



Joe Lauro, CPPO, CPPB  
Director

June 6, 2018

Dean Cannon  
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RE: State Governmental Relations Services  
Contract No. 178-0174-P (SS)

Mr. Cannon:

This letter is written to inform you of your firm's invitation to present to the Board of County Commission (BCC) an oral presentation for the potential award of the contract for State Governmental Relations Services. Specifically, we are requesting the team member who will be the lead on the contract. The date, time and location for your firm's presentation will be **Tuesday, June 12, 2018** at 315 Court Street – 5<sup>th</sup> Floor Assembly Room, Clearwater, FL 33756. **The meeting begins at 9:30 AM**; Presentations will be given according to the ranking of firms, beginning with the highest ranked firm as determined by the evaluation committee. Please arrive promptly so as to not disrupt the meeting in progress.

Please provide any presentation media (PowerPoint, PDF, etc) via email to: Brian Lowack at [blowack@pinellascounty.org](mailto:blowack@pinellascounty.org) no later than June 8, 2018. Please focus your presentation on the following topics:

1. Introduction of firm as well as any subcontractors that will be used. Describe who is ultimately responsible for the engagement and where your office is located.
2. Qualifications: Description of firm's qualifications, relevant experience, success and expertise in completing work for similar clients.
3. Please outline your understanding of the Board's state legislative priorities, and plan of action to advocate for said priorities.

Use your best judgment of how to spend your time keeping in mind that the total presentation will not exceed 10 minutes in length. Questions from the Board will follow your presentation and will not be counted towards your allotment of time.

Please confirm your attendance for the presentation via email response to my attention at: [ssteele@pinellascounty.org](mailto:ssteele@pinellascounty.org) . Additionally, if you have any questions, please contact me at directly at 727-464-4776.

Sincerely,

Sue Steele, CPPB  
Lead Procurement Analyst

PLEASE ADDRESS REPLY TO:  
400 South Ft. Harrison, Sixth Floor  
Clearwater, Florida 33756  
Phone: (727) 464-3311  
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Website: [www.pinellascounty.org/purchase](http://www.pinellascounty.org/purchase)

