**Invitation**

**RFQ FOR IMPLEMENTATION AND DESKTOP ROLLOUT SERVICES FOR AZURE/M365**

JOB NO. 240601

RELEASE DATE: MAY 23, 2024

DUE DATE: JUNE 6, 2024 4:00 P.M. (Est)

The Housing Authority of the City of Charleston (CHA) is seeking the expertise of qualified consulting firms. Your experience and capabilities in conducting an agency-wide, in-depth implementation and desktop rollout of Azure/M365 are crucial to our project's success.

Qualifications for this project will be accepted until 4:00 p.m. (EST) on June 6, 2024. To ensure a smooth submission process, please note that submissions will be automatically electronically stamped with the receipt date and time. After this deadline, no other proposals or modifications to previously submitted proposal packages will be accepted. Please send one electronic copy of the proposal package to [pwaring@chacity.org](mailto:pwaring@chacity.org).

You can obtain the RFP manual by emailing your request to the Procurement and Contracts Management Department at contracts@chacity.org. Questions regarding the RFP should be sent to Mr. Gabriel Bluestein, Information Technology Director, at [gbluestein@chacity.org](mailto:gbluestein@chacity.org).

A CHA-selected committee will evaluate the proposal packages submitted. Evaluation factors include

Respondent and Team Qualification and Experience 30 %; Methodology 40%; Pricing 25%; Section 3 Business and Documented Section 3 Outreach Plan 5%. Total possible percentage 100%. CHA will select based on the most advantageous proposal when technical evaluations and fees are considered.

This project is federally assisted and will obligate the ultimate awardee not to discriminate in employment practices and otherwise to adhere to 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 proposal packages submitted and use any idea in a package regardless of whether the package is selected. CHA reserves the right to waive irregularities and to reject any and all proposals and to cancel this RFQ.

Arthur S. Milligan, Jr., President & CEO