

# Request for Proposals

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APIC Minnesota Chapter

## **Administrative Services**

**RFP 2018-AS1 Issue Date: April 16, 2018**

**Proposals Due by: Monday, June 11, 2018 at 4pm**

# **APIC Minnesota Chapter**

APIC Minnesota Chapter  
[www.apicmn.org](http://www.apicmn.org)

To Whom It May Concern:

Attached is a Request for Proposal (RFP) for Administrative services that are needed for the Minnesota Chapter of the Association of Professionals in Infection Control and Epidemiology (APIC MN) Please consider submitting a proposal for providing these services if your firm meets the qualifications and is available. Please review the RFP for details.

APIC MN continues to thrive and grow as an organization providing education and resources to its members. This RFP shall allow APIC MN to contract with one or more administrative services providers to support the continued growth of the organization, and expansion of services offered to its members. APIC MN hosts educational sessions, an annual conference, and a professional preparedness course to its members annually. This work is done on a volunteer basis from APIC MN chapter members. With increasing healthcare costs, and decreasing healthcare reimbursements for healthcare organizations, it is becoming more difficult for members to participate in activities due to a lack of financial support from organizations. The goal of APIC MN is to continue to provide these offerings in the most cost effective manner possible to enable more members the ability to participate.

APIC MN is committed to advancing patient safety by reducing the risk of infection and seeks other organizations to support this mission.

Proposals are due by June 11, 2018 at 4pm. Thank you for  
  
your consideration.

Adriene Y. Thornton, MA, BSN, RN, CIC  
President-Elect  
APIC Minnesota

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REQUEST FOR PROPOSALS  
**FOR**  
**Administrative Services**

- I. INVITATION:** It is the intention of APIC MN to solicit proposals for administrative services to support the growing needs of the organization, and to provide education and resources to its membership.
- II.** APIC Minnesota (hereinafter referred to as APIC MN) makes this Request for Proposals (hereinafter referred to as the RFP) in order to select one or more qualified administrative service providers or Professionals (hereinafter referred to as the Consultant) for providing administrative services (hereinafter called the Project). The Project is generally described in the “Scope of Services” (Attachment B), contained within this RFP, including descriptions of roles, responsibilities and relationship of the Consultant, APIC MN, and other parties involved in the Project.
- III. PROPOSAL DUE DATE and LOCATION:** The Consultant shall submit **ten (10) copies** of their proposals to APIC Minnesota, labeled:

APIC Minnesota  
Request for Proposals for:  
Administrative services  
President\_Elect@apicmn.org

The submittal shall be made at or before **4:00 P.M. (Minneapolis Time), June 11,2018. NOTE: Late Proposals may not be accepted.**

- IV. PROPOSAL FORMAT:** The Consultant shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified in Section IV – “EVALUATION OF PROPOSALS”.

To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and appendices and be arranged in consecutive order.

1. Executive Summary - The Executive Summary should include a clear statement of the Consultant’s understanding of the RFP including a brief summary of the Scope of Work. Include, at a minimum, an outline of the contents of the proposal, an identification of the proposed project team, a description of the responsibilities of the project team, and a summary of the proposed services.
2. Scope of Services - Describe in detail how services will be provided. Include a detailed listing and description of tasks and deliverables.
3. Experience and Capacity - Describe background and related experience demonstrating ability to provide required services. Indicate if company expansion is required to provide service.

This should include qualifications in administrative services via direct provision of services, size of prior organizations utilizing services, and length of time services were provided.

Describe the firm's resources, capabilities, and the number of years in business. Include information that documents successful and reliable experience in past performances, especially those performances related and similar in nature to the requirements of this RFP. Explain your firm's communications process with clients (client satisfaction policies, etc.)

List specialized training or attendance at professional conferences related to administrative services within the last five years.

4. References - List references from contracts similar in size and scope.
5. Personnel Listing - Show involved individuals with resumes and specific applicable experience. Sub-consultants should also be listed.
6. Cost/Fees - Indicate proposed cost of service including a description of how costs were determined; hourly rates; direct costs and payment billing schedule; list of charges per classification of employee; cost breakdown for each year of service.
7. Company Financial Information - Proof of financial responsibility, any bankruptcy filings by the consultant, its principals and officers during the previous seven years.

