



REQUEST FOR PROPOSALS (RFP)

The Greenville Housing Authority

EMPLOYMENT OF RECRUITMENT SERVICES

RFP No. 02-2025-2

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

2nd SOLICITATION

POSTED: October 06, 2025

DUE DATE: November 10, 2025, by 2 PM EST

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SECTION 1: INTRODUCTION

The Housing Authority of the City of Greenville, SC ("hereto known as TGHA or Authority" or "Agency") is seeking proposals from qualified and experienced firms to provide full recruitment services, including comprehensive pre-screening, background checks, and coordination of temporary-to-permanent placements.

The Housing Authority of the City of Greenville, South Carolina is a public entity that was formed in 1938 to provide federally subsidized and housing assistance to low-income families. TGHA is headed by a Chief Executive Officer and governed by a seven- person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and TGHA's procurement policy. TGHA has an essential mission to provide housing assistance for veterans as well as low to moderate income families. As a truly great community, Greenville, South Carolina, offers affordable housing for people across the income spectrum. TGHA is the catalyst for affordable housing in the Greenville area. Since 1938, TGHA has provided housing assistance in Greenville, utilizing traditional programs such as Public Housing and HCV (Housing Choice Vouchers), previously known as Section 8 Housing Choice Vouchers, funded by the federal Department of Housing and Urban Development (HUD). In recent years, TGHA has updated its housing portfolio with modern mixed-income developments and continues to search for ways to expand affordable housing throughout the City and County.

Today, TGHA owns and manages a real estate portfolio of 1,117 affordable units, three Rental Assistance Demonstration consisting of 161 units, five Mixed Finance/LIHTC communities consisting of a total of 485 units; and five Tax Credit only communities consisting of 471 units. The Mixed Finance communities include 189 Rental Assistance Demonstration units, 108 Project Based Section 8 assisted units, and 175 Tax Credit units. In addition to these multi-family rental communities, TGHA administers 2,994 tenant-based vouchers; a homeownership program; and the HUD-VASH (Veterans Affairs Supportive Housing) rental assistance program for homeless veterans. TGHA also administers a multitude of resident support and service programs under various HUD grants.

The form below must be signed, as well as subsequent addenda, and all pages returned in a sealed envelope.

All signatures must be original and not photocopies.

In compliance with this Request for Proposal, and subject to all the conditions thereof, the undersigned offers, if this proposal is accepted within ninety (90) calendar days from the date of the evaluation, to furnish any or all services upon which prices are quoted, at the price set opposite each item or negotiated, to be delivered at the time and place specified herein. The undersigned certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of firm named below.

Company Name:

Federal Tax ID:

Company Website:

Address:

City/State/Zip:

Telephone / Fax:

Email:

Print Name:

SECTION 2 SCOPE OF SERVICES

The purpose of this RFP is to identify and engage firms that can align with the TGHA goals, values, and objectives to enhance and streamline the TGHA recruitment process. Successful firms must have a strong background in providing services to similar-sized organizations. The firm will be expected to work closely with TGHA/GRDC.

SCOPE OF SERVICES. TGHA/GRDC, through this RFP, is seeking proposals from qualified and experienced firms to provide comprehensive recruitment services, including sourcing temporary and permanent positions, conducting pre-screening and background checks, and managing temporary-to-permanent placements.

Services under this contract will be provided on an as needed basis. Each request for services will be issued through a task order by TGHA/GRDC, specifying the position, and any other requirement TGHA deemed necessary. The Consultant shall document all tasks performed, including candidate submissions, pre-screening activities, and placement outcomes, to ensure a complete and auditable record.

The selected firm will be expected to provide recruitment services for a variety of positions on an as-needed basis. While specific job descriptions will be provided at the time of each recruitment request, typical positions may include, but are not limited to:

- Property management staff
- Maintenance personnel
- Housing Choice Voucher (HCV) program staff
- Move to Work (MTW) program staff, including roles involving administrative and performance functions
- Customer service
- Housing development staff
- Executive staff support personnel
- Executive-level positions

The list above is not exhaustive and may be expanded based on TGHA's operational needs. The scope includes both temporary-to-permanent and direct hire placements.

For temporary-to-permanent placements, the typical duration before conversion to permanent employment may range from 90 days to six months, depending on the position.

The Scope of Services include, but are not limited to:

1. Meet with the designated TGHA/GRDC (a TGHA affiliate non-profit) staff on an as-needed basis in order to gain a complete understanding of TGHA/GRDC's needs.
2. Establish open lines of communication with the designated TGHA/GRDC staff to ensure that TGHA/GRDC and Consultant are working together effectively toward the selection of the best possible Candidates based upon TGHA/GRDC's needs.
3. Ensure that all communications between Consultant and TGHA/GRDC are managed confidentially.
4. Pre-screen Candidates before submitting them for consideration to the designated assignments. The pre-screening process utilized by Consultant must include personal interviews, skills testing/assessments, reference checks, credit checks (if requested by TGHA/GRDC), motor vehicle

reports (if requested by TGHA/GRDC), criminal background checks, I-9 verification, education verification, employment references and drug testing where applicable. Consultant will make the results of Candidate reference checks available via verbal and written report to the designated TGHA/GRDC Staff within 3 business days. A minimum of three to four professional/employment references must be obtained. Criminal background reports should reflect the entire criminal history of Candidate presented for the recent 7-year period. In the event that TGHA/GRDC makes requests for motor vehicle reports or credit checks, Consultant shall arrange for the proper release from the Candidate and submit these reports.

