



Creating and Protecting Ownership and Economic Opportunity

SELF-HELP CLIMATE CAPITAL, LLC

REQUEST FOR PROPOSAL FOR SOFTWARE-AS-A-SERVICE (SAAS)

February 25, 2025

SaaS Grants Management and Grant-Making Platform with Integrated Accounting and Reporting Features RFP #1

1. GENERAL INFORMATION.

- A. **Opportunity & Overview.** Self-Help Climate Capital, LLC (“SHCC”) seeks to procure a Software as a Service (SaaS) Grants Management and Grant-Making Platform with Integrated Accounting and Reporting Features. The system must support the key functional areas outlined below while offering scalability, user-friendliness, and compliance with applicable financial and grant-related regulations.

This Request for Proposals (the “RFP”) will remain open until the deadline noted in Section 4D and responses (each a “Proposal”) will be evaluated as set forth in Section 4. For the purposes of this RFP, parties responding to this RFP are referred to as “Proposer” or you.

Proposals must be submitted electronically in accordance with Section 4 below.

- B. **Background.** SHCC is a subrecipient of an award under the Environmental Protection Agency’s National Clean Investment Fund (“NCIF”) grant competition of the Greenhouse Gas Reduction Fund (“GGRF”).

The NCIF is a provision of the Inflation Reduction Act focused on ensuring the clean energy transition brings direct, tangible benefits to all Americans, with a focus on low-income and disadvantaged communities. It has three program objectives: 1) reduce greenhouse gas emissions and other forms of air pollutants, 2) bring direct benefits to American communities in the form of energy security, energy savings, cleaner air, and quality jobs, and 3) transform the capital markets so they can drive an equitable clean energy transition at scale.

Self-Help Climate Capital is a coalition partner of Climate United Fund (“CUF”), the 501(c)(3) awardee under NCIF. Self-Help Climate Capital is wholly owned by Self-Help Ventures Fund, a 501(c)(3) nonprofit organization that is a certified community development financial institution.

To learn more about the Climate United coalition and approach, please visit www.weareclimateunited.org.

- C. **Purpose.** SHCC seeks a SaaS Grants Management and Grant-Making Platform with Integrated Accounting and Reporting Features to efficiently capture data related to program activities, program expenses, and grant-making activities. The solution should help mitigate risks associated with our single audit, ensure that fund accounting is consistent with federal requirements, and support operations and monitoring of the Self-Help Climate Capital sub-grant program.

SHCC expects to use proceeds from NCIF to pay for all or a portion of the SaaS Grants Management and Grant-Making Platform with Integrated Accounting and Reporting Features in accordance with any terms of such procurement. SHCC will procure SaaS Grants Management and Grant-Making Platform in adherence with the requirements set forth in 2 CFR § 200.317 *et seq.*; EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment; and all other applicable requirements.

- D. **Limitation.** SHCC reserves the right to (a) reject any or all Proposals without explanation, (b) waive technicalities or irregularities, (c) request additional information from any Proposer (including a list of client references), (d) withdraw or revise this RFP at any time, (e) make such selection deemed in its best interest (in SHCC's sole and exclusive discretion), and/or (f) enter into due diligence discussions with multiple successful Proposers. Upon completion of due diligence review, SHCC may negotiate individual contracts with certain selected Proposers following counterparty review and based on program fit, not necessarily the lowest pricing.

The issuance of this RFP does not commit SHCC to participate in any transaction, proceed to negotiate any terms or definitive documentation, pay any costs incurred in preparing a Proposal or to procure or contract for services or supplies. The selection of your Proposal under this RFP does not commit SHCC to enter into an agreement or conduct or expand business with any Proposer even if all the requirements are met.

SHCC anticipates beginning receipt of services upon completion of the RFP process and execution of a written agreement between SHCC and successful Proposer.

2. **SCOPE OF SERVICES.** The selected Proposer will provide SHCC with the following services:

Implementation Services

- Configure and customize the software to meet our specific needs.
- Mapping SHCC processes to the software.
- Data migration and ease of transition with other processes.
- Developer support for seamless integration.

