

# Request for Proposal (RFP)

## Accounting Software System: Microsoft Dynamics 365 Business Central Implementation

**Issue Date:** March 04 2026

**RFP Reference Number:** 2026-01

**Proposal Due Date:** March 25, 2026

**Contact Person:** Julie Pauli

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## 1. Introduction & Background

HPPH is seeking proposals from qualified vendors to provide transfer from Microsoft GP to Microsoft Dynamics 365 Business Central Implementation for finance (AP/AR/GL). The goal is to replace/upgrade our current system with one that enhances financial accuracy, reporting, compliance, and operational efficiency.

### **About Us:**

Huron Perth Public Health (HPPH) serves the residents and visitors of Huron and Perth Counties. The Health Unit offers a wide range of public health services aimed to promote and protect health and prevent disease, illness and injury.

The Health Unit serves a population of 97,363 across a geographic area of approximately 5,575 square kilometers. Health Unit programs and services are delivered from a four offices across Huron and Perth Counties (Clinton, Wingham, Stratford and Listowel).

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## 2. Project Overview

The selected software should support the organization's financial management needs, including core accounting, reporting, and integration with other business systems. The solution should be secure, scalable, user-friendly, and suitable for our size and future growth.

### **Current Environment:**

- Current system: Microsoft GP 2018
- Number of users: 20
- Other connected systems: Dayforce payroll

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## 3. Scope of Work

The proposed solution includes: Original analysis and design to going live with all project management.

### Core Requirements

- General Ledger
- Accounts Payable / Receivable
- Cash Management
- Fixed Assets
- Budgeting & Forecasting
- Go Live date of January 1, 2027

### Reporting & Analytics

- Standard financial reporting (Balance Sheet, P&L, Trial Balance)
- Custom report generation

### Integration

- Integration with HR/Payroll systems
- API support

### Security & Compliance

- Role-based access control
- Audit trails
- Compliance with GAAP

- **User Access**
  - Desktop and web/mobile
  - User training and support

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## 4. Proposal Requirements

To be considered, proposals must include:

## Vendor Information

- Company profile
- Years in business
- Relevant experience with similar clients

## Solution Details

- Software description & modules included
- Technical architecture
- Deployment options (Cloud)

## Implementation Plan

- Project timeline & milestones, including confirmation of January 1<sup>st</sup> 2027 go live date
- Data migration strategy
- Training and change-management approach

## Support & Maintenance

- Support levels & response times
- Software updates and upgrades

## Pricing

- Software licensing model (subscription/perpetual)
- Implementation costs
- Ongoing support fees

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## 5. Evaluation Criteria

Proposals will be evaluated based on:

<b>Criteria</b>	<b>Weight</b>
Quality of Proposed Statement of Work	15%
Availability during project period with clear explanation of consultant staff time dedicated to project	15%
Implementation Approach	20%
Vendor Experience	10%
Price	40%
Total	100%

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## 6. Terms & Conditions

- The organization reserves the right to reject any or all proposals.
  - All proposals must be valid for a minimum of 90 days.
  - Vendor confidentiality obligations, including an HPPH confidentiality agreement and agreement of HPPH's Conflict of Interest Policy and HPPH's Health and Safety Policy.
  - Intellectual property rights provisions.
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## 7. Submission Instructions

**Deadline:** [March 25, 2026 at 12 noon]

**Submit To:** [rfp@hpph.ca](mailto:rfp@hpph.ca)

**Format:** PDF/Word

**Questions Due By:** March 18, 2026

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## 8. Contact Information

For questions or clarifications, contact:

Name: Julie Pauli

Title: Director of Corporate Services

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