5. TGHA requires that all candidates being considered for full-time employment complete a recognized strengths-based assessment as a condition of pre-employment. This may include Clifton Strengths or an equivalent assessment administered by a qualified professional.
6. Consultant shall present resumes of the most suitable Candidates to the designated for review and consideration via e-mail or the existing applicant tracking system. Consultant must also present skills test/assessment results.
7. Once a candidate is selected for an Assignment by TGHA/GRDC, Consultant shall immediately notify the Candidate and make all of the necessary arrangements for the Assignment in coordination with TGHA.
8. TGHA/GRDC reserves the right to terminate assignments with Consultant with reasonable notice. Consultant is responsible for promptly notifying potential candidates of their status if a recruitment is in process.
9. Consultant will work with TGHA/GRDC Staff to determine employment commencement date, agreed upon salaries and benefits and reporting protocol.
10. Consultant will be responsible for all communication with Candidates concerning each Assignment.
11. TGHA/GRDC reserves the right to select Candidates to become temp-to-perm assignments at TGHA/GRDC 's discretion.
12. Consultant shall submit billing within 30 days of completing the requested services. Payment will be made only for services satisfactorily performed and accepted by TGHA/GDRC in accordance with the agreed-upon Scope of Service.
13. Consultant shall be responsible for providing evidence of adequate insurance coverage, references, a current business license and W9 forms.

Contract Term. The term of the contract will be for a period of three (3) years with two (2) options for extension of one (1) year each, under TGHA/GDRC description.

Reporting Requirements. The Consultant shall provide a final report at the conclusion of each recruitment process. The report shall summarize the recruitment activities performed, the candidates considered, and the outcome of the process, including details of the candidate selected and placement type (temporary, permanent, or temporary-to-permanent).

SECTION 3: SUBMISSION INSTRUCTIONS

General Conditions. The RFP will be available at the Administrative Office of the Housing Authority of the City of Greenville, South Carolina at 122 Edinburgh Court, and available on TGHA website www.tgha.net.

All addenda and responses to written questions will be published on TGHA website. Any amendment or addenda may be issued prior to the opening of proposals for the purpose of changing or clarifying the intent of this RFP. All amendments or addenda shall be binding in the same way as if originally written in this RFP.

It is the Consultant's responsibility to periodically check the TGHA website for addenda changes and written question responses during the open period of this RFP.

The Consultant shall identify any conflicts of interest which may arise if the Consultant serves as TGHA's counsel and shall describe how it proposes to avoid such conflicts. The contract will require the Consultant to notify TGHA immediately of any potential conflicts of interest and to undertake immediate action to eliminate the source of the potential conflict. TGHA will reserve the right to make the Consultant aware of situations which may present a conflict of interest and require the Consultant to promptly remedy the situation to the satisfaction of TGHA.

This RFP does not represent a commitment or Consultant by TGHA to enter into contract or other agreement with proposer. The proposal and any information made a part of the proposal will become a part of TGHA's official files without any obligation on TGHA's part to return it to the individual proposer. This RFP and the selected firm's proposal will, by reference, become a part of any formal agreement between the firm and TGHA resulting from this solicitation.

Failure to furnish all information requested may disqualify a proposer.

The U.S. Department of Housing and Urban Development, the US Government Accounting Office, the State of South Carolina, TGHA, any duly authorized representatives of each, shall have access to, and the right to examine any and all pertinent books, records, documents, invoices, papers, and the like, of the firm, which shall relate to the performance of the services provided.

The Consultant shall not collude in any manner or engage in any practices with any other proposer(s), which may restrict or eliminate competition. Violations of this instruction will cause the proposal to be rejected. This prohibition is not intended to preclude joint ventures or subcontracts.

In submitting a response, the Consultant acknowledges that the Authority shall not compensate the Consultant for any submission or contract negotiation costs, including without limitation costs of preparation, appearances for interviews, and/or travel expenses. It is essential that the Consultant selected have the necessary knowledge, skills and experience to implement all aspects of the service. All service is to be performed with the highest degree of professional standards, in compliance with all applicable laws, regulations, procedures, criteria and requirements; to include all applicable Federal, State, and local laws and regulations.

RFP TIMETABLE

RFP Available: October 06, 2025

Deadline for written questions: October 17, 2025, no later than 12:00pm EST

Submittal Due: November 10, 2025, no later than 02:00pm EST

Anticipated Contract Award: TBD

Formal communication such as requests for clarification and/or information concerning this solicitation shall be submitted in writing no later than 12:00pm, on October 17, 2025, EST.

Interested firms must submit one (1) original, three (3) hard copies, and one (1) electronic version of their proposal package—saved on a USB flash drive or similar portable storage device—containing all items listed in the schedule of submittals.

Proposals should be delivered to: Housing Authority of the City of Greenville, Procurement Office, 122 Edinburgh Court, Greenville, South Carolina 29607.

All proposals shall be delivered to the Authority by 2:00 PM, Eastern Standard Time, on or before November 10, 2025.

Proposals received in the issuing office after 2:00 PM on November 10, 2025, will not be considered.

Submissions by facsimile or email are also not accepted.

Housing Authority of the City of Greenville, SC (Authority or TGHA) is not responsible for delays in the delivery of mail by the U.S. Postal Service, or private couriers. It is the sole responsibility of the Consultant to ensure that its proposal reaches the issuing office by the designated date and time.

The official time written and/ stamped in the receipt of proposals is that time written or stamped by the Authority.

Tabbed Proposal Submittal. Please be sure to submit proposals in the following order with the tab number clearly indicated. Failure to follow this format or omission of information responsive to these requirements may, in the Authority's sole and absolute discretion, result in disqualification of the Consultant from the RFP process.

TAB N#	Tabbed Proposal Submittal Description
No. 1	Signed cover letter on company letterhead: A signed cover letter on company letterhead. Brief description of staffing capacity, management structure, and internal resources. Included completed and signed required forms (Profile of Firm, non-collusion affidavit, acknowledge of an addendum if any, Certificates of insurance Liability, current business license, W9, certifications if any). Contact information for the primary point of contact. An authorized representative of the Consultant must sign this letter and proposals.

