

INVITATION TO BID

The City of Daytona Beach, Florida, will receive online Offers for **Executive Search Services for Daytona Beach City Manager, RFP 20532, until 2:00 p.m., on August 1, 2020**. Offers received after said time will not be accepted.

All Offers MUST be submitted through Negometrix at www.codb.us/841/Purchasing, then choose 'Public Solicitation-Negometrix'. **No paper Offers 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 at the bottom of the solicitation on the Negometrix page. After clicking the participate button the Supplier will be prompted to login or register the company. Clicking the participate button does not obligate the Supplier to submit a response.

It is recommend that Suppliers register on the Negometrix Platform and participate as soon as possible in order to stay informed on this solicitation.

A NON-MANDATORY PRE-SOLICITATION CONFERENCE will be conducted on **June 25, 2020 at 2:00 PM**, via Go To meeting. Interested participants are *urged* to attend by logging on to <https://www.gotomeet.me/DaytonaBeachPurchasing>. or phone in by calling (571) 317-3122 and using access code 434-309-917.

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 answering questions and published on the Negometrix Bid Platform. It is the bidder's responsibility to stay informed and up to date.

BIDS MAY BE HELD by the City for a period not to exceed 60 days from the date of opening of bids for the purpose of reviewing the bid and investigating the qualifications of Suppliers prior to awarding the contract.

ASSISTANCE AND SUPPORT. Suppliers may 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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