



# IBPSA-USA Association Management Services

## Request for Proposals

Submissions due: August 26, 2022

### ABOUT IBPSA-USA:

[IBPSA-USA](#) is the United States regional affiliate of the International Building Performance Simulation Association ([IBPSA](#)) and a registered 501(c)(3) nonprofit organization with 400+ members. IBPSA-USA's mission is to advance and promote the science of building simulation in order to improve the design, construction, operation, and maintenance of new and existing buildings in the United States. To do so, the organization actively engages in academic and professional training and knowledge sharing through chapters, committees, conferences, seminars, academic scholarships, and educational programs aimed at professionals and students alike.

### SCOPE OF WORK:

IBPSA-USA seeks an experienced Contractor to work with the organization to develop its strategic and financial plans and provide day-to-day administrative support to successfully execute its mission. The Association last released a Request for Proposals in 2013 and its needs have shifted significantly since then to an increased emphasis on the need for administrative support for a wider scope of events, committees, and projects. In addition to day-to-day association management, the scope also includes Project Administration overhead for Association-led projects (e.g., invoicing, subcontracting), which will be funded from project income at a fixed percentage of the project's budget.

Information about IBPSA-USA can be found in [Exhibit A: Association Management Companies \(AMCs\) General Information](#).

A detailed description of desired general administrative, financial management and fundraising, and project administrative tasks can be found in [Exhibit B: IBPSA-USA Association Management Description of Services](#).

### FORMAT FOR SUBMITTALS:

1. **Summary:** Proposal summary describing your overall experience, approach, and understanding of the goals and objectives of the RFP. (up to 3 pages)
2. **Relevant Experience:** Description of your past relevant experience and capabilities of the proposing team along with 2-3 brief examples of relevant work. Including websites and other work products is strongly encouraged. Relevant work products may be included in Appendices. (up to 3 pages not including Appendices)

3. **Key Personnel:** Specifically identify the personnel to be assigned to this effort, including proposed roles, titles, related qualifications, and past relevant experience. A primary contact who will lead the effort for the proposer must be identified. Their experience relevant to the project must be described along with how they will make use of other staff to support their work. (1-2 pages)
4. **Budget:**
  - **Required:** Provide a not-to-exceed annual fee and itemized budget for the “Administration” and “Financial Management / Fundraising” scope of services defined in Exhibit B. (“Project Administration” is compensated through a fixed percentage.)
  - **Optional:** Proposers can include hourly rates for work beyond the scope of work specified and/or compensation proposals other than fixed annual fee.
5. **References:** Include 3 client references along with contact information.
6. **Resumes:** Provide resumes for key personnel.

### EVALUATION OF SUBMITTALS:

IBPSA-USA will evaluate all submittals to determine which Bidder has the experience and qualifications that are best suited for this role. The following criteria will be used in selecting the winning proposal:

- **Bid quality (50%):** Contractor’s understanding of the service requirements as outlined in the proposal, as well as an explanation of key issues and challenges and how to address them.
- **Contractor’s experience/qualifications and staffing plan (30%):** Contractor team’s demonstrated qualifications performing similar work, staff depth of experience, and availability of staff resources to deliver required services.
- **Cost (20%):** Contractor’s cost competitiveness through the use of appropriate staff.

Percentages represent the approximate relative importance of the categories. IBPSA-USA may use a multi-step bidding process to select the successful Bidder. The first step will be an evaluation of each Bidder’s proposal using the evaluation criteria described above. Those Bidders whose proposals which are technically acceptable and whose prices are competitive may be invited to participate in subsequent steps in the selection process such as: interview(s) with key candidate personnel, meeting(s) to discuss the scope of work, identification of cost reduction ideas, and negotiations over Contract price and terms.

### CONTRACT TERM:

Unless otherwise expressly stated, any Contract awarded pursuant to this RFP will be for a base term of one year. In addition, IBPSA-USA shall have the unilateral option to extend the term on a year to year basis for a term not to exceed two additional years.

### SUBMISSION SCHEDULE:

All submission material and inquiries should be sent to

Dr. Carrie Brown <[ibpsa.usa.president@gmail.com](mailto:ibpsa.usa.president@gmail.com)>:

- **Intent to propose notifications** (optional) are due by 5pm Pacific time on July 15, 2022.



- **Submission of questions** about this RFP should be sent by 5pm Pacific time on July 22, 2022. These questions will be answered and shared with the pool of applicants as quickly as possible. The review committee will attempt to answer questions received after this date as well.
- **Proposal submissions** are due on or before 5pm Pacific time on August 26, 2022.

