

ACME ORGANIZATION

Acme Organization is in need of full-service management to assist with ongoing support of our growing membership.

A response to this RFP is kindly requested by December 19, 2014.

Any questions, and all responses, should be sent to
amc_rfp@acmeorg

REQUEST FOR
PROPOSAL

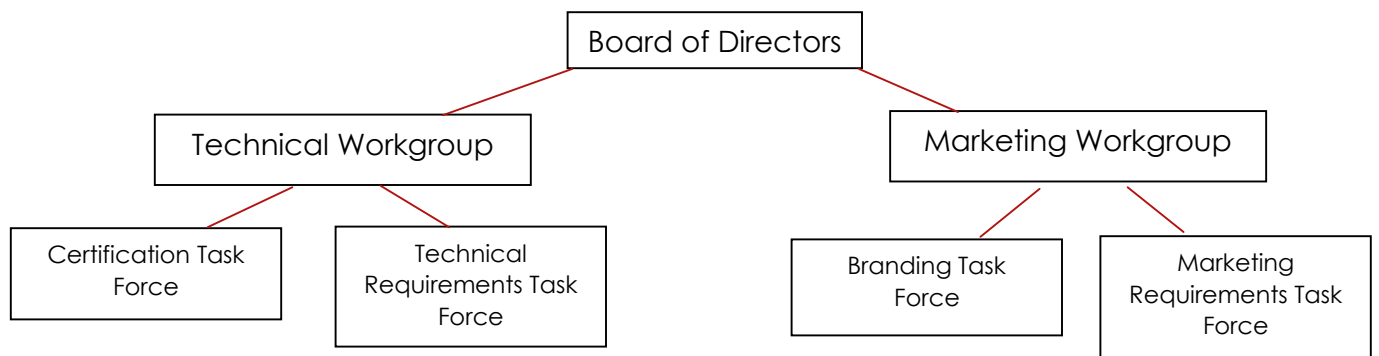
INTRODUCTION

Acme Organization was incorporated in Oregon in 1995 with the goal of developing and administering a certification program around Technology X in addition to creation and implementation of a multi-faceted marketing program.

Technology X aims to reduce latency while delivering high-quality streaming audio and video. The base specification is being developed in ABCD and will be assigned to the organization upon completion.

Acme currently has 153 members, including 9 companies on the Board of Directors, 77 Promoter-level members, and 67 Adopter-level members.

ORGANIZATION CHART



Board of Directors. Leadership of Acme Organization responsible for its strategic direction, vendor oversight/decisions, financial management, outbound messaging/communication, etc.

Technical Workgroup. Technical arm of Acme Organization responsible for technical output, including, but not limited to, all elements of certification program, maintenance of the specification and any supplemental documentation, and development of technical requirements documentation.

Marketing Workgroup. Marketing arm of Acme Organization responsible for marketing output, including, but not limited to, all branding elements, media involvement, press releases, social media campaigns, event presence, and development of market requirements documentation.

SERVICES NEEDED

Acme Organization is in need of ongoing full-service management, to include the following:

Operations Management

- First line of contact for all inquiries, including maintaining phone, efax, mail and on-line accessible tracking for information purposes
- Maintain all corporate records
- Provide duplicate storage space for organization documents, both soft and hard copy files
- Coordinate and manage IPR Review Period, announcements/posting of approved specs, periodic posting of required legal notices
- Manage policy document revisions
- Provide any additional duties needed to maintain the corporation
- Renew insurance policies annually
- Vendor management, including legal, graphic design, teleconference/online tool, technical writer, etc.

Membership Administration

- First line of contact for new memberships and all external contacts; distribute/forward inquiries and track as needed
- Maintain membership records, both soft and hard copy files
- Generate and process renewal invoices and inquiries and develop reports for membership review committee
- Generate and monitor member reflectors to ensure compliance to meeting best practices and proper membership access is maintained
- Generate and distribute internal membership communications
- Track and archive organization documents
- Collect and archive high and low res. company logos for print and web
- Ensure membership roster on website is up-to-date
- Manage annual renewal process

Workgroup Support

- Meeting coordination
 - Face-to-face pre-event logistics, onsite support, and post-event wrap-up (Approximately 4 face-to-face meetings per workgroup per year)
 - Teleconference logistics (e.g. schedule online meeting, teleconference, etc.)
 - Distribute meeting notices
 - Take and distribute meeting minutes
 - Track and process action items
- Attend and support meetings
 - Technical Workgroup meets weekly for one hour
 - Marketing Workgroup meets weekly for one hour
 - Board of Directors meets bi-weekly (every other week) for two hours

Financial Management

- Establish and administer financial procedures with proper checks and balances to minimize Board/Officer liability as well as ensuring the most secure transactions possible
- Provide full-cycle bookkeeping services including:
 - Accounts payable management, accounts receivable management, customized financial statements & reports, ad-hoc financial report creation, etc.
 - Use of QuickBooks Enterprise Solutions
- Maintain bank accounts (savings, checking, merchant services account, etc.)
- Cash flow and budget control
 - Manage the overall cash flow and conduct monthly/quarterly cash flow reporting
 - Validate all expenditures from vendors and maintain tight budget control
 - Complete monthly bank statement reconciliations
- Prepare quarterly and monthly financial reports including Income Statement, Profit and Loss Statement, Balance Sheet, Statement of Cash Flow, Budget versus Actual Statements
- Prepare annually the following fiscal year's annual plan and operating budget
- Coordinate preparation of annual tax filings with Certified Public Accountant (CPA). Preparation of 1099s and 1096s.
- Supply all necessary financial records to the Accountant and/or Treasurer for annual audit support

We estimate services to equate to approximately 30 hours of work a week with a natural ebb and flow throughout the year. Our membership renews on a rolling cycle meaning that memberships are valid for 365 days from receipt of dues and payment. The implication is that membership support, at a minimum, should be fairly steady throughout the year.

FINANCIAL SPOTLIGHT

Acme Organization is a 501(c)6 trade association that has been granted non-profit status by the IRS. We do husband our resources carefully and take very seriously a fiduciary responsibility to our colleagues and fellow members.

It is of the utmost importance that our financial management team offer knowledgeable, transparent, and detailed support and financial reporting.

Included below is a snapshot of our most recent fiscal year spend; we operate on a calendar year.

ACME ORGANIZATION 2013 FINANCIAL SUMMARY			
	1H'13	2H'13	ANNUAL TOTAL
Income			
Membership	250,000	205,000	455,000
Event Fees	40,000	40,000	80,000
			<u>535,000</u>
Expenses			
Operations	65,000	65,000	130,000
Legal	7,500	8,000	15,500
Marketing	25,000	100,000	125,000
Technical	10,000	85,000	95,000
			<u>365,500</u>

RFP PROCESS

SELECTION COMMITTEE & CRITERIA

Acme Organization Board of Directors has selected three individuals from the Board, including John Smith, president; Jane Doe, treasurer; and John Doe, secretary, and two work group chairs, Tom Jones (Technical) and Jean Allen (Marketing), to serve on the selection committee.

This committee may be reached via email with any questions: amc_rfp@acmeorg

All management firms will be considered against the following criteria:

- Proposal Cost
- Services
- Specialty Divisions
- Experience

TIMELINE

December 1	Distribution of RFP
December 19	Responses due
Week of January 5	Selection Committee to identify top 3 candidates
Week of January 12	Virtual interviews with top 3 candidates Notification of candidates not in top 3
Week of January 19	Top candidate is selected and ratified by Board Notification of final decision to top 3 candidates
February 16	Begin transition
April 20	Transition complete