



Request for Qualifications:

Wyoming Economic Development Association  
(WEDA)

Association Operations

**(Issued on July 7, 2017)**



## REQUEST FOR QUALIFICATIONS FOR

### **Association Operations (and Other Duties as Assigned)**

#### WYOMING ECONOMIC DEVELOPMENT ASSOCIATION (WEDA)

**(Issued on July 7, 2017)**

**WEDA is seeking proposals from individuals or organizations for services related to increasing WEDA's presence in the State, while managing activities and programs of the association.**

#### **I. GENERAL INFORMATION**

Established in 1985, the Wyoming Economic Development Association (WEDA) is a non-profit 501 (c) 6 professional association representing economic development organizations and organizations who support economic development through their local economic development groups. Our mission is to provide leadership and support to foster economic development in Wyoming. We guide our members to the necessary tools used to create, retain and expand jobs, attract businesses, and develop a skilled workforce. WEDA offers professional development scholarships, training conferences, newsletters and publications, list-serve and networking opportunities, a website, and lobbying efforts.

Economic development cannot be done in a vacuum, so WEDA partners with everybody and anybody (mostly) who works on economic development in Wyoming. This impressive list of partners includes the Wyoming Business Council, Wyoming Main Streets, the Wyoming Chamber Partnership, the Wyoming Business Alliance, Department of Workforce Services, Manufacturing-Works, the Wyoming Entrepreneur Network, the Wyoming County Commissioners Association, and the Wyoming Association of Municipalities.

#### **II. SCOPE OF WORK**

We expect our Contractor to provide, either as an individual or a team, the following:

1. Leadership: WEDA needs a champion. Our Contractor will be the key person who represents WEDA members and their interests at various local, regional, state, and national meetings.



2. Management of Existing Programs and Activities: Our Contractor will manage, organize and maintain existing programs including but not limited to: Scholarship Program, Mentorship Program, and Communications and Website updates.
3. In-State Training Conferences. We value conferences not only for the formal content, but also for the chance to build relationships. WEDA organizes and facilitates approximately two training conferences per year for our members and partners with topics that focus on professional development and economic development. Conferences need to be managed by our Contractor from A through Z.
4. Membership Management: Our Contractor will need to solicit memberships, maintain a membership database, attend membership/training meetings, collect and deposit all membership dues.
5. Board of Directors: The WEDA Board of Directors represents organizations from across the state. The Board thinks about where we've been and where we're going, and the Contractor will be the person who helps manage board and committee communications.

**Scope of Services Desired:**

1. General office/administrative
2. Board governance
3. Financial management (Current annual operations budget is \$140,000)
4. Membership database, marketing and related support services
5. Basic Website Updates
6. Sponsorship marketing and support (Assist in retaining current and securing additional funding sources)
7. Event/Meeting Planning and Facilitation (1 Board meeting per month via webinar, 2 Conferences per year, 4 committee meetings per month via webinar)

The current workload requires approximately 40 hours per month, with about three times that hourly commitment in a month where we hold a conference.

**Anticipated Budget for services specified: \$50,000/yr.**



### III. EXPECTED TIMELINE:

- RFQ issued: July 7, 2017
- RFQ closes: 4:00 p.m. on July 21, 2017
- RFQ award: August 11, 2017
- Contract commences: October 1, 2017

### IV. PROPOSAL CONTENT REQUIREMENTS:

1. A description of how your association management company is organized to serve its clients.
2. An indication of your ability to provide support for each aspect of the Scope of Services section above. Also indicate services that you typically outsource.
3. An explanation of the company's experience in related industries or areas of concern.
4. A clear explanation of how your firm charges for its services and how these expenses will fit into our budget.
5. The qualifications and responsibilities of the account executive who will serve our association.
6. A description of how your association management company will meet the immediate challenges and fulfill the future goals of our association.
7. A specific transition schedule.
8. Costs for the transition activities.
9. A representative client list and references.
10. Financial references.

### V. SUBMISSION:

One (1) electronic copy of the RFQ must be received by **4:00 p.m. July 21st**. The RFQ can be e-mailed to WEDA President Dave Simonsen ([dave@jocofirst.com](mailto:dave@jocofirst.com)).

Please write in the subject line: "WEDA Statement of Qualifications Submission."



## **VI. EVALUATION AND SELECTION PROCESS:**

We will make every attempt to evaluate the proposals quickly following a multi-step process.

- Step 1: After being reviewed for completion and clarity by the WEDA President, a task force comprised of WEDA board members will review submissions.
- Step 2: The individuals or organizations with the top proposals will be asked to interview.
- Step 3: The task force will then make a formal recommendation to the WEDA Board of Directors to enter into contract negotiations with a specific Consultant.

## **VII. GENERAL CRITERIA FOR EVALUATION:**

1. Experience: When you document your experience, please highlight any similar work.
2. Expertise: Include training and education, any professional or industry awards, certifications, associations, etc.
3. Price: The overall cost of the proposal.

## **VIII. RESPONSE MATERIAL OWNERSHIP:**

The material submitted in response to the RFQ becomes the property of WEDA and will only be returned to the Consultant at WEDA's option. WEDA has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.

## **IX. ACCEPTANCE OF SUBMISSION CONTENT:**

Submission of any proposal indicates an acceptance of the conditions contained in this Request for Qualifications unless the submitted material clearly and specifically states otherwise.



**X. REFERENCE CHECKS:**

WEDA reserves the right to contact any reference or any client listed in the documents for information which may be helpful in evaluating the Contractor's performance on previous projects.

**XI. GENERAL CONDITIONS OF RFQ**

1. WEDA reserves the right to reject any and all proposals, to waive any informality, to request interviews of Consultant(s) prior to award and to select and negotiate the Consultant services in the best interest of WEDA.
2. The Consultant shall guarantee to perform the services offered and the total price of the proposal for 12 months starting October 1, 2017.
3. WEDA reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Consultant.
4. The Consultant shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
5. Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service, emailed with a confirmed receipt, or delivered in hand to the parties as stated in this RFQ.