

NOTICE
UNSEALED REQUEST FOR PROPOSAL
FOR
INTERIM HCVP PROGRAM MANAGEMENT/DIRECTOR OF HCVP
AND TENANT SELECTION
Solicitation No. PBCHA-URFP-2021-03

The PBCHA seeks a qualified consultant, firm, or team to lead its Housing Choice Voucher and Tenant Selection programs with the primary goals of stabilizing the programs, ensuring compliance with all applicable regulations, and improving customer service. The consultant, firm or team must quickly and effectively provide onsite management and ensure that the authority is well-positioned for new leadership.

Qualified Individuals or Firms may download and print the proposal documents by visiting PBCHA website at www.pbchaf1.org under “Doing Business with PBCHA” tab, then click on “Current Bids and Solicitation”. The URFP is labeled “Interim HCVP Program Management/Director of HCVP and Tenant Selection”. All questions shall be submitted in writing (5) five days before closing date February 12, 2021, to the attention of:

LaQuavial Pace
Contracts and Procurement Officer
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 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) Friday, February 12, 2021. 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.