

## **INVITATION**

### **RFP INFORMATION TECHNOLOGY & SOFTWARE ASSESSMENT CONSULTING SERVICES**

Job No.: 230402  
Release Date: March 16, 2023  
Due Date: April 4, 2023

The Housing Authority of the City of Charleston (CHA) is requesting proposals from experienced consulting firms that possess the qualifications, expertise, and capability to conduct an in-depth organizational and operational structure assessment of CHA's Information Technology & Software in relation to CHA's entire organization. Areas of focus will be Information Technology's organizational structure, workflow, operational procedures, and levels of staffing. CHA is seeking recommendations from the assessment that will incorporate operational efficiencies, organizational structures, and performance measures to ensure CHA's IT and its current software are operating at the highest level of efficiency and effectiveness for CHA's current and future needs and requirements. **This is not an IT software solicitation to purchase Software or equipment. This is not a solicitation to hire an external IT consultant to handle CHA's IT and Software needs.**

Proposals must be received no later than 2:00 p.m. on Tuesday, April 4, 2023. After this deadline, no other proposals or modifications to previously submitted proposal packages will be accepted. One electronic copy of the proposal package should be sent to [pwaring@chacity.org](mailto:pwaring@chacity.org).

The RFP manual may be obtained from A&E digital plan room at <https://www.aeplanroom.com/jobs/public>. Questions regarding the RFP should be sent to Priscilla M. Waring, Procurement & Contracts Manager via email at [pwaring@chacity.org](mailto:pwaring@chacity.org). The deadline for inquiries or requests for modifications is March 24, 2023 at 2:00 p.m. Any Addendums will be issued no later than March 28, 2023.

A CHA-selected committee will evaluate the proposal packages submitted. Evaluation factors include Qualifications, knowledge, expertise, and reference of consultant and key personnel assigned to the project team 35%; Strategic approach and timeline 30%; Proposed Fee Schedule 30%; Section 3 Business and/or Documented Section 3 Outreach Plan 5%. Total possible percentage 100%. CHA will select based on the most advantageous proposal when both technical evaluations and fees are considered.

This project is federally assisted and will obligate the ultimate awardee not to discriminate in employment practices and otherwise to adhere to applicable federal requirements. Minority and women-owned businesses are encouraged to respond. CHA reserves the right to retain all proposal packages submitted and use any idea in a package regardless of whether the package is selected. CHA reserves the right to waive irregularities and to reject any and all proposals.

Arthur S. Milligan, Jr., President & CEO