



**The North Carolina Partnership for Children, Inc.
Request for Proposals
for
Contracted MAC Lead Site**

The North Carolina Partnership for Children, Inc. (NCPC) will conduct a competitive selection process to seek a qualified contractor with expertise in third party accounting and financial reporting consistent with the MAC Plan (attached) and using MIP Accounting Software.

NCPC limits contractual relationships to only those with governmental agencies or businesses such as corporations, limited liability companies, partnerships, or sole proprietorships conducting the business as described herein.

Respondents are cautioned that this is a Request for Proposals (RFP), not a request to contract. NCPC and/or its agent reserves the right to reject any or all proposals, to waive technicalities, and to be the sole judge of suitability of the services for its intended use and specifically reserves the right to make awards based on what is determined by NCPC to be in the best interest of the State of North Carolina.

RFP Release Date:	December 8, 2025
Location of RFP:	http://www.smartstart.org/jobs/
Questions:	Questions must be received by 5:00 PM (ET) January 14, 2026 . Submit Questions to: submissions@smartstart.org Answers to any submitted questions will be posted on January 16, 2026, at the same location as the RFP.
Bidder's Conference:	A Bidder's Conference will be held January 14, 2026 at 1PM ET in a virtual meeting space. Registration Deadline: January 12, 2026 at 5PM ET. To register, email at submissions@smartstart.org. Respondents are encouraged to submit questions prior to this date to NCPC at submissions@smartstart.org.
Deadline for Proposals:	Proposals must be received by 5:00 pm, January 30, 2026 for furnishing services specified herein.
Submission:	Email to: submissions@smartstart.org
Award Notification:	Respondents will be contacted via email by February 27, 2026 with the award decision.

I. BACKGROUND

The North Carolina Partnership for Children (NCPC) guides and facilitates the Smart Start Network, supporting the work of local partnerships and connecting them to the statewide early childhood system.

Smart Start's mission is to advance a high quality, comprehensive, accountable early childhood system that benefits each child in North Carolina, beginning with a healthy birth. More information about Smart Start can be found online at www.smartstart.org.

II. INTRODUCTION AND PURPOSE

The purpose of this RFP is to acquire the services of a qualified contractor (hereinafter referred to as the "Respondent") with expertise in providing accounting services to non-profit organizations in several counties in North Carolina. Currently, 18 Local Partnerships ("LPs") utilize a

Contracted MAC Site for accounting services. This number may change based on the needs of the MAC network throughout the contract period.

The MAC network is comprised of 11 MAC sites, including 4 Stand Alone sites and 7 Lead Sites – 6 of which are Local Partnerships and 1 Contracted MAC Site. The MAC Plan is available for review in Attachment A.

Each LP is a separate and independent IRC § 501 (c)(3) charitable organization with a June 30 fiscal year end. Each LP is required to use MIP Accounting Software (MIP), a standardized chart of accounts, fund accounting, and the modified cash basis of accounting. The account coding string consists of a 17-digit field of account identifiers, including FASB code, fund code, purpose/service code, activity code, general ledger code, and 99 code. Reports are required to be submitted as requested to NCPC.

III. SCOPE OF WORK

The Respondent will be responsible for the accounting services as defined in the RFP and the corresponding attachments in accordance with Federal and State requirements. Depending upon the needs of the Local Partnerships, the services required may vary. Attachment B, the MAC Services List, defines the levels of service for specific tasks and functions required by the Respondent. Attachment C outlines the optional MAC grant eligible and non-MAC grant eligible services utilized by each LP in FY25. Attachment H outlines

IV. CONTRACT PROVISIONS

Funding for this project is available from **July 1, 2026** through **June 30, 2027 with two (2) optional, one-year contract renewals.**

Funding levels are determined by the spending levels of the LPs assigned to each MAC Site. An access fee is deducted from the MAC Grant for each LP for licensing and support for MIP. Attachment D includes a chart for the current MAC Grant Methodology and the number of LPs at each level for Fiscal Year 25. Funding for the Contracted MAC Services for FY25 is \$324,909. Total funding for the entire MAC Network is anticipated to remain consistent throughout the duration of the contract, but funding per year is subject to change based on the spending of each LP assigned to each MAC Site.

This opportunity is funded by The State of North Carolina. One or more awards may be issued, contingent on the terms below:

- 4.1 Funds are made available by funder.
- 4.2 The scope of work and program requirements do not change to the extent that the release of a new RFP is required.
- 4.3 Satisfactory performance is made in completing described deliverables and adhering to contract requirements verified by ongoing monitoring.

Respondents must be willing and able to meet all the compliance requirements for these funds which include but are not limited to:

- 4.4 Having in place a written policy and procedure for record retention, recording and processing payments, payroll time keeping process for services provided by the Applicant, and other financial procedures.

V. PROPOSAL REQUIREMENTS

Respondents must include the following components to be considered complete and responsive for funding. Incomplete responses will not be reviewed or scored:

1. General Requirements

- 5.1.1 The Respondents must appoint a project manager for the duration of this RFP, including implementation. This project manager will work in conjunction with the Local Partnerships, as well as NCPC.
- 5.1.2 Submit as separate PDFs to NCPC: a technical proposal and a cost proposal.
- 5.1.3 The Respondent must provide, in writing, a general description of firm.
- 5.1.4 The Respondent must provide proof of fiduciary liability and errors and omissions insurance coverage.
- 5.1.5 The Respondent must submit in writing a minimum of three (3) references for which accounting write-up services, preferably using fund accounting, are performed. The Respondent must provide a contact person, address and telephone number for each of these clients and allow NCPC to contact them.
- 5.1.6 If payroll services are to be performed, provide the name of the software application to be utilized.
- 5.1.7 All accounting services provided by Respondent must be performed utilizing MIP. The Respondent is responsible for the training of its staff in the proficiency of utilizing MIP.
- 5.1.8 The Respondent must submit, in writing, a description of experience with the MIP, Microix, and/or experience with other fund accounting software.

