



**Indiana Economic Development Association**

**Request for Proposals**

**Solicitation For:**

**Association Management Services**

**Response Due Date: October 19, 2009**

Mike Heaton, President  
Duke Energy – Indiana Economic Development  
C/o: Indiana Economic Development Association  
1000 E. Main St.  
Plainfield, Indiana 46168

## **SECTION ONE**

### **GENERAL INFORMATION AND REQUESTED SERVICES**

#### 1.1 INTRODUCTION

The Indiana Economic Development Association, Inc. (IEDA) requires an independent contractor to provide association management services as described in Attachment A, including the services commonly performed by the executive director and staff of a like organization. It is the intent of the IEDA to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the IEDA website (<http://www.ieda.org>) for downloading. Neither this RFP nor any response (proposal) submitted are to be construed as a legal offer.

#### 1.2 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they are more localized and defined where they appear, rather than in the following list.

Respondent – An entity or individual that responds to IEDA’s RFP with a proposal for the performance of the Services as set forth in the RFP. IEDA will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent who will be ultimately responsible for performance of the contract to be executed with IEDA following the completion of the selection process.

Services - work to be performed as specified in this RFP.

#### 1.3 PURPOSE OF THE RFP

The purpose of this RFP is to select an independent contractor to provide services to IEDA for its association management. It is the intent of IEDA to enter into an agreement with an independent contractor with the capability of providing quality association management services. IEDA is a 501 (c) (6) non-profit corporation. IEDA was formed in 1968 by 16 professional industrial developers to provide continuity to a statewide community development effort. IEDA was incorporated in 1982 as a statewide not-for-profit economic development organization. The association now has approximately 425 members representing local economic development organizations, agencies, corporations,

congressional staff, the Indiana Economic Development Corporation, and utilities. Since its inception, IEDA has focused its efforts on two objectives:

- to utilize the knowledge and resources of the association to make economic development activities in the state more effective; and
- to cooperate and interact with all state and local organizations engaged in promoting the economic welfare of Indiana.

#### 1.4 SUMMARY SCOPE OF WORK

The selected independent contractor shall continue to manage IEDA and assist IEDA in its effort to execute our two objectives.

For further detail, see Attachment A, Scope of Work.

#### 1.5 RFP OUTLINE

The outline of this RFP document is described below:

<b>Section</b>	<b>Description</b>
Section 1 – General Information and Requested Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the services being solicited by the IEDA via this RFP
Section 2 - Proposal Preparation Instruction	This section provides instruction on the format and content of the RFP including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Cost Proposal
Section 3 - Proposal Evaluation Criteria	This section discusses evaluation criteria to be used to evaluate respondents' proposals
Attachment A	Scope of Work

#### 1.6 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **4 p.m. Eastern Time on 10/05/2009**. Questions/Inquiries may be submitted via fax (**317-838-1950**) or email [mike.heaton@duke-energy.com](mailto:mike.heaton@duke-energy.com) and must be received by IEDA by the time and date indicated above. Following the question/inquiry due date, IEDA will compile a list of the questions/inquiries

submitted by all Respondents. The responses will be posted to the IEDA website according to the RFP timetable established in Section 1.23. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the IEDA website will be considered official and valid by the IEDA. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any IEDA member. Inquiries are *not* to be directed to any staff member of IEDA. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP. If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the IEDA website. If such addenda issuance is necessary, the IEDA may extend the due date and time of proposals to accommodate such additional information requirements, if required.

### 1.7 DUE DATE FOR PROPOSALS

All proposals must be received at the address below by the IEDA no later than **4:30 p.m. Eastern Time on 10/15/2009**. Each Respondent must submit **one original hard-copy (marked "Original")** and one **original CD-ROM (marked "Original")**, including the Transmittal Letter and other related documentation as required in this RFP. The **original CD-ROM** will be considered the official response in evaluating responses for scoring. Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Mike Heaton, President  
Duke Energy  
C/o Indiana Economic Development Association  
1000 E. Main St.  
Plainfield, Indiana 46168

**If you ship or mail solicitation responses:** It is the responsibility of the Respondent to make sure that solicitation responses are received by Duke Energy's reception desk at 1000 E. Main Street in Plainfield on or before the designated time and date. Late submissions will not be accepted. The cover of each proposal package must contain the following: (a) "IEDA RFP Response", (b) due date, and (c) time due. Any proposal received by the IEDA after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed. No more than one

proposal per Respondent may be submitted. The IEDA accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