**V. EVALUATION OF PROPOSALS – SELECTION OF CONSULTANT:** Proposals will be reviewed by the board of directors for APIC MN and other committee chairpersons as they might require.

The preferred consultant is able to provide administrative services and event planning and implementation services as outlined in the criteria. The board of directors will select a "short list" of qualified Consultants who will be formally interviewed as part of the final selection, as deemed necessary by APIC MN. Evaluations will be based on the required criteria listed in Section III "PROPOSAL FORMAT", and the following:

- A. Quality, thoroughness, and clarity of proposal.
- B. Qualifications and experience of staff (includes a review of references).
- C. How well the Scope of Services offered meets organization objectives.
- D. Financial responsibility and capacity of company including whether or not the company, any affiliates, subsidiaries, officers or directors have filed for federal bankruptcy protection within seven years of the date of this RFP.
- E. Organization and management approach and involvement for a successful project.
- F. Small & Underutilized Business participation.
- G. Cost of services proposed.
- H. Insurance coverage as defined for the services.

A formal Interview will be requested of the "short list" Consultant/s. Specifically, APIC MN requests that the Consultant's Project Manager assigned to the proposed project team lead the Presentation and that actual members of the project team (including any sub-consultants) participate in the formal interview.

The Interview of the "short listed" Consultants will consist of the following elements:

1. Discussion of the Consultant's approach to providing services for this Project based upon the Scope of Services described herein.

2. Overview of the Consultant's experience as related to the Scope of Services, including qualifications and experience of assigned staff.

The board of directors will schedule and arrange for the presentations.

**VI. SCHEDULE:** The following is a listing of key Proposal and Project milestones:

RFP Release	April 16, 2018
Pre-Proposal Conference	N/A
Questions on RFP Due by	May 14, 2018
Responses to Questions posted by	May 21, 2018
Proposals due by	June 11, 2018
Estimated Consultant selection	August 6, 2018
Estimated services start date	January 1, 2019
Estimated services end date	January 1, 2022

**VII. CONTRACT:** The contracting parties will be APIC MN and the Consultant(s) selected to provide the services as described herein. The selected proposal, along with the RFP and any counter proposal will be incorporated into a formal agreement after negotiations. It is the intent of APIC MN to award a single contract for a term of three (3) years with the option to extend the contract, on an annual basis, at the sole option of APIC MN, for two (2) additional years.

**VIII. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION:** The Consultant's primary interface with APIC MN will be with the President-Elect who will act as APIC MN's designated representative for the Project. Prospective responders shall direct inquiries/questions ***in writing only*** to:

Contract Manager: Adriene Y. Thornton  
Email ID: [president\\_elect@apicmn.org](mailto:president_elect@apicmn.org)

All questions are due no later than **12:00 pm (Minneapolis Time), May 14, 2018**. Responses to the Questions will be posted by **May 21, 2018** on APIC MN's RFP website at:  
<http://www.apicmn.org/home/rfp>

The Contract Manager is the only individual who can be contacted regarding the Project before proposals are submitted. The Contract Manager cannot vary the terms of the RFP.

**IX. REJECTION OF PROPOSALS:** APIC MN reserves the right to reject any Consultant on the basis of the proposals submitted. APIC MN reserves the right to reject all proposals or any Consultant on the basis of the proposal submitted.

**X. ADDENDUM TO THE RFP:** If any addendum is issued for this RFP, it will be posted on APIC MN's web site at:

<http://www.apicmn.org/home/rfp>

APIC MN reserves the right to cancel or amend the RFP at any time.

# **ATTACHMENT A**

## **RFP Terms & Conditions**

### **General Conditions for Request For Proposals (RFP)**

(Revised: Jan,2018)

The General Conditions are terms and conditions that APIC MN expects all of its Consultants to meet. The Consultant agrees to be bound by these requirements unless otherwise noted in the Proposal. The Consultant may suggest alternative language to any section at the time it submits its response to this RFP. Some negotiation is possible to accommodate the Consultant's suggestions.