No. 2	Experience and Qualifications: Include information about: Evidence of prior experience on similar projects, and familiarity with the local area. Resumes of all key personnel proposed for the work, showing relevant experience, education, and certifications. If subcontractors are proposed, describe their roles and include qualifications.
Tab 3	Technical Approach and Work Plan: Detailed step-by-step plan to complete each major task in the Scope of Work. Tools, systems, and methodologies to ensure quality, efficiency, and compliance. Approach to maintaining effective communication and coordination with TGHA staff.
No. 4	Past Performance and References At least three (3) references for similar projects for clients comparable to TGHA (including scope, contact info and a brief description of service). TGHA shall be able to verify these references. A summary of overall track record in delivering projects on time and within budget.
No. 5	Pricing Proposal. Total cost for the Scope of Work. Detailed cost breakdown (hourly rates, fixed fees, or percentage of placement). Explanation of assumptions and cost justification.
	The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees. Please provide a cost proposal for providing the Scope of Work at Section 2
Attachments	
☐ Profile of Firm ☐ Experience form ☐ Form HUD-2992: Certification Regarding Debarment and Suspension ☐ Form HUD-5370-C1 - General Conditions Non-Construction Contracts ☐ Form HUD – 5369-B – Instruction to Consultant for non-construction contract ☐ Acknowledgement of Addendum ☐ Non-Conclusive Affidavit ☐ Form W-9	
Please attach a copy of the firm’s licenses and insurance certificates. (Note: This is a YES or NO criterion: If the answer is NO, the firm may be disqualified, not point-scored).	

Consultants are encouraged to include any information they deem relevant or necessary to support the evaluation of their proposal. This may include supplementary materials, case studies, certifications, or other documentation that demonstrates qualifications and capabilities.

By completing, executing and submitting the Proposal, the “Consultant is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Authority including the contract clauses already attached. Accordingly, the Authority has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

Confidentiality of Proposals: There will be no public opening of proposal packages. All proposal packages and information concerning same shall remain confidential until all negotiations are completed and the Notice of Award is issued. Consultants are hereby notified that all proposal packages received by the Authority shall be included as part of the official contract file. Therefore, any part of the proposal package that is not considered confidential, privileged or proprietary under any applicable Federal, State or local law may be available for public inspection upon completion of the procurement process. Notwithstanding the foregoing, the applicable provisions of Federal, State and local laws shall govern the confidentiality of proposal packages despite anything contrary to this provision stated in the Request for Proposals.

SECTION 4: PROPOSAL EVALUATION AND AWARD

Evaluation Process. Determination of responsiveness

An initial review process will be conducted by TGHA staff and/or consultants to establish responsiveness. Responsiveness will be evaluated based on pass/fail to determine if the Respondent(s) have met all mandatory submission requirements outlined in the RFP. Any submission not in compliance with the mandatory requirements will be deemed “non-responsive” & disqualified from the evaluation process.

Evaluation Factors. The following factors will be utilized by TGHA to evaluate each proposal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

EVALUATION CRITERIA	POINTS
Experience and Qualifications	20 Points
The Consultant must demonstrate successful experience providing recruitment services for positions similar in scope and complexity to those described in this solicitation. The evaluation will consider: • Relevant experience within the past five (5) years • Demonstrated success in placing qualified candidates in similar roles • Experience working with public sector entities, housing authorities, • Qualifications and experience of key personnel assigned to this project	
Technical Approach and Work Plan	30 Points
• Clarity and completeness of proposed recruitment process: sourcing, screening, background checks, candidate presentation, and placement coordination. Must describe understanding of TGHA needs, ability to deliver timely results, and manage full recruitment lifecycle.	
Past Performance and References	20 Points
• Provide at least three (3) contact references (Client name, brief project description, email and phone contact) from similar clients within the past 5 years. Quality of placements, client satisfaction, and results of past engagements. TGHA should be able to verify these references.	
Price Proposal.	30 Points
Demonstrates a reasonable, competitive, and transparent cost for completing the Scope of Work. Explain assumptions or justifications for costs.	
TOTAL POINTS for these criteria	100 Points

Evidence that the Firm meets insurance requirements.	Yes No
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Contractors will be ranked based on their overall score, which takes into consideration both their technical proposal and their proposed pricing, as outlined in the evaluation criteria, to form a competitive range.

Award: Selection may be made without discussions with one consultant deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal. However, if it is deemed in the best interest of the agency, TGHA reserves the right to select and invite two or more Consultants to return to present oral proposals. Price shall be considered but need not be the sole determining factor. TGHA may cancel this Request for Proposal or reject proposals at any time prior to an award. Should TGHA determine in writing and in its sole discretion that only one Consultant has made the best proposal, a contract may be negotiated and awarded to that Consultant without discussions. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation, and the Contractor's proposal as negotiated.

SECTION 5: CONTRACT PROCEDURE

Contract Form. The Authority will not execute a contract on the Contractor's form—contracts will only be executed on the Authority form, and by submitting a proposal the Contractor agrees to do so (please note that the Authority reserves the right to amend this form as the Authority deems necessary). However, the Authority will during the RFP process (prior to the submittal deadline) consider any contract clauses that the Consultant wishes to include therein and submits in writing a request for the Authority to do so; but the failure of the Authority to include such clauses does not give the Contractor the right to refuse to execute the Authority's contract form. It is the responsibility of each prospective Consultant to notify the Authority, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Authority will consider and respond to such written correspondence, and if the prospective contractor is not willing to abide by the Authority's response (decision), then that prospective contractor shall be deemed ineligible to submit a proposal.

