



Finance and Administrative Services Department

**HUMAN RESOURCES DIVISION**

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April 16, 2019

TO: Sandy-Michael McDonald, Director  
Office of Economic and Small Business Development

FROM: Mary McDonald, Assistant Director  
Human Resources Division

**MARY  
MCDONALD**

Digitally signed by MARY MCDONALD  
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SUBJECT: Procedure for Procuring Training and Development Consultant

As a follow-up to our April 11 discussion, the County engages the John Scott Daley Florida Institute of Government ("IOG") for purposes of obtaining training consultants. You asked for clear and concise information related to the IOG's internal procedures for vetting potential training consultants. This memorandum is responsive to this request.

**Qualifying**

Firms interested in becoming a participant in the IOG's library of providers may do so by contacting the Director of the John Scott Dailey Florida Institute of Government at Florida Atlantic University. (Ms. Sarah Shannon, 777 Glades Road, Social Science Building, Room 108 Boca Raton, FL 33431 [sshannon@fau.edu](mailto:sshannon@fau.edu)).

Interested firms must provide a resume and references, with preference being given to those with local government training experience. After verifying references, the IOG will ask to observe a training class offered by the interested firm. Finally, to qualify, interested firms must be willing to participate in the IOG's standard rate schedule, which currently is \$600-\$750 for a half-day training and \$1000-\$1700 for a full day training.

If I can be of further assistance, please don't hesitate to call.

Cc: David Kahn, Director Human Resources Division  
Brenda Billingsley, Director Purchasing  
Sarah Shannon, Director Florida Institute of Government