

## Request for Proposal (RFP)

*Administrative Services Contract  
for the  
Water Management Association of Ohio (WMAO)*

### **WMAO BACKGROUND**

The Water Management Association of Ohio is a volunteer, nonprofit organization dedicated to **all** of Ohio's water resources. WMAO is comprised of over 300 water-resources professionals and citizens from Ohio and neighboring states. The organization works to make water resources more usable and useful, as a means to improve quality of life. The organization's goal is to better educate and inform everyone interested in this great natural resource.

***Vision:** The Water Management Association of Ohio will be the most effective and respected independent water resources organization in Ohio.*

***Mission:** The Water Management Association of Ohio promotes the comprehensive understanding, conservation and multifaceted use of Ohio's water resources.*

WMAO is comprised of a Board of Directors and "Divisions" that address different aspects of water resource management, including:

- Agriculture
- Dam Safety (Ohio Dam Safety Organization)
- Education
- Floodplain Management (Ohio Floodplain Management Association)
- Ground Water
- Lake Management (Ohio Lake Management Society)
- Mineral Resources Management
- Recreation and Navigation
- Research and Data Management
- Stormwater (Ohio Stormwater Association)
- Water/Watershed Management (Ohio Watershed Professionals Association)
- Water and Wastewater

### **PROJECT DESCRIPTION**

WMAO is seeking an organization, company, or individual (*hereafter referred to as the ADMINISTRATOR*) to modernize and establish new operations for daily business. The ADMINISTRATOR shall complete two phases of service:

**1) Set up**

The initial year of service will be focused on implementing a new system that will efficiently and effectively perform the business functions of WMAO.

**2) Maintenance**

Subsequent year(s) of service are required to perform WMAO's operations.

The ADMINISTRATOR will be responsible for ensuring the tasks detailed in the following section are implemented and functional for use by the WMAO Board and Divisions.

### ***Administrative***

- Annual review of the organization's insurance policy to ensure appropriate coverage
- Filing of organizational documents with the State of Ohio
- Provide basic legal advisement regarding nonprofit operations
- Maintain Standard Operating Procedures (SOP), Code of Regulations, and Memorandums of Understanding (MOU)
- Record, compile, and distribute meeting minutes (Executive Board and Conference Planning) to WMAO Board and Conference Planning Committee, respectively
- Maintain mailing address and phone number for WMAO and Divisions
- Manage, index, and archive WMAO files

### ***Membership***

- Initiate and utilize membership management system that provides online membership renewals (including online payments), link to financial tracking, and online access to Division Managers
- Management (entry and maintenance) of membership data (names, affiliations, addresses, contact information, Divisions of interest, etc...)

### ***Communications***

- Perform assistance in managing and updating WMAO website and web domain as necessary. Provide same service for Division websites, as requested.
- Distribution of regular and "as needed" communications to WMAO membership and/or specific Divisions
- Design and distribute quarterly newsletters
- Distribute weekly and as-needed email communications to membership
- Provide assistance managing social media

### ***Financial***

- Manage accounts receivable/payable
- Account management system must:
  - Coordinate with membership database
  - Be linked to an online tool that allows membership payment/renewals, online event registration, and sponsorship payment
  - Generate reports for Board and Division use
- Manage lockbox and deposits (with Treasurer oversight)
- Oversight, preparation and filing of Federal, State, and Local taxes

### ***Conferences***

WMAO (including its Divisions) offers four conferences and six luncheons annually. The organization also requires flexibility to participate in or coordinate additional events as necessary.

- Implement and manage online conference registration and payment system
  - Conference registration system must be linked to membership database
  - Conference registration system must be functional for easy completion of conference tasks, including ability to provide Division Managers real-time access to registrant information
- Work as liaison for facility acquisition, contracts, and coordination
- Coordination of speaker materials and arrangements
- Formatting and printing of the conference agenda
- Provide onsite assistance for attendee registration
- Generate namebadges and certificates

### **Design Requirements**

Membership and financial tracking software should work together to provide easy access to information for WMAO Board and its Division Managers.

### **Functional Requirements**

Secure online access to membership, event management, and financial reporting must be available to the WMAO Board and Division Managers.

Timely communication to the membership is necessary to implement the operations of the organization.

### **Estimated Project Duration**

The project will be implemented through two phases:

- 1) Set up (initial year closing December 31, 2013)
- 2) Maintenance (annual)

The contract for WMAO administrative services will consist of a base contract (one calendar year) with the option to renew for subsequent calendar years. The initial year of service will include modernization, establishment, and implementation of the new administrative operations. Optional years of service beyond the initial year will include annual maintenance of the administrative program.

The WMAO Board of Directors will review the performance of the ADMINISTRATOR on an annual basis.

### **Assumptions and Agreements**

Proposals will not be returned. WMAO reserves the right to dismiss any proposal for any reason.

Any and all costs incurred by an organization, company, or individual to prepare and submit a proposal in response to this RFP are the responsibility of said organization, company, or individual. Proposal preparation costs will not be reimbursed by WMAO.

## Submission Information

Proposals should include the following information:

- Background information on the proposing entity, including name, type of organization, location, years in business, and contact information for the individual authorized to negotiate on the behalf of the proposing entity on this RFP.
- Proposed scope of service reflecting the information contained in this RFP.
- Proposed itemized fees for set up during the first year and subsequent annual maintenance
- Proposed itemized fees for services, including costs per event
- References from at least three clients for whom similar work has been performed within the past three years. Applicants who have had less than three previous clients may submit references from the client(s) who have

Proposals must be submitted in digital (PDF) format by October 31, 2012 to:

WMAO PRESIDENT: Peter Soltys, PE, PH  
Senior Project Manager  
Fishbeck, Thompson, Carr & Huber, Inc  
11353 Reed Hartman Highway, Suite 500  
Cincinnati, OH 45241  
P: 513-247-8564  
[pwsoltys@ftch.com](mailto:pwsoltys@ftch.com)

## For Additional Information or Clarification

All inquiries should be directed to Mr. Peter Soltys. (See contact information above.)

## Basis for Award of Contract

Proposals will be reviewed by WMAO's RFP Committee. Candidates selected for interview will be notified by November 16, 2012. Presentations/interview by the WMAO Board will occur on December 7, 2012 and should include a demonstration of the programming that would be used to manage the organization's operations.

## Schedule:

|   |                           |
|---|---------------------------|
| <b>RFP Release</b>  | <b>September 21, 2012</b> |
| <b>RFP Closed</b>   | <b>October 31, 2012</b>   |
| <b>Review of Proposals by the RFP Committee Completed. Final candidates will receive notification that they will have the opportunity to make a presentation to the WMAO Board.</b> | <b>November 16, 2012</b>  |
| <b>Presentation to the WMAO Board</b>   | <b>December 7, 2012</b>   |
| <b>Selection of Administrator/Negotiation of Contract Finalized</b>   | <b>December 14, 2012</b>  |
| <b>Transition of information/materials and database/payment system functional</b>   | <b>December 31, 2012</b>  |
| <b>Start Date</b>   | <b>January 1, 2013</b>    |