

**REQUEST FOR LETTERS OF INTEREST
FOR
SOCIAL MEDIA DESIGNER
FOR
THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
(LOI NO. 2018-02)**



Florida's Dynamic
Waterfront Community

**2001 BROADWAY, SUITE 300
Riviera Beach, FL 33404**

The Riviera Beach CRA is requesting an LOI from qualified candidates to create an Instagram Page on Social Media.

One (1) original and five (5) copies of the requested information shall be submitted no later than 4:00 pm on January 15, 2019 to the Riviera Beach Community Redevelopment Agency. Letters of Interest received after this deadline will not be considered.

All submittals must be delivered or mailed to:

**RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY
2001 BROADWAY, SUITE 300
RIVIERA BEACH, FL 33404**

ENVELOPES MUST BE IDENTIFIED AS: **LOI NO. 2018-02- SOCIAL MEDIA DESIGNER.**

Interested parties may acquire a copy of the LOI by downloading it from our website at www.rbcra.com, or by contacting the Riviera Beach Community Redevelopment Agency (CRA) by calling (561)844-3408 to arrange for pick up at the Riviera Beach Community Redevelopment Office listed above.

The CRA reserves the right to provide addenda, to reject any or all qualifications, to negotiate individually with one or more submitters, and to select one or more companies/submitters on the basis of what the Selection Committee determines to be in the best interest of the CRA.

1-1 **SUMMARY OF NEEDED SERVICES AND PROJECT DESCRIPTION**

The CRA is looking to enhance the appearance of their Instagram page. Chosen candidate must have computer programming capabilities, graphic design skills and marketing skills. Candidate must also present a resume detailing the experience they have in creating Instagram Pages.

1-2 **GENERAL TERMS AND CONDITION**

One (1) original and five (5) copies of all submittals must be received no later than 4:00 pm EST on January 15, 2019 at the Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite 300, Riviera Beach, Florida 33404.

The responsibility for getting the Letter of Interest to the CRA on or before the specified time and date is solely and strictly the responsibility of the Proposer. The CRA will in no way be responsible for delays caused by any other occurrence. Offers by telephone, telegram, fax or email will not be accepted.

The CRA will not be responsible for any expenses incurred by a firm in preparing and submitting requested Letters of Interest. All parties shall provide a straight forward, delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

1-3 **CONTACT INFORMATION**

For information or questions regarding this opportunity, please contact:

Sherley Desir
Riviera Beach Community Redevelopment Agency
2001 Broadway, Suite 300
Riviera Beach, Florida
(561) 844-3408

The CRA shall not accept or consider responses submitted via facsimile transmission or email.

1-4 **PROPOSAL DISCLOSURE**

Upon opening, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

1-5 **ACCEPTANCE OR REJECTION OF PROPOSALS**

The CRA reserves the right to reject any and all submittals, and will negotiate with submitters that are determined by the evaluation committee to be in the best interest of the Agency's goals. The CRA is not obligated to enter a contract on the basis of any proposal submitted in response to this document.

1-6 **CODE OF ETHICS**

If any vendor violates or is a party to a violation of the Code of Ethics of the State of Florida with respect to this proposal, such vendor may be disqualified from performing the work or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from bidding on any future proposals for work, goods or services for the CRA.

1-7 EQUAL OPPORTUNITY REQUIREMENTS

It is the policy of the CRA to comply with all Federal, State, County and local laws to provide minorities and women equal opportunity for participating in all aspects of the CRA's contracting and procurement programs. It is further the policy of the CRA to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, creed, sex, age, handicap or veteran's status. Each firm should state their commitment to meet these same requirements.

1-8 INDEMNIFICATION

After notification of award, the successful Proposer shall indemnify and save harmless the CRA from and against all claims, suits, actions, damages or causes of action arising during the term of the resulting agreement for any personal injury, loss of life or damage to property sustained by reason or as a result of the performance of the work for which the agreement is entered into, or its agents, employees, invitees, and all other persons, and from and against any orders, judgments, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities insured in or by reason of the defense of such claim, suit or action, and the investigation thereof. Nothing in the agreement shall be deemed to affect the rights, privileges and immunities of the CRA as set forth in Florida Statute 768-28.

1-9 RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY CONTRACT

The Contract for Consulting/Professional Services shall prevail as the basis for contractual obligations between the selected firm and the Riviera Beach Community Redevelopment Agency for any terms and conditions not specifically stated in this Request for Letters of Interest.

EXHIBIT A – Letters of Interest Submittal Details

Exhibit A

REQUEST FOR LETTERS OF INTEREST
SOCIAL MEDIA DESIGNER
FOR RIVIERA BEACH CRA
LOI NO. 2018-02

REQUIREMENTS FOR SUBMITTAL

A. GENERAL

Proposer shall submit one original Letter of Interest and five (5) copies in a clear, concise format, on 8-1/2" X 11" paper. Each set shall contain all the information requested herein to be considered.

B. CRITERIA TO BE INCLUDED IN LETTERS OF INTEREST RESPONSE

Vendors requesting consideration shall provide the CRA with information pertaining to their ability to perform the type of service required in a responsive and continuing manner. Letters of Interest packages shall include information as follows:

- (a) Cover Letter: Description of proposed services to enhance the appearance of the Instagram page. Chosen candidate must have computer programming capabilities, graphic design skills and marketing skills.
- (b) Resume (Detailing the experience you have in creating Instagram Pages)
- (c) Three (3) References to include contact person, address and telephone number.