**All proposals submitted to the IEDA should be 12 point-Times New Roman font. IEDA reserves the right to reject all proposals submitted by the Respondents.**

#### 1.8 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format described in Section 1.6 and clearly identified as a modification. The Respondent's authorized representative may withdraw the proposal, in person, prior to the due date. The authorized representative will be required to sign a receipt for the withdrawn proposal. Modification to, or withdrawal of, a proposal received by the IEDA after the hour and date specified for receipt of proposals will not be considered.

#### 1.9 PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Please refer to the Cost Proposal subsection under Section 2 for a detailed discussion of the proposal pricing format and requirements.

#### 1.10 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

The IEDA reserves the right to request clarifications on proposals submitted to the IEDA. The IEDA also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the IEDA may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The IEDA will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose. The IEDA will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing. A sample contract is provided in Attachment B. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The IEDA reserves the right to reject any of these requested changes. It is the IEDA's expectation that any material elements of the contract will be substantially finalized prior to selection.

### 1.11 BEST AND FINAL OFFER

The IEDA may request best and final offers from those Respondents determined by the IEDA to be reasonably viable for selection. However, the IEDA reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint. Following evaluation of the best and final offers, the IEDA may select for final contract negotiations/execution the offers that are most advantageous to the IEDA, considering cost and overall evaluation.

### 1.12 TYPE AND TERM OF CONTRACT

The IEDA intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFP.

The term of the contract shall be for a period of two (2) years from the date of contract execution.

### 1.13 CONFIDENTIAL INFORMATION

All submissions are property of the IEDA and may be used by the IEDA.

All members of the IEDA Board of Directors and its committees sign a Confidentiality and Conflict of Interest Agreement prior to service on the IEDA Board of Directors, agreeing to the following terms:

1. Individual will not disclose or cause to be disclosed to anyone outside of the IEDA Board of Directors, its committees, or staff any confidential information related to any candidate or nominee that is discovered through participation on the IEDA Board of Directors; IEDA Board of Directors decisions and actions related to such applications (including disciplinary actions); IEDA Board of Directors finances; and other related information. This obligation shall apply at all times and in any circumstance, unless otherwise directed by the IEDA Board of Directors or required by law, and shall survive after the individual's term expires.

2. Individual will keep all such confidential information in his/her possession a safe and secure place, and will take all reasonable steps to protect against inadvertent disclosure or theft of the information.

3. Individual understands that as a member of the IEDA Board of Directors, he or she must observe certain fiduciary duties of loyalty, care, and obedience to the

IEDA Board of Directors. Individual agrees not to engage in actions that may constitute an actual, apparent, or potential conflict of interest with the mission and activities of the IEDA Board of Directors, and will disclose to the IEDA Board of Directors any such conflicts of interest and any business, financial, personal, and organizational interests and affiliations that are or could be construed to be a conflict of interest. Individual further agrees to recuse him or herself from participation and deliberation on any matter for which he/she has any significant conflict of interest and agrees that the IEDA Board of Directors has the ultimate authority to make decisions regarding conflicts of interest and recusal from deliberation or voting.

Respondents are advised that materials contained in proposals are subject inspection by its membership, and, after the contract award, the entire RFP file may be viewed. Respondents must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the Transmittal Letter and on the outside of that envelope that confidential materials are included. The IEDA reserves the right to make determinations of confidentiality. If the Respondent does not identify the material as "Confidential", the IEDA will not consider the submission confidential. Prices are confidential information.

#### 1.14 SECRETARY OF STATE REGISTRATION

If selected, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana  
Corporation Division  
402 West Washington Street, E018  
Indianapolis, IN 46204  
(317) 232-6576  
[www.in.gov/sos](http://www.in.gov/sos)

#### 1.15 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it has no material current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the IEDA of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially

required payments to the State. The Respondent agrees that the IEDA may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that IEDA may bar the Respondent from contracting with the IEDA, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

