



DRAFT- Association Management Request for Proposal

Association Name:	NSITSP – National Society of IT Service Providers
Year Established:	2021
Association Mission:	We provide pathways to establish high standards and ethics, and to improve the perception and credibility of the IT profession through actions driven by member engagements.
Association Vision:	NSITSP is the voice of the industry, defining the standards for professionalism in IT Services.
Membership Types:	Our members include IT consulting companies, individual consultants, and vendor companies who work with them.
Number of Members:	535 Free members 268 Paid members, including vendor who paid \$2,500-\$10,000 each
Number of Board Members:	7 – All board members are active, engaged, and attend regularly
Number of Board Meetings Annually:	12 monthly meetings. Plus we have additional meetings as needed.
Meetings and Conferences:	None. We do have volunteers at vendor events.

Financials

Annual Operating Income:	\$51,800 for 2022 We expect much more than that in the year ahead.
Annual Operating Expenses:	\$41,734 for 2022
Publications:	Monthly email newsletter. Plus some materials produced by committees and distributed through our web site.

Association Management

Current Association Management Company (AMC): None

Why are you conducting an RFP?

- Growing and need professional management.



Current Subcontractors: The founder's company – Small Biz Thoughts – provides administrative support, including data entry, membership (sales) processing, social media, marketing, meeting administration, posting of meetings, QuickBooks entries, financial management, new member packets, other mailing projects, etc.

Siteworks Collab provides website maintenance and development.

Services to be provided by AMC:

General office

Board of Directors Meetings

- Prepare Executive report and Agenda
- Attend meetings. Board meetings are 4th Monday of each month for 90 minutes.
- Note: For Board and for Committees, we have people who take good notes and post to a web site where everyone can see and review.

Financial Management

- General bookkeeping
- Processing of accounts payable and receivable
- Follow-up on accounts receivable. Currently zero. We primarily get prepaid for everything.
- Balancing bank account and Stripe and PayPal merchant accounts
- Preparation and dissemination of financial reports to Finance Committee and Board of Directors
- Budget preparation – with Finance Committee

Membership

- Database management ← Convert from current MemberPress web site
- Renewal processing (mostly auto-payments). Members are automatically re-billed on anniversary date.
- New member packets. Assemble and mail.
- Recruitment
- Attend committee meetings (Four committees. Generally six meetings/month.)
- Prep/Execute quarterly all-member meetings
- Process meeting recording, etc. This includes embedding the recording in our web site along with transcription and chat. Also post on YouTube and promote on social media.
- Create and disseminate materials to be used as channel events



Marketing

- Maintain a “big list” of channel events. Contact organizers to see if we can get a table. Coordinate members to sit at tables/booths.
- Produce videos and marketing funnels as needed to attract more member

Social Media and Marketing

- Marketing/Social Media Presence. Goal is 1-2 times per day across Facebook, LinkedIn, and Twitter. Occasional posts to YouTube.
- Blogging / posting news. About 4-6 times/month.
- Manage our online Forums (very lightly used)

Future Projects – Near term Projects

- Membership drives
- Conference/Trade Show Management
- Create and Manage Online Store

Future Projects – The Great Someday ← This is not current activity or immediately needed. This information is just an idea of what we hope the future includes.

- Continually evolve the membership programs to promote increased professionalism
- Develop a program to certify training outlets to provide “continuing education” credits
- Develop Media Education materials and site
- Develop Legislative Education materials and site (for legislative staff)
- Develop training materials for members for lobbying and government advocacy
- Manage a government affairs (lobbying) program
- Recommend and manage investments

Additional Information

Produce and maintain copies of any of the following documents . . .

- Current bylaws
- Recent financial statements
- Current operating budget
- Most recent strategic plan ← We don’t currently have a written plan



<u>Timeline</u>	<u>Date</u>
Proposals due by	May 19 th
Screening of proposals	May 24 th
Selection and negotiation of contract specifics	TBD
Transition start date	TBD
Formal start date	TBD
Actual dates will be determined by the quality of proposals received.	

Please send proposals to administrator@nsitsp.org by May 19, 2023
With "RFP" in the subject line.

All proposals will be acknowledged.

Contact Information

For questions regarding this RFP, please contact:

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