



## **INVITATION**

### **RFP PHA BOARD OF COMMISSIONERS AND EXECUTIVE DIRECTOR ADVANCE TRAINING**

**JOB NO.: 260603**

The **Housing Authority of the City of Charleston (CHA)** is soliciting proposal statements from firms to provide PHA Board of Commissioners and Executive Director Advance Training.

The RFP package may be obtained from the A&E Digital Plan Room at <https://www.aeplanroom.com>. Questions regarding this solicitation may be directed to **Priscilla M. Waring, Procurement and Contracts Director (Contracting Officer)**, at [pwaring@chacity.org](mailto:pwaring@chacity.org) or (843) 727-3152.

**Submission Deadline:** All proposals must be submitted and received in the designated Agency office no later than the submittal deadline stated herein Proposal Submissions must be received no later than **3:30 p.m. EST on June 24, 2026**. Late submissions and modifications to previously submitted packages will not be accepted.

**Proposal Evaluation** will be based on the following factors: Demonstrated relevant experience in performing similar work and the demonstrated successful past performance 30 %; Quality of Technical approach and services proposed 20%; demonstrated understanding of CHA requirements 20%; proposed cost 20%; quality, organization and professional appearance of proposal submitted 5%; Section 3 Business and/or Section 3 business plan 5%. Total points 100%.

**This is a federally assisted project.** The selected firm(s) will be required to comply with all applicable federal requirements, including submitting all required federal and CHA forms and not discriminating against employment practices. Section 3 businesses, Minority-owned, Women-owned, and Veteran-owned enterprises are strongly encouraged to respond. CHA reserves the right to negotiate contract terms, including fee schedules; retain and use any ideas from submitted proposals; waive informalities; reject any or all submissions; and cancel this solicitation at its discretion.

Nathan F. Simms, Jr.  
President & Chief Executive Officer