



REQUEST FOR PROPOSALS
for
Administrative Management Services and Products
in support of the
Rocky Mountain Water Environment Association
(RMWEA)

Overview:

RMWEA was founded in 1936 as a non-profit organization that strives to provide its members with the most current information on water quality issues, technology, regulatory changes, and the latest research developments. RMWEA is a Member Association of the Water Environment Federation, (WEF).

The Executive Committee (EC) is the governing body of RMWEA and is comprised of elected RMWEA members. The organization is run by volunteers that use their experience and expertise to support the Association. In addition to the passionate volunteers, the EC seeks to engage a company to assist in administrative duties that are necessary for RMWEA to function.

A comprehensive scope is included with this RFP; however, the major components include preparing meeting agendas and minutes, arranging monthly board meetings, and managing RMWEA's financial accounts. The successful candidate/company must be able to perform all components within the scope.

The Proposal:

In order for a proposal to receive consideration, it must comply with the following criteria:

1. Description of Performance. The description of performance should clearly be oriented toward the scope of work and must include a description of past and present work of the type described in the scope of work. The proposal shall include a list of three (3) professional references.
2. Description of expertise. This section may include descriptions of skills of personnel within the organization and other firms or entities who may be involved in providing services and products. Past work by specific personnel should be identified.
3. Demonstration of capacity. The proposal must clearly show the ability to perform the work in a timely and consistent manner as indicated in the scope of work.
4. Example of work. Provide two (2) examples of past meeting minutes taken and discuss your experience using Quickbooks.

5. Complete proposal. The scope of work (Exhibit 1) outlines the services needed. Any proposal that does not address all aspects of the scope of work will not be considered. The proposal should be as brief as possible, but should include discussion about each of the services and products required. Proposal shall be limited to a maximum of 10 pages.
6. Rates and charges. A listing of rates for reimbursable expenses proposed for the services and products must be attached.

Selection process:

Each candidate will be evaluated using the above criteria and information provided in the proposal. All requests for additional information on the RFP process must be directed to *Andrea Long and Ceila Rethamel*.

Andrea Long	Ceila Rethamel
almountains@gmail.com	crethame@cityofwestminster.us

If you are interested in providing the services specified in the scope of work, please submit your proposal via email to both co-chairs listed above. Proposals must be received by 2:00 p.m. on July 31, 2017.

Evaluation of proposals:

In order to be eligible for qualification, the candidate must submit all information as requested. Omission of any of the required information may be grounds to reject the candidate from further consideration. The following criteria shall be used in the evaluation.

Experience of the Individual / Firm	40
References	30
Example Meeting Minutes	20
Organization and Completeness	10
TOTAL	100 pts

In evaluating the proposals and selecting a candidate, the EC reserves the following rights:

- To reject any and all proposals;
- To issue subsequent requests for proposals, if needed;
- Not to award a contract for requested services;
- To waive any irregularities or informalities in any proposal;
- To accept the proposal that the EC deems most beneficial to the RMWEA organization;
- To negotiate with any applicant to further amend or refine the proposal.

(Exhibit 1)

Scope of Services for Administrative Management Services

The major components for the **Administrative Management Services** position include preparing meeting agendas and minutes, arranging monthly board meetings, and managing RMWEA's financial accounts. The successful candidate/company must be able to perform all components within the scope. The company/staff would report to the RMWEA president.

General Duties:

1. Board Governance: Works with the RMWEA Executive Committee (EC) and President in order to fulfill the organization's mission.

2. Board Meetings:
 - a. Responsible for coordinating the monthly executive board meetings including attendance and preparation i.e. securing a location, making sure there is adequate facilities available (conference phones, projector, plug-ins etc), and arrange for breakfast and/or lunch.
 - b. Sending out draft and final agendas for the EC meeting and Joint Governing Board (JGB) meeting (if necessary).
 - c. Meeting minutes: take meeting minutes, send draft minutes for review, and incorporate comments.
 - d. Anticipated effort: 10 hours per month.

3. Financial accounts:
 - a. Manage RMWEA Quickbooks and PayPal accounts.
 - b. Manage and track accounts receivable.
 - c. Responsible for effectively communicating the financial condition of the organization to RMWEA treasure on a monthly basis.
 - d. Anticipated effort is 16-20 hours per month or roughly 4 hours per week.

Professional Qualifications:

- A bachelor's degree and/or nonprofit professional certification
- Transparent and high integrity leadership
- Three or more years senior nonprofit management experience
- Solid, hands-on, understanding of how to make entries and query data from QuickBooks and to run financial reports
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey the vision of RMWEA's strategic future to staff, committees, volunteers, members, and business partners
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Specific Job Responsibilities and Requirements:

- Must be equipped with an office, including the ability to obtain access to phone service and high speed internet. A home office is acceptable.
- Manage RMWEA finances and reporting to the RMWEA treasurer and EC.
- Manage RMWEA records in accordance with the Records Retention Policy including Board Meeting Records and Financial Records
- Attend committee meetings, special meetings, or conference calls when requested.

Compensation and Benefits:

- The compensation for this position is based on an hourly rate paid monthly.