

REQUEST FOR PROPOSALS
Jefferson County Board of County Commissioners

CONSULTING SERVICES TO PERFORM SMALL BUSINESS COUNSELING FOR COUNTY RESIDENTS WHO WANT TO START OR EXPAND THEIR OWN SMALL BUSINESS AND TO CONSULT WITH AND ADVISE THE BOARD OF COUNTY COMMISSIONERS ON ECONOMIC DEVELOPMENT STRATEGIES.

The Board of County Commissioners (“Board”) of Jefferson County hereby requests proposals from qualified individuals (“Consultant”) to (1) perform small business development counseling services to county residents who want to start their own small business or expand an existing small business and (2) to consult with and advise the Board on economic development strategies.

The Consultant will be expected to work in Jefferson County in a mentoring type relationship with prospective small business owners to assist them with business feasibility analysis, business plan development, assistance in locating funding sources, advice on setting up and managing a successful small business, market planning, and developing a 3-year financial plan.

As a secondary service, the Consultant will assist the Board with strategic planning to enhance local economic activity. The strategic economic planning will provide clear goals, well defined strategies and specific tasks with time lines, individuals responsible for actions and estimated costs for each action necessary to complete the planning or plan.

The initial period of service is for six months begin immediately upon acceptance by the Board and may be renewed by mutual agreement of both parties.

The work will be performed in Jefferson County. Appropriate office space will be available within the county’s facilities. The consultant will work with county commissioners, staff and others during the county’s normal forty (40) hour work week. Consulting work may also include time over and beyond the normal working times.

Selection Process. The services being sought under this request are considered professional in nature. Consequently, the evaluation of the proposals will be based on consideration of the qualifications, capabilities, and demonstrated prior successes of the proposers that will result in an award that is in the best interest of the County.

Proposal Instructions. An original and six copies of sealed proposals should be delivered to the office of the County Coordinator, Walnut Street County Government Complex, Monticello, FL 32344 before noon on March 30, 2012. The proposals will be opened at that time and a decision on such proposals will be made by the Board at its next regularly scheduled meeting, unless continued by the Board. Sealed proposals should be clearly marked “Proposal for Small Business Counseling Services.”

Proposals should include all relevant information, including but not limited to:

1. Individual's full name, address, and contact information.
2. A resume showing relevant experience.
3. A verifiable summary of prior small business counseling clients, preferably showing business types (without names), amount and general source of original funding secured, number of new jobs created, and whether or not the client is still in business.
4. Proposed fees to be charged the county for 6 months of service.
5. A proposed contract for consulting services.

Questions regarding the RFP may be directed to the office of the County Coordinator (850)342-0287. The County reserves the right to reject any and all proposals, to negotiate changes in the scope of work or services to be provided, and to otherwise waive any technicalities or formalities.