

Form 102
Sample Public Notice of RFQ
for _____ Professional Services

Date: _____

The City/County of _____ is applying for/has received (*Choose one*) an Arkansas Community and Economic Development Program (ACEDP) grant from the Arkansas Economic Development Commission to _____
_____ (*Briefly describe project*).

The City/County of _____ is interested in acquiring the services of a _____ firm or individual to provide services for the above-referenced project.

Procedures for selection of an individual/firm will be in accordance with ACEDP procurement requirements. All responses will be evaluated in terms of specialized experience and technical competence; performance; capacity and capability of the firm/individual to perform work; and proximity to and familiarity with the project area. Negotiations will begin with the respondent obtaining the highest total score in the evaluation process.

Interested parties are invited to **secure an RFQ package from**

_____ (*Name of contact person*)

_____ (*Address of contact person*)

_____ (*Phone number of contact person*)

All interested parties must **submit their response to the RFQ package to**

_____ (*Name of contact person*)

_____ (*Address of contact person*)

_____ (*Phone number of contact person*)

The Grantee may insert here

- *Any restrictions relative to submission, change or withdrawal of proposals*
- *Estimated time limit within which proposals will be announced*
- *Date by which the successful proposal will be announced*
- *Any other applicable information*

The City/County of _____ is an Equal Opportunity/Affirmative Action Employer.

_____ (*Name of Mayor/County Judge*)

** Indicate the type of services requested: Architectural, Engineering, Administrative, Legal or Surveying.*