

## **RFP # 2024-003 Executive Search Firm**

The Palatka Housing Authority ('PHA' or 'Authority'), Palatka, Florida, is seeking proposals from qualified, responsible companies/individuals to provide Executive Search Firm Services for recruitment of a new President / Chief Executive Officer (CEO), in accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD).

Sealed proposals will be accepted by the PHA, located at 400 N. 15<sup>th</sup> Street, Palatka, FL 32177 until **2:00 p.m. Eastern Standard Time (EST) Thursday, June 6, 2024**. **Faxed proposals will not be considered.**

### **Executive Search Firm**

Each Proposer should submit an original and (3) copies of Proposal to Palatka Housing Authority to the Attn: Ms. Willie Mae Thomas, Interim Executive Director, in a sealed envelope bearing on the outside: **Name of submitting firm, Company address** and designated as proposal for 'Executive Search Firm' **PHA-2024-RFP-ESF-003**.

Proposals must be clearly marked – "Request for Proposals # 2024-003 Executive Search Firm Services". \*\*\*Note: If you send your proposal via FedEx or UPS, please make certain that the proposal #PHA-2024-RFP-ESF-003 is labeled on the outside of the Air mail envelope.

Proposal specifications will be available at the PHA office for pickup/mail out on **Tuesday, May 7, 2024**. Also, you may download the proposal documents from the Palatka Housing Authority website at: <http://www.palatkaha.org>. Please be advised that all documents should be filled out properly and all items on the checklist must accompany your proposal. **All proposals will remain valid for 90 days.** The point of contact is Ms. Willie Mae Thomas at (386) 329-0132, ext. 215. **All questions must be submitted via email to [wmthomas@palatkaha.org](mailto:wmthomas@palatkaha.org).** The deadline to submit questions will be **Thursday, May 30, 2024**.

The PHA reserves the right to cancel this solicitation, waive informalities in the proposals received, accept any which we consider to be in our best interest, and to reject any and all proposals. The PHA is an equal opportunity employer/drug free workplace (EOE/DFW). The PHA has a goal and policies encouraging participation of small, minority, and women owned businesses in the provision of goods and services.