



**Picayune Rancheria of the
Chukchansi Indians**

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Request for Proposal (RFP)

Cloud-Based Human Resources Information System (HRIS), Payroll,
Benefits Administration, and Timekeeping Solution

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July 23, 2026

Request for Proposal

General Background

The Picayune Rancheria of the Chukchansi Indians ("PRCI" or "the Tribe") is a federally recognized Tribal government located in Oakhurst, California. The Tribe provides governmental services through multiple departments and affiliated entities and is committed to maintaining efficient, secure, and compliant business operations.

The Tribe is seeking proposals from qualified vendors to implement a comprehensive, cloud-based Human Resources Information System (HRIS) that integrates Human Resources, Payroll, Benefits Administration, Timekeeping, Leave Management, Employee Self-Service, Manager Self-Service, and Reporting into a single, unified platform.

The selected solution should improve operational efficiency, reduce manual processes, enhance reporting capabilities, strengthen data security, and support the Tribe's continued growth.

Project Scope

The selected vendor will provide a fully integrated, cloud-based solution that includes implementation, configuration, data conversion, training, and ongoing support.

At a minimum, the proposed system should include:

Human Resources

- Employee records management
- Electronic personnel files
- Position and organizational management
- Compensation tracking
- Performance management (preferred)
- Electronic workflows and approvals

Payroll

- Payroll processing
- Direct deposit
- Tax reporting and year-end processing
- General ledger integration
- Payroll reporting

Benefits Administration

- Open enrollment
- Benefit eligibility management
- Life event processing
- Carrier file management
- Retirement deductions
- COBRA administration (if applicable)

Timekeeping & Leave Management

- Electronic timesheets
- Time clocks and mobile time entry
- Leave request and approval workflows
- Overtime calculations
- Accrual tracking
- Scheduling (preferred)

Recruiting & Onboarding

- Applicant Tracking System (ATS)
- Electronic applications
- Job posting management
- Offer letters
- Electronic onboarding
- Document management
- Background screening integration (preferred)

Employee & Manager Self-Service

- Personal information updates
- Pay statements and tax forms
- Benefits enrollment
- Leave balances
- Time entry and approvals
- Personnel action workflows

Reporting & Analytics

- Standard and customizable reports
- Payroll reports
- Benefit reports
- Position control
- Headcount and turnover reports
- Grant reporting capabilities (preferred)
- Executive dashboards

Implementation Services

The selected vendor shall provide:

- Project management
- System configuration
- Data migration
- Testing
- Training
- Go-live support
- Post-implementation support

Security, Compliance & Data Management

- Role-based security access
- Multi-factor authentication
- Audit trails documenting system activity and changes
- Data encryption and cybersecurity protections
- Data ownership and retention requirements
- Ability to export Tribal data upon contract termination

System Integration & Configuration

- Integration capabilities with existing financial, benefits, and timekeeping systems
- Ability to maintain separate entities while allowing centralized administration
- Configurable fields and workflows to support Tribal-specific processes
- Support for multiple departments, locations, and employee groups

Project Schedule

The Tribe anticipates the following project timeline. These dates are subject to change at the Tribe's discretion.

Public notice of this upcoming procurement will be published on or before **July 13, 2026**, at least ten (10) days prior to issuance of this solicitation. The Request for Proposal will be released to vendors on or before **July 23, 2026**.

Requests for Information (RFI) and written questions are due on or before **August 3, 2026**, at 5:00 pm.

Proposals are due on or before **August 13, 2026**, at 5:00 pm, providing offerors no fewer than fifteen (15) days for preparation and submission of proposals. All proposals must be submitted electronically to: rfp@chukchansi-nsn.gov. Proposals will be handled so as to prevent disclosure of the number of offerors, the identity of the offerors, and the contents of their proposals prior to award.

Evaluation of proposals is expected to be completed on or before **August 24, 2026**. Following evaluation, the Contracting Officer (the Tribal Administrator or written designee) will present a written recommendation, prepared with the Human Resources Department, to the Tribal Council. Approval of the award by the Tribal Council is expected on or before **August 31, 2026**. Notice of the contract award will be made available to the public.

Negotiation, finalization, and execution of the contract is expected to be completed following Council approval.

Notice to Proceed is expected to be issued by the PRCI Human Resources Department following contract execution.

