

**NOTICE  
REQUEST FOR PROPOSALS  
FOR  
EXECUTIVE SEARCH FIRM FOR RECRUITMENT  
&  
REPLACEMENT OF CHIEF EXECUTIVE OFFICER**  
Solicitation No. RFP: FY2018-ESF-001

The Palm Beach County Housing Authority (PBCHA) is requesting proposals from interested firms to provide Executive Search Services for Recruitment & Replacement of the Chief Executive Officer. A digital copy of this Request for Proposal (RFP) documents may be obtained Monday, February 11, 2018, at 8:30 am, on PBCHA's website at [www.pbchafl.org](http://www.pbchafl.org) under **“Doing Business with PBCHA”** tab, then click on **“Current Bids and Solicitation”**, RFP is labeled **“Executive Search Services”**. All questions shall be submitted in writing no later than March 5, 2018 by 4:00 pm, to the attention of:

LaQuavial Pace, Contracts and Procurement Manager  
3432 W. 45<sup>th</sup> Street  
West Palm Beach, FL 33407  
[lpace@pbchafl.org](mailto:lpace@pbchafl.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 4:00 pm (EST) Monday, March 19, 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 April 16, 2018.

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. No proposal submitted may be withdrawn for a period of 180 days, subsequent to the deadline for receiving proposals. **All communications and questions regarding this RFP must be submitted in writing to the Interim Chief Executive Officer.**