



City of Doral
Request for Proposals
Doral Strategic Communications Plan
RFP No. 2024-04

NOTICE: The City of Doral (“City”) hereby gives notice of its intent to seek proposals from interested and qualified parties in response to this Request for Proposals (“RFP”) to provide the services described herein. Proposals must be received no later than **Wednesday, March 13, 2024, at 10:00 AM.**

PROJECT OVERVIEW

The City invites qualified firms to submit their proposals for the development of a comprehensive strategic communications plan. The selected firm will play a pivotal role in enhancing the City's communication efforts to effectively engage with residents, stakeholders, and the wider community. The goal is to acquire a strategic communications plan for the City of Doral that helps strengthen city-wide communication between our government and its audiences. The City intends to use the Proposals submitted in response to this RFP to rank order the Proposers according to the requirements of the solicitation and to then initiate contract negotiations with the top ranked Proposer.

SCHEDULE

Issuance/Advertisement Date:	Monday, February 12, 2024
Cut-off Date for Written Questions:	Monday, February 26, 2024
Deadline for Submittals and Date of Opening:	Wednesday, March 13, 2024, at 10:00 AM Due Electronically via DemandStar or Vendor Registry

This RFP is not intended to be a comprehensive list of all work and materials necessary to supply the goods and/or services required. Each firm is responsible for determining all factors necessary for submission of a comprehensive response. The firm who is chosen shall provide services that involve expertise in amphitheater venue management. The City will review submittals only from those firms that submit a Proposal that complies with all the minimum requirements set forth in this RFP.

Proposals must be submitted electronically through DemandStar <https://network.demandstar.com/> or Vendor Registry <https://vendorregistry.com/> by the date and time stated above. The responsibility for submitting a Proposal before the stated time and date is solely and strictly that of the Proposer. The City is not responsible for any delayed, lost, late, misdelivered, or non-delivered Proposals, no matter the cause. Any submittals received after the due date and time specified will not be considered.

This RFP is subject to the “Cone of Silence”. Accordingly, all questions and/or comments regarding this RFP must be made in writing and be directed to Procurement at the following email at procurement@cityofdoral.com. All inquiries must reference “**RFP 2024-04 Doral Strategic Communications Plan**” in the subject line. No phone calls will be accepted in reference to this

solicitation. If it becomes necessary to provide additional clarifying information that revises any part of this solicitation, supplements or revisions will be made available via written addendum.

Solicitations and addenda or notices in connection therewith may be downloaded from the City of Doral Procurement Division webpage under "[Active Solicitations](#)", on [Vendor Registry](#), and on [Demand Star](#). To receive notifications of addenda or notices issued in connection with this RFP, interested parties must register on Vendor Registry or on Demand Star. The City reserves the right to reject any and all submissions, to waive any and all irregularities in any submission, to solicit and re-advertise for bids and to make awards in the best interest of the City, as determined in its sole discretion.

Notwithstanding any language contained in the solicitation to the contrary, the City reserves the right to accept any submittals deemed to be in the best interest of the City, to waive any minor irregularities, scrivener's errors, minor omissions, minor deviations, and/or technicalities in any Proposals, or to reject any or all Proposals and to re-advertise for new Proposals, in accordance with the applicable sections of the Florida Statutes, the City Charter and Code, and this RFP. PROPOSERS ARE ADVISED THAT PROPOSALS OR BIDS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM MINIMUM / MANDATORY SUBMISSION REQUIREMENTS OF THIS SOLICITATION SHALL RESULT IN A NON-RESPONSIVE DETERMINATION. ONLY MINOR IRREGULARITIES, DEFICIENCIES, AND TECHNICALITIES MAY BE ALLOWED TO BE TIMELY CURED BY PROPOSERS AT THE SOLE DISCRETION OF THE CITY. MATERIAL IRREGULARITIES, DEFICIENCIES, AND TECHNICALITIES CANNOT BE CURED BY THE PROPOSER/BIDDER.