#### 1.16 SUMMARY OF MILESTONES

The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

**Key RFP Dates:**

Activity	Date
Issue of RFP	10/5/2009
Deadline to Submit Written Questions	10/12/2009
Response to Written Questions/RFP Amendments	10/15/2009
Submission of Proposals	10/19/2009
<i>The dates for the following activities are target dates only.</i>	<i>These activities may be completed earlier or later than the date shown.</i>
Proposal Evaluation	10/20/2009 through 10/27/2009
Oral Presentations (if necessary)	11/03/2009
Contract Negotiations (Sample Contract will be provided)	11/6/2009 – 11/18/2009
Contract Award	11/23/2009

## **SECTION TWO** **PROPOSAL PREPARATION INSTRUCTIONS**

### 2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- \_\_\_ Each item must be addressed in the Respondent's proposal.
- \_\_\_ The Transmittal Letter must be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.

### 2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as "optional."

#### 2.2.1 Agreement with Requirement in listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

#### 2.2.2 Summary of Ability and Desire to Supply the Required Services

The Transmittal Letter must briefly summarize the Respondent's ability to supply the requested Services that meet the requirements defined in Section 2.4 of this RFP. The letter must also contain a statement indicating the Respondent's willingness to provide the requested Services subject to the terms and conditions set forth in the RFP.

#### 2.2.3 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.4, must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the principal contact for the proposal along with an address,**

**telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

#### 2.2.4 Respondent Notification

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail. It is the Respondent's obligation to notify the IEDA of any changes in any address that may have occurred since the origination of this solicitation. IEDA will not be held responsible for incorrect respondent addresses.

#### 2.2.5 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

### 2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as "optional."

#### 2.3.1 General (optional)

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to IEDA's successful acquisition of the Services requested in this RFP.

#### 2.3.2 Respondent's Company Structure

The legal form of the Respondent's business organization, the state in which formed and the types of business ventures in which the organization is involved are to be included in this section.

#### 2.3.3 Company Financial Information

This section, if available should include the Respondent's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent's financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP.

#### 2.3.4 Integrity of Company Structure and Financial Reporting

This section, if available should include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular areas of interest to the IEDA in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The Sarbanes Oxley Act of 2002, H.R. 3763, is NOT directly applicable to this RFP; however, its goals and objectives may be used as a guide in the determination of corporate responsibility for financial reports.

#### 2.3.5 Contract Terms/Clause

A sample contract that the IEDA expects to execute with the successful Respondent(s) will be provided. It is IEDA's expectation that the final contract will be substantially similar to the sample contract that will be provided.

Any or all portions of this RFP and any or all portions of the Respondents response may be incorporated as part of the final contract.

#### 2.3.6 References

The Respondent must include a list of at least three (3) clients for whom the Respondent has provided services that are the same or similar to those Services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information.

The Respondent should also provide a list of the current clients for whom the Respondent provides services. Please also indicate whether IEDA may contact the clients, and if so, the appropriate contact information.

#### 2.3.7 Registration to Do Business

##### Secretary of State

If awarded the contract, the Respondent will be required to be registered, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited

partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal. The Respondent, prior to entering into an agreement with the IEDA, shall provide a Certificate of Existence.

#### 2.3.8 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP, and shall not be relieved by the nonperformance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal. Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products or Services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience. The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in IEDA's evaluation. The Respondent must furnish information to IEDA as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by IEDA. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate IEDA officers and the organizations, employees or contractors employed by or contracted with IEDA. Such relationships must meet with the approval of IEDA. The Respondent must list any subcontractor's name, address, and the state in which formed that are proposed to be used in providing the required Services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal.

#### 2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described below. Every point made in each section must be addressed in the order given. The same outline numbers must be used in the response. RFP language should not

be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by IEDA.

See Attachment A -- Scope of Work

## 2.5 COST AND HOURS PROPOSAL

Respondent shall attach a breakdown of costs and hours for each unit of service described in the Scope of Work. These include items such as staffing, travel, printing, software, etc. The Respondent must consider all costs it will incur in determining the overall proposed price.

