

**NOTICE  
UNSEALED REQUEST FOR PROPOSAL  
FOR  
VOCATIONAL TRAINING SERVICES  
Solicitation No. PBCHA-RFP-2020-23**

The Palm Beach County Housing Authority (PBCHA) and its affiliate, is seeking firms to provide job training/vocational training. Eligible job training can include occupational job, job readiness, job retention skills, support services, and job placement assistance. The PBCHA invites qualified firms to submit a sealed proposal based upon the scope of work outlined in this URFP. A per-proposal conference will not be held for this solicitation.

Qualified Firms may download and print the proposal documents by visiting PBCHA website at [www.pbchaf1.org](http://www.pbchaf1.org) under “Doing Business with PBCHA” tab, then click on “Current Bids and Solicitation” or by submitting and email request to [lpac@pbchaf1.org](mailto:lpac@pbchaf1.org). The URFP is labeled “Vocational Training Services”. All questions shall be submitted in writing no later than August 21, 2020 by 2:00 pm, to the attention of:

LaQuavial Pace  
Contract and Procurement Manager  
3432 W 45<sup>th</sup> Street  
West Palm Beach, FL 33407  
[lpac@pbchaf1.org](mailto:lpac@pbchaf1.org)

All proposals shall be prepared and submitted in accordance with the instructions described in the URFP 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) Monday, August 31, 2020. Electronic submissions will be accepted. IF PROPOSALS ARE EMAILED: [lpac@pbchaf1.org](mailto:lpac@pbchaf1.org) and clearly indicate in “Reference tab: Un-sealed Request for Proposal for Vocational Training Services”. Respondents are responsible to ensure that proposal are received on time. Late proposals will not be accepted. If mailed Proposals must be clearly marked with the solicitation number, responder’s name, address and contact information.

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.