

Request for Proposals

Iowa Association of Regional Councils

Association Management



**Prepared by the East Central Iowa Council of Governments on behalf of the
Iowa Association of Regional Councils**



Purpose of this RFP

The Iowa Association of Regional Councils (IARC) is seeking proposals from qualified firms or individuals to provide dedicated, professional association management. The initial contract period(s) for service(s) will begin on or near March 1, 2009 through February 29, 2012, pending adequate funding from the Bureau of Commerce - Economic Development Administration. We may consider annual contract extensions for periods of twelve months upon completion of the initial contract period.

What is IARC?

IARC is the statewide association for Iowa's Councils of Governments (COGs), and was incorporated in the State of Iowa in February 1988. IARC is a non-profit organization as determined by the Internal Revenue Service. There are seventeen member organizations in IARC.

Each executive director of the member organizations serves on the IARC board of directors. The board of directors meets monthly in Des Moines, Iowa. The organization administers an annual budget of \$235,000, including \$165,000 in pass through activities. The association operates on a July 1 – June 30 fiscal year.

More information about IARC is at www.iarcog.com.

What are COGs?

Created more than thirty years ago by visionary public leaders, Iowa's COGs provide professional planning, programming, and technical assistance to Iowa's cities, counties, businesses, community organizations and Iowans of all ages.

COGs are indigenous organizations formed by counties, cities and towns to serve local governments and their regional citizenry. Their governing boards are comprised of local elected officials, business and education leaders, economic development professionals, and individual citizens.

COGs provide regional planning and technical assistance to local governments and the communities in their regions by:

- Providing individualized assistance to cities, counties, businesses, community organizations and community members (such as a local comprehensive plan, loans to local businesses, grant-writing assistance, and housing and workforce programs);
- Providing planning services across multiple jurisdictions (such as a regional comprehensive solid waste management plan or long-range transportation plan); and
- Providing a forum that combines the elements of transportation planning, housing development, solid waste planning, land use planning, workforce development, and economic development into a comprehensive approach to regional growth and development

To ensure the vitality and growth of their regions, COGs actively pursue funding opportunities from a variety of local, state, and federal resources. They provide expertise to cities and counties in securing competitive state and federal grants. As Regional Planning Organizations, COGs plan for and program the distribution of federal

transportation funds within their regions, including highways, transit, trails, and other enhancement programs. Most COGs also administer regional revolving loan funds targeting housing and economic development.

Services to be Provided under this RFP

The successful respondent for **Association Management** services must be able to provide the following to IARC:

A. Resource Development

- Work closely with other state and federal agencies to identify statewide and/or multi-regional initiatives appropriate for implementation through IARC
- Provide leadership in developing new opportunities for membership in service delivery and programmatic initiatives
- Formulate a development plan and assist with implementation to ensure adequate funding for ongoing staff assistance after the three-year EDA grant funding period
- Other special project administration and activities as identified in strategic plan and mutually determined with board of directors

B. Program Development

- Coordinate annual publication of COG Directory
- Coordinate educational activities, e.g., Staff Retreat, RLF conference, Model Code training
- Coordinate arrangements for other conferences, workshops, and events sponsored by IARC, or in which IARC has a significant role.
- Marketing opportunities – staffing booth at statewide conferences and events as identified
- Design and produce all IARC organizational materials and publications, except Directory.
- Prepare annual salary survey update

C. Board Management/Administration

- Board meeting arrangements – schedule meetings, prepare agenda, contact and confirm presenters, arrange for lunch, reminder calls and email to board members, disseminate agenda.
- Preparation and dissemination of board meeting minutes
- Preparation and dissemination of board meeting materials and packets
- Monthly follow up from each board meeting as needed – correspondence, scheduling additional meetings, sending out information, etc.
- Coordinate arrangements for annual directors' retreat, strategic plan facilitation and preparation of summary and annual work plan
- Assist board in monitoring state and national trends and identifying new opportunities
- Serve as board's primary liaison to other state, regional, and national agencies, organizations, and associations
- Maintain an office and/ or point of contact in the Des Moines, Iowa, metropolitan area
- Act as primary point of contact for organization
- COG Assistance administration – tracking requests, documenting, filing, disbursement
- IDPH/IDNR Healthy Iowans Initiative administration - tracking requests, documenting, filing,
- EDA project activities - regular written and oral reports; assisting with financial reports; providing content for IARC website activities
- Manage, route, and respond as appropriate to all written, email , and telephone correspondence on behalf of IARC
- General office functions – copying, postage, fax

Contents of Response to RFP

For a response to be considered by IARC, the following elements must be included:

1. Statement of Qualifications to provide the necessary services noted in this RFP, including:
 - a. a listing and experience of key personnel to provide proposed services
 - b. previous experience in association management, governmental liaison services, or related experience.
2. Narrative description of how you will deliver services.
3. Budget and budget narrative of costs associated with providing the services outlined in this RFP.
4. At least three references, including contact name and phone number.

Submission of Responses

Responses must be received no later than Friday, February 20, 2009. Postmarks will not be accepted. One original and eight (8) copies of the response are required. Send written responses to:

Doug Elliott
Executive Director
East Central Iowa Council of Governments
700 16th Street NE, Suite 301
Cedar Rapids, Iowa 52402

Questions about this RFP

Questions about this RFP should be addressed to:

Doug Elliott
Executive Director
East Central Iowa Council of Governments
700 16th Street NE, Suite 301
Cedar Rapids, Iowa 52402
319.365.9941
319.365.9981 (f)
doug.elliott@ecicog.org

All responding firms will be notified in writing regarding the results of the selection process.

IARC reserves the right to reject any and all proposals or to waive any irregularities in any proposal.

Copies of this RFP are also available at www.ecicog.org