



REQUEST FOR PROPOSALS: Integrated Cloud-Based Accounting & HR Software Solution

Issue Date: July 30, 2026

Deadline for Questions: August 14, 2026

Proposal Due Date: August 28, 2026, no later than 5:00 PM

Vendor Selection/Award: September 30, 2026

SECTION 1: INTRODUCTION

Section 1.01 Introduction

Kings River Conservation District (KRCDD) invites qualified vendors to submit proposals for a fully integrated, cloud-based Accounting and Human Resources software solution. This initiative aims to modernize and streamline financial operations, payroll processing, and human resource management through a single, unified platform or through. Acceptable proposals may include accounting software that connects to a third-party payroll/HR software.

Section 1.02 Background

Kings River Conservation District (KRCDD) seeks a modern, intuitive software platform to enhance operational efficiency across all financial and HR functions. The ideal solution will provide seamless integration between modules while maintaining regulatory compliance and data security standards.

KRCDD is a public entity. Therefore, respondents to this solicitation will understand that their proposal may become public record at any time following delivery to KRCDD. In addition to proposal responses, the successful proposer will understand that contracts and deliverables of the project will be publicly discoverable.

Section 1.03 User Environment

- Accounting/HR/Admin – 6
- Purchasing/Approving – 10
- Payroll Time Entry – 51

SECTION 2: PROJECT OBJECTIVES

The objectives of this project are to:

1. Streamline the flow of purchasing and procurement processes through electronic workflows
2. Accurately capture employee time by task/cost code and distribute to payroll and general ledger
3. Track fund sources from receivables through payment (grants, property tax, other revenue)
4. Ensure secure and regulatory-compliant data storage
5. Provide user-friendly reporting with drill-down capabilities and customizable dashboards
6. Deliver a fully integrated cloud-based solution with electronic workflows

SECTION 3: SCOPE OF WORK

Section 3.01 Core Financial Functions

- General Ledger – Integration of all components with robust fund-based reporting
- Accounts Payable – Electronic requisitions through to invoice approvals and payment
- Accounts Receivable – Billing, receipts, and aging reports by due date
- Budgeting – Budget creation, variance analysis, and reporting
- Bank Reconciliation – Automated matching and exception handling
- Fixed Assets – Asset tracking, depreciation schedules, and compliance reporting
- Purchasing – Requisition workflows, PO management, and vendor management

Section 3.02 Human Resources & Payroll Functions

- *Accounting software solutions that do not include native HR/payroll functionality must explain how the proposed solution will meet the stated objectives through third-party software, integrations, or other compatible tools.*
- Payroll Processing – Time capture by cost code/task code
- Time & Attendance – Electronic timekeeping with approval workflows
- Human Resources – Employee records, benefit accrual tracking, and usage
- Benefits Administration – Enrollment, deductions, and compliance tracking
- Employee Self-Service Portal – Pay stubs, W-2s, personal information updates

Section 3.03 Reporting and Analytics

- Customizable dashboards with real-time data visualization
- Query/drill-down reporting capabilities
- Exportable reports (PDF, Excel, CSV formats)
- Ad-hoc report creation tools
- KPI tracking and trend analysis

Section 3.04 Technical Requirements

- Cloud-based SaaS deployment with 99.9% uptime guarantee
- Role-based security with configurable permissions
- Data encryption (at rest and in transit)
- Open API or integration tools for third-party connectivity
- Mobile accessibility for approvals and reporting

Section 3.05 Implementation and Support

- Data migration from existing systems and initial configuration
- Comprehensive user training (virtual and/or on-site options)
- Ongoing maintenance and technical support
- Defined SLA: 99.9% uptime, critical issues response < 4 hours
- Test/sandbox environment for training and system updates

SECTION 4: PROPOSAL REQUIREMENTS

Section 4.01 Proposal

Each proposal should include:

1. Company Overview – Background, experience, and relevant public-sector clients
2. Proposed Solution – Features, system architecture, and module overview
3. Implementation Approach – Project plan, milestones, and training strategy
4. Integration Capabilities – Data migration and third-party integration approach
5. Project Team – Key personnel, roles, and qualifications
6. Timeline – Detailed milestones from contract execution to go-live
7. Cost Proposal – Licensing, implementation, training, support (itemized)
8. Certificate of Insurance – Insurance coverage sufficient to meet insurance requirements outlined in Appendix A.
9. References – Minimum of three relevant public-sector clients

Section 4.02 Submission Instructions

- Submission Deadline: August 28, 2026, no later than 5:00 PM
- Submission Method: Submit proposals in PDF format to bbrar@krcd.org with subject line 'RFP – Accounting & HR Software Solution'
- Format Requirements: Include table of contents with clearly labeled sections
- Document Quality: Ensure PDF is clear, readable, and unrestricted
- Quote Validity: Pricing must remain valid for 180 days from submission deadline

SECTION 5: EVALUATION CRITERIA

- Functionality and Ease of Use
- Implementation Plan and Timeline
- Cost Proposal
- Training and Ongoing Support
- Experience with Similar Organizations
- Integration Capabilities

SECTION 6: TERMS AND CONDITIONS

1. KRCD reserves the right to reject any or all submissions.
2. Vendors may be asked for clarifications or follow-up information.
3. Questions of a substantive nature will be answered in written form as an addendum and sent to all firms if KRCD deems it relevant.
4. Interviews and software demonstrations will be conducted with top-ranked vendors.
5. All costs related to proposal preparation and demonstrations are vendor's responsibility.
6. Late or incomplete submissions will not be considered.
7. Award is subject to approval by KRCD's Board of Directors.
8. Proposals are subject to applicable open records laws.

CONTACT INFORMATION

Questions regarding this RFP should be directed to:

Binu Brar

Director of Finance

Kings River Conservation District

Bbrar@krcd.org; cdukes@krcd.org

APPENDIX A

INSURANCE REQUIREMENTS

To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify Kings River Conservation District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from all acts or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from Kings River Conservation District sole negligence or willful acts.

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or sub-contractors.

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01), including products and completed operations, property damage, bodily injury, and personal and advertising injury, with limits of not less \$1,000,000 per occurrence and \$2,000,000 general aggregate, or the full per-occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, the general aggregate limit shall apply separately to this project/location (coverage as broad as ISO CG 25 03 or ISO CG 25 04 endorsement provided to Kings River Conservation District), or the general aggregate limit shall be twice the required per-occurrence limit.
2. **Cyber Liability** - Cyber Liability and Technology Professional Liability (Errors and Omissions) insurance with limits of not less than \$1,000,000 per occurrence or claim and \$2,000,000 in the aggregate. Coverage shall be sufficiently broad to respond to the duties, obligations, and risks undertaken.
3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the Kings River Conservation District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not the Kings River Conservation District, has received a waiver of subrogation from the insurer.
4. **Professional Liability** - Insurance appropriate to the Consultant profession, with limits of no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.