## Exhibit A: Association Management Companies (AMCs) General Information<sup>1</sup>

**Association Name:** International Building Performance Simulation Association (USA affiliate)

**Acronym:** IBPSA-USA

**Contact:** Carrie Brown, Board President <[ibpsa.usa.president@gmail.com](mailto:ibpsa.usa.president@gmail.com)>

**Website:** <https://www.ibpsa.us/>

### Organization

**Primary geographic scope of your association?** National (USA)

**Primary industry or profession served by your association?** Sustainability consultants, mechanical engineers, architects, researchers, developers

**Primary type of membership in your association?** Mostly individuals, some companies/institutions

**IRS tax status of your association?** 501(c)(3)

### Membership

**Total number of current members?** 450

**Number of potential members?** 10,000

**Does your association have chapters?** Yes, 12 <https://www.ibpsa.us/chapters/>

**Classes of membership in association:** <https://www.ibpsa.us/membership-account/membership-levels/>

- Student - \$25
- Basic - \$50
- Premium - \$100
- Company Bundles - \$350-\$4000

### Board of Directors

**Number of members on board of directors?** 14 regular, 1 student

**Number of board meetings each year?** 10 virtual meetings, 2 in-person meetings (in normal times)

**Does your association have an executive committee?** Yes, meeting virtually 12 times a year, with another 12 virtual 15-minute check-ins.

### Financial Management

**Association's approximate annual budget:**

**Total Income:** \$228k

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<sup>1</sup> Based on "[Association RFP Background Information](#)" form from [ASAE](#)

- Project Contracts: \$175k
- Sponsorship: \$32k
- Events\*: \$6k
- Membership Dues: \$15k

**Total Expenses: \$212k**

- Project Expenses: \$118k
  - Subcontractors: \$106k
  - Administration\*\*: \$12k (currently 8% of total project income)
- Association Management\*\*: \$78k
- Events\*: \$6k
- Website: \$4k
- Other expenses: \$6k

\*Event budgets impacted by the pandemic. In healthier years, we expect a modest net income.

\*\* Expenses paid to selected association management contractor

**Month in which fiscal year begins?** January

**Amount of fund balance at end of last fiscal year?** \$62k

**How often are association's financial statements prepared?** Monthly report prepared for Board of Director meetings, official statements annually.

## Services, Programs, and Activities

Which current services, programs, and activities are offered to the association's membership?

- Chapter Programs/Assistance
- Conferences
- Continuing Education Credits
- Training, webinars, and in-person meetings
- Projects
- Committees and Working Groups: For more information, see <https://www.ibpsa.us/committees/>

## Lobbying

**Does the association regularly retain or employ a lobbyist?** No

## Management Staff

**Is the association currently being managed by an association management company?** Yes, since 2013

**Is the company aware of the search?** Yes

**Has a request for proposal (RFP) been developed for this search?** Yes

**What is the deadline to respond to the RFP?** August 26, 2022

**What is the anticipated start date for the new association management company?** January 2023?

**Your preferred method of contact?** Email

## Meetings, Conferences, and Tradeshows

**Please list all meetings, conferences, and tradeshows produced by/for association each year:**

- IBPSA-USA Semiannual Meeting (at conferences)
- Regional conferences
- Multiple webinars every month. For examples, see <https://www.ibpsa.us/calendar/>

**Does association typically attend meetings, conferences, or shows other than those it produces?**

Occasionally, as determined by the Board.

## Communications

**Does the association produce a newsletter?** Yes, monthly email newsletter (highlights sponsors)

**Does the association produce a magazine or newspaper?** No

**Does the association produce a membership directory or roster?** Yes, online member directory

**Approximately how many times a year are bulletins or other mailings sent to members?** Special announcements are sent to the mailing list 2-3 times per month

**Who is responsible for producing the publications?** Communications Committee and Association Management staff

**Who is responsible for producing the membership directory?** Association Management staff

## Exhibit B: IBPSA-USA Association Management Description of Services

Contractor will perform the duties for IBPSA-USA as outlined below.

