

Board of County Commissioners

Notice of Evaluation Committee Meeting

Title: Request for Proposals for Background Check Services for Employees and Volunteers

Bid Number: BC-04-05-12-43 **Committee Chairperson:** Karen Harrell

Committee Meeting Date and Time: Thursday, May 31, 2012 at 10:30 AM

Place of Meeting: Human Resources Conference Room, Bank of America Building, Fifth Floor, Suite 502


Purpose Of Meeting: Meeting to score discuss and score proposals and determine next steps.

Meeting Minutes: The minutes of the meeting of the Evaluation Committee shall be promptly recorded, and such records shall be open to public inspection in the Purchasing Division Offices, 1800-3 Blair Stone Road, Tallahassee, Florida. However, any party may arrange for the proceedings to be stenographically recorded and shall bear the expense of such recording. It is requested that the Purchasing Division be given no less than 24 hours advance notice of stenographic recording in order that it be properly facilitated.

Special Accommodation: In accordance with Section 285.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Christine Coble or Facilities Management, 301 South Monroe Street, Tallahassee, Florida 32303, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300 or (850) 606-5000; 1-800-955-8771 (TDD), or 1-800-955-8770 (Voice), via Florida Relay Service.

CERTIFICATION:

I certify that the above notice is true and correct and that no less than 72 hours notice is hereby being given.



Signature

Purchasing Director

Title

Wendi Sellers

Name Typed

May 18, 2012 3:00PM

Date