

Request for Proposal

Global Tampa Bay
International Consultant

PROPOSALS DUE BY: December 20th, 2024
12:00 p.m. (EST)

Scope of Work

Under the direction of the members of Global Tampa Bay (GTB), the Global Tampa Bay International Consultant will coordinate international business activities and manage fiscal responsibilities for Global Tampa Bay which consists of the counties of Hillsborough, Pinellas and Pasco. The consultant(s) will be responsible for assisting in and organizing inbound and outbound trade and foreign direct Investment missions, managing contracts, serving as fiscal coordinator, and acting as a liaison to partner organizations on international business initiatives.

Background of Global Tampa Bay (GTB)

Global Tampa Bay is a regional collaboration between the Tampa Bay Economic Development Council, Pinellas County Economic Development and the Pasco Economic Development Council to increase international business opportunities for companies within the region and to market the region globally as a top business destination.

At Global Tampa Bay, we work together with our regional economic partners such as the Tampa International Airport and Port Tampa Bay as well as various Federal, State and local entities to deliver an integrated international strategy.

GTB Mission

To recruit International companies seeking a prime business location in the US and increase international trade opportunities for local companies therefore fostering increased expansion of our economy.

GTB Vision

- **Export:** Support companies in the Tampa Bay region by identifying high-potential international markets and providing customized market entry strategies designed to drive success in global commerce.

Foreign Direct Investment: Proactively engage with international businesses and investors, showcasing the advantages of investing in the Tampa Bay region to attract and foster foreign capital and business growth.

Services To Be Performed

Your proposal is expected to cover the following services:

1. Coordinate and support Global Tampa Bay's activities and initiatives
2. Provide administrative support for meetings and events
3. Respond to FDI leads in a unified and professional manner, ensuring all partners are equally represented
4. Organize and manage all logistics for outbound and inbound international missions, which will include working with hotels to block rooms, arranging meeting spaces, securing food and beverage and scheduling group transportation.

5. Meet and maintain communication with other partner organizations relative to international business development
6. Facilitate international-focused events and educational discussions
7. Proactively update and maintain information on the Global Tampa Bay Website and manage social media platforms. Maintain a cloud-based participant folder, incorporating the mission agenda, general briefing, and essential mission specific information
8. Provide regular and continual updates on performance metrics
9. Maintain accurate and up-to-date financial accounts
10. Create and maintain an electronic client relationship management database
11. Provide reports to Global Tampa Bay's Chairman as requested
12. Other duties as assigned

This list is not intended to be exhaustive. There may be instances where additional services will be required.

Timeline

After all proposals have been evaluated, submitting applicants will be notified of next steps no later than **December 27th, 2024**. Support services are expected to commence on approximately **February 1st, 2025**.

Support services will be provided on a month-to-month basis with a 30-day notification requirement to terminate the business relationship.

Compensation

Please include your proposed fee or hourly rate in your response.

Key Contact Personnel

Following are key contacts for information you may seek in preparing your proposal:

Brent Barkway-Pinellas County Economic Development
Bbarkway@pinellas.gov
727-464-7411

Completed proposals should be returned to the attention of: Key Contact Information on or before **12p.m. (EST) December 20th, 2024**

If you have questions or require additional information prior to submission of your proposal, please contact Brent Barkway.

Information Required for Proposal Submission

In response to this proposal, please outline your experience in the following areas:

1. Familiarity with Economic Development organizations and their operations
2. Experience in managing regional initiatives
3. Competence with Microsoft Office applications
4. Familiarity with platforms such as Hubspot and Dropbox
5. Experience in general finance and bookkeeping principles
6. Event management
7. Must be self-motivated and able to collaborate and work in a team environment to accomplish goals
8. Knowledge of website design and the ability to make minor modifications to the GTB website
9. Ability to multi-task
10. Detail oriented
11. Bi-lingual (preferably Spanish) a plus
12. Ability to treat sensitive information in a confidential manner
13. Valid passport, or ability to obtain one within 30 days of hiring

Working Conditions

1. Must be able to perform job duties in a professional setting
2. May involve 10% International travel for missions, mission planning, meetings, trade shows, seminars, etc.
3. Occasional evenings and weekends may be required
4. Work under and maintain confidentiality

Additional Information Requested:

1. Set forth your proposed hourly fee for support services. Include whatever guarantees can be given regarding fee increases in future years.
2. Provide references (including addresses, telephone numbers and email addresses) for other, similarly sized clients (past or present)
3. Describe how and why your company is different from others under consideration, and why the selection of your company is the best decision that Global Tampa Bay could make.

Evaluation of Proposals

Global Tampa Bay will evaluate proposals on a comprehensive, qualitative basis. This evaluation will include review of the company's proposal, results of discussions with other clients, and consideration of the firm's completeness and timeliness in its response to the proposal. Thank you for your submittal.