

Request for Proposals (RFP)

Fiscal Agent Services for the North Carolina Community Care Hub (NC CCH)

Issue Date: August 24, 2026

Proposal Submission Deadline: September 25, 2026

1. Introduction and Background

The **North Carolina Community Care Hub (NC CCH)** is requesting proposals from qualified firms or organizations to serve as Fiscal Agent for the organization.

NC CCH is a statewide nonprofit organization dedicated to improving health outcomes by connecting healthcare providers, health plans, community-based organizations, and public health partners through an integrated network that addresses health-related social needs. As North Carolina's Community Care Hub, NC CCH provides centralized administrative infrastructure, contracting, payment operations, referral management, compliance, and quality oversight that enable community organizations to effectively participate in value-based healthcare and coordinated care initiatives.

NC CCH seeks a qualified Fiscal Agent capable of providing comprehensive financial management, accounting oversight, reporting, and related fiscal services that support the organization's operations while ensuring strong financial stewardship, regulatory compliance, transparency, and accountability.

The selected Fiscal Agent will work closely with NC CCH leadership, the Executive Director, Treasurer, Finance Committee, Board of Directors, and other designated staff.

2. Scope of Services

The selected Fiscal Agent will provide financial management and related support services including, but not limited to, the following:

A. Financial Management and Accounting

- Maintain accurate and complete financial records
- Manage accounts payable and accounts receivable
- Process vendor payments and reimbursements
- Receive and deposit revenues
- Maintain the general ledger and supporting documentation
- Reconcile bank accounts and investment accounts
- Maintain sound internal controls and accounting procedures
- Manage cash flow and monitor financial position
- Assist with payroll coordination, if applicable

B. Financial Reporting

- Prepare monthly financial statements for management and the Board of Directors
- Prepare quarterly and annual financial reports
- Develop reports for Finance Committee meetings
- Assist in preparing annual operating budgets and budget revisions
- Provide financial analysis to support organizational planning and decision making
- Prepare grant and contract financial reports as required

C. Grant and Contract Financial Administration

- Track revenues and expenditures by grant, contract, and funding source
- Monitor grant budgets and allowable expenditures
- Prepare reimbursement requests and financial reports for funders
- Assist with financial compliance related to federal, state, foundation, and private funding
- Support financial administration of contracts with healthcare organizations, governmental entities, and community-based organizations
- Maintain documentation necessary for grant monitoring and audits

D. Audit and Compliance

- Coordinate annual independent financial audits
- Prepare supporting documentation for auditors
- Assist with implementation of audit recommendations
- Ensure compliance with applicable nonprofit accounting standards, Generally Accepted Accounting Principles (GAAP), Uniform Guidance (when applicable), IRS requirements, and state regulations
- Maintain and periodically review financial policies and internal controls

E. Tax and Regulatory Filings

- Prepare and submit IRS Form 990 and related federal filings
- Prepare required North Carolina filings
- Prepare and distribute Forms 1099
- Monitor regulatory and reporting requirements applicable to nonprofit organizations

F. Board and Organizational Support

- Attend (Virtually) Board of Directors, Executive Committee, Finance Committee, or other meetings as requested
 - Provide financial guidance to organizational leadership
 - Support the Treasurer in fulfilling fiduciary responsibilities
 - Assist in developing and maintaining financial policies and procedures
 - Provide recommendations for strengthening financial management practices
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3. Proposal Requirements

Proposals should include the following:

A. Organizational Overview

- Name, address, and primary contact information
- Organizational history
- Description of services offered
- Experience serving nonprofit organizations, healthcare organizations, community-based organizations, or statewide associations

B. Experience and Qualifications

- Relevant experience providing fiscal agent or outsourced accounting services
- Qualifications of staff assigned to NC CCH
- Experience managing federal and state grants
- Experience supporting nonprofit organizations with multiple funding sources
- Relevant certifications, licenses, and professional affiliations

C. Proposed Approach

Describe:

- Your approach to providing the requested services

- Accounting software and financial systems utilized
- Internal controls and quality assurance processes
- Communication practices
- Transition and onboarding plan
- Availability and responsiveness to organizational leadership

D. Cost Proposal

Include:

- Detailed fee schedule
- Description of billing methodology
- Hourly rates, if applicable
- Any additional reimbursable expenses
- Proposed payment terms

E. References

Provide at least three references from organizations receiving similar fiscal services. Preference will be given to references from nonprofit organizations, healthcare collaboratives, statewide networks, or public sector organizations.

4. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
 - Demonstrated understanding of nonprofit financial management
 - Experience managing grant-funded organizations
 - Ability to provide responsive, timely, and accurate financial services
 - Quality and completeness of proposal
 - Cost effectiveness and overall value
 - References and demonstrated performance
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5. Submission Instructions

Proposals must be submitted electronically no later than - **September 25, 2026**

Please submit proposals to:

Todd McNeill

Executive Director - North Carolina Association of Regional Councils of Governments

Email: **ExecutiveDirector@NCARCOG.org**

Questions regarding this RFP should be submitted to:

LeeAnne Tucker

Director, Area Agency on Aging – Land of Sky Regional Council

Email: **leeanne@landofsky.org**

6. Terms and Conditions

NC CCH reserves the right to:

- Reject any or all proposals
- Request additional information from proposers
- Conduct interviews with selected firms
- Negotiate the final scope of work and fees
- Cancel or modify this RFP at any time
- Select the proposal determined to provide the best overall value to the organization

Submission of a proposal does not obligate NC CCH to award a contract.

7. Anticipated Timeline

Milestone	Date
RFP Issued-	August 24, 2026
Questions Due-	September 8, 2026
Proposal Deadline-	September 25, 2026
Review and Interviews-	October 9, 2026
Selection Announcement-	December 1, 2026
Services Begin-	January 1, 2027