Ongoing Training, Support and Maintenance

- Staff training and onboarding support.
- Technical support for troubleshooting and software updates.
- Software updates including training.
- Thorough API documentation.
- API Support for both individual and bulk operations.

3. **PROPOSAL CONTENTS.** The Proposer in its proposal shall clearly and concisely respond to each of the following (referencing the appropriate A-P subsections). Failure to respond to a topic may render the Proposal incomplete and SHCC reserves the right, in its sole discretion, to either contact Proposer to request supplementation of the Proposal or refuse to consider or evaluate the incomplete proposal.

A. Accounting System

General Ledger (GL)

- Real-time updates to the GL for all financial transactions.
- Ability to import files for posting transactions directly into the GL.
- Support for journal entries, recurring entries, and adjustments.
- Support for managing encumbrances to track commitments and obligations against budgets.
- Audit trail functionality for all GL transactions.

Bank Reconciliation

- Automated import of bank statements for reconciliation.
- Matching of transactions with GL entries.
- Flagging of discrepancies for manual review.
- Support for multiple bank accounts.
- Reporting on reconciliation status.

Accounts Payable (AP)

- Vendor management, including contact and payment details.
- Invoice processing, approval workflows, and payment scheduling.
- Support for multiple payment methods (e.g., ACH, checks).
- Integration with the General Ledger and budgeting modules.

Accounts Receivable (AR)

- Customer and grantor management, including invoicing and payment tracking.
- Support for various payment methods.
- Integration with the General Ledger and reporting modules.

B. Grant Management

- Allocation of grant funds to specific projects or activities.
- Capability to track multiple grants associated with a single project.
- Provide functionality to monitor leverage and matching funds, ensuring that all funding sources are accurately recorded and reported.
- Attach and store grant-related documents, such as applications, agreements, supporting materials, and audit trails.
- Capture and manage data related to SHCC program activities including program administration (wages, benefits, travel, supplies, etc.), and technical assistance programming.

C. Grant-Making

- Monitor multiple awarded subawards and contracts, including different awards to the same subrecipient.
- Track disbursements throughout the funding lifecycle.
- Attach and store compliance-related documents and draw request materials provided by subrecipients and contractors.
- Support compliance monitoring functions by award type, related to subrecipient compliance and award disbursement.
- Provide secure reporting interface/point of submission for subrecipients reports and data based on subrecipient type and reporting requirements.
- Support tracking of subrecipient reporting deadlines and storage of provided reports.
- Identify and address instances of non-compliance, including processes for the return of funds if necessary.
- Capture and manage data related to Subgrantee and contractors such as address, contact information, LIDAC status, Federal Unique Entity Identifier (UEI), Employer Identification Number (EIN), WBE/MBE status, and other custom fields as required.
- Capture and manage data related to subgrants or contracts such as contract ID, type of award, total award/contract amount, award/contract period of performance, payment terms, payment activity, proposed use of funds, deliverables, progress towards deliverables, and other custom fields as required.
- Capture and manage data related grant making activities, management of third-party contracts, and revolving loan fund expenditures Subgrantee and contractor activities including program administration (wages, benefits, travel, supplies, etc.) and deliverables related to contract or grant term.

D. Workflow

- Customizable workflow and task assignment capabilities including setting reminders and alerts related to general operations and reporting.

E. Reporting

- Customizable financial reports and dashboards for internal and external stakeholders.
- The ability to export detailed or aggregated data to multiple formats (e.g., Excel, PDF).
- Ability to categorize General Ledger (GL) accounts by configurable reporting categories.
- Customizable Dashboards to support performance and compliance monitoring for SHCC, contractors, and subgrantees.
 - Dashboards should include functionality to view expenditures by budget category as line-level transactions, cumulative expenditures, and period specific expenditures.
- Custom data aggregation or reporting functionality to support reports on financial data and impact using program-specific report format.
- Pre-built and ad hoc reporting capabilities including:
 - Custom data aggregation or reporting functionality to support reports on financial data and impact using program-specific report format, including expenditure tracking and compliance reports.
 - Detailed reporting on grant expenditures and balances by Chart of Accounts and by

reporting categories.

