respondents to read the full RFP document, including all attachments, prior to preparing a response. In addition, Respondents shall note the following:

- **COST FOR PROPOSAL PREPARATION:** Any costs incurred by Respondent in preparing, submitting proposals or participating in finalist interviews are the Respondent's sole responsibility; Centralina will not reimburse any Respondent for any costs incurred prior to award.
- **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, Centralina will maintain confidential trade secrets that the Respondent does not wish to disclose. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Respondent, with specific trade secret information enclosed in boxes or similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Respondent may label as a trade secret, the determination of whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled as confidential constitutes a representation by the Respondent that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. 132-1.2. Respondents are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible.

2.5 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

- **CENTRALINA:** Centralina Regional Council.
- **CONTRACT:** A contract generally intended to cover all normal requirements for the scope of services for a specified period of time based on an agreed upon price.
- **CONTRACT LEAD:** Representative of Centralina who corresponds with potential Respondents in order to identify and contract with that Respondent providing the greatest benefit to Centralina and who will administer the contract for Centralina.
- **RFP:** Request for Proposals.
- **PROPOSAL:** A submission in response to this RFP by a responsible Respondent.
- **QUALIFIED PROPOSAL:** A proposal submitted by a responsible Respondent that is responsive to the requirements of the RFP as outlined in this document.
- **RESPONDENT:** Supplier, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to this RFP.
- **IMPLEMENTATION:** Period of time for installation, including planning, product development, execution, monitoring and control until software is fully implemented and running effectively including any necessary expansions for additional applications.

2.6 NOTICE TO RESPONDENTS REGARDING TERMS AND CONDITIONS

It shall be the Respondent's responsibility to read the Instructions, Centralina's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Respondents also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP. A copy of Centralina's standard contract with terms and conditions may be requested.

If Respondents have questions, issues or exceptions regarding any term, condition, instruction or other component within this RFP, those shall be submitted as questions in accordance with the instructions in Section 2.3 Proposal Questions. If Centralina determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. Centralina may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than

through this process, Centralina rejects and will not be required to evaluate or consider any additional or modified terms and conditions or Instructions to Respondents submitted with Respondent's proposal document. This applies to any language appearing in or attached to the document as part of the Respondent's proposal that purports to vary any terms and conditions or Respondents' instructions herein or to render the proposal non-binding or subject to further negotiation. **By execution and delivery of a proposal in response to this Request for Proposals, Respondent agrees that any additional or modified terms and conditions, including Instructions to Respondents, whether submitted purposely or inadvertently, or any purported condition to the offer shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Respondent's proposal as nonresponsive.**

If a Respondent desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in Section 2.3, about whether specific language proposed as a modification is acceptable to or will be considered by Centralina. Identification of objections or exceptions to Centralina's terms and conditions in the proposal itself shall not be allowed and shall be disregarded or the proposal rejected. By executing and submitting its proposal in response to this RFP, the Respondent understands and agrees that Centralina may exercise its discretion not to consider any and all proposed modifications a Respondent may request and may accept the Respondent's proposal under the terms and conditions in this RFP.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

All Qualified Proposals submitted by the due date and time will be evaluated. Centralina will select an award based on the evaluation criteria outlined in Section 3.4: Evaluation Criteria. While the intent of this RFP is to award a Contract to single Respondent for all line items, Centralina reserves the right to make separate awards to different Respondents for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a contract, if it is considered to be most advantageous to Centralina to do so. Centralina reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are submitted through the date the contract is awarded—each Respondent submitting a proposal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using agency, issuing agency, other government agency office, or body (including the purchaser named above, department secretary, agency head), or private entity, if the communication refers to the content of Respondent's proposal or qualifications, the contents of another Respondent's proposal, another Respondent's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Respondent not in compliance with this provision shall be disqualified from contract award, unless it is determined in Centralina's discretion that the communication was harmless, that it was made without intent to influence and that the best interest of Centralina would not be served by the disqualification. A Respondent's proposal may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Centralina shall review all Proposals to this RFP to confirm that they meet the specifications and requirements of the RFP. Only those deemed as Qualified Proposals will be sent for evaluation by the selection committee.

