

TOWN OF PEMBROKE PARK
REQUEST FOR PROPOSALS
HUMAN RESOURCE CONSULTING SERVICES – RFP 19-04

Notice is hereby given that the Commission of the Town of Pembroke Park, Broward County, Florida, is advertising for sealed proposals which will be received by the Deputy Town Clerk of the Town of Pembroke Park, Broward County, Florida, until 3:00 p.m. on Friday, August 23, 2019, at which time they will be publicly opened and the names of the individuals or entities submitting proposals will be read aloud by the Deputy Town Clerk or designee. Proposals received after the time and date specified will not be accepted. The proposals shall be for the selection of a qualified firm to provide:

HUMAN RESOURCE CONSULTING SERVICES

A comprehensive project description, scope of services to be provided, qualifications requirements, and other information relative to the project may be downloaded from DemandStar at <http://www.demandstar.com>, or from the Town of Pembroke Park website at: <http://www.townofpembrokepark.com/departments/bid-openings/>.

If in the opinion of the proposer, inconsistencies appear to exist in the proposed scope of work or elsewhere in the request for proposals, it is the proposer's responsibility to seek clarification from the Town. Additionally, it is incumbent upon all proposers to conduct a personal investigation as to requirements of the Town. All questions concerning the Request for Proposals shall be submitted by Friday, August 16, 2019, before 5:00 p.m. via electronic mail to the Deputy Town Clerk, Natasha Joseph at: njoseph@townofpembrokepark.com.

Questions concerning this Request for Proposals shall be submitted only by electronic mail to the electronic mail address stated above. Responses to those questions considered material to the solicitation will be made available as formal addenda on DemandStar.com and on the Town's website. No questions shall be answered orally.

Respondents must submit one (1) original complete proposal package, five (5) duplicate copies

and one (1) electronic copy (CD or USB drive) of their proposal package, in a sealed envelope to the Town of Pembroke Park Deputy Town Clerk. All packages must be clearly marked on the outside of the envelope:

RFP 19-04 – HUMAN RESOURCE CONSULTING SERVICES, along with the proposer’s name and address, date and hour set for the bid opening.

Proposals must be received by 3:00 p.m. on Friday, August 23, 2019 at the Town of Pembroke Park, 3150 SW 52nd Avenue, Pembroke Park, FL 33023. Late submissions will not be accepted.

The Town reserves the right to change the submission deadline, to issue amendments to the Request for Proposals, or to cancel or reissue the Request for Proposals without any penalty. The Town reserves the right to reject any and all proposals, and to waive minor irregularities. Further, the Town is not liable for any costs incurred by the proposers including, but not limited to, the costs incurred by the proposers for the presentation of their proposal and the attendance at any presentation. The Town will not be responsible for any errors or omissions in information provided, nor for the failure of the proposers to determine the full extent of the effort necessary to provide the requested services.

NOTE: ALL PROSPECTIVE PROPOSERS/RESPONDENTS ARE HEREBY CAUTIONED NOT TO CONTACT ANY MEMBER OF THE TOWN OF PEMBROKE PARK STAFF OR OFFICIALS OTHER THAN THE SPECIFIED CONTACT PERSON, WHICH MAY ONLY BE CONTACTED BY ELECTRONIC MAIL.

Minority owned, women owned, and small business enterprises are encouraged to respond to this solicitation.

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

TOWN OF PEMBROKE PARK, a Florida
municipal corporation

By: /s/ Natasha Joseph
NATASHA JOSEPH
Deputy Town Clerk/Administrative Services
Director