

ADVERTISEMENT – REQUEST FOR PROPOSAL



DETROIT REGIONAL CONVENTION
FACILITY AUTHORITY
One Washington Blvd
Detroit, MI 48226
(313) 877-7974

RFP: Public Relations Services for Huntington Place Convention Center	RFP Package No.: 18.2526
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Notice is hereby given that the Detroit Regional Convention Facility Authority (DRCFA) is soliciting proposals for **Professional Public Relations Services** per the terms and conditions of the Request for Proposal (RFP).

Bid documents may be obtained on or after **March 23, 2026** at the following website: <https://www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority> Prospective bidders must first 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 your entity (at no cost) if needed.

Bidders are highly encouraged to attend the pre-bid meeting and site visit on **April 15, 2026 at 2:00 pm at Huntington Place Convention Center**, 1 Washington Blvd, Detroit, MI 48226. Meet in the Conference Room 350 on the 3rd floor or attend via Teams. Bidders are responsible for understanding the RFP and service requirements prior to the meeting. Questions may be directed to Ms. Laura Harrington, Purchasing Director, via email at purchasing@drcfa.org until **April 20, 2026**.

Proposals shall be prepared in accordance with specifications outlined in the RFP and on forms furnished by the DRCFA in this RFP. Bidders 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.

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 bids.

Proposals must be received on or before **May 12, 2026 at 2:00 p.m. local time**. Bid submittals may be emailed to PURCHASING@DRCFA.ORG subject heading “Proposal – Public Relations Services RFP 18.2526” OR online via BidNet Direct at www.bidnetdirect.com/mitn/detroit-regional-convention-facility-authority No allowance will be made for late delivery for any reason. Faxed or mailed proposals are not allowed. Late proposals shall not be opened nor returned to bidder.

Bids will be publicly opened on **May 12, 2026 starting at 2:00 p.m.**, local time, by the DRCFA, at 1 Washington Blvd, Detroit, MI 48226. Interested parties may join in person in Conference Room 350. RFP evaluation and award subsequently will be made by the Board of Directors at the DRCFA. The successful bidder shall be required to enter a contract with the DRCFA.

The DRCFA reserves the right to reject any or all bid proposals, either in whole or in part, to award to other than the low cost bid, and to waive any informalities or irregularities. 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:

3/23/2026

Authorized Signature:

Laura M. Harrington

Laura Harrington CPPO, CPPB
Purchasing Director