

REQUEST FOR PROPOSAL
SUBLETTE COUNTY CENTENNIAL COMMITTEE
COORDINATOR

DUTIES OF THE COORDINATOR:

- Work in conjunction with, and at the direction of, the Centennial Committee to develop the Centennial Celebration beginning on February 15, 2021 and ending on January 2, 2023.
- Serve as the Point of Contact for the Centennial Celebration.
- Work with community groups, organizations, business, and individuals to develop their own Centennial projects and events.
- Arrange and direct meetings, generate minutes, plans, and relevant documents.
- Develop proposals for and help implement County sponsored projects and events.
- Maintain schedule, organize County sponsored projects/events.
- Duration of this engagement will begin on July 1, 2020 and terminate on January 4, 2023.
- This proposal will be a Contract for Services with a not-to-exceed amount for the entire 30-month project.

Deadline for Requests for Proposal: Wednesday, May 27, 2020 at 5 p.m.

Submit Proposals To: Matt Gaffney, Matthew.Gaffney@sublettewyo.com

Sublette County reserves the right to accept or reject any or all proposals.

Publish in the Pinedale Roundup, May 3, 15, & 22, 2020, and the Sublette County website, May 4-26, 2020.