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# GPHA Request for Proposal for

**Executive Services**

submitted by

Candace Christian

GPHA Treasurer

November 29, 2018

## Introduction & Background

The **Georgia Public Health Association, Inc.** (hereafter **GPHA**), a Georgia-based 501(c)3 non-profit corporation founded for the purpose of providing scientific, educational and charitable opportunities for members and the public, and acts as liaison to the General Assembly of the State of Georgia and other governmental agencies on major public health issues, is in need of **Executive Services** and is accepting proposals in response to this Request for Proposal (this “RFP,” or this “Request for Proposal”) to find a qualified source to provide **Executive Services**. A successful candidate will be able to:

* 1. Provide the functions and capabilities of the Executive Services Provider as outlined in the GPHA Bylaws, Officers’ Handbook, Policies and Procedures Manual (available on GPHA website)
	2. Represent the Association filling Executive Services functions as directed by the Executive Committee
	3. Act with professionalism, transparency, and courtesy
	4. Complete all tasks assigned in a timely and proficient manner

The objective of this Request for Proposal is to locate a source that will provide the best overall value to **GPHA**. While price is a significant factor, other criteria will form the basis of the award, as more fully described in the Evaluation Factors section of this Request for Proposal below.

## Submission Guidelines & Requirements

The following submission guidelines and requirements apply to this Request for Proposal:

* + Qualified individuals or firms with prior comparable experience should submit proposals.
	+ Responders must list at least **one (1)** previous project similar to the proposed scope of work, including references and examples.
	+ The technical proposal must be limited to no more than **ten (10)** pages. The technical proposal must provide an overview of proposed services, as well as resumes of key personnel that will be responsible for performing the work. In addition, the technical proposal must provide a proposed schedule and milestones, as applicable.
	+ A one-page cost proposal must be included in the proposal. The cost proposal should indicate a cost not to exceed for the services, as well as hourly rate(s) and an estimated total number of hours, should **GPHA** decide to award a contract on an hourly rate basis.
	+ Proposals must be signed by a representative authorized to commit bidder’s company.
	+ If you have a standard set of terms and conditions, submit them with the proposal. All terms and conditions will be subject to negotiation.
	+ Timeline and selection process:
1. Proposals are due to GPHA Treasurer Candace Christian no later than **11:59 PM on December 31, 2018** by email to treasurer@gapha.org.
2. Proposals must remain valid for a period of **sixty (60)** days.
3. **GPHA** anticipates selecting at least two individuals or firms for consideration and interviews with an award to one of the individuals or firms.

## Project Description

The purpose of this project is as follows:

* Provide **Executive Services** for **GPHA** for FY2020, FY2021, and FY2022 (July 1, 2019 – June 30, 2022) in accordance with the scope of services as defined below.

The description of the project is as follows:

* The successful contractor will run a virtual office for GPHA and is responsible for all aspects of the day-to-day operation of this volunteer non-profit public health association.

## Project Scope

The scope of the project includes, but is not limited to:

* Responsibility for the day-to-day GPHA executive services and operations
* Assisting GPHA committees in development of policies, processes, programs and initiatives
* Serving as liaison for/between Executive Committee, contractors and members
* Keeping Executive Committee informed and attending board meetings and executive committee meetings
* Participating in strategic planning process, monitoring and providing implementation feedback
* Participating in development, monitoring and providing feedback on progress of revenue development plan
* Facilitating assessments, collecting data, compiling reports, and providing feedback to Executive Committee
* Conducting site negotiations for GPHA Conference and Annual Meeting
* Responsible for CEU process for the Annual Conference and other educational events

The successful bidder will be responsible for all of the above activities for **GPHA**.

## Monthly Summary of Activities

All GPHA Contractors are expected to provide a brief monthly summary of activities toward accomplishment of their respective scope of work, including (but not limited to):

* time spent,
* activities undertaken,
* outcomes,
* and planned future actions.

Summaries should be submitted no later than COB on the 7th day of each calendar month to the GPHA Treasurer and President, for distribution to the Executive Committee.

These measures ensure optimum coordination between contractor expectations and Association needs.

## Request for Proposal and Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance: **November 29, 2018**

Selection of Top Proposals and Notification to Unsuccessful Bidders: **January 15, 2019**

Initiate Negotiations: **January 15, 2019**

Contract Award and Notification to Unsuccessful Bidder: **February 25, 2019**

Contract Start Date: **July 1, 2019**

Contract End Date: **June 30, 2022**

## Evaluation Factors

**The following factors will be used for the purpose of evaluating** proposals based on the following factors, including cost which is a significant factor.

* Responsiveness to the requirements set forth in this Request for Proposal
* Relevant past performance and related experience
* Samples of work
* Cost, including an assessment of total cost of ownership
* Technical expertise/experience of contractor, including staff assigned to GPHA

**GPHA** reserves the right to award to the responder that presents the best value to **GPHA.**