

REQUEST FOR PROPOSALS

The City of Daytona Beach, Florida, will receive online Proposals for **Executive Search Services for Daytona Beach City Manager RE-SOLICITATION, RFP 20612, until 2:00 p.m., on August 17, 2020.** PROPOSALS received after said time will not be accepted.

The City will only accept online PROPOSALS through our Platform powered by Negometrix, accessible through the City's website www.codb.us/841/Purchasing. All Solicitations MUST be submitted through this platform. **No paper Proposals will be accepted.**

SCOPE:

The City of Daytona Beach is soliciting interest from qualified executive search firms to conduct a nationwide search to fill the executive position of City Manager. A recruitment/hiring process will be developed and agreed upon by the firm and the City Commission. Once the process is finalized, an agreement will then be executed with the executive search firm selected by the City.

PARTICIPATION. In order to view solicitation requirements, view the schedule, pose questions, receive updates and addenda or submit an offer please click the '**PARTICIPATE**' button below. After clicking the participate button, a prompt will ask for a login or to register the company. Clicking the participating button does not obligate firms to submit a response.

Vendors are urged to register on the Negometrix platform and participate as soon as possible in order to stay informed of development and additional information related to this solicitation.

MESSAGES & ANNOUNCEMENTS. For procurement related information, please use the Messages link on the Negometrix platform (in the left pallet) to communicate with the contact person for the City.

All public announcements regarding this solicitation will be broadcasted via Negometrix; it is the Suppliers' responsibility to stay informed and up to date on all addenda, information, and documents posted there.

QUESTION DEADLINE. The deadline for questions is 7 calendar days before the Solicitation Opening Date. Questions should be submitted through the Negometrix Bid Platform using the "**Questions and Answer**" feature. Any changes to this solicitation will be made by Addendum *or* by publishing responses to questions and published on the Negometrix Bid Platform.

PROPOSALS MAY BE HELD by the City for a period not to exceed 60 days from the date of opening of Proposals for the purpose of reviewing and evaluating the Proposals prior to awarding the contract.

ASSISTANCE AND SUPPORT. Proposers may find useful information on how use the Negometrix platform to obtain Solicitation information and submit a Proposal in the attached pdf titled, *Negometrix 4- Supplier Guide*. Proposers may also contact the Negometrix support desk at the number provided below.

Technical Assistance (Mon - Fri: 8 am to 6 pm)
Negometrix Service Desk
Telephone: (724) 888-5294
Email: servicedesk@negometrix.com

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