- Generate detailed reports comparing grant disbursements against awarded amounts, ensuring transparency and accountability.

F. Budgeting

- Tools for creating, managing, and monitoring budgets.
- Grant-specific budgeting capabilities, including funding allocations and spending limits.
- Financial and budget management including budget tracking, expense coding and financial reporting for budgets, expenditures, and fund deployment for SHCC, contractors, and subgrantees.
- Budget to actual tracking, preferably automated with links to accounting modules.

G. Other

- Provide reporting interface/point of submission for subrecipients to securely submit needed data.
- Secure document repository for applications to compliance backup, including version control, for documentation related to SHCC, contractors, and subgrantees.
- The ability to configure the software as we develop new products under the grant.
- The ability to add custom fields.

H. API Access

- Unlimited API access to all data fields, including custom fields.
- Ability to do extraction and insert/update operations.
- Ability to upload/download files and related data.
- Support for real-time data synchronization with external systems.
- API documentation and developer support for integration.

I. Security

- The Proposer should describe its security footprint in terms of the following:
 - Risk Governance
 - Components of Information Security Program including but not limited to:
 - Policies and Procedures
 - Access Control
 - including SSO with MFA, and,
 - role based access permissions for the application Business Continuity Plan and Testing Procedures
 - Change Control
 - Data Loss Prevention
 - Disposal of SHCC Data Upon Contract Termination
 - Endpoint Security
 - Encryption of scoped data in transit and at rest
 - Geographic location of SHCC stored or processed
 - Incidence Response Program
 - Physical Security
 - Security Awareness and Testing
 - System Hardening
 - Vulnerability Management

- Privacy program compliant with all legal, regulatory, statutory, industry and/or contractual obligations related to any information security requirements including but not limited to the Graham-Leach-Bliley Act (GLBA) the California Consumer Privacy Act (CCPA).
- System Availability
- Third party reviews (SOC reports, and, if processing card payments PCI-DSS Attestation)
- Processing environment which promotes the standard Information Security Triad (Confidentiality, Integrity, and Availability) within relevant, industry defined control frameworks (e.g., COBIT, NIST CSF, PCI-DSS, AICPA SOC reporting)

J. **Organization, Size, Structure.** The Proposer should describe its organization in terms of the following:

- Overall size and number of staff within Proposer organization assigned to Grants Management, Grant-Making, Accounting and Reporting Platform/Module/Feature. Please include in the submission:
 - Description of staff’s qualifications and roles
 - Description of customer service model, including methods of communication with clients

SHCC encourages the participation of businesses owned by people of color, women, and persons with disabilities in the implementation and execution of all projects, either on a direct basis or through sub-contracting efforts.

Please confirm whether you are aware of any actual or apparent conflict of interest arising from this proposed engagement (including any conflicts described in 2 CFR § 200.318(c)).

K. **Pricing.** The Proposer’s proposed pricing should be within the standard industry ranges for each item, including:

- One-time costs for system setup, implementation, and data migration.
- Recurring costs for licensing, hosting, support, and maintenance.
- Costs for additional users, modules, or storage as needed.
- API-related costs, including unlimited access and potential usage fees.
- Discounts or special pricing for non-profit or grant-funded entities.

L. **Cybersecurity and Breaches.** The Proposer should disclose and concisely describe its cybersecurity policies and procedures to protect client data. If the Proposer has suffered any known cyberattacks or breaches, please describe the event and the organization’s response and remedial actions taken. Please include a copy of your Data Privacy and Cybersecurity Policy.

M. **Insurance.** Describe the levels of coverage for liability insurance, cyber insurance, Financial Institution Bond (or equivalent insurance), Errors and Omissions Insurance, and any other relevant insurance your organization maintains.

N. **Debarment or Suspension.** Confirm that neither your organization nor any individual who will be acting as a Principal on any contract entered as a result of the RFP has been debarred or suspended from, or is ineligible for participation in, any Federal assistance program. EPA’s definition of Principal can be found at 2CFR 1532.995.

