

**CITY OF LAKEWOOD
REQUEST FOR PROPOSAL
#6608**

Notice is hereby given that the City of Lakewood, Colorado will accept proposals submitted electronically via the Rocky Mountain E-Purchasing System (R.M.E.P.S.) for:

EXECUTIVE RECRUITMENT SERVICES

Proposals must be received electronically in the Rocky Mountain E-Purchasing System at <https://www.Proposalnetdirect.com/colorado> until no later than **10:00 AM, MT on April 27, 2026**, at which time they shall be downloaded from R.M.E.P.S.

Proposals will be time-stamped by R.M.E.P.S. upon receipt. The City will only accept Proposals submitted in R.M.E.P.S. and will not accept hard-copy Proposals or submitted by any other means.

If Respondents have questions or need assistance, contact BidNet support at 800-835-4603, option 2. After uploading Proposal documents, Respondents must click the **'SUBMIT'** button. The City will not accept uploads that are **'saved'** but not submitted. To verify that a Proposal was submitted successfully, Respondents may contact BidNet Support or verify via the Bid Management tab in Respondent's account that the documents are not in **'Draft'** status.

Proposals received after the above specified date and time for submittals and Proposals not prepared and filed in accordance with the **'Information to Respondents'**, may be rejected.

RFP documents will be made electronically available online at no cost on the Rocky Mountain E-Purchasing System (R.M.E.P.S.) website at <https://www.bidnetdirect.com/colorado>, as of April 2, 2026. **The City of Lakewood cannot guarantee accurate information for specifications obtained from any source other than the Rocky Mountain E-Purchasing System (R.M.E.P.S.).**

All questions shall be sent via email to Kaitlyn Sullivan, Buyer II at 303-987-7885 or kaitlyn.sullivan@lakewoodco.gov, no later than 5:00 p.m., M.T., on April 14, 2026. An Addendum will be issued, if necessary, to include all vendor questions and City responses and posted on R.M.E.P.S. It is the Respondent's responsibility to ensure addendums issued are acknowledged and submitted along with their respective Proposal documents. **Failure to submit such addendums may result in disqualification of respective Proposal.**

The City reserves the right to waive any informalities and reject any or all Proposals in part or in whole.

The City of Lakewood is an Equal Opportunity Employer.