



REQUEST FOR PROPOSALS NOTIFICATION

PROJECT: Cary Park District and Palatine Park District Request for Proposals For Community Wide Needs Assessment.

NUMBER: 24-105A

REQUEST FOR PROPOSALS

Sealed proposals for: Cary Park District and Palatine Park District Request for Proposals (RFP) For Community Wide Needs Assessment will be received by the Palatine Park District, 250 E Wood St, Palatine, Illinois 60067 until July 12, 2024 at 2:00pm. Proposals received after the stated time shall be disqualified and returned unopened.

PLANS AND SPECIFICATIONS

Digital versions of the RFP are available at no cost beginning June 14th, 2024 by contacting Ben Rea, Executive Director via email: brea@palatineparks.org . Hard copies are available upon request only and may be picked up at the offices of the Palatine Park District, 250 East Wood Street, Palatine, Illinois 60067.

SUBMITTAL OF FORMS

All forms necessary for submittal of a proposal are included in the RFP. Respondents submitting a proposal must follow the RFP guidelines and complete all forms in their entirety. Failure of a respondent to complete, sign and submit required documents may result in rejection of their submittal. The certifications of the selected respondent shall become part of the Contract with the Park District.

Each Respondent must submit four (4) bound copies and two (2) electronic storage devices or electronic copies of its submittal for each agency to the location set forth below. All responses will be delivered to the single location/individual set forth below.

Ben Rea, Executive Director
Palatine Park District
250 East Wood Street
Palatine, IL 60067

RFP Consideration Timetable

RFP and Selection Process

Date/Time Frame

June 14, 2024
July 8, 2024
July 9, 2024
July 12, 2024
July 22, 2024
August 5, 2024
September 23, 2024
September 26, 2024

Project Tasks/Deadline

Request for Proposals is released
Deadline to submit Proposal Questions
Final Responses to Proposal Questions Released
Request for Proposals Submittal Deadline 2:00 p.m. CST
Finalists Contacted (on or before the week of)
Finalists Interviews (on or before the week of)
Palatine Park District Board Approval (on or before the week of)
Cary Park District Board Approval (on or before the week of)