Assignment of Personnel. The Authority shall retain the right to demand and receive a change in personnel assigned to the work if the Authority believes that such change is in the best interest of the Authority and the completion of the contracted work.

Unauthorized Sub-Contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Authority, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

Contract Term. The term of the contract will be for a period of three (3) years with two (2) option for extension of one (1) year each.

Confidentiality. During the term of this contract, as well as thereafter, all information pertaining to the Authority shall be kept confidential unless such information is open to the public under local, state, and/or federal law. Contractor shall not use any such information to the detriment of the Authority or its officers or employees at any time during or after the period of this contract.

Ownership of all data, materials, and documentation originated and prepared for the Authority pursuant to the RFP shall belong exclusively to the Authority and be subject to public inspection in accordance with the South Carolina Freedom of Information Act.

Trade secrets or proprietary information submitted by an Consultant shall not be subject to public disclosure under the South Carolina Freedom of Information Act; however, the Consultant must invoke the protections of § 30-4-10 of the Code of South Carolina, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

Therefore, any part of the proposal package which, in the opinion of counsel to the Authority, is not exempt from production under the South Carolina Freedom of Information Act shall be available for public inspection upon completion of the procurement process.

Should the proposal contain proprietary information, provide one (1) redacted hard copy of the proposal and attachments with proprietary portions removed or blacked out. The electronic file should also include a copy of the redacted copy labelled as such. The redacted copy should be clearly marked "Redacted Copy" on the front cover. The classification of an entire proposal document, line-item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. TGHA shall not be responsible for the Consultant's failure to exclude proprietary information from this redacted copy.

SECTION 6 SPECIAL CONDITIONS

Standards of Conduct. The successful Consultant shall be responsible for maintaining satisfactory standards of employee's competency, conduct, courtesy, appearance, honesty, integrity and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.

Insurance. The successful Consultant shall provide TGHA with evidence of all appropriate and applicable insurance coverage carried by the firm, including policy coverage periods. Consultants shall furnish TGHA with certificates of insurance, showing that the following insurance is in force and will insure all operations under this RFP. All policies must be in amounts acceptable to the Authority. Upon Notice of Award, the Authority must be named as an additional insured on all policies and the policy must provide that coverage cannot be canceled without notice to the Authority at least sixty (60) days before the effective date of such cancellation. Notwithstanding the foregoing, the Authority reserves the right, in its sole discretion, to raise, waive or reduce the limits of any insurance coverage, including deductibles, required under this Request for Proposals, or to otherwise modify insurance requirements as it deems appropriate.

Professional Liability Insurance – The successful Consultant shall maintain a policy of professional liability insurance in the amount of at least \$2,000,000 per occurrence.

Workers' Compensation in accordance with the State of South Carolina rules and Regulations.

General Liability Insurance with a single limit for bodily injury of \$1,000,000 per occurrence and property damage limit of no less than \$1,000,000 per occurrence.

Automobile liability on owned and non-owned motor vehicles used on the site(s) or in connection herewith for a combined single limit of bodily injury and property damage of not less than \$1,000,000 per occurrence.

City/State Business License. If applicable, a copy of the Consultant's license(s) allowing that entity to provide such services within the City of Greenville and/or the state of South Carolina.

All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of South Carolina. Consultant shall not permit the insurance policies required to lapse during the period for which the Agreement is in effect. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty days prior written notice

SECTION 7. RESERVATION OF RIGHTS

TGHA reserves the right to:

Right to Reject, Waive or Terminate the RFP. Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by TGHA to be in its best interests.

Right to Not Award. Not to award a contract pursuant to this RFP.

Right to Terminate. Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).

Right to Determine Time and Location. Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

Right to Retain Proposals. Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer (CO) named herein.

Right to Negotiate. Negotiate the fees proposed by the proposer entity.

Right to Reject any Proposal. Reject and do not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

No Obligation to Compensate. TGHA has no obligation to compensate any proposer for any costs incurred in responding to this RFP.

Right to Prohibit – Right to Reject. At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

TGHA PROTEST PROCEDURE. To handle and resolve disputes relating to procurements TGHA, will following the appeals and procedures as published in the TGHA Procurement Policy July 2020 [Microsoft Word - Procurement Capitalization Disposition Section 3 and DBE Policy Draft Revision 2020](#)

ATTACHMENT 1

Submit the following Forms. These forms shall constitute a part of the RFP and any contract.

- Profile of Firm
- Experience form
- Form HUD-2992: Certification Regarding Debarment and Suspension
- Form HUD-5370-C1 - General Conditions Non-Construction Contracts
- Form HUD – 5369-B – Instruction to Consultant for non-construction contract
- Acknowledgement of Addenda
- Non-Collusive Affidavit
- W-9 Form

(1) Prime ☐ Sub-contractor ☐ (This form must be completed by and for each).

(2) Name of Firm:

Telephone:

Fax:

Email:

(3) Street Address, City, State, Zip:

(4) Please attached a brief biography/resume of the company, including the following information: (a) Year Firm Established; (b) Year Firm Established in California; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit under Tab No. 5 a brief professional resume for each):

[Table No. 1]

(1) Name	(2) Title	(3) % of Ownership

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 5 a brief resume for each. (Do not duplicate any resumes required above):

[Table No. 2]

(1) Name	(2) Title

(7) Proposer Diversity Statement. You must mark all the following that apply to the ownership of this firm and enter where provided enter the correct percentage (%) of ownership of each:

☐ Caucasian American (Male) _____% ☐ Public-Held Corporation _____% ☐ Government Agency _____% ☐ Non-Profit Organization _____%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following):

☐Resident- ☐African ☐Native ☐Hispanic ☐Asian/Pacific ☐Hasidic ☐Asian/Indian
Owned* American American American American Jew American
_____% _____% _____% _____% _____% _____% _____%

☐Woman-Owned ☐Woman-Owned ☐Disabled ☐Other (Specify):
(MBE) (Caucasian) Veteran
_____% _____% _____% _____%

WMBE Certification Number:

Certified by (Agency):

(NOTE: A CERTIFICATION/NUMBER IS NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

(8) Federal Tax ID No.:

(9) Local Business License No. (if applicable):

(10) State of California License Type and No. (if applicable):

(11) Federal License Type and No. (if applicable):

(12) Worker's Compensation Insurance Carrier:

Policy No.:

Expiration Date:

(13) General Liability Insurance Carrier:

Policy No.