- a) Proposals are requested for the scope of services as specified. Centralina reserves the right to reject any proposal on the basis of fit, form and function as well as cost. All information furnished on this proposal may be used as a factor in determining the award of this contract.
- b) Centralina will review and assess Qualified Proposals according to the evaluation criteria listed in Section 3.4: Evaluation Criteria.
- c) Centralina will rank all Qualified Proposals and may select a finalist group of Respondents to take part in a short interview with Centralina leadership; alternatively, Centralina may make a final selection without the need for a finalist interview. If a finalist group is needed, Centralina may request additional formal responses or submissions from any or all Finalists for the purpose of clarification or to amplify the materials presented in any part of the proposal. Finalists are cautioned, however, that Centralina is not required to request clarification, and often does not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Respondent. Prices proposal cannot be altered or modified as part of a clarification.
- d) Upon completion of the evaluation process, Centralina will make award(s) based on the evaluation and notify Respondents via email of the award(s). Award of a Contract to one Respondent does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to Centralina. All Respondents will be notified regarding the status of their Qualified Proposal by the date of the proposed contract award in the schedule above.

3.4 PROPOSAL EVALUATION CRITERIA

Centralina staff will evaluate individual submittals in context of the Respondent's overall capabilities, experience and the information provided in each response. Any Respondent determined to be technically unqualified, or whose submittal is deemed unresponsive, will not be considered. Consultants responding to this RFP will be evaluated on the following basis:

- 45% Response to project goals and scope
- 25% Technical support during software implementation as defined in section 2.5. and annual contract renewal.
- 20% Fee proposal and implementation schedule
- 10% Firm information, qualifications and references

3.5 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposals serves two functions: (1) to advise potential Respondents of the parameters of the solution being sought by the agency; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposals shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Department will take into consideration the degree to which Respondents have proposed or failed to propose solutions that will satisfy the Department's needs as described in the Request for Proposals. Except as specifically stated in the Request for Proposals, no one requirement shall automatically disqualify a Respondent from consideration. However, failure to comply with any single requirement may result in Centralina exercising its discretion to reject a proposal in its entirety.

4.0 PROPOSAL REQUIREMENTS & SUBMITTAL

This Section lists the requirements related to this RFP and the procedure for submitting Proposals in response to this RFP. By submitting a Proposal, the Respondent agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Respondent is unclear about a requirement or specification or believes a change to a requirement would allow for Centralina to receive a better proposal, the Respondent is urged and cautioned to submit these items in the form of a question during the question and answer period in accordance with Section 2.3.

4.1 PROPOSAL PREPARATION & SUBMITTAL

Respondents shall note the following requirements for Proposal format and submittal instructions:

- **FORMAT:** Respondents shall deliver one **(1) signed, original proposal in hard copy and one (1) digital format** such as Adobe Acrobat PDF. Proposals are limited to 20 pages maximum, with an additional two (2) pages maximum for the cover letter and five (5) pages maximum for any appendix.
- **ORGANIZATION:** All Proposals shall be arranged in the following order. See Section 4.2 for the full details and expectations for content requirements.
- **SUBMITTAL INSTRUCTIONS:**
 - **Digital Copy:** Proposal and all attachments shall be emailed to dstrosser@centralina.org by February 24, 2025 at 5:00pm. Respondents to enter "Accounting and Financial Software Submission" as the subject for the email.
 - **Original Hard Copy:** Proposal and all attachments shall be received at the address indicated in the table below, for furnishing and delivering those items as described herein. Refer to Section 4.2 PROPOSAL CONTENTS for details on required content of submitted proposals.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER
Attn: Denise Strosser Centralina Regional Council 10735 David Taylor Drive, Suite 250 Charlotte, NC 28262	Attn: Denise Strosser Centralina Regional Council 10735 David Taylor Drive, Suite 250 Charlotte, NC 28262