## **SECTION THREE** **PROPOSAL EVALUATION**

### 3.1 PROPOSAL EVALUATION PROCEDURE

IEDA has selected a group to act as a proposal evaluation team and make recommendations to the Board of Directors. The evaluation team will be responsible for evaluating proposals with regard to compliance with RFP requirements. Evaluation team members will use the evaluation criteria stated in Section 3.2. The Board of Directors will, in the exercise of their sole discretion, determine which proposals offer the best means of servicing the interests of IEDA. The exercise of this discretion will be final. The Board of Directors reserves the right to reject all proposals, if it determines in its sole discretion, that no proposal meets the professional Services needs of IEDA. The procedure for evaluating the proposals against the evaluation criteria will be as follows:

3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration. The evaluation team, in its sole discretion, shall determine whether the submitted proposal is confirming to the requirements.

3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2.

3.1.3 If technical proposals are close to equal, greater weight may be given to price.

3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the IEDA, taking into account all of the evaluation factors, may be selected by IEDA for further action, such as contract negotiations. If, however, the IEDA decides that no proposal is sufficiently advantageous to the IEDA, the IEDA may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the IEDA may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

### 3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner.

The IEDA may conduct additional rounds of discussions and a Best and Final Offer (BAFO) round which leads to changes in either the technical or cost proposal for the short listed Respondents.

The Board of Directors in the exercise of their sole discretion will determine which proposal(s) offer the best means of servicing the interests of the IEDA. The exercise of this discretion will be final.

# ATTACHMENT A

## SCOPE OF WORK

### Governance

- Assist with strategic planning
- Assist with development and maintenance of strategic partnerships with other organizations
- Identify and seek grant opportunities pertaining to funding of organization operations
- Special project and program management
- Customized reports as requested
- Board and committee meetings:
  - ❖ Coordinate monthly board meetings, provide meeting space when appropriate and conference call capability
  - ❖ Notices, agendas, minutes
  - ❖ Prepare monthly financial reports
  - ❖ Prepare periodic and annual elections reports
  - ❖ Prepare corporate filing and reports; notify board such filing and reporting has occurred
  - ❖ Prepare monthly Executive Director's report on operations of association for board meetings
  - ❖ Coordinate with nominating committee to develop viable list for new officers and directors
  - ❖ Governance and policy decisions or recommendations
- Create and maintain organizations master calendar and milestones

### Financial Management and Reporting

- Accounts Payable/Receivable
- Bank reconciliation
- Investment management
- Preparation of monthly financial reports distributed to treasurer and board
- Coordination with treasurer for fiscal management planning
- Audit preparation and coordination with CPA; with notice provided to the board
- Tax filing preparation and coordination with CPA; with notice provided to the board
- Assist in the preparation and presentation of the annual budget
- Prepare customized financial reports coordinating with Treasurer and as needed with the President

- Coordinate monthly meeting with treasurer to review financial report and receive treasurer sign-off on the report prior to distribution to the board
- Financial reporting of all programs and events will be prepared
- Financial management will include all reports as required, including yearly budget and event budgets
- Prepare and provide to the board: meeting, event and conference financial reports

#### Conference, Meeting, Event, Programs and Venue Coordination

- Arrange, coordinate, market, staff (at least 2 people) and be responsible for overall logistics for:
  - ❖ a minimum of 2 one day or half day workshops and 4 – two day conferences, including the annual meeting associated with the December meeting and golf outing associated with the summer meeting
    - Process meeting registrations online
    - Coordinate, track, record and account for online payments
    - Prepare name badges
    - Communicate with speakers to obtain bios and presentations
    - Prepare presentations and handouts for attendees (either as hard copy and/or on flash drive) and place materials on IEDA website post conference – for members only
    - Compile and gather evaluations and feedback; report feedback to program committee and the board; develop online process for providing such feedback
    - Negotiate with hotels (or other facilities) to select, contract and set-up meeting space
    - Assist with meeting space logistics
    - Arrange for AV for meetings
    - Handle catering arrangements for all functions
    - Handle communications to members regarding all functions
    - Coordinate speaker gifts
    - Write event itinerary for leadership use
- Participate and record meetings with committee on planning and implementation of all programs and continuing/professional education
  - ❖ Obtain credits from Int'l EDC for conferences
  - ❖ Obtain credits from AICP for conferences
- Participate, record and work in conjunction with committee, chair and host city representatives where applicable to coordinate meeting logistics
- Arrange all travel as needed for speaker(s)