### **ESSENTIAL RESPONSIBILITIES:**

Work collaboratively and closely with the Board of Directors to perform the following:

#### **Administration**

The contractor will work with IBPSA-USA board and volunteer members to provide administrative services for the organization including the following tasks:

- **General Administration**
  - Internal communications (ex: maintaining and responding to email and PO box mail)
  - Support and respond to external inquiries
  - Manage web-conferencing and calendars for:
    - Public webinar series events
    - Public external software training events
    - Board meetings
    - Committee meetings
  - Procure appropriate insurance:
    - General liability
    - Directors and officers liability
  - Legal
    - Annual corporate report and fee to the State of Virginia
    - Engage legal counsel as-needed
  - Review policies established by the Board
  - Ensure policies are followed
- **Board support**
  - Manage the board member nomination and election process
  - Work with executive committee to on-board new board members
  - Attend board and executive committee meetings
  - Manage access and edit rights of file storage sites (removing old board members, adding new board members)
  - Facilitate strategic planning and support its implementation
- **Committee organizational support**

- Manage access and edit rights of file storage sites (removing previous board and committee members)
- Track committee composition
- Ensure essential committees are active and performing their functions:
  - Executive Committee
  - Financial/Development Committee
  - Communications Committee
  - Projects Committee
  - Chapter Committee
- Maintain committee mailing lists and email aliases
- Attend committee meetings as needed
- **Marketing and Promotion**
  - Coordinate with the communications committee
  - Ensure IBPSA/IBPSA-USA brand policies are followed
  - Manage social media presence
  - Monthly association newsletter
    - Collecting content
    - Formatting the newsletter
    - Emailing newsletter out to members
  - Email blasts
    - Sending other emails to membership as needed
  - Website management and maintenance
    - Ensure website information is up-to-date, including: board members list, committees, events, video content
- **Event management**
  - Support conference planning
    - National
    - Regional
    - Coordination with IBPSA World (Building Simulation conference)
  - Semi-annual meetings
  - Presence at related events
- **Membership management**
  - Respond to membership inquiries
  - Respond to membership emails
  - Ensure descriptions of membership levels are up-to-date and clear



- **Chapter support**
  - Process chapter financial requests
  - Support chapter events
- **Security and file management**
  - Protected file storage for all contracting, logistics, password manager
    - must be shared with President, VP, and Treasurer
    - Use shared password manager with passwords updated whenever any roles change

### **Financial Management / Fundraising**

The contractor will guide the organization in achieving fiscal sustainability and will work with the Financial/Development Committee on IBPSA-USA's fundraising efforts and financial recordkeeping:

- Cultivate relationships with donors/sponsors
- Document and manage sponsorship commitments
- Work with the Finance/Development Committee:
  - Identify new sponsors
  - Develop sponsorship packages
- Research potential funding sources (e.g., foundations)
- Work with the chair of the Projects Committee to develop new projects
- Manage conference and event sponsorship
- Develop fundraising initiatives
- Hire and manage accountant (either in-house or outsourced) for
  - Accounting (e.g., Quickbooks)
  - Audits
  - Tax filing
- Work with Board treasurer to review financials and set annual budget
- Follow the Board approved budget
- Comply with funding source requirements and reporting
- Adhere to internal financial policy

### **Project Administration**

The contractor will provide support to manage externally funded projects, including:

- Executing contracts with client organizations providing external funding
- Invoicing client organizations throughout the duration of a project
- Support Project Execution Committees (PECs) to:
  - Establish budgets and track project accounting
  - Prepare project proposals for prospective clients
  - Post RFPs for subcontractors

- Collect and distribute RFP responses
- Execute subcontracts
- Pay PEC-approved subcontractor invoices
- Track project deliverable statuses
- Manage project document storage and user access

## **Compensation and Performance Reviews**

### **Compensation**

Compensation for Administration and Financial Management will be paid through a fixed price contract, paid in 12 monthly installments. Compensation for Project Administration will be a fixed percentage of project income, payable to the contractor no later than 30 days of receipt of income by IBPSA-USA. Modifications to the contract shall be granted by the Board of Directors to accommodate increased project funding throughout the year.

The contractor shall cover the costs of the following services under this contract:

- Accountant services (including tax filing)
- Administrative services

IBPSA-USA shall cover the following costs:

- Insurance fees
- Legal fees

**Additional Project Subcontracts:** Some projects will also subcontract support beyond the tasks listed above under "Project Administration" under a separate contract for specific tasks at the direction of the PEC and with approval of the Board of Directors. The Association Management Contractor can apply to Project RFPs, but negotiations for this work will be independent of the Association Management contract. Examples of such additional tasks include:

- Mandatory attendance at project meetings
- Research and development tasks
- Project marketing tasks beyond typical website updates and social media postings
- Meeting and event planning and management
- Subcontractor management

**Annual Budget:** The contractor may find the scope of the listed responsibilities is greater than the budget allows. If this is the case, the contractor shall:

1. Work with the Executive Committee to identify priorities and determine if any low priority responsibilities can be deferred or accomplished through recruitment of member volunteer effort, and/or

2. Identify and secure new funding sources to justify an increased budget

Any request for additional budget requires Board approval.

**Performance Reviews**

The Executive Committee will conduct annual performance reviews with the contractor.