#### **1. APIC MN's Rights**

APIC MN reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Request for Proposal, or the respondent's reply based on the component prices submitted.

#### **2. Equal Opportunity Statement**

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the Consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an "affirmative action plan" approved by APIC MN prior to entering into a Contract.

#### **3. Insurance**

Insurance secured by the Consultant shall be issued by insurance companies acceptable to APIC MN and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or

excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by APIC MN shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The Consultant shall control any special or unusual hazards and be responsible for any damages that result from those hazards. APIC MN does not represent that the insurance requirements are sufficient to protect the Consultant's interest or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Consultant shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions, or the Consultant will assume full liability of the subcontractors.

The Consultant and its subcontractors shall secure and maintain the following insurance:

- a) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and APIC MN shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- b) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- c) **Professional Liability** Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors. The insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work.
- d) **Network Security and Privacy Liability** for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent or criminal acts of the Consultant, its agents or employees. 2) Breach of APIC MN's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must remain in continuous effect for at least 3 years after the service is provided or include a 3 year extended reporting period.

#### 4. **Hold Harmless**

The Consultant will defend, indemnify and hold harmless APIC MN and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Consultant's insurance coverage, arising directly from any negligent act or omission of the Consultant, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of the sub-contractors and sub-consultants of the Consultant, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this Contract.



APIC MN will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of APIC MN by reason of the failure of APIC MN to perform its obligations under this Contract. The provisions of the Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against APIC MN as a result of this Contract.

Except as provided in the section titled Data Practices, neither party will be responsible for or be required to defend any consequential, indirect or punitive damage claims brought against the other party.

### **Subcontracting**

The Consultant shall provide written notice to APIC MN and obtain the APIC MN's authorization to sub-contract any work or services to be provided to APIC MN pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Consultant has received payment from APIC MN.

### **5. Assignment or Transfer of Interest**

The Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of APIC MN. The Consultant shall not subcontract any services under this Contract without prior written approval of APIC MN's Contract Manager designated herein.

### **6. General Compliance**

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under the Contract.

### **7. Performance Monitoring**

APIC MN will monitor the performance of the Consultant against goals and performance standards required herein. Substandard performance as determined by APIC MN will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Consultant within a reasonable period of time to cure such substantial performance after being notified by APIC MN, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the approval and acceptance by the APIC MN Contract Manager designated herein. The APIC MN Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

### **8. Prior Uncured Defaults**

Pursuant to Section 18.115 of APIC MN's Code of Ordinances, APIC MN may not contract with persons or entities that have defaulted under a previous contract or agreement with APIC MN and have failed to cure the default.

### **9. Independent Consultant**

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times

remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or subcontractors of the Consultant only and not of APIC MN; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Consultant.

**10. Accounting Standards**

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

**11. Retention of Records**

The Consultant shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

**12. Data Practices**

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant and any of the Consultant's sub-consultants or sub-contractors retained to provide services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Consultant must immediately report to APIC MN any requests from third parties for information relating to this Contract. APIC MN agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold APIC MN, its officers, and employees harmless from any claims resulting from the Consultant's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by APIC MN. At that time, the names of the responders become public data. All other data is private or non-public until APIC MN has completed negotiating the Contract with the selected Consultant(s). At that time, the proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

**13. Inspection of Records**

Pursuant to Minnesota Statutes, Section 16C.05, all Consultant payroll and expense records with respect to any matters covered by this Contract shall be made available to APIC MN and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business hours, as often as APIC MN deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

#### **15. Applicable Law**

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

#### **16. Conflict and Priority**

In the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or APIC MN's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

#### **17. Travel**

If travel (e.g., mileage, airfare, housing, etc.) by the Consultant is required to fulfill any part of this Contract, then Consultant shall submit estimated travel expenses prior to incurring expenses to APIC MN treasurer for approval.

