

PARTNERS FOR HOME

Request for Qualifications Financial Management System

**Partners for HOME
818 Pollard Boulevard SW, Third Floor
Atlanta, GA 30315
www.partnersforhome.org**



INTRODUCTION

Partners for HOME (PfH), on behalf of the Atlanta Continuum of Care (CoC), releases this Request for Qualifications (RFQ) for a cloud-based Financial Management System to replace its current accounting platform.

PfH is a nonprofit organization that serves as the Collaborative Applicant for the Atlanta CoC — a Housing and Urban Development (HUD) program that promotes community-wide commitment to the goal of ending homelessness and provides funding for efforts by nonprofit providers and state and local governments to quickly rehouse people impacted by homelessness. Its mission is to coordinate a comprehensive crisis response system to end homelessness in the City of Atlanta.

Partners for HOME does not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, or disabilities in hiring practices or service provision.

SUBMITTAL DEADLINE AND INQUIRIES

All responses to this RFQ must be submitted electronically by **5 p.m. on Friday, March 6, 2026**. **Responses after this time will not be considered.**

Responses must be in PDF format.

All questions regarding this RFQ must be received in writing. All such written inquiries must be delivered electronically by **5 p.m. on Wednesday, March 4, 2026**. All respondents to this RFQ will be provided access to or a copy of all received written inquiries and PfH's responses to those inquiries via the PfH's website.

Please address the inquiries and responses to Jasmine Rockwell Heard, Associate Director of Grants Management, at grants@partnersforhome.org.

COST PROPOSAL

While the Respondent will be asked to provide an estimated lump sum fee for the services requested, final fees will be negotiated following the selection of the Respondent. If fee negotiations with the Respondent determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the project, PfH reserves the right to suspend negotiations with the most qualified Respondent and proceed to other Respondents.

The Respondent will also be expected to provide a summary of assumptions used to determine its fee, including — but not limited to — team, hours and resources required from PfH, and services to be included. Services can be outlined in an a la carte menu style to support the lump sum proposal.



SCOPE OF SERVICES

The selected Respondent will provide a cloud-based financial management system and related implementation services.

The system should include:

- General Ledger, Accounts Payable, and Accounts Receivable
- Fund and grant accounting
- Multi-entity management
- Budgeting and budget-to-actual reporting
- Fixed asset tracking
- Financial reporting and dashboard functionality
- Role-based access and audit trail capabilities
- Workflow approvals and document attachment

The system must support:

- Tracking by fund, grant, program, and department
- Allocation of indirect costs
- Reporting across grant periods
- Federal grant compliance reporting
- Secure, read-only auditor access

The selected Respondent will also:

- Lead system implementation and configuration
- Support data migration from the current system
- Provide staff training
- Provide ongoing technical support

TERM

This is anticipated to be a multi-year software agreement. Implementation is expected to begin in 2026.

APPLICATION

The application narrative should not exceed four pages, single-spaced, with one-inch margins and an 11-point or 12-point font.

The narrative should address the following (be specific):

- Summarize your expertise and ability to meet the requirements outlined within this RFQ's Scope of Services.



In addition to the narrative, Respondents must submit:

- A separate cost proposal in PDF format based on the Scope of Services. The budget may be submitted in spreadsheet format. A brief budget narrative (not to exceed one page) may accompany the cost proposal and is not included in the four-page narrative limit.

EVALUATION METRICS

PfH will convene an evaluation committee to evaluate each proposal submitted by a Respondent. At the discretion of PfH, follow-up interviews may be conducted with the highest-ranking Respondents prior to the evaluation committee making a final selection.

TIMELINE AND DELIVERABLES

PfH will ensure that the selected Respondent has access to all necessary files, reports and personnel required to complete the Scope of Services. The following is an approximate project schedule, subject to modification:

Date	Action Required
02/20/2026	Release of RFQ
03/04/2026	Inquiries/questions due
As received	Responses to respondents' inquiries posted on PfH website
03/06/2026	RFQ Responses Due
Week of 03/09/2026	Response review process
03/11/2026	Interviews with selected respondents* <i>if needed</i>
Week of 03/23/2026	Respondent selected

SELECTION PROCESS

Once the responses are reviewed, a shortlist will be compiled by PfH. Interviews may be conducted with the Respondent(s) determined to be the most qualified, and additional information may be required at that time. Negotiations will begin with the Respondent(s) selected to be the most suitable.

Selected Respondent(s) must be prepared to enter negotiations for services outlined in this RFQ.

EVALUATION & ACCEPTANCE OF STATEMENT OF QUALIFICATIONS

PfH reserves the right to reject any and all responses, to amend the Request for Qualifications and the process itself, or to discontinue the process at any time.

TERMS AND CONDITIONS

All proposals and supporting materials as well as correspondence relating to this RFQ become property of PfH when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

A. All applicable State of Georgia and federal laws, City and County ordinances, licenses, and regulations of all agencies having jurisdiction shall apply to the Respondent and project throughout and are incorporated herein. The contract with the selected Respondent, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

C. Sub-Respondents as part of the Project team must be clearly identified in the Response, including roles, resumes of key personnel, and project references.

D. No Response shall be accepted from, and no contract will be awarded to, any person, Respondent, or corporation that (i) is in arrears to PfH, Invest Atlanta, or the City with respect to any debt, (ii) is in default with respect to any obligation to PfH, Invest Atlanta, or the City, or (iii) is deemed irresponsible or unreliable by PfH. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

E. From the date PfH receives a Respondent's proposal through the date a contract is awarded to a Respondent(s), no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's proposal or members of Respondent's team.