American Public Human Services Association Operations Department

FINANCE, ACCOUNTING & FINANCIAL MANAGEMENT SERVICES

REQUEST FOR PROPOSALS

APHSARFP No.: 714

Important Dates

RFP Release Date:	**Friday, July 17, 2026**
Inquires & Questions Deadline:	**Friday, July 31, 2026, 4:00 pm EST**
Proposal Due Date:	**Monday, August 17, 2026, 4:00 pm EST**

Proposals must be submitted by email to rfpsubmissions@aphsa.org in alignment with the required Proposal Preparation and Format Requirements outlined herein. **Proposals submitted after 4:00 pm EST on Monday, August 17, 2026, WILL NOT BE ACCEPTED.** The American Public Human Services Association is not responsible for any errors of omission. Mailed, faxed, hand delivered proposals, or proposals submitted outside of the submission process listed above will not be accepted.

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INTRODUCTION & INTENT

The American Public Human Services Association (APHSA) is issuing this Request for Proposals (RFP) to solicit proposals from qualified firms to provide comprehensive **finance, accounting, technology, and financial management outsourcing services**.

The intent of this RFP is to identify a partner with demonstrated experience supporting nonprofit organizations with complex structures that is capable of assuming day-to-day finance and accounting functions currently outsourced, while maintaining continuity, internal controls, and compliance with applicable standards.

APHSA anticipates that the scope of services outlined in this RFP will remain substantially consistent with its current outsourced finance and accounting operating model.

ISSUING ENTITY

The **American Public Human Services Association (APHSA)** is a national nonprofit membership organization representing state and local human services agencies across the United States. For more than 90 years, APHSA has supported public-sector leaders and practitioners responsible for delivering critical services that strengthen individuals, families, and communities.

APHSA's work centers on advancing effective and equitable human services systems through policy analysis, technical assistance, peer learning, and convening. The association serves as a trusted partner to federal agencies, foundations, and state and local governments, supporting initiatives that improve outcomes in areas such as economic mobility, child and family well-being, workforce development, and health and human services integration.

Through national conferences, learning networks, research, and collaborative initiatives, APHSA facilitates cross-jurisdictional knowledge sharing and promotes innovative approaches to public service delivery. The organization manages a diverse portfolio of programs and funding sources, including membership dues, foundation grants, and federal awards, and maintains a strong commitment to fiscal accountability, transparency, and compliance.

APHSA is headquartered in the Washington, D.C. metropolitan area and operates with a national scope, supporting members and partners across all states and territories.

BACKGROUND

To support its national mission and diverse programmatic portfolio, APHSA operates a complex financial environment. The organization must ensure accurate financial reporting, strong internal controls, and consistent compliance with federal, state, and funder requirements. APHSA has an operating budget of approximately $19 million, currently employs approximately 50 staff, and utilizes Paylocity HRIS, Sage Intacct, Martus Budget Software, Bill.com, and Tallie to manage its finances and personnel.

Over the past several years, APHSA has utilized an outsourced finance and accounting model to manage day-to-day financial operations and provide strategic financial support. This model has enabled the organization to scale its financial capacity, maintain continuity across programs, and ensure timely reporting to internal and external stakeholders.

As APHSA continues to evaluate its operational approach, the organization is issuing this RFP to evaluate qualified firms capable of providing comprehensive finance and accounting services aligned with its current operating structure. APHSA seeks a partner that can deliver reliable transactional support, high-quality financial reporting, and strategic financial guidance, while maintaining flexibility to adapt as organizational priorities and funding landscapes change.

PURPOSE

The purpose of this Request for Proposals is to solicit qualified firms capable of delivering **comprehensive, high-quality finance and accounting outsourcing services** that support APHSA's operational, compliance, and strategic needs.

Through this RFP, APHSA seeks to identify a partner that can:

- Provide consistent and accurate day-to-day financial operations
- Manage a complex portfolio of philanthropic and federal grants ensuring compliance, accuracy, and timely and accurate reporting
- Ensure timely and compliant financial reporting for leadership, funders, and the Board of Directors
- Maintain strong internal controls and support audit readiness
- Serve as a trusted financial partner to organizational leadership
- Provide CFO-level expertise in the areas of strategic financial analysis, consultation, and decision-support services to executive leadership and the Board of Directors.