2. Cover Letter

Each proposal must include a cover letter, signed and dated by an individual authorized to legally bind the Respondent. If said individual is not the corporate president, submit evidence showing the individual's authority to bind the Respondent.

The cover letter must contain a statement that the person signing the proposal is a legal representative of the Respondent and is authorized to bind the Contract.

3. Technical Proposal

The technical proposal must not contain any cost information.

- 5.3.1 Describe in the technical proposal the prospective Respondent's understanding of the "Scope of Work" outlined in Section III of this RFP and a plan for accomplishing these tasks.
- 5.3.2 Provide the name(s) and resume(s) for each of the individual(s) that will be processing accounting transactions, including subcontractors, listing qualifications and

references for each. Include a management/manpower summary that clearly specifies the number and position(s) of individual personnel who will be assigned.

- 5.3.3 Submit the regular office hours, holiday schedule, contact telephone numbers and emergency telephone numbers of key personnel.
- 5.3.4 Provide a plan to ensure consistency of service in the event the Respondent experiences staff turnover.
- 5.3.5 Submit verification of the prospective Applicant's Federal Taxpayer Identification Number (TIN), including a copy of the IRS letter assigning the federal tax identification number.

4. Cost Proposal

The cost proposal shall be evaluated only for those prospective Applicants who successfully meet the technical requirements.

- 5.4.1 Respondent must provide costs segregated for Optional MAC Grant Services and Optional Non-MAC Grant services.
- 5.4.2 Indicate ALL costs including monthly, semi-annual, and annual recurring costs; non-recurring costs; and any incentives and/or discounting for a multi-year contract period.

VI. REPORTING

NCPC requires reporting on multiple items with various frequency ranging from monthly to annually. Attachment E contains a list of reports that may be required. Additional reporting may be required as necessary.

VII. SELECTION PROCESS

This section prescribes the format for all submissions. There is no intent to limit the content of the proposal, and additional information deemed appropriate by the respondent should be included. However, proposals not conforming to these rules may be rejected.

Submissions must include the following components to be considered complete. **Incomplete submissions will not be reviewed or scored:**

- 1. Signed Cover Letter.
- 2. General Requirement Documents.
- 3. Technical Proposal.
- 4. Cost Proposal.

Submission Deadline

All submissions must be received by 5:00 pm on January 30, 2026.

All proposals must be submitted electronically to:

The North Carolina Partnership for Children, Inc.

Benjamin Von Blon

submissions@smartstart.org

Subject: RFP Submission Contracted MAC Lead Site - (Name of Applicant)

Submissions received after the due date and deadline will be considered late and will be disqualified from competitive review and from contracting under this announcement.

Complete submissions from eligible respondents will be reviewed and evaluated by an objective review panel using only the criteria described in *Section VIII. Evaluation and Selection Criteria*. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

VIII. EVALUATION AND SELECTION CRITERIA

Selection of a proposal to provide MAC services will be based on the following criteria:

- 8.1 Experience and qualifications of the firm.
- 8.2 Proposals responsiveness to RFP requirements in the Technical Proposal.
- 8.3 Overall cost as presented in the Cost Proposal.
- 8.4 Other criteria as deemed appropriate.

NCPC reserves the right to consider such other relevant factors as it deems appropriate in order to hire the best value provider. NCPC may seek additional information from Respondents prior to making a selection.

IX. RFP TERMS AND CONDITIONS

1. **TERMS AND CONDITIONS:** All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of a respondent's submission will be waived and have no effect either on this Request for Proposals or on any contract that may be awarded resulting from this solicitation.

Respondent specifically agrees to the conditions set forth in the above paragraph by submitting a proposal to the RFP.

2. **CERTIFICATION:** By submitting the proposal, the respondent certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of our officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that we are not an ineligible vendor as set forth in G.S. 143-59.1.
3. **ORAL EXPLANATIONS:** NCPC shall not be bound by oral explanations or instructions given at any time during the competitive process or after an award.
4. **REFERENCE TO OTHER DATA:** Only information that is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.

5. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by respondent in preparing or submitting responses are the respondents' sole responsibility; NCPC will not reimburse a respondent for any costs incurred prior to award.
6. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer that may be accepted within a period of 45 days. Although the contract is expected to be awarded prior to that time, the 45-day period is requested to allow for unforeseen delays.
7. **TITLES:** Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.
8. **CONFIDENTIALITY OF PROPOSALS:** In submitting its proposal the respondent agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of NCPC, its agent, and the Office of State Auditor, until after the award of the contract. Respondents not in compliance with this provision may be disqualified, at the option of NCPC, from contract award. Only discussions authorized by NCPC are exempt from this provision.
9. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the respondents shall become the property of NCPC when received by NCPC or its agent.
10. **OFFEROR'S REPRESENTATIVE:** Each respondent shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
11. **PROPRIETARY INFORMATION:** Trade secrets or similar proprietary data which the respondent does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by 01 NCAC 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL". Any section of the proposal that is to remain confidential shall also be so marked in boldface on the title page of that section. Cost information may not be deemed confidential. Despite what is labeled as confidential, the determination as to whether or not it is shall be determined by North Carolina law.