



Virginia Government Finance Officers' Association

'Developing Governmental and Financial Leaders'

8 East Canal Street
Richmond, VA 23219
Phone: (804) 249-4525
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www.vgfoa.org

Request for Proposal for Administrative Services
for the Calendar Years Ending
December 31, 2021, 2022, 2023

Issued: March 16, 2020

Prepared by:

Virginia Government Finance Officers' Association

Inquiries and Proposals Should Be Directed To:

Trish Davidson
VGFOA
20 E Gay Street
Harrisonburg, VA 22802
tdavidson@rockinghamcountyva.gov
(540) 578-6712



Virginia Government Finance Officers' Association (VGFOA)
Administrative Services

Specifications

I. Intent

This request for proposal (RFP) is to contract for administrative services to be provided to VGFOA for a period of three calendar years, specifically the calendar years December 31, 2021, 2022, and 2023. VGFOA shall have the right to extend this contract for two additional one-year terms. If both parties cannot agree on prices for a contract extension, the existing contract will be allowed to expire and the contract work will be rebid.

II. Who May Respond

Only firms who maintain an office in Virginia may respond to this RFP.

III. Instructions on Proposal Submission

- A. Inquiries. Inquiries concerning this RFP should be emailed to Trish Davidson at tdavidson@rockinghamcountyva.gov.
- B. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by VGFOA.
- C. Submission. Submissions should be emailed to Trish Davidson at tdavidson@rockinghamcountyva.gov and the subject line should state, "ADMINISTRATIVE SERVICES PROPOSAL FOR VGFOA."

The entire proposal should be received **by 5:00 p.m. on Friday, May 1, 2020**. Proposals received after this deadline will be considered late and not opened or considered.

IV. Description of Entity

VGFOA is a nonprofit organization that is exempt from Federal income tax under Section 501(c)(6) of the Internal Revenue Code. VGFOA is governed by an eleven-member Executive Board, which meets, at a minimum, four times a year. VGFOA has no employees. VGFOA's current administrative offices are located at 8 East Canal Street, Richmond, VA 23219.



VGFOA's mission is "...to foster financial excellence in government by creating opportunities for professional development." This mission is accomplished through education, fellowship, and professional development. VGFOA engages in a broad array of activities that include: a Spring and Fall Conference, educational offerings through the certification program, professional development programs around the state, providing scholarship and award opportunities to members, advising members on the impact of actions taken by standard setting bodies, and providing members with State legislative updates and working with officials on legislative issues that affect VGFOA members.

V. Financial Information.

The financial statements of the VGFOA have received an unqualified opinion for at least the last ten years. The organization's annual revenue budget is approximately \$369,000. The VGFOA receives approximately \$236,000 from two conferences, \$76,000 from training classes, and \$47,000 from membership fees. The VGFOA has no employees and currently contracts with a third party to provide administrative services. Copies of the 2019 financial statements are available upon request. Additional information on the VGFOA is on the web at www.vgfoa.org.

VI. Scope of Services. The Offeror shall provide Administrative, Financial and Technical Services to the VGFOA as follows:

Administrative Services

- i. VGFOA Records -Administrator will follow the VGFOA Record Retention policy and the Library of Virginia Record Retention policy in managing VGFOA records. Paper copies of records classified by the policies as "Permanent " or "Critical" will be maintained by the Administrator in its office, with copies stored electronically and backed-up off-site nightly. Administrator will maintain completed CPE forms collected at conferences and educational courses as well as the files of program content and will respond to requests for documentation of CPE credits awarded. Staff will normally respond electronically in fulfilling requests for copies of other documents as authorized by the Board of Directors.
- ii. VGFOA Office -Administrator will maintain an office to be designated as VGFOA's headquarters. The office normally will be staffed on regular business days during the hours of 8:30 a.m. to 5:30 p.m. Signage will be displayed to indicate the office is the headquarters of both the Administrator and VGFOA. Depending upon availability,



Administrator will make conference space available at cost in its facilities for VGFOA Board Members and guests.

- iii. Executive Board Meetings -Administrator will provide staffing for up to six Executive Board meetings per year, including a retreat to be held approximately biennially. VGFOA will provide the Administrator a draft agenda package, including supporting documentation, seven days in advance. Assuming timely receipt of the draft agenda package, the Administrator will distribute the packages electronically to board members at least five days in advance. Should VGFOA request overnight delivery of the agenda packages, Administrator will use UPS Ground or an equivalent service at cost. Administrator will schedule and coordinate facility arrangements including meeting rooms, meals, and hotel accommodations. At least one staff person will provide on-site assistance throughout the meetings and take minutes
- iv. Membership Services - Administrator will respond to email, telephone and in- person inquiries from members and stakeholders during business hours throughout the year. Administrator will maintain a separate telephone line exclusively for answering calls related to VGFOA business. Online membership services will be provided through a specialized database software subscription service at VGFOA's expense. Administrator's staff will provide instruction and trouble-shoot issues related to members' use of the database software, which will be linked to the VGFOA website. Database fields will include Name, Title, Affiliation, Address, Phone, Email, and Committee Preferences. Administrator will provide billing services for VGFOA membership dues. Administrator will develop and maintain historical statistical membership data and provide timely responses to requests for such information upon request pursuant to the direction of the Board.
- v. Membership Communications - VGFOA will provide a draft copy of communications to the Administrator. Upon receipt, Administrator will coordinate the online publication, emailing, and production support.
- vi. Conferences - Administrator will work with the Conference Committee and Associate Member Relations Committee Chairpersons on the planning and promotion of the semiannual conferences. VGFOA will be responsible for program content and speaker invitations. Administrator will draft, layout, and produce the conference programs and, at



its discretion, other key materials. Production costs, such as printing, will be paid by VGFOA. The pre-registration and processing of fees for attendees and sponsors will be managed by the Administrator. Administrator will also review options for the provision of audiovisual equipment and arrange the most cost effective option given the specific requirements of VGFOA

Administrator will dedicate the Executive Secretary and one additional staff person to staff the conference throughout its entire duration. Administrator's staff dedicated to the VGFOA team at the conference will wear VGFOA name tags to provide clear identification as VGFOA staff. In addition, the Administrator will obtain and load speaker's presentations on computers and coordinate and test all audio equipment prior to commencement of each session at the conference. The Administrator will work with the designated Conference Committee member on the coordination of hotel accommodations for speakers and board members for the conferences.

