



Request for Qualifications

Omaha Airport Authority

Human Capital Management System

October 08, 2025

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1 INTRODUCTION AND PURPOSE

The Omaha Airport Authority (Authority) seeks to engage a qualified Human Capital Management (HCM) system provider to deliver a comprehensive solution supporting Human Resources (HR), timekeeping, payroll, benefits administration, talent acquisition, performance management, and compliance requirements. The objective of this Request for Qualifications (RFQ) is to identify proposers with proven experience delivering secure, scalable, and user-friendly comprehensive HCM solutions that improve efficiency, employee experience, and data-driven decision-making. The Authority will choose up to 5 qualified proposers to submit additional information and participate in interviews and system demonstrations.

2 SCOPE OF SERVICES

Proposers may be invited to demonstrate and propose HCM system solutions with the following capabilities:

- Core HR: Centralized employee records, position management, learning management, employee training tracking, and organizational charts.
- Time and Attendance: Integrated scheduling, leave management, web-based and stand-alone hardware (i.e. time clock) based time keeping and time tracking.
- Payroll Processing: Automated payroll calculation, payroll preview (pre-commit), built in payroll validations, tax filing, and compliance with federal and state laws.
- Talent Management: Recruiting, onboarding, performance reviews, and succession planning tools.
- Benefits Administration: Enrollment, eligibility tracking, and integration with benefit carriers.
- Reporting & Analytics: Configurable dashboards, compliance reports, and workforce analytics.
- Data Security & Compliance: Robust security features, role-based access, and adherence to privacy regulations (HIPAA, GDPR as applicable).
- Integration Capabilities: Ability to integrate with finance, ERP, and other enterprise systems.
- Implementation & Support: Proven methodology for system deployment, data conversion, training, and ongoing customer support.

3 GENERAL INFORMATION

Consideration

Proposers must provide all information required under the terms of this RFQ. Proposers should review the following instructions carefully prior to preparing and submitting Qualifications.

Information contained in the RFQ documents is for information purposes only. The Authority does not warrant the accuracy of such information and any use thereof without independent verification is solely at the risk of Proposers.

The Authority reserves the right to postpone the RFQ submittal due date or to withdraw, cancel, and/or amend this RFQ, or portions of this RFQ, at any time.

4 CONDITIONS OF THE SOLICITATION

Solicitation Timeline

The Authority intends to follow the solicitation timeline shown below. The Authority reserves the right to extend or change any of the dates shown at its sole discretion.

Task	Prospective Date(s)
RFQ Issued	October 8, 2025
Qualifications Submission via Email	October 17, 2025, 2:00 p.m. CST
Up to 5 Proposers Selected to Provide Additional Information	October 22, 2025
Proposer Interviews & Demos	TBD

Late Qualifications

Late qualification submissions may be rejected and returned to the Proposer at the Authority's sole discretion.

Procurement Contact

Any questions regarding the RFQ must be directed to:

David Relihan
Omaha Airport Authority
1519 E Hartman Ct.
Omaha, Nebraska 68110
David.Relihan@flyoma.com

Examination of Qualifications

The submission of Qualifications shall be deemed a representation and certification by the Proposer that it has investigated all aspects of the RFQ, that it is aware of the applicable facts pertaining to the RFQ process, its procedures, and requirements, and that it has read and understood the RFQ. No request for modifications to the Qualifications shall be considered after its submission on grounds that the Proposer was not fully informed as to any fact or condition.

By the submission of Qualifications, the Proposer authorizes the Authority to verify any information provided during the RFQ process, to contact references listed by the Proposer, to contact any other persons known by the Authority to have contracted with the Proposer, and to make any inquiry deemed appropriate by the Authority concerning the representations, financial capabilities, experience, and qualifications of the Proposer.

Irregularities

Qualifications will be considered irregular and may be rejected if it is improperly executed or fails to satisfy the submittal requirements set forth herein. The Authority reserves the right, in its sole discretion, to waive any informalities or irregularities in the submitted Qualifications.