- **IMPORTANT NOTE: It is the responsibility of the Respondent to have the proposal submitted electronically by the specified time and date listed above. This is an absolute requirement. The original hard copy of the proposal must postmarked by the submittal deadline.** Any proposal received after the proposal submission deadline will not be accepted or evaluated. Attempts to submit a Proposal via facsimile (FAX) machine in response to this RFP will **not** be accepted.
- **ADDENDA:** Critical updated information may be included in Addenda to this RFP. It is important that all Respondents proposing on this RFP periodically check Centralina's website at https://centralina.org/insights/?_categories=rfg-rfp for any Addenda that may be issued prior to the proposal deadline date. All Respondents shall be deemed to have read and understood all information in this RFP and all Addenda thereto.
- **WITHDRAWAL OF PROPOSAL:** A proposal may be withdrawn only in writing and only by the office issuing the RFP prior to the time for the opening of proposals identified on the cover page of this RFP (or such later date included in an Addendum to the RFP). A withdrawal request shall be on Respondent's letterhead and signed by an official of the Respondent authorized to make such request. Any withdrawal request made after the opening of proposals shall be allowed only for good cause shown and in the sole discretion of Centralina.

4.2 PROPOSAL CONTENTS

Respondents' proposal shall include the required elements outlined below, including populating all attachments of this RFP that require information and include an authorized signature where requested. Additional details required for each Proposal section are included below.

Tab 1: Response to Project Goals and Scope

Respondents should address their approach to meeting the Proposal goals and producing the requested deliverables outlined in Section 5.0. Respondents are encouraged to provide suggestions to this scope that would improve the implementation and utilization of the software and technical support approach.

Specific elements of the RFP response should include:

- Submission of a completed "Software Application Requirements" spreadsheet included herein as Attachment F – see below
- Identify type of licenses offered for different levels of use
- Describe account number customization abilities
- Identify where/when additional applications or other vendors will be utilized to meet requirements
- Outline the availability of virtual demos to view product capabilities

Tab 2: Proposed Strategy and Technical Approach

In this section, Respondent shall provide the firm's proposed strategy and technical approach to meet the Scope of Work requirements outlined in Section 5 below for implementation and continued support with annual contract renewal.

Specific areas of the approach that the Respondent should address in the response include:

- Develop implementation plan and timeline for implementation. Centralina's goal is to implement it on July 1, 2025, in coordination with our new fiscal year.
- Describe levels of support for implementation
- Describe levels of support for recurring license and services.
- Identify the key personnel for implementation.
- Identify training for software for different license levels. Indicate if training is in person, virtual or standard recordings.
- Describe the proposed client engagement approach, including the use of an account manager

Tab 3: Firm Information and Qualifications

If multiple firms are responding as a team, this information shall be listed for each company.

3.1 Organization Information

- Firm name, address, phone and website. Also include primary contact name, title and contact information.
- Specify the history of the firm and the state in which the firm was organized or incorporated, number of full-time employees and type of ownership.
- Specify the office location(s) (City, State) from which key individuals on this team will operate.

- Centralina invites and encourages participation by businesses owned by minorities, women, disabled, disabled business enterprises and small businesses. Describe how your firm or team responds to this statement.

3.2 Firm Qualifications and Experience

Please describe recent experience relevant to this project. Include the location and description of the project(s), key staff that worked on the project(s) and how you measured the results or effectiveness of the project.

- Experience with implementing accounting and financial software for local governments, regional councils of government or other federal grant funded organizations.
- Experience in advising clients of streamlining procedures to improve efficiencies in the organization.
- Experience with continued support for improvements and or daily operations.
- Please complete and submit within this section:
 - Attachment B –References Sheet (Note: Respondent may recreate Attachment B so long as the content is consistent)
 - If viable, Centralina encourages one of the referrals to be local that would be willing to meet in person and demonstrate their software set up.

3.3 Key Personnel Experience

Respondents shall provide a summary of qualifications for key personnel and any subcontractors proposed to provide services to Centralina under the proposed scope of work.

Attachment A: Pricing Proposal

Price shall constitute the total cost to Centralina to perform all services requested, including all materials, supplies and travel. Note that Centralina is unable to accept unlimited reimbursable expenses. Any proposed reimbursable expenses must be capped in the price proposal. Respondents are asked to complete Attachment A which serves as a cover sheet for the price proposal; the format of the price proposal included in Attachment A is at the discretion Respondent but must reference the specific tasks and deliverables outlined in Section 5.

