

Request for Proposals (RFP):

Executive Director Services for Putnam County Development Authority

1. Introduction and Background

The Putnam County Development Authority (PCDA) is seeking proposals from qualified individuals or firms to provide Executive Director services. The PCDA is dedicated to advancing Putnam County's economic growth, supporting existing businesses, attracting new investment, and fostering job creation. We work closely with the Putnam County Board of County Commissioners (BOCC), all municipalities, the Putnam County Chamber of Commerce, community leaders, government entities, and the private sector to strengthen the county's business climate and quality of life. The PCDA's charter is set forth in H.B. 1387 (Chapter 2003-371, Laws of Florida).

This RFP invites proposals for a dynamic, visionary, and results-driven Executive Director to lead the PCDA's economic development initiatives and drive long-term prosperity for the community. The selected provider will serve as the chief executive officer of the PCDA, responsible for the overall management, planning, and execution of the Authority's programs and strategies. This role will act as a key liaison between the BOCC, the Chamber of Commerce, local municipalities, regional and state partners, while promoting Putnam County as a premier destination for business, industry, and workforce development.

Proposals should outline how the proposer will fulfill the responsibilities outlined in this RFP, including strategic leadership and administrative support functions. The contract will be awarded based on the evaluation criteria specified below. The Executive Director will be an independent contractor and not an employee of the PCDA. The PCDA will not provide office space or any equipment to the Executive Director.

2. Scope of Services

The Executive Director will be responsible for leading strategic planning and execution of economic development programs, while also handling day-to-day administrative and financial operations. The scope includes, but is not limited to, the following key responsibilities:

Strategic and Economic Development Responsibilities:

- Promote the ability of the PCDA to issue development revenue bonds on behalf of private industries.
- Manage real properties owned or controlled by the PCDA, prepare sales contracts, maintain leases, and prepare PCDA properties to be site ready, if feasible.
- Lead the strategic planning and execute the goals and objectives of the Putnam County Development Authority.
- Work in close coordination with the BOCC and the Chamber of Commerce to align economic development priorities.
- Attract, retain, and expand business and industry in Putnam County.

- Develop and maintain strong partnerships with government, community organizations, and private stakeholders.
- Responsible for overseeing all operations, financials, and staff (if applicable).
- Work with the PCDA Attorney on issuing revenue bonds in compliance with Florida Statutes.
- Represent PCDA at community events, industry meetings, and public forums.
- Advocate for infrastructure, workforce, and policy improvements to enhance economic growth.
- Oversee all financial operations of the PCDA, including budgeting, audits, and reporting.
- Leverage organizational resources and financial reserves to achieve the goals and objectives of the Putnam County Development Authority.

Administrative and Operational Responsibilities:

- Schedule all meetings, send Public Notices, and compile all information and financial reports on a regular basis.
- Provide all data required for annual audits.
- Update and maintain the PCDA website.
- Ensure monthly deposits are received by the Putnam County Clerk & Comptroller's Office for processing.
- Approve invoices for payment by the Clerk's Office.
- Keep property insurance up to date.
- Ensure marketable properties are shown to potential clients.
- File Independent Government District forms.
- File Annual reports and forms, including:
 - Personnel Financial Disclosure (if applicable).
 - Complete Survey of Local Government Finances.

The provider must ensure all services are performed in compliance with applicable local, state, and federal laws, including Florida Statutes governing economic development authorities. It is anticipated that the services will take approximately 20 hours a month under normal circumstances.

3. Qualifications and Requirements

Proposers must demonstrate the following qualifications:

- Extensive experience in economic development, public/private partnerships, or related fields.
- Proven record of business recruitment, retention, and community engagement.
- Strong understanding of financial management, budgeting, and economic policy.
- Experience in public service, government relations, and stakeholder coordination.
- Ability to work independently as a key liaison while promoting Putnam County Development Authority.
- Excellent communication, organizational, and interpersonal skills.

Proposers should be individuals with relevant experience or firms capable of providing a dedicated Executive Director-equivalent resource. If proposing as a firm, include details on the assigned personnel's qualifications.

4. Proposal Submission Requirements

Proposals must include the following:

- **Cover Letter:** A brief introduction outlining interest in the role and relevant experience.
- **Approach and Methodology:** A detailed plan for how the proposer will fulfill the scope of services, including strategic initiatives and administrative tasks.
- **Qualifications and Experience:** Resumes or profiles of key personnel, including references from similar roles or projects.
- **Proposed Compensation:** A detailed fee structure, including any hourly rates, retainers, or performance-based incentives. Include any anticipated expenses (e.g., travel, materials).
- **Timeline:** Proposed start date and ability to meet ongoing responsibilities.
- **References:** At least three professional references.

Proposals should be submitted electronically in PDF format to rcastleberry0@gmail.com by November 21, 2025. Late submissions will not be considered.

5. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- **Qualifications and Experience (40%):** Relevance of background and proven record.
- **Approach to Scope of Services (30%):** Quality and feasibility of the proposed plan.
- **Cost Effectiveness (20%):** Reasonableness of proposed compensation.
- **References and Past Performance (10%):** Feedback from provided references.

The PCDA reserves the right to reject any or all proposals, negotiate terms, or request additional information.

6. Timeline

- RFP Release Date: October 17, 2025
- Questions Due: October 31, 2025 (submit via email to rcastleberry0@gmail.com)
- Responses to Questions: November 7, 2025
- Proposal Submission Deadline: November 21, 2025
- Evaluation Period: November 22–30, 2025
- Award Notification: December 5, 2025 (anticipated)
- Contract Start Date: January 1, 2026 (tentative)

7. Contact Information

For questions or clarifications, contact:

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