

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY  
NOTICE OF REQUEST FOR PROPOSALS FOR  
EXECUTIVE SEARCH CONSULTANT SERVICES  
CONTRACT NO. 001096**

The Central Florida Expressway Authority (Authority) requires the services of a qualified consultant to provide Executive Search Consultant services. Consideration will be given to only those respondents who are qualified to perform the work as determined by the Authority. Proposal documents are available for download at the Authority's web site located at [www.expresswayauthority.com/DoingBusinessWithUs/Procurement/ProcurementAccountLogineProcurementRegistrati.aspx](http://www.expresswayauthority.com/DoingBusinessWithUs/Procurement/ProcurementAccountLogineProcurementRegistrati.aspx). Proposer registration is required to access and download documents. Instructions for registration are provided on the website.

**DESCRIPTION OF SERVICES:** Services shall be as detailed in the Scope of Services and includes the recruitment of the Executive Director for the Central Florida Expressway Authority.

**QUALIFICATION REQUIREMENTS:** Respondents must have experience providing similar services and must demonstrate they have the ability to provide the services necessary throughout the duration of the contract and are willing to meet the requirements of the Authority as stated in the Scope of Services.

The Authority will evaluate and determine the relative ability of each firm to perform the required services based upon the information provided by the firm in response to the RFP.

**NON-SOLICITATION PROVISION:** From the first date of publication of this Notice, no person may contact any Authority Member, Officer, Employee, or any selection committee member, with respect to this Notice or the services to be provided, except as related to the submittal requirements detailed in the RFP. Reference is made to the lobbying guidelines of the Authority for further information regarding this Non-Solicitation Provision.

**SUBMITTAL DUE DATE:** Proposals for the services generally described above will be received on January 29, 2015, in the headquarters office of the Central Florida Expressway Authority, 4974 ORL Tower Road Orlando, Florida 32807 until 1:30 p.m., Orlando local time, as shown on the time/date stamp clock at the receptionist's desk in the lobby. The clock will serve as the official instrument to determine when a proposal is received. A proposal that is received after the date/time specified will be rejected. The Proposer acknowledges that rejection of its proposal under those circumstances shall not be the basis of a protest pursuant to the Authority's Procedure for Resolution of Protests.

**CODE OF ETHICS:** All consultants selected to work with the Authority are required to comply with the Authority's Code of Ethics, a copy of which is available on the Authority's web site at [www.CFXway.com](http://www.CFXway.com).

**EQUAL OPPORTUNITY STATEMENT:** The Central Florida Expressway Authority, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, sex, national origin, age, religion and disability. The Authority hereby notifies all firms and individuals that it requires and

encourages equal employment opportunity for minority and women as employees in the workforce.

**MINORITY/WOMEN/DISADVANTAGED BUSINESS ENTERPRISE**

**PARTICIPATION:** The Central Florida Expressway Authority hereby notifies all firms and individuals that it will require affirmative efforts be made to ensure participation of local minority and women business enterprises on contracts awarded by the Authority.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Claude Miller  
Director of Procurement