ECONOMIC DEVELOPMENT COLLABORATIVE
REQUEST FOR PROPOSALS
PAYROLL, TIMEKEEPING & REPORTING SERVICES

PURPOSE AND EDC BACKGROUND

A. Purpose

EDC is seeking proposals for a full-service, outsourced payroll and timekeeping solution appropriate for a small nonprofit economic development organization with approximately 10 to 20 employees.

The selected system must provide reliable payroll processing while simplifying employee time entry, supervisor approval, project and grant cost accounting, reporting, and remote administration. Because EDC programs are supported by multiple grants, contracts, projects, and funding sources, accurate allocation of employee time and payroll costs is a core requirement.

By this RFP we are seeking proposals to on-board capacities for full-service payroll, automated timekeeping, and reporting in one coordinated, user-friendly system.

General Submittal Information: Interested parties must submit proposals for receipt by EDC no later than 5:00 PM on November 13, 2026. Late responses will not be considered.

See detailed submittal instructions below.

B. Background Information, EDC

Established in 1996, EDC-VC is a California not-for-profit, 501(c)(3) entity, organized as a public/private partnership and dedicated to growing the region's economy. For more, see www.edcollaborative.com.

EDC is service-driven and outcome-oriented, funded primarily by performance-based grants and contracts from federal, state, and local public agencies. Its work includes business advising, alternative lending, professional training, and economic development services. The payroll solution must support a workforce of approximately 10 to 20 employees and the organization's need to ***account for labor across multiple programs, projects, grants, and funding sources.***

NATURE OF SERVICES

We are seeking proposals for full-service, outsourced Payroll and Timekeeping services, including integrated project and cost accounting functionality and remote access for employees, supervisors, and payroll administrators.

I. Scope of Services Requested

- Full-Service Payroll Processing
- Direct deposit and employee pay statements
- Federal, state, and applicable local payroll tax calculation, deposits, and filings

- W-2 preparation, year-end reporting, and new-hire reporting
- Payroll deductions and PTO/leave tracking
- Automated Timekeeping
- Electronic timecards accessible from both smartphones and computers
- Employee allocation of hours to projects, programs, grants, departments, activities, or other EDC-defined cost accounting codes
- Ability to split time among multiple codes within the same day or pay period
- Electronic supervisor review, approval, rejection, and correction of timecards
- Automatic transfer of approved time into payroll without duplicate manual entry
- Cost Accounting & Reporting
- Reports showing both hours and payroll/labor costs by employee, project, grant, program, department, and cost code
- Export to Excel/CSV and/or integration with accounting software
- Controls for active/inactive project and cost codes and appropriate employee access
- Remote Administration & User Experience
- User-friendly employee, supervisor, and administrator interfaces for phone and computer
- Remote payroll processing, approvals, reporting, pay-statement access, and leave administration
- Implementation, Security & Support
- Implementation, data conversion, configuration, testing, training, and ongoing customer support
- Multi-factor authentication, role-based permissions, data protection, audit trails, and data portability
- Payroll accounting output must support allocation of wages, employer payroll taxes, and other employer payroll costs to EDC-defined accounts and, as applicable, projects, grants, programs, departments, and other cost accounting dimensions.
- The provider must describe whether Financial Edge NXT integration is direct/API-based or uses a General Ledger import file, identify all manual steps required, and disclose any additional integration or implementation fees.
- The proposed workflow should minimize manual re-entry and support reconciliation between payroll reports and Financial Edge NXT.
    - Controls for active/inactive project and cost codes and appropriate employee access
    - Remote Administration & User Experience
    - User-friendly employee, supervisor, and administrator interfaces for phone and computer
    - Remote payroll processing, approvals, reporting, pay-statement access, and leave administration
    - Implementation, Security & Support
    - Implementation, data conversion, configuration, testing, training, and ongoing customer support
    - Multi-factor authentication, role-based permissions, data protection, audit trails, and data portability

II. Evaluation Criteria / Scope of Services Response

- **Full-service payroll capability (Pass/Fail)**

  Can you provide full-service payroll for 10-20 employees, including direct deposit, federal and state payroll tax deposits and filings, W-2s, and new-hire reporting?

- **Remote electronic timekeeping**

  Can employees enter and submit timecards from both smartphones and computers?