Expiration Date:

(14) Professional Liability Insurance Carrier:

Policy No.

Expiration Date:

Experience Form

Please complete a form for each organization that you have provided similar recruitment Services in the last five (5) years similar to TGHA. (List no more than 10 organizations)

Organization Name: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____ **Organization Size (#**

Employees): _____ Organization Website: _____ Type of Organization: _____ Public _____

Private ____ Quasi-Governmental

Organization Description:

--

Contact Name: _____ **Address:** _____

City: _____ State: _____ Zip: _____

Email Address _____ **Phone Number:** _____

Contract Term (if renewable, has it been renewed?):

Type of recruitment Services Provided to Organization:



HOUSING AUTHORITY OF THE CITY OF GREENVILLE, SC
ACKNOWLEDGEMENT OF ADDENDA AND
RESPONSES TO WRITTEN QUESTIONS
REQUEST FOR PROPOSALS
RFP XXXXXX”

Consultant acknowledges having checked the TGHA website, at www.tgha.net, for all Addenda and responses to written questions through the end date of XXXXXX, 2025 at xxxx Eastern Standard Time. Noted addenda numbers are listed below with the date of receipt.

Addendum Number: _____ Date Received: ____

Addendum Number: _____ Date Received: ____

Addendum Number: _____ Date Received: ____

Addendum Number: _____ Date Received: ____

Addendum Number: _____ Date Received: ____

Addendum Number: _____ Date Received: ____

Firm Name

Signature

Printed or Typed Name

Date

NON-COLLUSIVE AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says:

THAT HE/SHE IS _____ (*a partner or officer of the firm of, etc.*) the party making the foregoing proposal or bid; that such proposal or bid is genuine and not collusive nor sham; that said bidder has not colluded, conspired, connived nor agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding; and has not in any manner, directly or indirectly, sought by agreement of collusion, or communication or convergence, with any person, to fix the bid price of affiant or of any other bidder; nor to fix any overhead, profit, or cost element of said bid price, nor of that of any other bidder; nor to secure any advantage against THE HOUSING AUTHORITY OF THE CITY OF GREENVILLE, SC - 122 Edinburgh Court

– Greenville, SC 29607, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signatures of:

BIDDER, if the Bidder is an individual: _____

PARTNER, if the Bidder is a partnership: _____

OFFICER, if the Bidder is a corporation: _____

SUBSCRIBED AND SWORN TO BEFORE ME

This _____ day of _____, 20____

(Notary Public)

My Commission expires: _____

ATTACHMENT 2 - Price Submission Form

Instructions. Consultants shall submit a clear and complete price proposal reflecting the rates and fees for providing recruitment services as described in the Scope of Work. Include any assumptions, limitations, or conditions that may affect pricing. Consultants should ensure that proposed fees are accurate, complete, and inclusive of all services required to deliver high-quality recruitment results.

Consultants may provide pricing in one or more of the following formats, as applicable to their proposed approach:

- **Hourly Rate:** Specify hourly rates if billing by hour.
- **Fixed Fee:** Specify fixed fees for completing recruitment engagements.
- **Per-Placement Fee:** Specify fees for each successful candidate's placement.

Hourly Rate (if applicable)

Labor Category/position	Proposed Hourly Rate	what is included	Notes / Assumptions
	\$ _____		
	\$ _____		
	\$ _____		

Per placement fee (If applicable)

Position Category	Fee type(fixed/ % of first year)	Proposed Fee (% or Fee)	Replacement Guarantee/Refund Policy	Notes / Assumptions
Entry -Level				
Mid-Level				
Senior Executive				

Others Costs; (detail)

Instructions to Consultants:

1. Complete all applicable pricing rows that correspond to your proposed approach.
2. Include any assumptions, limitations, or conditions in the “Notes / Assumptions” column, or any other costs
3. Ensure that proposed pricing is inclusive of all services required in the Scope of Work, including candidate sourcing, pre-screening, interviews, reference checks, background checks, and administrative costs.
4. Consultants can adapt these tables as necessary to reflect their cost

The total compensations under any resulting contract shall be based on the approved rate or fee and including a not-to-exceed maximum total amount.(NTE cap).

Company Information and Signature

Company Name: _____

Federal Tax ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Print Name: _____

Signature: _____

Date: _____

SERVICE AGREEMENT

This SERVICE AGREEMENT ("Agreement") is made and entered into as of /Date/ by and between the Housing Authority of the City of Greenville, SC, a public body corporate and politic ("TGHA"), and /Legal name, form and state of Contractor/ ("Contractor").

RECITALS

WHEREAS, TGHA owns or manages a /Description of Project/, [Name of Project] ("Project") and desires to contract for _____; and

WHEREAS, Contractor provides _____ services to/for the Project and has agreed to provide those services for the Project on the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants, undertakings and conditions set forth below, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

ARTICLE 1

AGREEMENT

Section 1.1 - *Agreement*. This Agreement consists of the terms and conditions set forth in the sections captioned by numbered article designations ("Articles") and the following appendices, which are incorporated and made part this Agreement by this reference and are included in any reference to this Agreement.

