

**NOTICE OF REQUEST FOR PROPOSALS (RFP)
CITYWORKS IMPLEMENTATION SERVICES**

RFP Issue Date: June 28, 2021

RFP Number: RFP SA-2203

Commodity/Service: Non Professional Services

Issuing Agency: Prince William County Service Authority
Attention: Purchasing Department – RFP SA-2203
4 County Complex Ct.
Woodbridge, VA 22192

Project Name: Cityworks Implementation Services

Proposals Due Date and Time: **July 29, 2021 at 10:00 A.M. (EST)**

Submission Due Date and Delivery. To be eligible for participation in this process, the Service Authority must receive proposals on or before the date and time indicated in the Notice of Request for Proposals. Sealed proposal may be delivered to the Service Authority at the address set forth in the Notice. The sealed envelope or container should be clearly marked on the outside lower left corner as shown below:

**Sealed Proposal - Do Not Open
Attn: RFP SA-2203
4 County Complex Court
Woodbridge, Virginia 22192**

Due Date: July 29, 2021 at 10:00 A.M. (EST)

One (1) Original, seven (7) Copies, and one (1) USB of Proposal Package must be submitted to the Service Authority, each in a suitable binder.

Non-Mandatory (Optional) Pre Proposal Conference: Due to the public health emergency, the Pre-Proposal Conference will be conducted via live stream tool (Microsoft Teams) on July 14, 2021 at 10:00 A.M. (EST). While attendance is not mandatory, prospective Offerors are strongly encouraged to attend. Potential Offerors interested in attending the Pre-Proposal Conference may download the application and join the meeting via the MS Team application by audio, video or both. If an Offeror plans to join the Pre-Proposal Conference, the Offeror must inform the Procurement Department at purchasinggroupemail@pwcsa.org with the following information: vendor name, business address and contact person. The Service Authority will provide the MS Team link to requestors only. Upon completion of the meeting, the Service Authority will post an attendance list on the Service Authority website.

Request for Copies. Copies of the RFP may be obtained by calling 703-335-8925 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or forwarding an Email request to purchasinggroupemail@pwcsa.org.