- Implementation fee and recurring fees broken out in detail
- Include break out of licenses fees
- Additional fees charged for support services. Clearly identify costs during implementation separate from post implementation.
- Additional applications and or vendors estimate of cost/fees

Attachment B: References

Respondents shall provide at least three (3) references on which your company has provided services of substantially the same size and scope to those solicited herein. Respondents shall provide the required reference information on Attachment B. Centralina may contact these users to determine the services provided are substantially similar to those proposal herein and Respondent’s performance has been satisfactory. Such information will be considered in the evaluation of the proposal.

Attachment C: Location of Workers Utilized by Respondent

Respondents shall complete and return Attachment C.

Attachment D: Certification of Financial Condition

Each Respondent shall certify it is financially stable by completing the scope of work outlined in this RFP. Centralina is requiring this certification to minimize potential performance issues from contracting with a Respondent that is financially unstable. From the date of the Certification to the expiration of the Contract, the Respondent shall notify Centralina within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

Attachment E: Certificate of Insurance

Respondents should attach proof of insurance for the type of work solicited in this RFP, including, but not limited to Workers Compensation and Commercial General Liability coverage.

Attachment F: Software Abilities and Requirements

Respondents shall complete and return Excel spreadsheet Attachment F.

Attachment G: Software Application Requirements

Respondent should provide documentation that demonstrates the measures in place for protecting financial data and the secure access controls implemented.

4.3 ADDITIONAL REQUIREMENTS

Respondents shall note the following requirements of Respondents to this RFP and fully review the standard Centralina contract for services provided in Attachment E.

- IRAN DIVESTMENT ACT: As provided in G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with Centralina.

5.0 SCOPE OF WORK EXPECTATIONS

The following scope of work tasks have been prepared as a guide to help the interested Respondent understand the expected product from this work engagement. Items identified as required for the RFP response should be addressed in the respondent's submittal. Required and optional requirements for the study scope of work are also noted. Respondents are encouraged to provide suggestions to this scope that would improve the end product.

5.1 TASK SUMMARY

1. Task 1: Prepare approach, project management plan and timeline for implementation

Centralina expects the Vendor to complete at least the following as part of this task. Vendor may propose additional approaches or solutions to completing this task in the proposal response.

- 1.1. Effective, proactive communication through weekly meetings and monitoring of progress, budget and time-line.
- 1.2. Prepare an effective personnel management plan to deploy a dedicated project manager and qualified technical personnel to assist with preparing for implementation, leading the technical software implementation, providing initial training and offering ongoing technical support.
- 1.3. Conduct thorough due diligence and engagement with the Centralina team to gain understanding our auditing and reporting requirements to ensure software is implemented to maintain auditable records.
- 1.4. Develop recommendations and guidance on account structure and classification to ensure auditable reporting requirements are met.

2. Task 2: Perform the software installation and implementation

Centralina expects the Vendor to complete at least the following as part of this task. Vendor may propose additional approaches or solutions to completing this task in the proposal response.

- 2.1. Assistance with financial report writing for all applications.
- 2.2. Import of prior 3 years data (minimum) for comparability and history.
- 2.3. Collaborate with Centralina's Managed Service Provider and IT Manager to minimize disruptions
- 2.4. Work to minimize downtime and operational impacts with transition

3. Task 3: Provide training to Centralina staff during the initial implementation

Centralina expects the Vendor to complete at least the following as part of this task. Vendor may propose additional approaches or solutions to completing this task in the proposal response.

- 3.1. Personalized training and manuals for power users include configuration, report writing and end user operations.
- 3.2. Support available as needed during first 6 months of after implementation.
- 3.3. Minimum of 1 training session and manual for all staff recorded for future reference and on boarding.

4. Task 4: Provide ongoing technical assistance and support post-implementation on an annual fiscal year basis

Centralina expects the Vendor to complete at least the following as part of this task. Vendor may propose additional approaches or solutions to completing this task in the proposal response. Note Centralina's fiscal year runs from July 1 to June 30.

