



Request for Proposal

Comprehensive Administrative and Executive Director Services

Proposal Due Date: November 7, 2019 by 5:00pm

I. INTRODUCTION

Clay County Development Authority (“CCDA”) is seeking to obtain an Executive Director and/or administrative staff and office services from a qualified firm or individual. CCDA is a Florida independent special district established under Chapter 2001-317, Laws of Florida whose mission supports, promotes, and attracts economic development.

II. RFP REQUIREMENTS

This **Request for Proposal (RFP)** is issued to solicit proposals from individuals or organizations to provide comprehensive executive director or administrative staff services for CCDA. CCDA intends to promote economic development opportunities within Clay County and provide services as a public development finance agency in Clay County, Florida, partnering with new and existing businesses, non-profit organizations, faith-based communities, and government entities. Further, CCDA requires regular, ongoing administrative services to operate effectively as a Public Body under the Laws of the State of Florida and in the “Sunshine”. This RFP provides an overview of the specific duties, objectives, qualifications and submission instructions for this position.

A. SUBMISSION OF WRITTEN QUESTIONS

All questions about this RFP shall be submitted by email by October 23, 2019 to:

April R. Scott, General Legal Counsel at
aprilscott@claydevelopmentauthority.com

Submitted questions and answers will be shared with all applicants through the CCDA via the website by 5:00 p.m. on October 30th, 2019.

B. PREPARATION OF PROPOSAL

Careful attention must be paid to all requested items contained in this RFP. Please read the entire package before bidding. Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate, and reliable presentation.

C. SUBMISSION OF PROPOSALS

In order to be considered for selection, applicants must submit a response to this solicitation no later than **5:00pm on November 7, 2019**. Responses received after the deadline may not be considered.

Proposals must be submitted via email to:

April R. Scott, General Legal Counsel at
aprilscott@claydevelopmentauthority.com

III. SCOPE OF SERVICES

The scope of services sought by shall include but not be limited to the following activities:

- A. Maintain all electronic and paper files on all CCDA business transactions, and correspondence.

1. Provide public notification through the media about all upcoming regular CCDA Board meetings, and all special CCDA meetings, so that those notices can be printed at least 7 days prior to the meeting.
 2. Prepare an agenda for all regular CCDA Board meetings, and any other Special meetings that may be required.
 3. Record minutes for all regular CCDA Board meetings, and any other Special meetings.
 4. Prepare a written version of minutes for approval by the Board of Directors at the following meeting, and retain copies of the approved minutes in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes, *General Records Schedule GS1-L for State and Local Government Agencies* (a minimum of 5 years).
 5. Provide copies of all CCDA Board approved meeting minutes, monthly financial statements and banking transactions to a Board approved auditor at the end of each fiscal year.
 6. Respond to all requests to provide copies of CCDA documents to the press, the general public and to County officials in accordance with Florida Statutes in Chapter 286 (Florida Sunshine Law).
- B. Coordinate with CCDA's CPA/accountant the performance of routine financial duties required for the proper functioning of the Clay County Development Authority.
1. Review monthly financial reports prepared by the CPA/accountant.
 2. Review and approve disbursements for payment.
 3. Coordinate the signing of checks with appropriate Board Officers.
 4. Receive and deposit all checks.
 5. File the Audit Report and all required financial information with the State Auditor General's office. Respond to any questions they may subsequently have.
 6. Perform all financial and business record keeping and retrieval, both electronic and hard copy.
- C. Post CCDA agendas, minutes, financials, and meeting notices to website. Maintain CCDA Website in accordance with direction of the CCDA Board.
- D. Prepare the draft annual budget and work with the Board to finalize it.
- E. Manage all correspondence with the Governor's office related to CCDA Board members, such as Gubernatorial Questionnaires to prospective Board members, forward completed questionnaires to Governor's Office, notification of Board appointments, and any other correspondence required.
- F. Provide orientation to newly appointed board members as appropriate.
- G. Manage and administer grants awarded by State of Florida through Department of Economic Opportunity and Enterprise Florida, Inc.
- H. Manage CCDA contracts and agreements with vendors, service providers, consultants, etc.

- I. Identify and pursue revenue-generating opportunities such as the issuance of industrial revenue bonds and other economic development projects.
- J. Any other services requested by the CCDA Board that are not enumerated above to fulfill the functions of the organization.

IV. INFORMATION REQUESTED

A. QUALIFICATIONS AND EXPERIENCE

- 1. Provide a general overview of the applicant's background (individual or firm).
- 2. Provide the price for the initial term and for each year that the contract may be renewed.
- 3. Provide the address of the office location(s) from which the applicant will service the account.
- 4. Provide the name, title, address, phone number, fax number, and email address of the primary contact person(s) assigned to this account.
- 5. Provide a resume or other brief material for the applicant or any key personnel who will be responsible for handling the account.
- 6. Provide contact information for three references familiar with the applicant's work abilities.
- 7. Provide any information on insurance policies and policy limits that may be carried by the applicant for which CCDA may be insured, if applicable (e.g. general business liability, professional liability insurance, etc., if applicable).

B. GENERAL EXECUTIVE DIRECTOR SERVICES

Describe the history of the specific individual who will be servicing the account in performing the following roles:

- 1. Experience in providing similar services for other government agencies
- 2. Ability to work with officials, businessmen, board members and stakeholders to further CCDA objectives
- 3. Familiarity with financial reports and ability to operate an organization within budgetary parameters
- 4. Ability to provide all necessary administrative services including meeting minutes, notice and record retention requirements, etc.
- 5. Familiarity with the operation of a public body and any familiarity with laws governing CCDA including but not limited to Chapter 189 and Chapter 2001-317, Laws of Florida, The Independent Special District Guidebook, and the Sunshine Manual.
- 6. Any other experience that may be relevant to the duties described in our scope of services.

V. TERM & RENEWALS

This initial term for this contract will be a two-year term with renewal options for up to three successive years. There will be an annual employment evaluation. The contract may be cancellable by either party upon 30 days notice.

VI. BID RESERVATIONS & EVALUATION CRITERIA

The information requested in Section IV of this proposal will be evaluated by CCDA. Notwithstanding any other provisions of this RFP, the CCDA reserves the right to select the applicant that best meets the requirements of the RFP. Further, the CCDA reserves the right to reject any or all bids, to award in whole or in part, and to waive minor immaterial defects in bids. The CCDA may consider, at its sole discretion, any alternative bid.

The following criteria will be applied in evaluation of responses:

POINTS

QUALIFICATIONS AND EXPERIENCE

60

- Ability to provide all required executive director and administrative duties
- Ability to manage multiple grant projects and contractual relationships with tenants and professional service providers and to generate economic development opportunities
- Ability to manage communications effectively with board members, local businesspersons and county officials in furtherance of CCDA affairs
- Experience managing and/or directing a similar organization or public body
- Familiarity with applicable laws and regulations for public bodies and independent special districts

COST

40

- Price of the contract for the initial term and any subsequent renewals available will be taken into consideration in conjunction with the overall value and experience provided by the applicant
- Cost will be a factor, but not the sole factor in determining which applicant is selected

VII. CHECKLIST

- Provide the name, title, address, phone number, fax number, and email address of the primary contact person(s) assigned to this account.
- Provide the address of the office location(s) from which the applicant will service the account.
- Provide the price for the initial term and all renewals.
- Provide a resume or other brief materials of the applicant and up to three references.
- Provide any information on insurance policies and policy limits carried by the applicant (if applicable)
- Provide a general overview of the applicant's background as well as answers to additional information or descriptions requested in Section IV.