



Request for Proposals

SaaS Payroll Processing and HR Consulting Services

*Information due by 5:00 p.m. EST on 8/30/26
Target Date for Implementation: 10/1/2026*

Together SC
P.O. Box 12903
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Please direct all inquiries to:

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1. Project Overview & Background

1.1 About Together SC

Together SC (TSC) serves thousands of South Carolinians dedicated to community service, leadership, and caring through nonprofit and philanthropic organizations. Together SC is comprised of 1000+ member organizations that consist of thought leaders, agents of change, and trusted, vital community advocates.

Our mission is to strengthen and unite South Carolina's nonprofit network.

Together SC works in the areas of advocacy, promotion of the nonprofit sector, education and training, leadership development, and volunteer management tools for the nonprofits in the state of South Carolina.

As a small trade association, our team consists of 6 full-time employees and 2 part-time employees (8 total staff).

1.2 Purpose of this RFP

The purpose of this Request for Proposals (RFP) is to solicit competitive bids from qualified vendors to provide comprehensive Human Resources and Payroll Services. Our goal is to streamline administrative operations, ensure legal and tax compliance, reduce manual data entry, and enhance the overall employee experience through a modern, easy-to-use, and highly reliable HR Tech solution.

1.4 System Ecosystem & Users

- **Active Users: 8**
 - Full-Time Employees paid semimonthly salary: 6
 - Part-time Employees paid semimonthly salary: 1
 - Part-time Employees paid biweekly hourly wage: 1
- **Systems Currently in Use:**
 - Payroll: Paychex Flex
 - Time & Attendance: Paychex Time and Attendance
 - Accounting: Intuit Quickbooks Online

2. Core Functional & Technical Requirements

2.1 Core (Mandatory) Requirements

- **Payroll Processing:** Full-service automated payroll processing (direct deposit, tax withholding, state and federal tax filings, W-2/1099 generation, multi-state support).
- **Deduction Management:** Pre-tax and post-tax deduction management for employee benefits, retirement contributions, and custom payroll withholdings.

- **Time-Off & Holiday Tracking:** Automated accrual calculation, custom PTO policies, employee time-off requests/approvals, and holiday calendar management.
- **QuickBooks Online Integration [CRITICAL]:** Direct, seamless, automated bi-directional or API integration with QuickBooks Online (QBO) for general ledger mappings, wage expenses, and payroll liabilities without manual CSV reformatting.

2.2 Optional / Add-On Modules

- **Recruiting, Hiring & Onboarding:** Applicant tracking system (ATS), job posting syndication, digital offer letters, e-signatures, and self-service paperless onboarding workflows.
- **Personnel Policy Manual Management:** Digital handbook publishing, policy acknowledgment tracking, and version control.
- **Performance Management:** Goal setting, performance review cycles, peer feedback, and continuous check-ins.

3. Questionnaire & Proposal Response

Please address each of the following questions in your proposal, or be prepared to answer them in interviews or demonstrations.

A. Core Functional Capabilities & Usability

A1. Ease of Use (Admin & Employee): Describe the user experience (UX) for both payroll administrators and general employees. Is there a mobile app available? How intuitive is the self-service portal for employees viewing pay stubs, requesting time off, or updating tax forms?

A2. Reporting Capabilities & Customization: Detail your reporting engine. What pre-built standard reports are included? How easy is it for non-technical users to build custom reports, filter data, and export reports into Excel or PDF formats?

A3. QuickBooks Online Integration: Explain exactly how your system integrates with QuickBooks Online. Does it sync automatically per pay period? How are department/class accounting codes mapped?

B. Artificial Intelligence (AI) & Innovation

B1. Current AI Applications: How is AI or machine learning currently integrated into your platform? (e.g., AI-driven payroll anomaly detection, automated HR policy query responses, candidate screening, natural language reporting queries, automated compliance alerts).

B2. AI Roadmap & Governance: What AI features are on your product roadmap for the next 12–24 months? How does your platform ensure data privacy, security, and mitigation of bias when using AI features?

C. Optional Modules (Recruiting, Handbook, Performance)

C1. Optional Module Specifications: If offering Applicant Tracking/Onboarding, Policy Manual Management, or Performance Management, briefly describe their capabilities and how seamlessly they connect with the core payroll database.

D. Customer Support & Implementation

D1. Implementation & Onboarding Support: Describe the onboarding process for a team of 8 employees. What is the typical timeline? Will Together SC be assigned a dedicated implementation specialist?

D2. Ongoing Technical Support: What support channels are available (phone, chat, email, dedicated account manager)? What are standard support hours and response time guarantees (SLAs)?

E. Pricing Model

D1. Annual Cost Per Employee: Together SC has 8 employees (6 FT, 2 PT). How does your pricing for the Core Requirements break down on a Per Employee Per Month (and Annual) Basis?

D2. Additional Costs: What additional one-time and recurring fees will be encountered at set-up, onboarding, and throughout the year? Are these fees clearly expressed in billing?

4. Timeline & Evaluation Criteria

4.1 Project Schedule

- **RFP Release:** 8/10/26
- **Deadline for Vendor Questions:** 8/21/26
- **Answers to Questions Provided:** 8/28/26
- **Proposals Due:** 9/11/26
- **Vendor Demonstrations:** As needed.
- **Vendor Selection & Contracting:** 9/25/26
- **Project Kick-Off:** [BR1]10/4/26

The above schedule is advisory, and Together SC reserves the right to modify or extend the above schedule as necessary.

4.2 Evaluation Criteria

Proposals will be reviewed by an internal task force and scored based on:

Weight	Criteria
25%	Ease of Use & Admin Efficiency: User interface clarity, intuitive employee self-service portal, administrative efficiency, and mobile app accessibility.
20%	QuickBooks Integration & Core Payroll: Seamless automated sync with QBO, accuracy in deduction/tax management, and time-off tracking capabilities.
15%	Reporting & Analytics: Flexibility, custom report builder, ease of exporting data, and clarity of standard reporting dashboards.

Weight	Criteria
15%	Cost Effectiveness & Transparency: Competitive overall cost tailored for small non-profits (8 staff), transparent pricing with no hidden fees.
15%	AI & Platform Innovation: Practical and secure implementation of AI tools that save administrative time and improve reporting or HR workflows.
10%	Customer Support & Track Record: Quality of customer service, dedicated support, setup assistance, and reputation with small non-profit clients.

Additional Terms and Conditions

Together SC reserves the right to reject any or all quotes.

The selected vendor will be required to enter into a contract outlining specific deliverables, timelines, and payment terms.

All submitted quotes will remain confidential.

Thank you for your interest in this RFP. We look forward to receiving your quote!

Sincerely,

Benjamin Bullock
Vice President & COO
Together SC