Jackson County

Board of County Commissioners

# Request for Proposals

**RECRUITMENT & TRACKING SERVICE**

The Jackson County Board of County Commissioners (the “County”) hereby gives notice that it has issued a Request for Proposals from experienced and qualified persons or firms to provide an online recruiting and tracking service.

Sealed proposals will be received by the Purchasing Department located in the County Administration Office at 2864 Madison Street, Marianna, FL 32448 until **2:00 P.M.** central time on **Tuesday, May 26, 2020**. Submittals will be publicly opened and receipt acknowledged immediately thereafter. The qualifications and other information should be submitted in strict compliance with the directives provided in the RFP Instructions. The County is under no obligation, either express or implied, to reimburse responding firms for any expenses associated with preparation and submittal of the Proposals in response to this request. It is the proposer’s responsibility to ensure that proposals are received in the County Procurement Office prior to the date and time specified above. Receipt of a proposal in any other County office does not satisfy this requirement.

Proposals shall be submitted in a sealed envelope or box, plainly marked with respondent’s name, address, date, time of RFP deadline and stating “Proposal for Recruitment and Tracking Service.” Six (6) hard copies shall be submitted.

Inquiries regarding this RFP should be directed to Judy Austin, HR/Risk Management Director at [jaustin@jacksoncountyfl.com](mailto:jaustin@jacksoncountyfl.com) or (850) 482-9633.

Proposals may be either mailed or hand delivered to the 2864 Madison Street, Marianna, FL 32448. Any proposals received after the above stated time will not be accepted.

The County reserves the right to accept or reject any and all Proposals in whole or in part, to waive informalities in the RFP documents, to obtain new Proposals, or to postpone the opening of Proposals, or if unable to negotiate a satisfactory contract to terminate all negotiations under the RFP and proceed by whatever appropriate means it may elect. Each Proposal shall be valid to the County for a period of sixty (60) days after opening.

The Jackson County Board of County Commissioners is an Equal Opportunity/Affirmative Action Employer. Post: May 13, 2020