#### **18. Termination, Default and Remedies**

APIC MN may cancel this Contract for any reason without cause upon thirty (30) days' written notice. Both APIC MN and the Consultant may terminate this Contract upon sixty (60) days' written notice if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days' written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, APIC MN shall pay Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Consultant, APIC MN shall pay Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by APIC MN as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of APIC MN, become the property of APIC MN, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to APIC MN for damages sustained by APIC MN as a result of any breach of this Contract by the Consultant. APIC MN may, in such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due to APIC MN is determined. The rights or remedies provided for herein shall not limit APIC MN, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by APIC MN or any damages due the Consultant.

#### **19. Ownership of Materials**

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of APIC MN upon APIC MN's payment for and final approval of the final report or upon payment and request by APIC MN at any time before then.

APIC MN at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant.

## **20. Intellectual Property**

All Work produced by the Consultant under this Contract is classified as “work for hire” and upon payment by APIC MN to the Consultant will be the exclusive property of APIC MN and will be surrendered to APIC MN immediately upon completion, expiration, or cancellation of this Contract. “Work” covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Consultant may retain a copy of the work for its files in order to engage in future consultation with APIC MN and to satisfy professional records retention standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This Contract does not affect the ownership of each party’s pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party’s pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

## **23. Equal Benefits Ordinance**

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Consultant and subcontractor with 21 or more employees that enters into a “contract”, as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a “contract”, as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:  
[http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert\\_261694.pdf](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf)

It is the Consultant’s and subcontractor’s responsibility to review and understand the requirements and applicability of this ordinance.

## **24. Ownership and Use of Data**

APIC MN owns all Data Sets. Data Sets means statistical or factual information: (a) contained in structural data sets; and (b) regularly created or maintained by or on behalf of APIC. APIC MN shall not only retain ownership of all Data Sets, but also all information or data created through APIC MN’s use of the software and /or software applications licensed by the Consultant (or any subcontractor of sub-consultant of the Consultant) to APIC MN.

APIC MN shall also retain the right to publish all data, information and Data Sets independently of this Contract with the Consultant and any of Consultant's subcontractors or sub-consultants involved in providing the Services, using whatever means APIC MN deems appropriate.

APIC MN shall have the right to access all data, regardless of which party created the content and for whatever purpose it was created. The Consultant shall provide bulk extracts that meet the public release criteria for use in and within an open data solution. The Consultant shall permit and allow free access to APIC MN information and Data Sets by using a method that is automatic and repeatable.

## **25. Audit Requirements for Cloud-Based Storage of APIC MN Data**

If the Consultant's services include the storage of APIC MN data using a cloud based solution, then the Consultant agrees to secure the data as though it were "private data" as defined in Minnesota Statutes, Chapter 13. The Consultant shall provide APIC MN with the annual copy of the Federal Standards for the Statement on Standards for Attestation Engagements (SSAE) No. 16 or the International Standard on Assurance Engagements (ISAE) No. 3402. The Consultant agrees to provide a .pdf copy to APIC MN's Contract Manager, upon the Consultant's receipt of the audit results.

# **ATTACHMENT B**

## **SCOPE OF SERVICES**

It is the intent of this document to outline a general description of the Project, the extent of services required, and the relationship of this Project to other work, and the agencies or other parties that will interact with the Consultant(s). The contents of this document are considered representative of the Project as a whole, but are by no means conclusive.

It is the goal of the APIC MN to select one or more administrative service providers to provide services to support the activities of APIC MN. Therefore, more than one contract may be issued to qualified providers.

APIC MN invites proposals from agencies, firms or individuals to provide educational support, event planning assistance, and general administrative tasks related to the chapter's member supported activities.

The ideal consultant(s) will be able to provide general administrative support and accounting, as well as, event planning and implementation.