Appendix A - Scope of Services

Appendix B - Compensation

Appendix C - HUD Requirements [HUD-2992, 5369-B, 5370-C1, which contain all HUD-required clauses and shall be used in all contracts issued by TGHA.

If the terms and conditions of the Articles of this Agreement vary or are inconsistent with any portion of the Appendix C, the terms of Appendix C shall control and be given priority. This Agreement contains the entire agreement between the parties and supersedes all prior agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement. Neither party will be bound by

or be deemed to have made any representations, warranties, commitments or other undertakings with respect to the subject matter of this Agreement that are not contained in this Agreement.

Section 1.2 - *Effective Date and Term*. This Agreement shall be effective and shall govern the rights and obligations of the parties from and after the date of this Agreement for a period of _____ *years/months*.

Section 1.3 - *Relationship of The Parties*. Contractor has been retained by TGHA as an independent contractor. Neither Contractor nor any of its employees, subcontractors or agents shall be deemed to have any other status, except that Contractor is the agent of TGHA to the limited extent that this Agreement expressly grants Contractor the authority to act on behalf of TGHA.

Section 1.4 - *Representatives*. TGHA and Contractor shall each designate a representative ("Designated Representative") to act on its behalf in overseeing the performance of this Agreement. TGHA and Contractor may change their respective Designated Representatives upon written notice to the other party given as provided in this Agreement. Designated Representatives shall be the primary means for communication and all other interactions between TGHA and Contractor that are required under this Agreement. Designated Representatives shall have the power and authority to bind their respective principals under the terms of this Agreement, with any required internal corporate approvals with respect to such authority being the responsibility of each representative to obtain from his or her principal.

ARTICLE 2

SERVICES

Section 2.1 - *Scope of Services*. Contractor shall [describe services] as more fully set forth in Appendix A and ("Services").

Section 2.2 - *Standards for Performance of the Services*. Contractor shall perform the Services required under this Agreement, including those set forth in Appendix A, in a prudent, reasonable, and efficient manner and in accordance with (i) the RFP, (ii) all applicable Laws, (iii) and the terms of this Agreement.

Section 2.3 - *Contractor's Personnel Standards*. Contractor shall provide as reasonably necessary all labor and professional, supervisory and managerial personnel as are required to perform the Services. All individuals employed by Contractor to perform the Services shall be employees of Contractor, and their working hours, rates of compensation and all other matters relating to their employment shall be determined solely by Contractor With respect to labor matters, hiring personnel, and employment policies, Contractor shall comply with all applicable Laws.

ARTICLE 3

COMPENSATION AND PAYMENT

Section 3.1 - *Payments*. As compensation to Contractor for performance of the Services hereunder, TGHA shall pay Contractor as set forth in Appendix B.

Section 3.2 - *Billing and Payment*. Within 15 days following the end of each month, Contractor shall submit an invoice for the Services performed in the previous 30 days. Within 15 days after receipt of any such invoice, TGHA shall pay Contractor the sum specified in such invoice, less (i) any amounts previously deposited with Contractor relating to such invoice, and (ii) any portion of such invoice amount that TGHA disputes in good faith or is permitted to offset under this Agreement. With respect to any disputed portion of such invoice, TGHA provide Contractor with a written statement explaining, in reasonable detail, the basis for such dispute. The parties shall attempt to resolve any such disputed portion in accordance with Article 14.

ARTICLE 4

TERM AND TERMINATION

Section 4.1 - *Term*. The term of this Agreement shall be from and including the date of this Agreement to and including [Expiration date]. Upon agreement of TGHA and Contractor, this Agreement may be extended for [Number of extensions] periods of [Length of extensions] each. This Agreement is subject to earlier termination pursuant to Sections 4.2, 4.3, 4.4 or 4.5.

Section 4.2 - *Immediate Termination By TGHA*. TGHA may terminate this Agreement immediately (i) upon the Bankruptcy of Contractor or (ii) upon the occurrence of a Force Majeure Event that is not remedied within 120 days of its initial occurrence. If the Agreement is terminated by TGHA pursuant to Section 4.2(i) or 4.2(ii), Contractor shall be compensated for all Reimbursable Costs incurred by Contractor to and including the date of termination. In addition, if the Agreement is terminated by TGHA pursuant to Section 4.2(ii), Contractor shall be paid all unpaid Annual Operating Fees to and including the date of termination.

Section 4.3 - *Termination Upon Notice By TGHA*. TGHA may terminate this Agreement upon 10days prior written notice to Contractor in the event (i) that Contractor violates, or consents to a violation of, any Laws applicable to the Services, or (ii) of a material breach by Contractor in the performance of the Services, if Contractor does not cure such breach within 30 days from the date of Contractor's receipt of notice from TGHA demanding cure (or, if not curable within 30 days, within such period of time as is reasonably necessary, but in no event more than 90 days, provided Contractor

diligently commences and pursues such cure and indemnifies TGHA for all related costs, of whatever kind).

Section 4.4 - *Termination By TGHA Without Cause*. TGHA reserves the right to terminate this Agreement without cause upon 90 days written notice to Contractor. If the Agreement is terminated by TGHA pursuant to this Section 8.5, Contractor shall be compensated for all Reimbursable Costs incurred by Contractor and all unpaid Annual Operating Fees to and including the date of such termination under this Section 8.5. Such payments, together with the termination payment set forth in Section 8.8, shall be Contractor's sole remedy in respect of such termination and shall be made by TGHA within 30 days of receipt of a final invoice from Contractor.

