

Date: December 11, 2019

Subject: Request for Proposals (RFP #2019-05)

Date/Time Due: January 16, 2020 on, or before 2:00 p.m. EST

The Housing Authority of the City of Greenville, SC; (*hereinafter referenced as TGHA*), will accept sealed proposals for Information Technology Systems Managed Services at the following address:

Housing Authority of the City of Greenville
122 Edinburgh Court – Greenville, SC 29607

Proposals will be held in confidence and not released in any manner until after contract award. Proposals shall remain open for a period of (60) days subsequent to the RFP due date.

By submission of a proposal, all respondents agree, upon TGHA acceptance the selected firm will enter into a contract with TGHA to complete all work as required in the contract documents and for the contract price. The respondent further accepts, all of the terms and conditions of the RFP will be inclusive of the executed agreement.

The proposals shall be prepared in accordance with the attached RFP. As stated in the RFP, proposals will be evaluated by a committee comprised of TGHA staff. Formal communication such as questions, requests for clarification and/or additional information shall be submitted in writing via email address: SharronC@tgha.net on, or before COB (5:00pm EST) January 6, 2020. At least 7-days prior to RFP submittal deadline, TGHA will issue **one (1)** Addendum to address all questions received, which will be posted on our website. **NO PHONE CALLS OR VERBAL COMMUNICATIONS WILL BE ACCEPTED**

All respondents shall submit proposals as stipulated in **Section V – Submission Requirements**. In addition, proposals shall include for review a complete “Example” of respondents Form of Agreement for same type services.

To download RFP documents follow Procurement path.