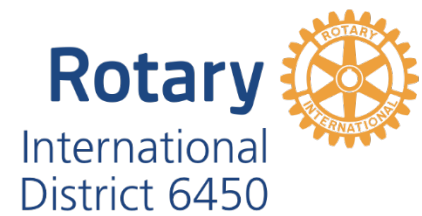


Rotary International District 6450, Inc.

**Request for Proposals for
Chief Administration Officer Services**



Submit Questions By:

Date: November 26, 2019, 5:00 PM

RFP Response Deadline:

Date: December 17, 2019, 5:00 pm

Rotary International District 6450, Inc.

P.O. Box 5290,

401 William St.

River Forest, IL 60305

I. Information about Rotary International District 6450, Inc.

- Rotary International District 6450, Inc. (the District) is a member of Rotary International, and serves to organize and provide support to clubs and members within the District's boundary. Rotary is a network of friends, leaders, and problem solvers who see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.
- The District is governed by a board of directors and officers including a District Governor, Treasurer, Secretary, and Past District Governor. All board positions serve on a volunteer basis, as are other positions within the District structure.
- The District covers a geographic area which includes cities from Bensenville to Kankakee, and from Chicago to Morris. Within this boundary there are approximately 60 clubs and satellite clubs, with approximately 1,800 Rotarians in those clubs.

II. Objective

The District is seeking proposals from qualified individuals or firms to provide Chief Administrative Officer services, as outlined within this Request for Proposals (RFP).

III. Scope of Services.

The Respondent shall thoroughly examine and become familiar with this RFP including all requirements and the nature and scope of the work detailed. Services to be included under a proposal may be completed by one or more individuals within your company.

1. See Appendix A (CAO job description) for scope of services.

IV. RFP Response Requirements

Those responding (Respondents) to this RFP shall include in their response the following:

1. Qualifications and Experience – Summarize your (firm's) qualifications, experience and any special expertise in providing the type of services identified in the CAO job description.
2. Provide resumes of key person(s) who would be performing the services. Please note that preference will be given to those organizations who have a dedicated point of contact for The District.
3. Approach to Services – Provide a brief overview of your management philosophy, methods, and practices and how they would meet the scope of services.
4. Describe how communications would occur between your firm and the District.
5. References: Include a list of at least three (3) professional references (including contact names, telephone numbers, and email addresses) who can speak as to your ability to perform the services sought under the RFP.
6. Identify if any services will be subcontracted. If services will be subcontracted, provide the company or individuals' name and contact information.
7. Identify your incorporation type, or if you are not incorporated, and identify all insurance that you or your firm retains.

V. Fee Structure

1. Provide an annual lump sum amount of fees that you propose, payable in 12 equal installments.
2. Provide a list of any reimbursable costs that your firm will request. Provide an estimate of those reimbursable costs on an annual basis.

VI. Addenda and Questions

Respondents may submit questions regarding the job description and the RFP process. Should any questions be submitted by a Respondent, both questions and responses will be posted on the District website.

Questions regarding this RFP shall be submitted to the District no later than:
November 26, 2019, 5:00 PM CST

Questions shall be submitted via email to Chuck Corrigan, District Governor Elect, to: cjc1@dbcw.com.

VII. Submission of Proposals

Responses to this RFP shall be submitted via email. Late proposals will not be accepted. The District will evaluate the proposals in a timely manner. The District reserves the right to short-list Respondents based on their proposals, and may request additional information from those Respondents for further evaluation. The District reserves the right to request in-person or telephone interviews of short-listed Respondents.

Proposals shall be Submitted by: December 17, 2019, 5:00 PM CST

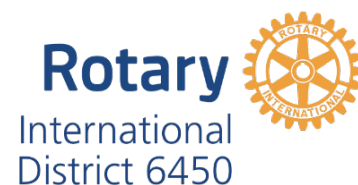
Proposals shall be submitted via email to Chuck Corrigan, District Governor Elect, to: cjc1@dbcw.com.

VIII. RFP General Conditions

1. The District reserves the right to reject any and all proposals, to waive any informality, and to request interviews of respondents.
2. The Respondent shall guarantee the submitted offered fee for a period of not less than 60 days from the deadline submission of proposals.
3. The District reserves the right to negotiate part, or all of the proposal terms submitted by respondents.
4. The Respondent shall be prepared to commence work immediately upon execution of a contract.
5. The District reserves the right to obtain all or portions of the services included in this RFP from any other vendor or vendors, or volunteers. The District may reduce or increase the scope of services prior to execution of a contract, with additional negotiation and by mutual agreement.
6. The contract shall be governed by the Laws of the State of Illinois.

APPENDIX A

Request for Proposal for Chief Administrative Officer Services Rotary International District 6450



- 1 Manage and maintain the District Website and databases.
- 2 Assist in administering District Facebook and social media accounts.
- 3 Oversee cloud-based storage; manage District records and make them readily accessible to District leaders and committee chairs.
- 4 Manage online conferencing applications; train District Leaders in use of such applications.
- 5 Develop strong competence with Club Express or other District and Club management applications; evaluate best software for District and Club use; support District and Club leaders in use of systems.
- 6 Continually evaluate procedures in place to determine the strengths and weaknesses, and compare to alternatives available
- 7 Provide administrative support and attend as requested, including site selection, registration, planning and execution, for District events, including but not limited to:
 - a. President -Elect Training Seminar
 - b. District Assembly/Spring Training
 - c. Fall Training/One Rotary Summit
 - d. Winter Training/Grant Management Seminar
 - e. District Conference
 - f. Other District Events, including District committee meetings
 - g. Monthly Board Meetings
- 8 Manage all compliance requirements with Rotary International, Rotary District 6450, the IRS and other governmental agencies.
- 9 Act as responsible officer for youth protection.
- 10 Maintain district records and property. Arrange for the accounting and the transfer of these to each incoming Governor.
- 11 Assist District officers working with clubs at both District level and with Rotary International.
- 12 Maintain the District calendar of events.
- 13 Work closely with the District Governor in preparation of the District newsletter and Directory.

- 14 Work Closely with AG Coordinator to ensure AG's have proper information regarding upcoming events and Club visits.
- 15 Attend District meetings and events, including on weekends and evenings as required.
- 16 Support the District Treasurer and District Governor Elect in creating the annual budget.
- 17 Enter District financial transactions in QuickBooks; prepare monthly and annual financial reports.
- 18 Process invoices to Clubs and invoices to District. Maintain accounts receivable and payable.
- 19 Assist District Governor in tracking and submitting expenses for processing by District Treasurer and Rotary International.
- 20 Support the District Strategic plan.
- 21 Support the District Culture of integrity, character and adherence to the Rotary 4-Way test and ideals of Rotary within the Rotary organization.
- 22 Provide advice and support to the District Governor, District leaders, and Club leaders.
- 23 Provide advice and support to the District Foundation Board.

Education and/or Work Experience Requirements:

- 24 Excellent verbal and written communication skills, including the ability to effectively communicate with internal and external customers.
- 25 Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- 26 Proficiency in Microsoft Office (word, excel, PowerPoint, outlook) website management, club support websites, and communications applications.
- 27 Attention to detail.
- 28 Action-oriented, entrepreneurial, flexible and innovative.
- 29 Knowledge of and experience with Rotary International and The Rotary Foundation preferred.
- 30 Applicant must be bondable; background check required.
- 31 Flexible hours with some evenings and weekends required. Average weekly hours -- 30 to 35.