

**NOTICE
REQUEST FOR PROPOSALS
FOR
HRIS-PAYROLL SERVICES**
Solicitation No. PBCHA-RFP-2026-11

The Palm Beach County Housing Authority (PBCHA), acting for itself, instrumentalities and/or affiliates is soliciting sealed proposals from qualified contractors to provide payroll services for the Palm Beach County Housing Authority staff.

Qualified individuals or firms may download and print the bid documents on April 27, 2026, by visiting PBCHA website at www.pbchaf1.org under “Partners” tab, then click on “Business”, then click on ‘Current Bids and Solicitation.’ or by visiting DemandStar at www.demandstar.com . The RFP is labeled ‘HRIS-Payroll Services.’ All questions shall be submitted in writing five (5) days prior to closing to the attention of:

LaQuavial Pace
Contracts and Procurement Manager
3333 Forest Hill Blvd.
West Palm Beach, FL 33406
procurement@pbchaf1.org

Sealed proposals shall be prepared and submitted in accordance with the instructions described in the RFP. All proposals must be received by PBCHA on or before 2:00 pm (EST) Tuesday, June 9, 2026. An optional pre-proposal conference will be held on Tuesday, May 5, 2026, at 10:00 am at 3333 Forest Hill Blvd., West Palm Beach, FL 33406. No electronic submission will be accepted. Offerors assume sole and full responsibility for the timely delivery of proposals. Late proposals will not be considered. Bids must be clearly marked with the solicitation number, closing date and time, bidder’s name, address, and contact information.