### **BACKGROUND**

APIC MN continues to thrive and grow as an organization providing more education and resources to its members. This RFP shall allow APIC MN to contract with one or more administrative services providers to support the continued growth of the organization, and expansion of services offered to its members. APIC MN hosts educational sessions, and annual conference, and a professional preparedness course to its members annually. This work is done on a volunteer basis from APIC MN board and committee members. With increasing healthcare costs, and decreasing healthcare reimbursements for healthcare organizations, it is becoming more difficult for members to participate in activities due to a lack of financial support from organizations. The goal of APIC MN is to continue to provide these offerings in the most cost effective manner possible to enable more members the ability to participate.

### **ADMINISTRATIVE SERVICES**

The Consultant shall be a licensed and bonded professional with experience working with small organizations to provide administrative support services. Services shall include, but not limited to:

#### ***1. Annual service needs:***

Reserve rooms for board of director meetings.

Reserve room(s) for committee meetings.

Reserve room for membership/education/business meetings.

Coordinate and facilitate annual holiday luncheon planning with designated APIC MN Committee to include

- Reserving a space
- Selecting a menu,
- Determining per person cost of luncheon,

- Setting up space on day of luncheon, and
- Communicating with designated APIC MN Committee.

Send out RSVP via email and U.S. Postal service to membership for the annual 3M education day. Report RVSP data to the Education Committee chairperson as needed per request.

Send out RVSP via email and U.S. Postal service to membership for annual fall conference. Report RVSP data to the Conference Committee chairperson as needed per request.

Send out RSVP via email and U.S. Postal service to membership for annual holiday luncheon. Report RVSP data to the designated Committee chairperson as needed per request.

Manage all activities related to the annual fall conference to include:

- Pre-registration and check-in of attendees,
- Setting up venue for conference,
- Registration and check-in of vendors,
- Trouble-shooting any issues that may occur during the conference,
- Coordinating overnight accommodations for attendees, and
- Assisting the conference committee as needed during the conference.

Collect any and all payments related to member activities that are associated with a cost, and transfer money to treasurer.

## **2. *Monthly service needs***

Email members, as requested, with routine communication needs.

Support Communications Director with social media activities

- Facebook, Twitter postings
- newsletter assistance

Support Membership Director with membership support activities.

- new member mailings/email

Manage activities related to General Meetings:

- Email registration link to members related to meetings and maintain/share list of RSVPs.
- Evaluate and recommend site(s) for monthly meetings to be held.
- Mail APIC resource books to winners of drawings at monthly meetings.
- Send survey to members after completion of monthly meetings. Compile feedback responses and send to designated chairperson for review.
- Send out, via email, general meeting agenda with pertinent flyers and messages to members.
- Provide, maintain, and facilitate use of a sign in sheet at all meetings and provide attendance records to designated committee chairperson.
- Create and distribute (preferably in electronic format) certificates of attendance and education credits at all meetings.

## **3. *Ongoing service needs***

Maintain copies of the resource books allocated for member drawings

Manage activities related to the Basic Infection Prevention course (4 courses per year)

- Manage registration and payment by participants
- Secure liability insurance for each course

- Manage correspondence to attendees of the course
- Facilitate and manage pre and post surveys for the course
- Provide name tags for attendees and instructors
- Manage hotel contract for attendees

#### ***4. Membership Survey***

Facilitate distribution and data compilation of membership survey every three years.

#### **REPORTS/INVOICING**

The Consultant shall be paid at a contracted rate. Auxiliary or incidental expenses such as travel costs; lodging, per diem or training materials will not be reimbursed unless prior written approval for these expenditures is granted by the Contract Manager prior to purchase.

The Consultant shall provide the Contract Manager with a monthly invoice and a separate Activity Summary to include the following statistics, at a minimum:

- Detailed report of expenses for the month/ billing costs related to services
- List of services provided during the month
- Services provided that are not included in the contract

Consultant shall prepare summary report by the 10<sup>th</sup> of each month for the previous month's activities. Each monthly invoice and activity summary shall be reviewed by the contract administrator to determine acceptable completion prior to payment being made by the contractor.

Data compilations, studies, and generic reports that are prepared in the performance of this contract are to be and remain the property of APIC MN and are to be delivered to the Contract Manager before final payment is made to the Consultant. The Consultant will maintain all client records in accordance with all applicable legal and professional standards.