The Authority reserves the right to request clarification of and/or independently verify information submitted in any Qualifications, to require additional information from any Proposer, or to reject any or all Qualifications for any reason and to re-advertise or postpone the RFQ process.

Public Nature of Qualifications Submission

All correspondence with the Authority, including Qualifications in response to this RFQ, will become the exclusive property of the Authority and will become public records under the Nebraska Public Records Act. All documents the Proposer sends to the Authority will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement. Therefore, any Qualifications that contains language purporting to render all or significant portions of the Qualifications “confidential,” “trade secret,” or “proprietary,” or that fails to provide the exemption information required as described below, will be considered a public record in its entirety. The Proposer shall not mark the entire Qualifications as “confidential.”

If the Proposer believes there are portions of the Qualifications that are exempt from disclosure under the Nebraska Public Records Act, the Proposer must mark it as such and state the specific provisions in the Nebraska Public Records Act that provides the exemption as well as the factual basis for claiming the exemption. For example, if the Proposer submits trade secret information, the Proposer must plainly mark the information as “trade secret” or “proprietary.” The Authority will provide the Proposer who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

Selection Procedure

- All Qualifications will be reviewed and a selection made by the Authority in its sole discretion.
- Up to five Proposers may be invited to submit additional information and participate in interviews and system demonstrations.
- The Authority expressly reserves the right to accept or reject any and all Qualifications, to waive irregularities, and to negotiate additional or different terms with the Selected Proposers.
- Submissions will be reviewed by the Omaha Airport Authority.
- Proposers selected to provide additional information and participate in interviews and system demonstrations will be notified by email by 5:00 p.m. central time on October 22, 2025.

5 MINIMUM QUALIFICATIONS & SUBMISSION INSTRUCTIONS

Instructions for Submitting Qualifications

Submission Information

Organization of Proposals must be as follows:

Required:

- Cover Letter (1-2 pages in pdf format) – The cover letter must be signed by a corporate representative attesting to the accuracy of the response including all attachments and appendices.
- Minimum Qualifications – (No more than 3 pages in Excel format using form in Attachment 1)
- Exhibit A Disclosure

Optional:

- Appendix – Any additional general corporate or qualifications information to support the minimum qualifications section below. Note this is optional and the Authority reserves the sole discretion to review or request additional information or clarifications if necessary.

Minimum Qualifications

- **Business Legitimacy & Experience**
 - Must be a legally registered business in good standing.
 - Minimum of 10 years of experience providing payroll and HCM solutions.
 - Demonstrated success with organizations of comparable size and complexity (e.g., other public sector or mid/large employers and experience with unions).
- **Compliance & Security**
 - System must comply with federal and state payroll tax laws, ACA, FLSA, and other employment regulations.
 - Must provide SOC 1/SOC 2 certification or equivalent data security standards.
 - Must provide evidence of physical security of data center.
 - Compliance with data privacy regulations (e.g., GDPR, CCPA, HIPAA)
- **Technical Capabilities**
 - Cloud-based solution with secure, role-based access.
 - Single database for employee record
 - Mobile and self-service employee/manager access (full mobile functionality for both employee and manager functions and processes)
 - Ability to integrate with existing financial/ERP systems.

- **Payroll & HCM Core Functionality**
 - Ability to process payroll accurately and on-time for 250+ employees.
 - Core HCM modules such as payroll, payroll tax filing, payment services for both direct deposit and paper checks, benefits administration, recruiting, onboarding, performance management, and reporting/analytics.
 - Support for garnishments and retirement contributions (and ability to interface with retirement plan administrator)
- **Support & Implementation**
 - Proven implementation methodology with a defined timeline and dedicated implementation team (to include: Project Manager, Payroll Implementation Specialist, HR Implementation Specialist, Data Conversion Specialist, Talent Implementation Specialist)
 - Defined approach and roles for data conversion during implementation
 - U.S. based customer service and technical support available during normal business hours (and ideally 24/7 for urgent payroll issues).
- **Financial Stability**
 - Must provide evidence of financial strength (e.g., audited financials, credit ratings)
- **Client References**
 - Must provide at least three references from current or recent public-sector clients of similar size, workforce complexity, and/or public-sector focus. Include contact names, titles, phone numbers, and email addresses.