Section 4.5 - *Termination By Contractor*. Contractor may terminate this Agreement for cause upon 15 days prior written notice to TGHA in the event of: (i) TGHA's Bankruptcy; or (ii) TGHA's failure to perform in a timely manner any of its material obligations under this Agreement and such failure is not cured within 30 days of TGHA's receipt of a notice from Contractor demanding cure (or, if not curable within 30 days, within such period of time as is reasonably necessary, but in no event more than 90 days, provided that TGHA diligently commences and continues to pursue such cure).

ARTICLE 5

INSURANCE

Section 5.1 - *Coverage*.

(a) Obligation to Obtain. TGHA and Contractor shall obtain and maintain the insurance set forth in Sections 5.1(b) and 5.1(c). Such insurance may be maintained under individual or blanket insurance policies.

(b) Contractor Coverage. Contractor shall maintain during the term of this Agreement the insurance described below with insurance companies acceptable to TGHA and with limits and coverage provisions not less than the limits and coverage provisions set forth below:

(i) General Liability Insurance: Liability insurance on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage.

(ii) Automobile Liability Insurance: Automobile liability insurance against claims for personal injury (including bodily injury and death) or property damage arising out of the use of

all owned, leased, non-owned and hired motor vehicles, including loading and unloading, and containing appropriate no-fault insurance provisions where applicable.

(iii) **Workers' Compensation Insurance:** Workers' compensation insurance as required by applicable laws, including employers' liability insurance for all employees of Contractor.

(iv) **Excess Liability Insurance:** Excess liability insurance on an occurrence basis covering claims in excess of the underlying insurance described in the foregoing subsections (i), (ii) and (iii).

The amounts of insurance required in the foregoing subsections (i), (ii), (iii) and (iv) may be satisfied by Contractor purchasing coverage in the amounts specified or by any combination thereof, so long as the total amount of insurance meets the requirements specified. Upon mutual agreement of the TGHA, Contractor may provide equivalent self-insurance in lieu of the requirements set forth in this Section.

All policies of insurance required to be maintained pursuant to Section 9.1 shall include a provision that bars any cancellation or reduction in coverage in a manner that affects the interests of TGHA, without 60 days prior written notice to TGHA, except for termination for non-payment of premium which shall require 10 days prior written notice to TGHA. TGHA has the option in placing the coverages listed above and naming the Contractor as an additional insured.

ARTICLE 6

INDEMNIFICATION

Section 6.1 - *Indemnification by Contractor.* Contractor shall indemnify, defend and hold harmless TGHA, the members thereof, and their respective officers, directors, employees, agents, Affiliates and representatives from and against any and all claims (in whatever form and to the fullest extent permitted by law) arising out of or in any way connected with, but only to the extent of, any negligence, gross negligence, fraud or willful misconduct of Contractor or anyone acting on Contractor's behalf or under its instructions, in connection with this Agreement and Contractor's obligations thereunder. Any costs or expenses incurred by Contractor pursuant to its indemnity obligations under this Section 6., including the cost of deductibles with respect to the insurance maintained by Contractor or TGHA pursuant to Article 9 or losses in excess of such insurance coverage, shall be borne by the Contractor.

ARTICLE 8

RESOLUTION OF DISPUTES

Section 8.1 - Resolution Through Discussions. If any dispute or difference of any kind (a "Dispute") arises between TGHA and Contractor in connection with, or arising out of, this Agreement, the TGHA and Contractor within 30 days shall attempt to settle such Dispute in the first instance through discussions. The designated representatives of TGHA and Contractor shall promptly confer and exert their best efforts in good faith to reach a reasonable and equitable resolution of such Dispute. If the representatives are unable to resolve the Dispute within 5 business days, the Dispute shall be referred within 2 business days of the lapse of the 5 business day period to the responsible senior management of each party for resolution. Neither party shall seek any other means of resolving any Dispute arising in connection with this Agreement until the responsible senior management of TGHA and Contractor have had at least 5 business days to resolve the Dispute following referral of the Dispute to them. If the parties are unable to resolve the Dispute using the procedure described in this section, either party may

Section 8.2 - Continued Performance. During the pendency of any arbitration, Contractor and TGHA shall continue to perform their obligations under this Agreement.

ARTICLE 9

MISCELLANEOUS PROVISIONS

Section 9.1 - *Assignment*. Neither TGHA nor Contractor party may assign its rights or obligations under this Agreement without the prior written consent of the other party hereto, except that this Agreement may be assigned by TGHA without such prior consent to any successor of TGHA, to a person or entity acquiring all or substantially all of the Project, or to a Lender or any purchaser of the Project upon the exercise of remedies under a Project Agreement by a Lender. Contractor hereby consents to the assignment by TGHA of a security interest in this Agreement to Lenders. Contractor further agrees to execute documentation to evidence such consent reasonably required by the Lenders typical for project finance. Contractor recognizes that such consent may grant certain rights to such Lenders, which shall be fully described in the consent documents.

Section 9.2 - *Access to Project*.

- (a) TGHA. TGHA, Lenders and their respective agents and representatives shall have access at all times to the Project and any documents, materials and records and accounts relating to Project operations for purposes of inspection and review. Upon the request of TGHA, Lender or their respective agents and representatives, Contractor shall make available to such persons or entities and provide them with access to any operating data and all operating logs.

- (b) Cooperation. During any such inspection or review of the Project, each of TGHA, Lender and their respective agents and representatives shall use its reasonable commercial efforts to cause authorized visitors to comply with Contractor's safety and security procedures and to conduct such inspection and review in a manner which causes minimal interference with Contractor's activities. Contractor agrees to cooperate fully with TGHA, Lender and their respective agents and representatives in providing requested information and documentation for the support of any financial or legal transactions associated with the Project.

