

**NOTICE**  
**REQUEST FOR PROPOSAL**  
**LEGAL SERVICES**  
**Solicitation No. PBCHA-RFP-2021-09**

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 Legal Services to the PBCHA. Proposals from respondents may contemplate providing these services to PBCHA as individuals, firms, or teams.

Qualified Individuals or Firms may download and print the proposal documents by visiting PBCHA website at [www.pbchafll.org](http://www.pbchafll.org) under “Doing Business with PBCHA” tab, then click on “Current Bids and Solicitation”. The RFP is labeled “Legal Services”. All questions shall be submitted in writing (5) five days before closing to the attention of:

LaQuavial Pace  
Contracts and Procurement Officer  
3432 W 45<sup>th</sup> Street  
West Palm Beach, FL 33407  
[lp@pbchafll.org](mailto:lp@pbchafll.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 2:00 pm (EST) Thursday, May 27, 2021. An optional per-proposal conference will be held on Tuesday, May 11, 2021 at 10:00 am. By virtual connection. All respondents that want to attend please email contract officer for meeting invite. Please contact by email: [lp@pbchafll.org](mailto:lp@pbchafll.org). No electronic submission will be accepted. Offerors assume sole and full responsibility for the timely delivery of proposals. Late proposals will not be considered. Proposals must be clearly marked with the solicitation number, closing date and time, offeror’s name, address and contact information.