

NOTICE
REQUEST FOR PROPOSALS
FOR
INSURANCE BROKER OF RECORD
Solicitation No. RFP: FY2018-INS-001

The Palm Beach County Housing Authority (“PBCHA”) is seeking written proposals from qualified agencies to serve as the Broker of Record for comprehensive insurance services and provides risk management consulting services. Comprehensive insurance will include liability, property, auto and worker compensation, but exclude employee benefits. PBCHA invites qualified agencies to submit a proposal based upon the scope of work outlined in this RFP.

A digital copy of the Request for Proposal (RFP) documents may be obtained Monday, August 13, 2018, at 8:30 am, on PBCHA’s website at www.pbchaf1.org under “**Doing Business with PBCHA**” tab, then click on “**Current Bids and Solicitation**”. The RFP is labeled “**Insurance Broker of Record**”. All questions shall be submitted in writing no later than August 24, 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

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, September 10, 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 September 28, 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 No proposal submitted may be withdrawn for a period of 180 days, subsequent to the deadline for receiving proposals.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 Procurement Department.**