- O. **Contact Information.** The Proposer should include the name, title, mailing address, email address, and telephone number for the primary point of contact of the Proposer.
- P. **Proposal Attestations and Attachments.** All responses must be signed by an individual authorized to legally represent the organization, and must include the following attachments:
- a. Attachment A – Certification of Diligence, Accuracy, and Completeness
 - b. Attachment B – Certificate of Independent Price Determination
 - c. Attachment C – Byrd Anti-Lobbying Certification

For all signatures, please use an electronic image of a wet signature (e.g. a scanned pdf) or a digital signature.

4. PROPOSAL EVALUATION

- A. **Submission of Proposals.** You must submit any Proposal, including all supporting documentation, electronically in a single PDF of 10 pages or less via secure email to: NCIFProcurement@Self-Help.org

Proposals must address each topic described in Section 3.

SHCC is not responsible for electronic files that cannot be opened or corrupted files. If files cannot be opened, SHCC reserves the right (but does not have the obligation) to contact the Proposer and take reasonable measures to receive an openable file. Submissions must not be password protected or have any type of restriction applied to the file or contents. By submitting information, the Proposer represents that they have read and clearly understand this RFP and are capable of providing the required services.

All costs incurred in the preparation of a proposal responding to this RFP and/or participating in any interview process will be the responsibility of the Proposer and will not be reimbursed.

- B. **Evaluation Procedure and Criteria.** SHCC will review proposals against initial criteria, including: First-tier evaluation metrics

- Functional Fit: Alignment with the specified requirements, offering out-of-the-box functionality and configurability without the need for custom coding.
- Price reasonableness: including compliance with 2 CFR § 200.459
- Scalability and Customization: Ability to adapt to future needs and integrate with other systems and processes
- Implementation: Demonstrated expertise in implementing similar systems and positive client references
- Ease of Use: Intuitive user interface and ease of adoption by staff.

Second-tier evaluation metrics

- Responsiveness to RFP
- Interviews (if conducted)
- Potential reference checks following interviews
- Publicly available information and Reputational Risk

SHCC will review all Proposals based on first-tier evaluation metrics, and based on that review, may select a smaller number of Proposals for second-tier evaluation metrics. Any evaluation or scoring of first-tier or second-tier evaluation metrics is subject to correction upon discovery or disclosure of additional or clarifying information.

All Proposals must comply with all EPA procurement rules and guidelines. All responses must be presented economically and efficiently. SHCC may request additional due diligence materials and interviews with the Proposer as part of the selection process. SHCC’s decision regarding this RFP will be final and not subject to review.

- C. **Terms of Engagement.** SHCC intends for this RFP to result in the selected Proposer executing a written agreement with SHCC. Proposers must be amenable to including in a contract any information provided in its response to this RFP or developed subsequently during the selection process.

Any such agreements with the selected Proposer will (a) be contract agreements, not subrecipient agreements, (b) comply with the requirements set forth in Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards (2 CFR § 200.327) and in Appendix A to 40 CFR Part 33 (40 CFR § 33.106), as applicable, and (c) be for a term of one year, with option for renewal for up to an additional five individual years, or as otherwise mutually agreed.

Proposers acknowledge that this RFP is issued in connection with the EPA’s NCIF grant competition of the GGRF and will be supported by Federal funds, and that selected Proposers agree to be bound by all applicable federal, state, and local laws, regulations, and any and all EPA required terms and conditions incorporated into any contract(s) awarded. For additional information on EPA terms and conditions, and other details about the NCIF grant, please refer to the Self-Help Climate Capital NCIF FAQ posted on our website here:

<https://www.self-help.org/who-we-are/resources/current-proposal-requests>

- D. **Timeline.** SHCC expects to follow the timeline set forth below with respect to this RFP; provided, however, that SHCC may extend (but not shorten) in its sole discretion any or all of the timelines set forth below:

| | |
|-------------------------------------|-----------------------------|
| Release of RFP | February 25, 2025 |
| Proposer Questions Due to Self-Help | 5 P.M. ET on March 7, 2025 |
| RFP Proposals Due to Self-Help | 5 P.M. ET on March 28, 2025 |

