

CLAY COUNTY DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL (“RFP”) COMMITTEE
PUBLIC MEETING MINUTES
SEPTEMBER 30, 2019

Present: Keith Ward, Bruce Butler, Chereese Stewart

Staff: April Scott

Call to Order: Keith Ward called the Clay County Development Authority (“CCDA”) RFP Committee Public Meeting to order at 10:06 AM.

Comments from the Public: None.

RFP for Administrative Services: The committee reviewed the RFP for Executive Director and/or Office Staff services. The committee updated the timeline for the RFP under recommendations from **Chereese Stewart** and **April Scott** to be sent for publication on October 10, 2019 with questions from prospective applicants due by October 23rd, responses to questions due by October 30th and final proposals to be received by 5:00 PM on November 7th. The committee elected to have all questions and final proposals sent to **April Scott** at her Clay Development Authority email address. The committee made changes to the draft proposal based on recommendations from **Bruce Butler** to include a request for references and a checklist to guide applicants on all materials requested. The committee discussed the proof of insurance provisions. The committee approved the RFP with the changes discussed to be sent for publication on October 10, 2019.

Committee Comments: **Bruce Butler** further commented on the desirability of implementing a quarterly report for the Executive Director and/or staff service provider in order to keep the Board up to date on all current grants and on-going projects.

Adjourned. 10:55 AM.