

ADVERTISEMENT – REQUEST FOR PROPOSAL



DETROIT REGIONAL CONVENTION
FACILITY AUTHORITY
One Washington Blvd
Detroit, MI 48226

Executive Level Search Firm Services (rebid)

**RFP Package No.:
6.2024**

Notice is hereby given that the Detroit Regional Convention Facility Authority (DRCFA) is soliciting competitive proposals for **Executive Level Search Firm Services** per the terms and conditions of the Request for Proposal (RFP). RFP documents may be obtained on or after **February 16, 2024** at the following website: <https://www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority> Prospective bidders must log in to the site and search the “Open Solicitations” tab for this project. Bidnet Direct’s customer service and support phone number is 800-835-4603 to help you navigate the site and register at no cost.

Bidders are encouraged to attend the pre-bid meeting on **February 27, 2024 at 11:00 am** via Teams or in person at Huntington Place Convention Center, One Washington Blvd, Room 352, Detroit, MI 48226. Onsite parking is available for \$20/vehicle. Questions may be directed to Ms. Laura Harrington at (313) 877-7974 or via email at LHARRINGTON@DRCFA.ORG no later than **March 4, 2024**.

Proposals shall be prepared in accordance with specifications outlined in the RFP. Submittals shall be on forms furnished by the DRCFA in this RFP. Proposers must provide Iran Linked Business disclosure in compliance with Public Act 517 of 2012 and attach this information to the bid proposal. The bid proposal must be accompanied by a sworn and notarized statement that their business is NOT an Iran Linked Business.

Bid submittals may be mailed or hand delivered to Detroit Regional Convention Facility Authority, One Washington Blvd, Detroit, MI 48226, Attention: Ms. Laura Harrington, Purchasing Director OR emailed to PURCHASING@DRCFA.ORG Proposals must be received on or before **March 14, 2024, at 2:00 p.m. local time**. No allowance will be made for late delivery for any reason. Late bids shall not be opened nor returned to bidder. Faxed bids shall not be accepted for any reason. A bidder will be permitted to withdraw his bid, unopened, after it has been submitted if so requested prior to the time specified above for opening of proposals.

Proposals will be publicly opened on **March 14, 2024 starting at 2:00 p.m.**, local time, by the DRCFA, at One Washington Blvd, Detroit, MI 48226. Interested parties may join in person in Conference Room 352. RFP evaluation and award subsequently will be made by the Board of Directors at the DRCFA. The successful bidder(s) shall be required to enter into a contract with the DRCFA.

The DRCFA reserves the right to reject any or all bid proposals, either in whole or in part, to split the award, to award to other than the low cost bid, to waive any informalities or irregularities, and to accept bid alternates. The DRCFA also reserves the right to award a contract in any manner deemed by the DRCFA, in the DRCFA’s sole discretion, to be in DRCFA’s best interests.

Date:

2/16/2024

Authorized Signature:

Laura M. Harrington

Laura Harrington CPPO, CPPB
Purchasing Director