



**CHAPTER MANAGEMENT SERVICES
REQUEST FOR PROPOSAL (RFP) – Addendum I**

- ISSUE DATE: ~~November 7, 2023~~ December 14, 2023
- DUE DATE: **5:00 P.M.** on **January 1, 2024** (“Submission Deadline”)
- INSTRUCTIONS: Please submit one (1) electronic copy of your response to the Request for Proposals (“RFP”) via email to admin@pbcshrm.org no later than 5:00 p.m. on January 1, 2024. Subject line should read “Response to RFP – Chapter Management Services”. Proposals must be submitted by authorized officials. All electronic files should include the name of the company as the first part of the file name. Submittals received by hand delivery, fax, or after the Submission Deadline will be rejected.
- SUBMIT TO: PBC SHRM, Attn: Chapter Administrator at admin@pbcshrm.org
- CONTACT INFO: Any questions concerning this RFP must be submitted by email to Chapter Administrator at admin@pbcshrm.org no later than 10:00 a.m. on December 25, 2023.
- RESTRICTIONS: Responses will be provided only to clarify questions concerning the RFP. PBC SHRM requests that no other member of the governing board be contacted during this process. PBC SHRM shall have the right to reject any proposals due to violation of this provision. PBC SHRM shall be mindful that any selected person or company render such services in an independent and non-biased manner, with full consideration being given to doing what is best for the ongoing existence/viability of the Chapter, and with no Conflict of Interest to the Chapter.

The Board of Directors of Palm Beach County SHRM, hereinafter called “PBC SHRM,” is providing additional information about Chapter Administrative Services RFP to obtain more information in evaluating proposals. The PBC SHRM’s Scope and other requirements of the RFP remain the same. This information is intended to allow respondents to provide clarity as to the methodology proposed in providing the services outlined.

In addition to the previous response requirements outlined in the RFP, we kindly request that respondents provide a detailed explication of the methodology and implementation plan for the Chapter Management Services they propose to deliver. Specifically, we are seeking the following information:

- Task Breakdown: A thorough breakdown of tasks associated with the Chapter Management Services with an estimate of hours allocated to each task.

- **Specific Deliverables:** Clearly defined deliverables tied to each task, including the nature of the deliverable and its expected format.
- **Time Frames:** A comprehensive timeline outlining when each task will be initiated and completed.
- **Not-to-Exceed Limit:** A not-to-exceed budget limit for the proposed Chapter Management Services.

This additional information will aid in our evaluation process and ensure a more thorough understanding of your proposed approach.

Updated deadline: January 1, 2024