

TOWN OF PEMBROKE PARK
REQUEST FOR QUALIFICATIONS FOR
GRANT WRITER, SPECIAL PROJECTS COORDINATOR
AND STATE LEGISLATIVE ADVOCATE

Notice is hereby given that the Commission of the Town of Pembroke Park, Broward County, Florida, is advertising for sealed Statements of Qualifications for Grant Writer, Special Projects Coordinator and State Legislative Advocacy Services which will be received by the Town Clerk of the Town of Pembroke Park, Florida, at Town Hall, 3150 SW 52 Avenue, Pembroke Park, Florida 33023 until 3:00 p.m. on Monday, August 15, 2016. Statements of Qualifications received after the designated time and date will not be considered.

The Statements of Qualifications will be publicly opened and the names of the individuals or entities submitting Statements of Qualifications read aloud in the Town Commission Chambers on the above appointed date and time. Late submittals will not be considered and will be returned to the sender unopened. Envelopes must be clearly marked "Grant Writer, Special Projects Coordinator and State Legislative Advocate Proposal." Pembroke Park requires that each entity submitting a proposal must provide five (5) photocopies of the entire proposal package, and one electronic copy on a compact disk.

Mail or deliver to: Town Clerk
Town of Pembroke Park
3150 SW 52 Avenue
Pembroke, Park, FL 33023

Pembroke Park is seeking an individual or entity to provide grant writing services, special projects coordination and state legislative advocate services for the Town of Pembroke Park.

A detailed summary of the scope of services, assessment and selection criteria, qualifications narrative, proposal selection process and related information may be obtained

from the Town Clerk at Town Hall, 3150 SW 52 Avenue, Pembroke Park, FL 33023 during regular business hours after July 27, 2016 until the submission deadline.

The Town Commission reserves the right to waive any technicalities, reject any and all submissions which are incomplete, conditional, non-responsive; reject any and all submissions in whole or in part with or without cause; and accept the Statement of Qualifications which best serves the Town.

ANY INDIVIDUAL WHO BELIEVES THEY HAVE A DISABILITY WHICH REQUIRES A REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN SUBMISSION OF A STATEMENT OF QUALIFICATIONS SHOULD CONTACT THE TOWN CLERK AT (954) 966-4600 AT LEAST FORTY EIGHT (48) HOURS PRIOR TO THE DATE SET FOR SUBMISSION OF STATEMENTS OF QUALIFICATIONS.

TOWN OF PEMBROKE PARK

By: /S/ Annette Wexler
Annette Wexler
Clerk-Commissioner