The selected firm will be expected to operate as an extension of APHSA's internal team, supporting both transactional functions and higher-level financial analysis, while aligning with APHSA's mission-driven work and organizational values.

ELIGIBLE BIDDERS

Eligible bidders must:

- Be legally authorized to do business in the United States
- Demonstrate experience providing outsourced finance and accounting services to nonprofit organizations
- Have experience supporting federally funded programs and compliance with Uniform Guidance (2 CFR Part 200)
- Demonstrate sufficient staffing capacity and technical expertise to deliver the full scope of services

SCHEDULE FOR RFP SUBMISSION, REVIEW & SELECTION

ACTIVITY	DATE
RFP Published	**Friday, July 17, 2026**
Inquires & Questions Deadline	**Friday, July 31, 2026, 4:00 pm EST**
Deadline to Submit Proposals	**Monday, August 17, 2026, 4:00 pm EST**
Selection of Successful Bidder (anticipated)	**August 31, 2026**
Contract Start Date	**September 15, 2026**

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted electronically by email to rfpsubmissions@aphsa.org no later than **Monday, August 17, 2026, at 4:00 pm EST**. Each proposal must be submitted as **one (1) consolidated PDF document** and emailed with the following subject line:

- **APHSARFP No.: 714 – Finance, Accounting & Financial Management Services**

The proposal PDF attachment must be titled using the following naming convention:

- **APHSARFP No.: 714 [Business Name].pdf**

To promote consistency and facilitate an equitable evaluation process, proposals shall adhere to the following requirements:

- The proposal narrative **shall not exceed fifteen (15) pages**, excluding the cover page and requested reporting samples. Pages exceeding the page limitation may not be reviewed by the evaluation committee.
- Pages shall be formatted using **8.5" x 11" paper**, with **one-inch margins**, a minimum **11-point font**, and single or 1.15-line spacing.
- The proposal shall be submitted as **one searchable PDF document**.
- No additional files, appendices, marketing materials, brochures, hyperlinks, or supplemental attachments will be accepted unless specifically requested by APHSA within this RFP.
- Proposal responses should be organized in the same order as the Proposal Considerations and clearly identify each section heading.

Each proposal submission shall include, at a minimum, the following components in the order listed below:

- Cover Letter
- Executive Summary
- Firm Qualifications & Nonprofit/Grant Accounting Experience

- Service Delivery Model & Technical Approach
- Staffing, Expertise & Continuity
- Strategic Financial Leadership & Partnership
- Cost Proposal
- Representative Reporting Samples

Incomplete proposals or proposals that do not substantially conform to these submission requirements may be determined non-responsive and removed from further consideration at APHSA's discretion.

COMPLETED PROPOSAL SUBMISSION DEADLINE

Proposals must be received by **4:00 pm EST on Monday, August 17, 2026**. Late proposals will not be accepted or considered. APHSA is not responsible for delays in email transmission, technical issues experienced by the sender, or proposals delivered to an incorrect email address.

Following the submission deadline, proposals will be reviewed by the evaluation committee in accordance with the methodology outlined in this RFP. Individual proposals will not be made available for public inspection until after an award determination has been made and any resulting agreement has been fully executed.

SCOPE OF SERVICES

Proposers should describe their approach to delivering the services outlined below, including their proposed staffing model, service levels, use of technology platforms (APHSA's existing technology platforms are Paylocity HRIS, Sage Intacct Martus budget software, Bill.com, and Tallie), and experience supporting organizations of similar size and complexity. APHSA reserves the right to refine scope during contract negotiations.

Order-to-Cash / Accounts Receivable

- Customer invoicing and billing
- Revenue recognition and recording
- Accounts receivable tracking and reconciliation
- Monitoring and reporting outstanding balances
- Customer inquiry support

Grant Accounting & Compliance

- Tracking grant expenditures and budgets
- Preparation of financial data for grant proposals and reports
- Monthly billing or drawdowns from federal and other funding sources
- Management of multiple concurrent federal, foundation, and philanthropic grant awards
- Development and application of cost allocation methodologies and indirect cost allocations, as applicable
- Management of restricted and unrestricted fund accounting and grant-specific financial reporting

- Monitoring compliance with grant agreements, reporting requirements, and applicable federal regulations
- Audit preparation and financial support related to grant-funded programs

