

**REQUEST FOR PROPOSALS FOR
MILITARY AFFAIRS CONSULTING 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 military affairs consulting services to assist the County with tasks and strategies to enhance, sustain, and grow the County's military presence and existing relationships.

The Board is seeking the necessary resume of qualifications, fee proposal information, and documentation of the ability to perform the services. The Proposer shall have experience, expertise and reliability in working with branches of the US Military, US Congress and/or Department of Defense. The Proposer shall possess strong communications and public relations skills. The Proposer chosen to provide the Services shall be required to execute a contract with the County.

The funding for this contract shall be from a Defense Reinvestment Grant.

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., October 30, 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- Military Affairs Consulting 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 Procurement Office, Orrin Smith at (850) 983-1870.

Scope of Work may be secured from Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

The Board of County Commissioners reserves the right to waive informalities in proposals, to reject any or all proposals with or without cause, and to accept the proposal 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 – October 3, 2012 - Press Gazette, October 4, 2012 - Navarre Press, and October 4, 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

SCOPE OF WORK

Consultant shall represent Santa Rosa County in activities concerning Department of Defense, Department of the Navy, Department of the Air Force and any other armed forces. Consultant shall coordinate tasks and duties that sustain and grow the county's military presence, and participate in activities to enhance those activities that reduce the county's dependence on military (i.e., Whiting Aviation Park). The consultant will provide periodic reports complete with updates and recommendations to the Board of County Commissioners and other entities as directed. The goals of these activities include but are not limited to:

- Placing the county in a BRAC ready position;
- Bettering the county's relationship with military installations, state and other counties;
- Monitoring and interacting as necessary concerning Navy and county progress with respect to initial phases of land swaps and other land dispositions;
- Liaison and interact with military and prospect/existing industries as needed by County;
- Liaison and interact with chamber military affairs committees and congressional offices;
- Provide support and interaction for the multi-county Defense Support Initiative.
- Provide coordination on updating and implementation of the SRC Joint Land Use Study.

Consultant shall also provide support for events and functions that reinforce positive relations between the community and the defense community. These events and functions include:

- Annual fly-in and briefing of the appropriate training and operations Flag Officers to ensure they are aware of the progress the Navy and the county are making to protect and enhance NASWF and other surrounding installations.
- Meetings with military representatives on matters related to workforce, land use, and encroachment, and other issues as necessary; and providing information throughout the community on the positive impacts the military and DoD, its contractors, and its retirees make on the community.
- Facilitate and host, as necessary, community events that recognize the contributions made by the military, further open lines of communication between the military and civilian communities, and promote the education of the civilian and military communities on the benefits gained through active participation with each other.

Consultant shall assist the County Grant Coordinator and/or grant administrator with quarterly reports based on completed objectives and milestones including documentation of expenditures and match as well as final documentation required to close out and complete the grant. This may include coordination or oversight of volunteer hours specifically supporting events and functions that reinforce positive relations between the local community and the defense community.