



## **INVITATION**

RFP Unified Human Capital Management (HCM) Platform HR

Job No.: 260301

Due Date: March 13, 2026, 3:00 P.M. (Est)

The Housing Authority of the City of Charleston (CHA) is seeking proposals to identify and select a contractor to provide a single database, unified Human Capital Management (HCM) platform that can effectively manage HR processes, employee data, talent acquisition and management, performance management, payroll, and time and attendance, while also ensuring compliance with regulatory requirements. The selected solution should reduce administrative burden, improve data accuracy, support operational efficiency, and facilitate data migration from our existing platforms.

The deadline for proposals is March 13, 2026, at 3:00 p.m. EST. After this deadline, no other proposals or modifications to previously submitted proposal packages will be accepted. RFP documents may be downloaded from the A&E Digital Plan Room

<https://www.aeplanroom.com/jobs/public>.

Please send submissions in PDF format by email to: Priscilla M. Waring, Procurement & Contracts Director, [pwaring@chacity.org](mailto:pwaring@chacity.org).

A CHA-selected committee will evaluate the submitted proposal packages. Evaluation factors include Degree of system unification and native functionality 30%, Implementation approach and ongoing support model 20%, Total cost of ownership and long-term value 30%, Compliance and reporting capabilities 10%, Ease of use for HR, managers, and employees 10%, and Section 3 and/or Section 3 Business Plan 5%. The total possible percentage is 105%. CHA will select the most advantageous proposal based on technical evaluations and fees.

This federally assisted project will obligate the ultimate awardee not to discriminate in employment practices and to otherwise comply with applicable federal requirements. We strongly encourage minority and women-owned businesses to respond, as your unique perspectives and experiences are highly valued. CHA reserves the right to retain all submitted proposal packages and to use any ideas in those packages, regardless of whether the package is selected. CHA reserves the right to waive irregularities, reject any proposals, and cancel this RFP.

Arthur S. Milligan, Jr., President & CEO