5. QUESTIONS AND CONTACT INFORMATION

Please submit any questions concerning this RFP per the timeline specified in Section 4D to this email address: NCIFProcurement@Self-Help.org

Direct communication about the content of this RFP will be limited. SHCC will entertain written

questions from potential Proposers submitted via this form. If appropriate, and for clear and consistent communication, the question (without identification of the questioner) and its answer will be posted under “Responses to Questions” under the RFP posting on our website here: <https://www.self-help.org/who-we-are/resources/current-proposal-requests>

SHCC reserves the right not to respond to all questions. Each Proposer is responsible for requesting further explanation, if they do not fully understand or believe the information contained herein could be interpreted in more than one way.

SHCC looks forward to receiving your Proposal.

ATTACHMENT A - CERTIFICATION OF DILIGENCE, ACCURACY, AND COMPLETENESS

CERTIFICATION OF DILIGENCE, ACCURACY, AND COMPLETENESS

On behalf of _____,
(Name of Organization)

I, _____, hereby certify that I have exercised due
(Your Full Name)
diligence in the preparation of the response to this Request for Proposal (RFP). My certifications with regard to the Proposal include and incorporate all of the Attachments thereto.

To the best of my knowledge and belief:

- i. The information provided in the Proposal is accurate and reflects the current state of our capabilities, qualifications, and offerings.
- ii. I have thoroughly reviewed and ensured the completeness of all required documents, including attachments and supporting materials.
- iii. All statements made in the Proposal are truthful, and there is no intent to deceive or mislead the requesting entity.
- iv. The Proposal complies with all guidelines, specifications, and requirements outlined in this RFP documentation.
- v. I have authority to sign on behalf of and bind the above-named organization.

I understand the importance of the accuracy and completeness of this submission, and I am committed to providing any additional information or clarification if requested.

Name of Organization: _____

Signature: _____

Name: _____

Title: _____

Date: _____

SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL SUBMISSION

ATTACHMENT B - CERTIFICATE OF INDEPENDENT PRICE DETERMINATION¹

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

On behalf of _____,
(Name of Organization)

I, _____, hereby certify, under penalty of perjury and to
(Your Full Name)
the best of my knowledge and belief, that:

The prices stated in our Proposal submitted in response to the Request for Proposal (RFP) are arrived at independently, without collusion, consultation, communication, or agreement with any other competitor or potential competitor. Any non-public pricing information in this Proposal has not been and will not be knowingly disclosed by us, directly or indirectly, to any other competitor contract award unless otherwise required by law.

No attempt has been made or will be made by us to induce any other organization or individual to submit or not to submit a Proposal for the purpose of restricting competition.

The prices quoted are based solely on our independent judgment and analysis of the requirements specified in the RFP.

We have not received any information from the requesting entity that would affect the prices quoted in our Proposal.

We are not aware of any actions or omissions that would impair the fairness of the competition or the integrity of the procurement process.

I understand the gravity of this certification and acknowledge that any false statement may lead to disqualification from consideration and potential legal consequences. I am responsible for determining the prices being offered in this RFP response, and I have not participated and will not participate in any action contrary to the certifications set forth above.

Name of Organization: _____

Signature: _____

Name: _____

Title: _____

Date: _____

SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL SUBMISSION

¹ 48 CFR § 52.203-2.

ATTACHMENT C - BYRD ANTI-LOBBYING CERTIFICATION²

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The responding organization listed below certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the responding organization understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Solicitation Name: **SaaS Grants Management and Grant-Making Platform with Integrated Accounting and Reporting Features RFP #1**

Name of Organization: _____

Signature: _____

Name: _____

Title: _____

Date: _____

SIGN AND RETURN THIS FORM WITH YOUR PROPOSAL SUBMISSION

² Source: <https://www.state.gov/key-topics-bureau-of-democracy-human-rights-and-labor/lobbying-disclosure-and-certification/>.

END OF DOCUMENT