

REQUEST FOR PROPOSAL
COMMUNICATIONS/MARKETING/MEDIA RELATIONS FIRM

Solicitation No. PBCHA-RFP-2022-15

The Palm Beach County Housing Authority (PBCHA) acting for itself, instrumentalities and/or affiliates is soliciting proposals from qualified, licensed, and insured entities for an indefinite delivery, indefinite quantity (“IDIQ”) to provide **Communications/Marketing/Media Relations** to the PBCHA. Please visit our website at (www.pbchaf1.org) click on the “Doing Business with Palm Beach County Housing Authority” tab in order to obtain a copy of the Request for Proposal on Friday, June 3, 2022, at 8:30 a.m.

An optional pre-proposal conference will be held on Thursday, June 16, 2022, at 11:00 a.m. by means of virtual connection.

All proposal(s) must be prepared and submitted in accordance with the instructions described in the Request for Proposal (RFP). All proposals must be received by PBCHA on or before 2:00pm (EST), Thursday, July 7, 2022. Electronic submissions will not be accepted. Proposals should be clearly marked with the solicitation number, responders name, address, and contact information. Failure to submit a proposal properly may result in rejection of the proposal.

Minority and Woman Business Enterprises (MBE/WBE) and Section 3 firms are strongly encouraged to respond to this and all PBCHA project, program, and service solicitations. PBCHA will enter into an agreement with the firm(s) whose proposal(s) is most advantageous to PBCHA. PBCHA reserves the right to reject any and/or all bids and/or to waive any term or condition in this solicitation. **All communications and questions regarding this RFP must be submitted in writing to the Procurement Department at the address indicated above or via email at lpace@pbchaf1.org on or before June 30, 2022.**