



Request for Proposal Strategic Plan Update Coordination

The Economic Development Corporation of Sarasota County is seeking an individual or firm to assist with the coordination and facilitation of activities during the update of the community's economic development strategic plan. The scope of services for this work is outlined below.

The work will commence on or about April 15, 2008 and will conclude in March 2009. Questions should be directed to Kathy Baylis at kbaylis@edcsarasotacounty.com or 941.309.1200 ext. 100.

The qualifications of the individual or firm and proposals to provide these services will be accepted until 12 noon on Friday, April 4, 2008. They should be sent to Kathy Baylis, President & CEO, Economic Development Corporation of Sarasota County, 2601 Cattlemen Road, Suite 201, Sarasota, FL 34232.

Scope of Services:

- ◆ Plan and execute a 2-day visit by up to 10 consultants during the first or second week of June 2008:
 - Coordinating travel, accommodations and meals for the consultants.
 - Gather and prepare packets of key community information to provide to the consultants.
 - Planning and arranging for a tour of Sarasota County to include appropriate transportation, narrator, presentations and all logistics related to the tour.
 - Planning, coordinating, arranging and facilitating a series of meetings with the consultants and key stakeholder groups in the community. This will include arranging for meeting locations, sending invitations, set up of meeting rooms and providing any equipment required during the meeting.
 - Completely managing all of the logistic, arrangements and follow up related to the tour.

- ◆ Coordination and facilitation with the firm chosen to write the updated plan:
 - Serve as the key contact for the firm during the development of the plan update.
 - Locate and provide information about the community requested by the firm.

- Assist the firm with arranging community meetings. This will including arranging meeting locations, sending invitations, collecting RSVP's, making follow up phone calls to ensure participation, setting up meeting rooms and providing any equipment required during the meetings. Assisting firm with access to key stakeholders
- Assist in the facilitation of meetings as necessary
- ◆ Coordinate internal communications within the county during the strategic plan update process:
 - Monitor website and/or blogs established by the firm to communicate with the community.
 - Coordinate with the firm on the posting of information on the website including plan drafts, minutes from community meetings, public.
 - Arranging for public notices of meetings to be posted as appropriate.
 - Maintain databases and distribution list of key stakeholders and communicate as necessary