Note on procurement method: *This procurement is conducted as a competitive proposal procurement in accordance with the PRCI Procurement Policy & Procedures (as amended March 6, 2025), including the public notice and proposal preparation periods required by Section 2.2.3 of the Policy.*

Required RFP Response Information

Each response to this RFP should include the following, organized in this order:

- A summary of the bidder's qualifications and firm background.
- A point-by-point response to the Project Scope, including the specific "describe your..." items, indicating how each requirement is met.
- An implementation plan, including approach, timeline, data migration method, and training.
- A written service-level commitment, as described in the Project Scope.
- A detailed report on all associated costs, including one-time implementation/setup fees and ongoing annual cost, with all assumptions stated. Pricing must be held firm for the term stated in the proposal.
- Information reasonably needed for the Tribe to assess total cost of ownership (see Project Award), such as typical administrative staff time to operate the system, reliance on the vendor for reporting, and any costs beyond the base license.
- A copy of the vendor's standard service agreement and data/security terms.
- A summary of the bidder's experience working with Tribal Governments.

PRCI exercises Tribal Preference and Native American preference in contracting; Bidders are encouraged to include any information in the RFP response that would qualify the bidder for Tribal or Native American Preference. If federal funds are used for this procurement, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e(b)) applies, and preference and opportunities in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises to the greatest extent feasible.

Tribal and Native American Preference

PRCI exercises Tribal and Native American Preference as follows:

1. First preference is given to enrolled Tribal Members of the Picayune Rancheria of the Chukchansi Indians, and to responsive bids from bidders in which an enrolled PRCI Tribal Member is a sole or majority owner.
2. Preference is next given to any responsive bids from bidders in which an enrolled member of any federally recognized Indian tribe is a sole or majority owner.
3. Bidders claiming Tribal or Native American Preference must submit the following no later than August 10, 2026, at 5:00 pm (a time before the due date for proposals):
 - a) Evidence that the majority ownership of the bidders consists of one or more persons who are enrolled members of PRCI or another federally recognized Tribe; and
 - b) Evidence that the persons claiming Tribal or Native American Preference are actively involved in the management and operation of the bidders; and
 - c) Evidence that the persons claiming Tribal or Native American Preference are Evidence of the structure, management, and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements; materials or equipment supply arrangements; and management salary or profit-sharing arrangements; and evidence showing the effect of these on the extent of Indian ownership and interest.

Vendor Selection:

The selected vendor will be expected to sign a contract that recognizes the sovereignty of the Picayune Rancheria of the Chukchansi Indians along with recognizing the tax-exempt status of the Tribe.

At its discretion, the Tribe may invite one or more vendors to provide a live demonstration of the proposed system to the evaluators, and may request written clarification of any proposal. A vendor's willingness and ability to demonstrate claimed capabilities may be considered in the evaluation.

Please submit all questions, RFIs, and/or responses to the RFP electronically to: rfp@chukchansi-nsn.gov

Project Award

Cost will be evaluated on total cost of ownership to the Tribe — not license price alone. Total cost of ownership includes the ongoing license and setup fees plus the real operating cost of the system to the Tribe: the staff time required to run payroll and HR functions, the cost of payroll errors and rework, the efficiency of reporting, and the risk of non-compliance with federal wage-and-hour law. A lower-priced system that requires substantially more staff time, produces more errors, or delivers weaker compliance and reporting may carry a higher total cost of ownership than a higher-priced system. The evaluation reflects value to the Tribe, not sticker price.

The rating factors to be used in the award of this contract are as follows:

Criteria	Points
Relevant Experience: Demonstrated experience providing payroll/HRIS systems, preferably to Tribal Governments or similar organizations.	15
Functional Capabilities: ability to meet the functional and technical requirements outlined in the Project Scope, including human resources, payroll, benefits administration, timekeeping and leave management, employee and manager self-service, and reporting.	25
Total Cost of Ownership: license, setup, staff time, error/rework, and compliance value (not license price alone).	20
Service Levels & Support: guaranteed response, coverage, and remedies.	10
Implementation approach, data migration, and training.	10
Payroll Accuracy & User Adoption: documented rate, methodology, and any guarantee.	5
Tribal Preference	10
Native American Preference	5
Total Possible:	100 Points

Reservation of Rights

The Picayune Rancheria of the Chukchansi Indians reserves the right to award or reject any bid, response, or proposal for any reason, to request additional information, to request a modification of any bid or proposal, to waive any minor informalities, to solicit further proposals, or to withdraw or cancel this RFP or to cancel the project, at any time for any reason, at the sole discretion of PRCI. This procurement is conducted in accordance with the PRCI Procurement Policy & Procedures (as amended March 6, 2025). An unsuccessful bidder or offeror may file a written protest with the Contracting Officer within ten (10) calendar days from the date of the Tribe's notice to the unsuccessful bidder or offeror, in accordance with Section 8.2 of the Policy. Proposals will be evaluated only on the criteria stated in this Request for Proposals.