

NOTICE
REQUEST FOR QUALIFICATIONS
FOR
INSURANCE BROKER OF RECORD
Solicitation No.: FY2018-INS-002

The Palm Beach County Housing Authority (“PBCHA”) is accepting “Qualification Statements” from licensed Brokers of Record for comprehensive insurance services and providers of risk management consulting services. Comprehensive insurance services include liability, property, auto, and workers’ compensation, but excludes employee benefits. PBCHA invites qualified agencies to submit a proposal based upon the scope of services outlined in this Request for Qualifications (RFQ).

A digital copy of the Request for Qualifications (RFQ) documents will be posted on PBCHA’s website (www.pbchaf1.org) on Monday, November 5, 2018 under the “**Doing Business with PBCHA**” tab, followed by “**Current Bids and Solicitation**”. The RFQ is labeled “**Insurance Broker of Record**”. Questions regarding the RFQ should be submitted in writing no later than November 16, 2018 by 4:00 pm, to the attention of:

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

All proposals shall be prepared and submitted in accordance with the instructions described in the RFQ 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, December 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 January 7, 2019.

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. **All communications and questions regarding this Request for Qualifications (RFQ) must be submitted in writing to the Procurement Manager.**