



WSEMA

Washington State Emergency Management Association

**Request for Proposals
Association Management/Accounting/Event Coordination
Washington State Emergency Management Association (WSEMA)**

Proposals Due: April 17, 2023

Submit proposals to: CEFox@spokanecounty.org

The Washington State Emergency Management Association (WSEMA) is the professional Association for Emergency Managers working in Washington. We are a 501(c)(3) Public Benefit Nonprofit Corporation; and our members come from both public and private agencies and organizations. Current membership is approximately 150.

We celebrated our 50th Anniversary in 2020, and throughout those 50 years, we have been 100% volunteer led and managed. As such, it has been a challenge to maintain consistent record-keeping and documentation. The current Executive Board would like to engage an Association Management Company (AMC) or professional bookkeeper to support the professionalism of the Association; ensure compliance with all required reporting and filings; and gain assistance with the financial aspects of the organization, to ensure continued transparency and accountability with all financial dealings.

Initial contract period will be for one (1) year, with the potential to extend.

About the Organization:

WSEMA supports the professional networking and training of our members, providing a forum for discussion of issues impacting Emergency Management practitioners in Washington State, the WA legislative environment, and federal directives and programmatic mandates. The Association hosts a well-attended annual 2 ½ - day conference each September.

WSEMA is governed by an elected Board of Directors, consisting of:

President

President Elect

Secretary

Treasurer

East Side Representative

West Side Representative

Private-Sector Representative

Public-Sector Representative

Tribal Liaison

Immediate Past President

Meetings of the Board of Directors occur monthly, with the potential for a springtime retreat, and at the annual conference, with board member attendance commencing the day prior to the conference.

Meetings occur via virtual environment, with the exception of the Board retreat and in-person conference.

The Association maintains a website, on which minutes and governing documents are maintained. The Association also has a Facebook page and Twitter account.

A current web-based system is utilized for receiving membership dues, as well as registration to the annual conference.

WSEMA also maintains a small scholarship fund, for which recipients, on an annual basis, compete to receive scholarship funds for educational attainment within the field of emergency management.

Financial Overview

Annual revenue is generated through membership and conference attendance.

WSEMA has limited monthly expenditures, with approximately five payments averaged per month.

During time of the conference, there are additional payments required, but the average of 60 checks annually would cover those costs.

Membership dues are collected on an annual basis, with one payment being received from each member.

Scope of Services:

General Office Support

Executive Services, to include Board/Committee Support

Financial Management, to include, but not limited to:

- *Generation of monthly reconciliation and reports to Executive Board*
- *Invoicing*
- *Management of Accounts Receivable/Payable*
- *Annual tax filing and associated reporting*
- *Maintenance of Association Records*

Member Services, including management of annual membership enrollment

Meeting/Event Management Assistance, to include quarterly membership virtual meetings and assistance and attendance at the annual conference.

Information AMC should include in proposal:

AMC Background, number staff, clients, location

Describe why your AMC would be the best partner for the Association

Describe how the AMC will serve each area of the scope of services

Describe proposed staffing for the Association: position

Provide a proposed timeline and process for the management transition

Provide a detailed fee structure, including bid for annual scope

Provide five (5) references for organizations to which similar services have been provided. Include three (3) current references, and two (2) references from previous organizations for which services are no longer provided.

Please provide a brief description of the services provided for each of the five references.

Requirement to Submit:

Applicant must be properly licensed and insured in the State of Washington

Properly certified, as appropriate

No claims or accusations of inappropriate activities during the last five (5) years

Ideal candidate will have experience with and knowledge of accounting and reporting practices for non-profit corporations

Proposal submissions should be in letter format, and no more than 10 pages, excluding cover letter, resumes of key personnel, licenses, and certification attachments.

Selection will be based on demonstrated level of experience and cost.

Timeline

Questions due from AMCs: March 31, 2023

Responses due from Association to AMCs: April 10, 2023

Proposals due: April 17, 2023

Interviews scheduled: TBD

Finalists selected and notified no later than: April 19, 2023

Final selection made based on negotiations.

Contract begins within 30 days of selection.

Main Contact Information

Name: Chandra Fox, CEM

Role with the Organization: President

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