

# REQUEST FOR PROPOSAL (RFP)

## Office Space Leasing & Relocation Services

<b>Issuing Agency:</b>	Smart Start of Forsyth County (SSFC)
<b>Contact Person:</b>	Mandy Campbell
<b>Issue Date:</b>	February 21, 2026
<b>Deadline:</b>	February 26, 2026
<b>Award Date:</b>	February 27, 2026

### Purpose

SSFC is seeking qualified vendors to provide office space leasing and professional relocation services to support the organization's operational needs.

### Scope of Services

- Office Space: Commercial leasing solutions meeting SSFC specifications
- Relocation Services: Professional moving and transition support

### Vendor Qualifications

- Licensed and insured to provide services in Forsyth County, NC
- Demonstrated experience in commercial real estate and/or relocation services

### Application Requirements

- Detailed service proposal
- Proof of licensure and insurance
- References from previous clients
- Pricing structure and fee schedule

### How to Apply

Submit RFP to [finance@smartstart-fc.org](mailto:finance@smartstart-fc.org)

### Contact Information

For questions regarding this RFP, please contact Mandy Campbell at [amandac@smartstart-fc.org](mailto:amandac@smartstart-fc.org)

*Smart Start of Forsyth County is committed to working with qualified, professional service providers.*