



**REQUEST FOR PROPOSAL ("RFP") #5018ME
FOR CONFERENCE SERVICES MANAGEMENT**

Issued Date: 5/28/2024

Questions due by: 6/14/2024 by 2:00pm EDT via email with the RFP #5018ME in the subject line

Pre-Bid Campus Tour: 06/11/2024 @ 10:00am EDT

(Student Center in front of Starbucks)

Due Date /Time: 8/2/2024 by 2:00pm EDT via email with the RFP #5018ME in the subject line

Contact:

Michael Eames

Purchasing Manager

bids@csuohio.edu

Proposals must be received by the due date/time specified above. Proposals received after the due date/time will be returned unopened to the supplier

Please refer to the attached sheets for Instructions & Information. Proposals must be submitted on the form(s) provided and signed by an authorized representative in ink in the proper spaces. Vendors are cautioned to read this entire document carefully and to prepare and submit their Proposal providing all requested information in accordance with the terms and conditions set forth herein.