Procurement-to-Payment / Accounts Payable

- Vendor setup and maintenance
- Invoice processing and payment execution
- Credit card administration and reconciliation
- Expense reimbursement processing
- Vendor inquiry resolution

Payroll Support ***(Assumes payroll processing is conducted through a third-party provider)***

- Payroll data entry and reconciliation
- Payroll journal entries and reporting
- Support for payroll-related reporting requests

General Accounting & Financial Reporting

- Prepare journal entries, manage the monthly financial close process, and provide recommendations to improve the efficiency and timeliness of the month-end close while maintaining appropriate internal controls and reporting accuracy
- Evaluate existing financial close procedures and recommend process improvements, automation opportunities, and best practices to improve efficiency, reporting timeliness, and overall financial operations
- Bank and balance sheet reconciliations
- Monthly financial statements (Statement of Financial Position and Activities)
- Budget-to-actual variance analysis, noting variances above an established threshold
- Ad hoc financial analysis including examples of nonprofit clients for whom you have provided special-project financial analysis
- Financial reporting tailored to multiple stakeholder groups, including executive management and the Board of Directors. Reporting should distinguish between operational/management reporting needs and board-level reporting needs with a focus on variance-level insight.
    - Management-level reporting that provides actionable operational insights.
    - Board-level reporting that presents strategic financial information in a concise and governance-focused format.

Audit, Compliance & Tax Coordination

- Coordination with external auditors
- Preparation for financial and federal audits
- 1099 preparation and filing
- Coordination with third-party tax preparers for Form 990 and state filings

CFO-Level & Strategic Support

- Cash flow monitoring, planning and analysis
- Financial modeling, forecasting, and scenario planning

- Budget strategy, multi-year financial planning, and financial sustainability analysis
- Evaluation of organizational financial risks and opportunities
- Board and executive-level financial presentations and recommendations
- Support for strategic initiatives, investments, partnerships, or organizational restructuring efforts
- Special financial analyses and projects as requested by APHSA leadership.
- Budget development and reporting
- Participation in executive leadership, Finance Committee, and Board of Directors meetings, including preparation and presentation of financial reports, analyses, and supporting materials, as requested

This scope reflects current operational needs and may be adjusted by APHSA as organizational needs evolve.

TERMS

The final compensation for services awarded under this RFP will be negotiated with the selected proposer based on the mutually agreed-upon scope of services and is expressly contingent upon APHSA's final budget approval. Respondents selected through this solicitation may be required to participate in contract negotiations with APHSA. The award of any contract or agreement shall be contingent upon the successful completion of contract negotiations, including mutual agreement on the scope of services, compensation, contract term, and all other material terms and conditions.

QUESTIONS

All questions regarding the RFP must be submitted in writing via email to **APHSA's Contracts Administration Team** by email at contractsadmin@aphsa.org no later than **Friday, July 31, 2026, 4:00 pm EST**; interested bidders are strictly prohibited from directly contacting members of the APHSA Board of Directors and APHSA staff regarding this RFP.

PROPOSAL CONSIDERATIONS

In preparing proposals, respondents should provide clear, concise, and well-organized responses that demonstrate their understanding of APHSA's operating environment, and the scope of services requested.

Proposals should, at a minimum, address the following considerations:

- The firm's experience providing outsourced finance and accounting services to nonprofit organizations with multiple funding streams, including federally funded programs
- The proposed staffing structure, including key personnel, roles, and anticipated levels of effort
- The firm's approach to service delivery, internal controls, and quality assurance
- The firm's approach to transitioning services from an incumbent provider, including project governance, implementation methodology, knowledge transfer, staffing continuity,

business continuity planning, anticipated implementation timeline, and strategies for minimizing operational disruption during the transition

- Month-end closing process ensuring timely close, distribution of financial statements, and strategies to improve existing processes
- Experience supporting audit preparation, federal compliance, and financial reporting to executive leadership and boards.
- Provide representative samples of management reports, board financial reports, executive dashboards, and budget-to-actual variance analyses that demonstrate your firm's standard reporting capabilities. **Samples should be redacted to protect confidential client information**
- The firm's use of technology platforms and systems, including accounting, accounts payable, expense management, and reporting tools
- The firm's ability to ensure continuity of service, knowledge transfer, and responsiveness
- Streamline budgeting, forecasting, and financial planning processes
- The CFO-level advisory services available and the qualifications and experience of the individuals who would provide such services.
- Examples of similar strategic financial engagements performed for nonprofit organizations.
- Experience supporting financial management best practice development, implementation, and resulting organizational guidelines.

