

**REQUEST FOR QUALIFICATIONS
FOR PUBLIC MEETING PLANNING AND FACILITATION SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting qualifications for public meeting planning and facilitation services. Services to be provided by the consultant will include providing one or more lead facilitators to manage public meetings of various sizes and formats on topics related to land use, planning, and community development; assist in planning and design of the meeting process; and prepare summary reports of meeting outcomes.

All proposals must be in writing and delivered by hand, mail, fax, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., April 11, 2006. Provide one original and 11 copies of the submittal.

Only proposals received by the aforesaid time and date will be considered. All proposals shall be labeled, "**RFQ- Facilitation Services.**"

Questions concerning this request should be directed to Ms. Beckie Faulkenberry, at (850) 981-7075.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

LEGAL NOTICE

One issue – Press Gazette - March 18, 2006 , Navarre Press – March 23, 2006

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith

March 18, 2006

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Public Meeting Planning and Facilitation Services

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