Request for Proposal for Administrative Services

The _________ Chapter of the Construction Financial Management Association (CFMA) is seeking proposals from qualified contractors to perform the duties of a Chapter Administrator.

The _________ Chapter of CFMA was founded in ______ and is operated independently by the chapter’s Board of Directors under a charter agreement with the Construction Financial Management Association, headquartered in Princeton, NJ. The membership of the chapter is currently ______ members.

The Chapter Administrator will provide administrative services to the _________ Chapter, a detailed list of duties is attached. The Chapter Administrator will be required to work _____ hours per month; some months will be more, some months will be less.

To be considered, answers to the following questions must be included in your proposal so that we may have a better understanding of your capabilities and the likelihood that you can offer the breadth and scope of services we seek. Feel free to include supporting material.

**General Background**
Please provide answers to the following questions in your proposal.
- Are you familiar with CFMA? If so, please explain.
- What construction trade association experience do you have, if any?
- Please provide a list of current clients and a short description of the work you provide for them.
- Please list three client and/or professional references.

**Administration**
- What is the budget amount and membership total of the largest client you’ve served?
- What is the budget amount and membership total of the smallest?
- Please detail your experience in database management.
- Please detail your experience in billing and collections.
- Please describe your experience/computer capabilities.
- What kind of computer hardware and software programs do you own and operate?

**Association Management**
Briefly describe your professional background as it relates to duties outlined.
- Have you had experience managing an association the size of CFMA? If yes, please explain. If no, please detail how your qualifications match the outlined duties.
- Please describe your experience in managing meetings and/or conferences such as seminars and social events.
• Please describe your experience in collateral production and marketing activities such as email blasts, web site, social media, press releases, etc.
• If you were to accept this contract, what skills/tools would you need to acquire to meet the requirements outlined on the previous page?
• Who, specifically, would be providing the services requested? Please provide resumes/bios on these individuals, including education and training, along with some of their notable accomplishments working for similar clients.

Compensation
The expected monthly hourly requirement for administrative services is shown on the attached. Please include the compensation you are seeking for providing these services in your proposal.

Responses
To respond to this Request for Proposal, send your proposal to:

________________________________________
________________________________________
________________________________________
________________________________________

Proposals must be received by ____/____/____ to be considered.

Selection will be completed by ____/____/____.