- **Project and cost-code time allocation**

  Can employees assign and split hours among multiple EDC-defined projects, programs, grants, departments, or other cost accounting codes?

- **EDC control of coding structure**

  Can EDC create, modify, activate, deactivate, and control employee access to project and cost codes?

- **Supervisor approval workflow**

  Can supervisors electronically review, approve, reject, or return timecards for correction before payroll is processed?

- **Payroll integration**

  Do approved timecards automatically flow into payroll without duplicate manual entry?

- **Reporting and accounting integration**

  Can the system report both hours and payroll/labor costs by employee, project, grant, program, department, and cost code and transfer the resulting payroll accounting information into Blackbaud Financial Edge NXT? Describe whether the connection is direct/API-based or requires a General Ledger import file; identify the fields/dimensions supported, all manual steps required, and any additional cost.

- **Ease of User Interface**

  Overall ease of use for employees, supervisors, and administrators on both computers and mobile devices. Evaluation will include intuitive navigation, minimal training requirements, time entry, project/grant code selection, supervisor approvals, payroll administration, employee self-service, and access to reports.

- **Remote functionality and leave administration**

  Can employees and administrators perform normal payroll/timekeeping functions remotely, including PTO/leave tracking, pay-statement access, approvals, reporting, and payroll administration?

- **Implementation, support, and security**

  What implementation, training, ongoing customer support, security protections, role-based permissions, multi-factor authentication, and audit-trail capabilities are included?

- **Cost structure and transparency / Pricing**

What is the total cost per employee and/or per payroll, including payroll processing, timekeeping, project/cost-code accounting, tax filing, W-2/year-end services, support, and all required fees? Clearly identify any setup fee or service charged separately.

- **Pricing Response**
  - Cost per employee per month: $_____
  - Cost per payroll/paycheck, (if applicable): $_____
  - One-time setup/implementation fee: $_____
  - Any other required fees: $_____
  - Estimated total annual cost for 25 employees: $_____

Pricing should include all services required by this RFP. Any service or fee not included in the quoted per-employee or per-payroll price must be clearly identified.

III. SUBMITTAL OF QUALIFICATIONS

To obtain the maximum degree of comparability for a uniform review process, proposals must be organized as follows, all in a single PDF document:

A. Title Page, Organization Profile, Name and Location of the Primary Contact for this Engagement

1. Include firm/provider name, address, telephone number, and the name of the contact person for the proposal.

2. State whether the proposing organization is local, national, or international.

3. Provide the location of the primary office or service team from which services to EDC are to be provided.

B. Summary of Proposer's Qualifications

1. Provide a concise company/product summary for consideration.
2. Scope of Work: Provide a succinct response to each of the **Evaluation Criteria / Scope of Services** Questions above, in the same order presented.
3. Relevant Experience and References: Briefly describe comparable nonprofit or small-employer engagements and provide up to three references, including name, title, phone, email, and organization.
4. Provide sample reports or screenshots that demonstrate mobile time entry, project/cost coding, approval workflow, and labor-cost reporting, if available.

C. Submittal Instructions

1. The submittal must be received by 5:00 pm (PDT), Friday, November 13, 2026.
2. Late proposals will not be accepted.
3. Submittals are to be presented in a single PDF document, with "Payroll Services RFP" in the subject line.
4. Submittals will only be accepted via email to **Stephanie González, Accounting & Administrative Specialist, stephanie@edcollaborative.com.**

5. All questions or correspondence concerning this request should be directed to **Stephanie González, Accounting & Administrative Specialist, stephanie@edcollaborative.com**.

IV. SUMMARY, NEGOTIATION, ENGAGEMENT LETTER

EDC reserves the right to reject any and all proposals submitted and to request additional information from those making proposals.

After selection of a provider, EDC reserves the right to enter into negotiations for the scope of work as presented, for additional work, and/or to further define work requirements for the engagement period.

Finalists may be asked to provide a live remote demonstration showing the complete workflow: employee enters time on a phone, assigns hours to two or more project/cost codes, submits the timecard, supervisor approves it, payroll is processed, and the system produces a report showing hours and payroll costs by project/cost code.

No services may be authorized or invoiced without a jointly agreed-upon and approved agreement.