Section 9.3 - *Force Majeure*. If either TGHA or Contractor is rendered wholly or partially unable to perform its obligations under this Agreement (other than payment obligations) due to a Force Majeure Event, the party affected by such Force Majeure Event shall be excused from whatever performance is impaired by such Force Majeure Event, provided that the affected party promptly, upon learning of such Force Majeure Event and ascertaining that it will affect its performance hereunder, (i) promptly gives notice to the other party stating the nature of the Force Majeure Event, its anticipated duration, and any action being taken to avoid or minimize its effect and (ii) uses its reasonable commercial efforts to remedy its inability to perform.. The suspension of performance shall be of no greater scope and no longer duration than that which is necessary. No obligations of either party which arose before the occurrence causing the suspension of performance and which could and should have been fully performed before such occurrence shall be excused as a result of such occurrence. The burden of proof shall be on the party asserting excuse from performance due to a Force Majeure Event.

Section 9.4 – *Attorney's Fees*. [Prevailing Party]

Section 9.5 - *Consequential Damages*. Notwithstanding any provision in this Agreement to the contrary, Contractor and TGHA each agree not to assert against the other any claim, demand or suit for consequential, incidental, indirect or special damages arising from any aspect of the performance or nonperformance of the other party or any third-party engaged by such other party under this Agreement, and each party hereto waives any such claim, demand or suit against the other in connection with this Agreement.

Section 9.6 - *Amendments*. No amendments or modifications of this Agreement shall be valid unless evidenced in writing and signed by duly authorized representatives of both parties.

Section 9.7 - *Survival*. Notwithstanding any provisions herein to the contrary, the obligations set forth in Articles 7 and 9 shall survive in full force despite the expiration or termination of this Agreement.

Section 9.8 - *No Waiver*. It is understood and agreed that any delay, waiver or omission by TGHA or Contractor with respect to enforcement of required performance by the other under this

Agreement shall not be construed to be a waiver by TGHA or Contractor of any subsequent breach or default of the same or other required performance on the part of TGHA or Contractor.

Section 9.9 - *Notices*. All notices and other communications (collectively "Notices") required or permitted under this Agreement shall be in writing and shall be given to each party at its address set forth in this Section 9.9 or at such other address as hereafter specified as provided in this Section 9.9. All Notices shall be (i) delivered personally or (ii) sent by fax, electronic mail, telegraph, registered or certified mail (return receipt requested and postage prepaid), or (iii) sent by a nationally recognized overnight courier service. Notices shall be deemed to be given (A) when transmitted if sent by electronic mail, or (B) upon receipt by the intended recipient if given by any other means. Notices shall be sent to the following addresses:

To Contractor:

To TGHA:

HOUSING AUHTORITY OF THE CITY
OF GREENVILLE, SC
117 Edinburg Ct.
Greenville, SC 29607

Attn: _____

Email:

Section 9.10 - *Representations And Warranties*. Each party represents and warrants to the other party that:

(a) such party has the full power and authority to execute, deliver and perform this Agreement and to carry out the transactions contemplated hereby;

(b) to the best of such party's knowledge, the execution, delivery and performance by such party of this Agreement, does not and will not materially conflict with any legal, contractual, or

organizational requirement of such party; and

(c) there are no pending or threatened legal, administrative, or other proceedings that if adversely determined, could reasonably be expected to have a material adverse effect on such party's ability to perform its obligations under this Agreement.

Section 9.11- *Counterparts*. The parties may execute this Agreement in counterparts, which shall, in the aggregate, when signed by both parties constitute one instrument. Thereafter, each counterpart shall be deemed an original instrument as against any party who has signed it.

Section 9.12 - *Governing Law; Jurisdiction and Venue*. This Agreement is executed and intended to be performed in the State of South Carolina. The laws of the State of South Carolina shall govern its construction, interpretation and effect. Any civil action or legal proceeding arising out of or relating to this Agreement shall be brought only in the courts of record of the State of South Carolina in Greenville County or the United States District Court, District of South Carolina, Greenville Division. Each party consents to the exclusive jurisdiction of such court in any such civil action or legal proceeding and waives any objection to the laying of venue of any such civil action or legal proceeding in such court and/or the right to bring an action or proceeding in any other court.

Section 9.13 - *Partial Invalidity*. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the rest of this Agreement shall remain in full force and effect and in no way be affected, impaired or invalidated.

Section 9.14 - *Vendor's Warranties*. For TGHA's benefit, Contractor shall obtain from sellers of equipment, material, or services (other than the Services), warranties against defects in materials and workmanship to the extent such warranties are reasonably obtainable, and, to the extent of any such warranties actually obtained, TGHA releases Contractor from any further liability arising in respect of such equipment, material or services (other than the Services) to the extent such liability is covered by any such warranty. Upon TGHA's request, Contractor agrees to take such steps as are necessary, short of litigation, to enforce said warranties. Each such warranty shall be enforceable by TGHA for TGHA's benefit or assignable by Contractor to TGHA without any further action or consent by or on the part of any third party. When requested, Contractor shall assign any such warranty to TGHA and assist TGHA with the administration and enforcement of such warranty, or, if such warranty is not assignable to TGHA, assist TGHA with the administration and enforcement of such warranty.

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized officers as of the date set forth in the preamble to this Agreement.

[CONTRACTOR]

Name:

Title:

HOUSING AUTHORITY OF THE CITY
OF GREENVILLE, SC

Name:

Title:

APPENDIX A

SCOPE OF SERVICES

CONTRACTOR SHALL PERFORM EACH OF THE SERVICES LISTED IN THIS APPENDIX A IN ACCORDANCE WITH THE STANDARDS REQUIRED UNDER SECTION 3.2 OF THE AGREEMENT.

APPENDIX B

APPENDIX C