- 4.1. Automated updates and communication of software changes.
- 4.2. Support available for annual e-filing such as 1099 and W-2s.
- 4.3. Help desk or ticketing system to prioritize and track support as needed.

5.2 PROJECT TIMELINE

Centralina expects to launch the project shortly after the contract award and negotiations. Centralina would like implementation to be completed for the new fiscal year, July 1, 2025. Respondents shall propose a timeline and sequencing of tasks based on their professional recommendation.

Attachments to this RFP begin on the next page.

ATTACHMENT A: PRICING PROPOSAL

In addition to completing this cover sheet, Respondents shall provide a detailed price proposal based on their approach to delivering the scope of services in this RFP. Note that Centralina is unable to accept unlimited reimbursable expenses. Any proposed reimbursable expenses must be capped in the price proposal.

Total price for all services and deliverables	
Total reimbursable expenses cap	
Total price proposal	

Please attach a full price proposal that references the specific tasks and deliverables outlined in Section 5. The format of the price proposal is at the discretion of the respondent.

Respondent: _____

ATTACHMENT B: REFERENCES

Respondent **must** provide a minimum of three (3) references for whom you have performed similar services as described herein. **Note:** E-mail addresses must be valid. Failure to provide a valid email may subject the Respondent's proposal to rejection.

Reference 1:

Client Name	
Type of Service / Scope of Work	
Performance Dates	
Contact Name	
Phone	
Email	

Reference 2:

Client Name	
Type of Service / Scope of Work	
Performance Dates	
Contact Name	
Phone	
Email	

Reference 3:

Client Name	
Type of Service / Scope of Work	
Performance Dates	
Contact Name	
Phone	
Email	

ATTACHMENT C: LOCATION OF WORKERS UTILIZED BY RESPONDENT

In accordance with NC General Statute 143-59.4, the Respondent shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of this Contract. Centralina will evaluate the additional risks, costs, and other factors associated with such utilization prior to making an award. Please complete items a, b, and c below.

Will any work under this Contract be performed outside the United States?

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------

If the Respondent answered "YES" above, Respondent shall complete items 1 and 2 below:

1. List the location(s) outside the United States where work under this Contract will be performed by the Respondent, any sub-Contractors, employees, or other persons performing work under the Contract:

2. Describe the corporate structure and location of corporate employees and activities of the Respondent, its affiliates or any other sub-Contractors that will perform work outside the U.S.:

The Respondent agrees to provide notice, in writing to Centralina, of the relocation of the Respondent, employees of the Respondent, sub-Contractors of the Respondent, or other persons performing services under the Contract outside of the United States

<input type="checkbox"/> YES	<input type="checkbox"/> NO
------------------------------	-----------------------------

Identify all U.S. locations at which performance will occur:

Respondent: _____

ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION

Name of Respondent: _____

The undersigned hereby certifies that: [check all applicable boxes]

- The Respondent is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

- The Respondent has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.
- The Respondent is current in all amounts due for payments of federal and state taxes and required employment- related contributions and withholdings.
- The Respondent is not the subject of any current litigation or findings of noncompliance under federal or state law.
- The Respondent has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.
- He or she is authorized to make the foregoing statements on behalf of the Respondent.

Note: This shall constitute a continuing certification and Respondent shall notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Respondent shall explain the reason in the space below:

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the Respondent]

Respondent: _____

ATTACHMENT E: CERTIFICATION OF INSURANCE

Respondents should attach proof of insurance for the type of work solicited in this RFP, including, but not limited to Workers Compensation and Commercial General Liability coverage.

This Space is Intentionally Left Blank

Respondent: _____

ATTACHMENT F: SOFTWARE ABILITIES AND REQUIREMENTS

Respondents should complete the attached excel spreadsheet and return with submission.

This Space is Intentionally Left Blank

Respondent: _____

ATTACHMENT G: Software Application Requirements

Please provide documentation that demonstrates the measures in place for protecting financial data and the secure access controls implemented.

This Space is Intentionally Left Blank