

REQUEST FOR PROPOSALS FOR EXECUTIVE SEARCH SERVICES

Notice is hereby given that the Board of County Commissioners of Santa Rosa County, Florida is calling for and requesting proposals for the provision of specialized Executive Search Services to assist the County in the selection of a qualified Economic Development Director. Proposing firms shall specialize in or have experience in recruitment of economic development professionals for governmental entities and/or have extensive executive-level economic development personnel recruitment experience.

To be eligible to respond to this RFP, the proposing firm must demonstrate that it, or the principals assigned to the project, have successfully completed similar services for organizations similar in size and complexity to the County.

The selected firm's services will include:

1. Work with the Board and its staff to determine the desired qualifications, skills and critical industry experience for the position and the competencies for potential candidates.
2. Development of a search and sourcing model that efficiently delivers candidates as well as candid feedback from screening interview in addition to detailed background and reference checks for applicants.
3. Timely delivery of qualified candidates at the conclusion of the initial search process.
4. Professional focus on sourcing of qualified candidates, screening and assessment of candidates for presentation to the Board.
5. Work with the Board and its staff in recommending strategies and potential structure for the County's Economic Development Office.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., September 25, 2012. The submittals will be publicly opened at this time. Only submittals received by the aforesaid time and date will be considered. Submittals received after the time set for the opening will be rejected and returned unopened to the submitter. All submittals shall be sealed and clearly labeled, "**RFP- Executive Search Services.**" Please provide one original, eleven (11) copies of the proposal, and one (1) CD with all of the above information included (each document must be in an individual PDF format file).

Questions concerning this proposal may be directed to the Santa Rosa County Administrator, Hunter Walker, at 850-983-1877.

The Board of County Commissioners reserves the right to waive informalities in bids, to reject any or all bids with or without cause, and to accept the bid that in its judgment is in the best interest of Santa Rosa County, Florida.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

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

Legal Notice

One issue – August 25, 2012 - Press Gazette, August 30, 2012- Navarre Press, and August 30, 2012 - Gulf Breeze News

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