

**NOTICE
REQUEST FOR PROPOSALS
FOR
INFORMATION TECHNOLOGY SERVICES**
Solicitation No. RFP: FY2018-IT-001

The Palm Beach County Housing Authority (PBCHA) is requesting proposals from qualified firms to perform all information technology services and support for six locations (one of which is the central office location). A digital copy of this Request for Proposal (RFP) documents may be obtained Monday, January 29, 2018, at 8:30 am, on PBCHA's website at www.pbchaf1.org under the "IT Services" tab labeled "RFP No.: FY2018-IT-001". All questions shall be submitted in writing no later than February 12, 2018 by 4:00 pm, to the attention of:

LaQuavial Pace, Contracts and Procurement Manager
3432 W. 45th Street
West Palm Beach, FL 33407
lpace@pbchaf1.org

A pre-submission conference will be held at the PBCHA main office on February 5, 2018 at 10:00 a.m. Attendance is not mandatory; however, responders are encouraged to attend. All proposals shall be prepared and submitted in accordance with the instructions described in the RFP, and will be evaluated as stated in the evaluation section of the solicitation. All proposals must be received by PBCHA on or before 4:00 pm (EST) Monday, February 26, 2018. Electronic submissions will not be accepted. Proposals must be clearly marked with the solicitation number, responder's name, address and contact information. The successful respondent will be announced on March 5, 2018.

PBCHA will enter into an agreement with the firm whose proposal is most advantageous to PBCHA. PBCHA reserves the right to reject any and/or all proposals and/or to waive any term or condition in this solicitation. No proposal submitted may be withdrawn for a period of 180 days, subsequent to the deadline for receiving proposals. **All communications and questions regarding this RFP must be submitted in writing to the Interim Chief Executive Officer.**