



CITY OF TAMPA BLACK HISTORY COMMITTEE, INC.
EVENT PLANNER/PROMOTER
RESPONSE TO INQUIRY FOR SERVICES

EXHIBIT #2

BASED ON THE SCOPE OF SERVICES {SEE EXHIBIT #1} PLEASE PROVIDE A RESPONSE THAT CONTAINS THE FOLLOWING INFORMATION. {PLEASE ADHERE TO THE REQUIREMENTS LISTED BELOW OR YOUR RESPONSE WILL NOT BE CONSIDERED}.

I. BIOGRAPHY

This section of the response will contain a biography of your organization including all of your contact information. (limit one 8 X 11 ½ page) *Tell us about your organization.

II. CLIENTS

This section of the response will contain a list of clients including the number of years they have been clients. Please provide the company name, company contact, complete mailing address, email address information and phone number for each client. (limit one 8 X 11 ½ page)

II. COST STRUCTURE

This section will contain pricing information based on the scope of services that has been provided. {See Exhibit #1}. Please provide pricing structure for event planning and fundraising services since both are REQUIRED for this request. (limit two 8 X 11 ½ page)

TOTAL PAGES MAXIMUM FOR RESPONSE IS 4 (FOUR)

Note all response should be presented in the following manner:

- Bound in a presentable and professional fashion using 8 X 11 ½ size paper
- A cover sheet is allowed (and this will not count as your response pages)
- All responses should be limited to the maximum number of pages detailed above which is FOUR
- All responses are due no later than **Wednesday, March 31, 2010.**

Please mail your response to City of Tampa Black History Committee, Inc. PO Box 1782 Tampa, Florida 33601. All response will receive notification regarding receipt of your response. For any questions, please email COTBHC at 813-814-3031 or email at www.cityoftampablackhistorycommittee.org

Thanks for your time in advance.