VGFOA will provide volunteers from among its membership to staff the registration table and assist in processing on-site registration, welcoming attendees, and distributing the agenda and welcoming package. Administrator will distribute a conference survey form to attendees no later than two weeks after the close of the conference and will provide results no later than 30 days after the conference.

Administrator will work with VGFOA leadership as requested to issue a media release and coordinate media inquiries in connection with each semi-annual conference in order to promote public awareness and highlight key issues, high - profile speakers, organizational achievements, results of straw poll questions posed to attendees, etc.

At the conclusion of the conference, Administrator will reconcile the hotel bill with the Conference Committee Chair; post conference financial and operational reports in coordination with the Conference Committee Chair and Treasurer; and collect, approve, and distribute CPE forms.



Financial Services

- i. Maintenance of Financial Records - Administrator will provide accounting software (e.g., Quick Books Pro or the equivalent) and will be responsible for maintaining VGFOA's financial records. Administrator will reconcile bank statement and general ledger cash balances on a monthly basis, within five business days of receiving the bank statement and under direction of the Treasurer, the Administrator will prepare, for distribution at quarterly board meetings, financial statements showing 1) monthly revenues and expenditures; 2) monthly revenues and expenditures - budget to actual; 3) balance sheet; and 4) monthly accounts receivable/outstanding invoices. Monthly, Administrator will create a backup of the accounting software file and upload a copy to VGFOA's cloud backup service.
- ii. Annual Audit - Under direction of the Treasurer, the Administrator will coordinate the annual audit for delivery to the Board by May 1 of each year. The Administrator will provide suitable space at VGFOA headquarters for the auditor to complete the annual audit. With the Treasurer, Administrator will prepare a written response to any management letter comments received.
- iii. Annual Budget - Administrator will assist the Treasurer in the preparation of the Annual Budget.
- iv. Revenue Collection - Administrator will collect, process, and deposit in a timely manner all revenues received in connection with event registrations, sponsorship and exhibit fees, and membership dues according to written procedures.
- v. Administrator will provide periodic updates to, and respond to requests from, the Board, Committees, and GNAC regarding registrations and revenues.
- vi. Expense Payments - Administrator will ensure timely and accurate payment of all invoices and expenses according to the disbursement policy as approved by the VGFOA Board. In connection with educational classes, Administrator will reconcile revenues and expenses with the Education Committee Chairperson(s) prior to payment.



- vii. Investments - Administrator will assist the Treasurer regarding the timing of investments and the selection of appropriate investment vehicles. The Administrator is not, and will not, offer investment advice. Further, it is understood that the Administrator is not registered under securities laws as an investment advisor. It is further understood that the Treasurer and/or VGFOA Board will make investment decisions and select bank products for VGFOA at their sole discretion.

Information Technology (IT) Services

- i. Web site - Administrator will host, maintain, update, and backup the VGFOA website. The website will provide for online membership registration and updating of contact information. In addition, it will provide for online registration and payment for conference, educational classes, and other VGFOA events. Administrator will oversee and supervise any design changes to facilitate additional features or capabilities as requested by the Board. Administrator will execute routine changes to website content (e.g., changes in text) in-house. Website changes requiring structural redesign (e.g., additional pages, layout redesign, etc.) will be subcontracted to an external design firm or organization. Administrator will consult with the Chair of the Communications Committee and receive approval from the Treasurer in advance regarding changes that may entail additional costs to VGFOA.
 - ii. Online Surveying - VGFOA, at its sole discretion, may contract directly with an online survey provider. The Administrator will conduct surveys, as requested, through the selected provider, including disbursing the survey and collecting, compiling, and analyzing the responses.
 - iii. Teleconference capabilities - Administrator will arrange teleconferencing capabilities, upon request, for the VGFOA leadership and committees, utilizing teleconferencing vendors that provide bridging services at no charge to users.
- VII. Proposal Contents. The Offeror shall include the following in their proposal:
- A. Organization, Size, and Structure(s).
 - B. Proposed location of VGFOA headquarters.
 - C. Designation of Executive Secretary along with experience and background.



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- D. Proposed fees (including payment schedule) for each of the three fiscal years and the name of contact person authorized to negotiate fees. Fees for any extensions will be negotiated.
- E. Proposed hourly rate for additional work outside of the scope of the services contracted
- F. Provide a reference list of three (3) recent (within two years) similar non-profit associations. Please provide contact information including address, phone number, and e-mail address.

VIII. Proposal Evaluation

The Executive Board will review proposals and may request a meeting with some qualified Offerors prior to the final selection. Proposals will be reviewed in accordance with the following criteria:

- A. Proposed approach to the scope of work.
- B. Level of experience of the individual(s) identified to work on this matter.
- C. The Offeror's experience with similar clients.
- D. Response from references.
- E. Fees.
- F. Interviews, if conducted.

VGFOA reserves the right to reject any or all proposals, to waive informalities or irregularities in the proposals received and to accept the proposal deemed to be in the best interest of the VGFOA.