Qualifications not meeting the submittal requirements set forth in this RFQ may be considered non-responsive and may be excluded from consideration in the selection process at the sole discretion of the Authority.

Submit qualifications electronically by 2:00 p.m. Central Time on October 17, 2025, at which time Qualifications will be opened, and the evaluation process initiated.

Email: David.Relihan@flyoma.com

Any Qualifications received after the Qualifications due date and time may be rejected. The Authority reserves the right to postpone the due date for Qualifications submission.

6 COMMUNICATIONS

General Communications

The following provides general communication requirements for this RFQ.

Procurement Contact

Any communications regarding matters of process or procedure from a potential Proposer must be referred to the Procurement Contact for this solicitation: David Relihan. All communications with the Procurement

Contact must be in writing via email at David.Relihan@flyoma.com. If any technical difficulties are experienced when attempting to reach the Procurement Contact via this email address, please call (402) 661-8000 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, and request to speak with David Relihan.

Clarifications and Interpretations

No oral interpretation or clarification of the RFQ will be made to any Proposer. If discrepancies or omissions are found, or there is doubt as to the intended meaning of any part of the RFQ, a written request for clarification or interpretation must be submitted by email to the Procurement Contact at David.Relihan@flyoma.com with “Request for Clarification – HCM Services RFQ” in the subject line by October 13, 2025, at 5:00 p.m. Central Time. No other requests for clarification or interpretation of the RFQ will be accepted from any Proposer after that date and time except those regarding matters of process or procedure.

RFQ Modifications, Clarifications, and Updates

Any modifications, clarifications, or other updates to this RFQ will be issued in an addendum. Any addenda will be posted on the Airport website. It is the Proposer’s responsibility to ensure that all required documents have been received, reviewed, and incorporated into their Qualifications. Failure of any Proposers to review any addendum will not relieve them from any obligation contained therein.

Communications Prohibition

The Authority has established a communication prohibition for this RFQ. The prohibition will be imposed beginning with the public release of this RFQ and will end upon the selection of the HCM solution providers. Any violation of the communication restrictions as described herein will render voidable the offending Proposer’s Qualifications. Proposers must certify adherence to these communication restrictions using the form in Exhibit A of this RFQ.

Communication Prohibition Details

The Communication Prohibition prevents any Proposer or partners, which includes vendors, service providers, bidders, lobbyists, and consultants and their representative(s), from contacting any of the following individuals and companies regarding this solicitation throughout the procurement process:

1. Authority staff and legal counsel, except for communications with the Authority Procurement Contact, which must be provided in written form to David.Relihan@flyoma.com
2. Members of the Authority Board of Directors
3. Consultants retained by the Authority, unless otherwise permitted in writing by the Authority. The Authority has permitted Hub International, Inc. to provide advisement on its behalf.

Exceptions

Unless specifically provided otherwise, the Communications Prohibition does not apply to:

1. Oral communications during any interview

7 EXHIBITS

EXHIBIT A – Disclosure of Potential Conflict of Interest and Certification of Compliance with Communications Prohibition Form

In accordance with the submittal requirements for RFQ Section 6, the Proposer hereby indicates that it has, to the best of its knowledge and belief:

☐ Determined that no potential conflict of interest exists.

☐ Determined a potential conflict of interest exists as follows:

1. Describe in detail the nature of any potential conflict of interest. Attach additional sheets as necessary.

2. Describe in detail the measures proposed to mitigate the potential conflict of interest. Attach additional sheets as necessary.

Additionally, Proposer hereby certifies that it has, to the best of its knowledge and belief, complied with the Communications Prohibition stated in this RFQ.

Signature

Title

Printed Name

Date

If a potential conflict of interest or communications violation has been identified, please provide the name and phone number of a contact person with Proposer authorized to discuss this Disclosure of Potential Conflict of Interest and Certification of Compliance with Communications Prohibition Form with Authority personnel.

Printed Name

Phone Number