Proposals should clearly articulate how the firm would operate as a partner to APHSA, including communication practices, escalation protocols, and ongoing performance management.

PROPOSAL EVALUATION

Responsive proposals will be reviewed and rated by a qualified review committee. The following is the total weight for this RFP. Bidders **must have a total of 80% or higher** in the scoring methodology to be recommended for final consideration.

SCORING METHODOLOGY	
Ranking Factor	**Point Value**
Nonprofit & Grant Accounting Experience	25
Service Delivery Model & Technical Approach	25
Staffing, Expertise & Continuity	20
Strategic Financial Leadership & Partnership	20
Cost Proposal & Overall Value	10
TOTAL AVAILABLE POINTS	**100 POINTS**

APHSA reserves the right to request interviews, presentations, demonstrations of reporting capabilities, and reference checks with one or more proposers as part of the evaluation process.

These activities may be used to clarify proposal responses, assess organizational fit, and support the final selection and award recommendation.

BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

A Bidder or an authorized representative may withdraw or modify their proposal by submitting written notice to the APHSA Issuing Office prior to the exact date and time specified for proposal receipt.

The Bidder's representations, certifications, and information provided in the proposal are material and important. APHSA may rely upon the contents of the proposal during evaluation, negotiation, and any resulting contractual engagement. The Bidder agrees that their proposal will remain firm and valid for a period of one hundred twenty (120) calendar days from the proposal submission deadline or until a final agreement is fully executed.

The selected firm will be engaged as an independent contractor/vendor and will be required to comply with all applicable federal, state, and local laws and regulations, as well as APHSA policies and contractual requirements related to confidential information, internal controls, records retention, and audit support. The Bidder certifies that the costs and amounts proposed were developed independently, without collusion or consultation with any other potential Bidder or party. Bidder has not disclosed, and will not disclose, their pricing or proposal terms prior to the official deadline stated in the RFP.

The Bidder affirms that no attempt has been made, nor will be made, to induce any person or firm to refrain from submitting a proposal, to submit a higher proposal, or to submit a deliberately noncompetitive proposal.

The Bidder affirms that it has not recommended or influenced the scope or specifications of this solicitation under any separate engagement with APHSA that could result in a conflict of interest.

The Bidder certifies that it is not currently suspended or debarred by any federal agency or any state or local government. If the Bidder is unable to certify this, it must provide a written explanation with the proposal.

The Bidder agrees to clearly identify and describe the services offered in response to this RFP. Organization, clarity, and thoroughness of the response are critical and will be evaluated accordingly.

All proposal forms must be complete, legible, and accompanied by all required attachments, exhibits, or supplemental materials in a well-organized format.

APHSA shall not be liable for any costs incurred by the Bidder in preparing and submitting a proposal, participating in the RFP process, or anticipating award of the resulting agreement.

APHSA reserves the right to reject any proposal if the evidence submitted or obtained through investigation demonstrates that the Bidder is not qualified or capable of performing the services outlined in the RFP.

APHSA reserves the right to investigate the Bidder's qualifications through means such as reference checks, site visits, and verification of past performance.

To the best knowledge of the individual signing the proposal, the Bidder, its affiliates, subsidiaries, officers, directors, and employees have not been convicted of, nor are currently under investigation for, any prohibited act under federal or state law involving collusion, conspiracy, fraud, or public contracting.

The Bidder certifies that it has no delinquent federal or state obligations, including unpaid taxes or unresolved audit findings, unless otherwise disclosed in the proposal.

No legal agreement shall exist until a written contract or subrecipient agreement is fully executed by both Bidder and APHSA. APHSA reserves the right to modify any aspect of the contract, including scope, deliverables, funding levels, and duration, based on its organizational needs and availability of funds.

If awarded, the Bidder will assume full responsibility for the services and deliverables proposed, whether delivered directly or through subcontractors. The use of subcontractors must be clearly defined in the proposal. Any changes to subcontractors require prior written approval by APHSA.

Bidders shall not issue press releases, advertisements, social media posts, or any other public communications related to this project without prior written approval from APHSA.