### Member Services

- Database design and management:
  - ❖ Expansion of database capabilities – detailed, searchable and current
- Coordinate, issue and process annual dues renewals
- Coordinate with membership committee for recruitment and retention programs
- Serve as primary contact for all membership inquiries, questions, coordination of responses, referrals and follow-ups
- Distribute new membership packet
- Coordinate with membership committee chair for preparation of all materials and reporting of all membership inquiries and referrals
- Prepare membership reports for board meetings; coordinating with membership committee and chair
- Coordinate with committee to prepare membership directory
- Perform annual reconciling report of membership list (as of 12/31)
- Create and develop membership correspondence
- Coordinate with membership committee chair to develop and maintain the online membership directory
- Coordinate with governance committee chair to conduct, compile and report to the membership on annual LEDO survey

### Communications and Sponsorships

- Website maintenance and development:
  - ❖ Members only section
  - ❖ Development and revision of registration area on website for all events and dues
- Coordinate with committee chair to issue communications to members:
  - ❖ E-news and spot communications
  - ❖ Legislative communications – receive report from legislative services contractor, coordinate with legislative chair to communicate legislative information in a timely and immediate manner
  - ❖ Advise and coordinate IEDA's social networking strategy via social networking sites, i.e. Facebook and LinkedIn
  - ❖ Quarterly e-newsletter:
    - Coordinate with Communications Committee chair to compile articles. Advise, counsel and assist chair with editorial services, layout and distribution/
- Develop and issue promotional communications for events, sponsorships, and advertisements
- Develop and issue sponsorship information packets
- Maintain and keep up-to-date sponsorship listing on website
- Notify, bill and communicate with sponsors

### Foundation

- Manage accounts receivable/payable
- Coordinate and attend board meetings:
- Notices, agendas, minutes
- Assist with scholarship processing and notification
- Assist with tax filing process with CPA
- Assist with audit process with CPA
- Corporate filings and reports
- Coordinate with the President of the Foundation and prepare annual report

### General Administrative Items

- Maintain and organize association files and records
- Coordinate storage of archived materials
- Process mailings as needed
- Establish, maintain and answer telephone number dedicated solely to IEDA

### Expectations

- No IEDA finances, records or other assets are co-mingled, put at risk, or shared with other clients
- Meetings and programs will be staffed accordingly
- Administrative office, telephone and signage will be provided by selected independent contractor (or a subcontractor). Website will be managed by the selected independent contractor (or a subcontractor).
- Storage space for files will be negotiated upon agreement
- IEDA expects systems in place to ensure that membership data is transferred accurately. In addition, IEDA expects the day-to-day operations of IEDA will be handled in a timely, professional and accurate manner.

### Expenses

- IEDA shall pay for the following expenses, which are in addition to the management fees paid to the selected independent contractor, except as otherwise agreed in writing:
  - ❖ Office supplies and materials specifically for IEDA
  - ❖ Postage
  - ❖ Courier and shipping charges
  - ❖ Mailing, fulfillment and distribution services
  - ❖ In-house photocopying at independent contractor's customary rates
  - ❖ Outside design, typesetting, pre-press work, printing and copying
  - ❖ IEDA stationary, forms, checks and printed materials
  - ❖ Staff travel expenses incurred on behalf of IEDA
  - ❖ Insurance: directors/officers/IEDA liability

- ❖ Fees for outside attorney fees for services performed for IEDA
  - ❖ Fees for outside auditor and tax return preparer if applicable
  - ❖ Fees for consultants employed by IEDA
  - ❖ Meeting expenses, including on-site temporary personnel
  - ❖ Board, committee and member meeting expenses, including room rental (other than independent contractor's boardroom) and meals
  - ❖ Bank and merchant fees
  - ❖ Other services and materials authorized by IEDA
- Selected independent contractor shall be solely responsible for the following fees and charges, except as otherwise agreed in writing:
    - ❖ Employee salaries, payroll taxes, insurance and benefits
    - ❖ Office rent, utilities, repairs and maintenance
    - ❖ Office furnishings, fixtures and leasehold improvements
    - ❖ Office equipment and maintenance contracts
    - ❖ Telephone and voice mail equipment and dedicated line charges
    - ❖ Computer hardware and software, unless directed to purchase by IEDA, in which case such hardware and software shall be considered the property of IEDA
    - ❖ Computer maintenance and support contracts
    - ❖ Employee salaries, payroll taxes, insurance and benefits
    - ❖ Employee training

**\*Others services will be negotiated separately\***