

**REQUEST FOR PROPOSAL
FOR ASSOCIATION MANAGEMENT SERVICES
FOR THE
NORTH DAKOTA ACADEMY OF NUTRITION & DIETETICS**

General Overview

The North Dakota Academy of Nutrition and Dietetics (NDAND) is one of 53 affiliates of the Academy of Nutrition and Dietetics (the Academy), the world's largest organization of food and nutrition professionals with over 75,000 members. The Academy is committed to empowering members to be the nation's food and nutrition leaders and optimize the nation's health through food and nutrition.

NDAND represents approximately 250 Registered Dietitian Nutritionists and Dietetic Technician, Registered members. NDAND is seeking proposals for an organization or individual(s) to provide contract association management services for the one-year period beginning on or about June 1st, 2020.

Responses to the following Request for Proposal may be submitted to ndand.ed@gmail.com and must be received by 5:00 PM CST on March 31, 2020. Proposals will be reviewed, and interviews may be conducted to make the final selection. Selections will be made, and applicants will be notified of a decision on or before May 1, 2020. Questions about this RFP should be directed to Georgianna Walker at georgiannawalker@hotmail.com or 701-330-3800.

Background

NDAND is a non-profit organization in good standing with the Secretary of State and the Academy of Nutrition and Dietetics. The organization is led by a Board of Directors (BOD), consisting of a President and elected officers. The contractor would work closely with the President and the Executive Committee of the Board of Directors to execute the strategic plan of the organization and meet its stated Vision, Mission and Strategic Goals.

Vision

Optimize the health of all North Dakotans through food and nutrition.

Mission

Empower members to be the state of North Dakota's food and nutrition leaders.

Strategic Goals and Initiatives

See attached NDAND Strategic Plan.

Services Needed

The contractor shall perform association management duties according to North Dakota Academy of Nutrition and Dietetics policies and procedures. It is anticipated that conducting the services requested in this RFP would roughly require between 0-5 hours per week, roughly 200 hours/year, with fluctuations depending on association activities in any given month. Due to the annual symposium, the busiest time of year is from November to March.

These services include:

Membership and Community Communication

- **Primary NDAND Contact:** Serve as the primary NDAND contact. This includes managing all email communication on behalf of NDAND via ndand.ed@gmail.com.
- **Dietetic Update (newsletter):** Compile and electronically send the *DIETETIC UPDATE* quarterly to all NDAND members. Electronically send the *DIETETIC UPDATE* to other individuals/agencies as directed by the NDAND BOD. Post copies of *DIETETIC UPDATE* in designated area on website.
- **Board Meetings:** Attend BOD meetings and provide input as needed or when requested by the President or Board. Work with the President and Secretary to establish meeting dates, set up conference calls, notify Board members, email requests for reports, assist the Secretary in distributing documents for BOD meetings. Note that the Secretary and President will be responsible for compiling reports, developing agendas, and organizing meetings.
- **E-Blasts:** Send e-blast updates as directed to membership.
- **Elections:** Create electronic voting link for the NDAND ballots to be distributed to the membership once per year for voting. Work with Nominating Committee Chair to ensure that needed candidate information is collected and distributed to membership in a timely manner.
- **Membership Directory:** Utilize DMIS membership directory provided by the Academy to provide the Membership Chair and District Presidents the names of new members who have moved into the state and related districts. Where appropriate or with permission from the Chair, provide membership information to specified groups or individuals.

Website & Social Media Management

- **Website:** Update the NDAND website with files for the website. This includes, but is not limited to:
 - The Dietetic Update (quarterly newsletter)
 - Board meeting/Membership meeting minutes
 - Officer directory
 - Annual Symposium information/continuing education opportunities

- Other revised information as directed by the NDAND BOD
- Job Board postings
- **Social Media:** The NDAND Communication Chair oversees all social media platforms on behalf of NDAND, including Facebook, Instagram, Twitter and LinkedIn. The contractor is to assist and support the Communication Chair in these efforts as requested.

Annual Symposium

- NDAND hosts an annual symposium and expo typically in March. The symposium location is rotated between Fargo and Bismarck. The NDAND Executive Director serves as the coordinator of the Symposium Planning Committee (SPC) and works closely with the Chair of the SPC. In this role, the ED will:
 - Collaborate with SPC Chair to arrange conference calls, committee meetings, develop SPC agendas, track and monitor status of work.
 - Work closely with the SPC and BOD to determine the theme, date, venue, topics, speakers and registration fees.
 - Develop, manage and organize all symposium registrations.
 - Develop/update the sponsor prospectus.
 - Manage and organize all symposium sponsors and exhibitors on behalf of NDAND.
 - Serve as the lead/point of contact during symposium date(s).
 - Complete other duties as assigned by the SPC.

Administration

- Provide management and administration for the NDAND Board of Directors.
 - For day to day management the contractor reports primarily to the President but will work with other Board members and District leaders depending on the project.
- Manage required annual *Academy* documents including but not limited to: The Certificate of Good Standing, Charitable Organization, and the Annual Report, with the assistance of the President and Treasurer.
- Serve as the NDAND contact for the *Academy's* Preferred Provider Accreditation. Issue continuing education certificates for continuing education activities sponsored by NDAND and its Districts.
- Support the President-Elect and Past-President/Bylaw Chair in updating and maintaining the Policy & Procedures Manual, Bylaws, and Officer Manual.
- Assure Nominating Chair/Nominating Committee has solicited nominations for open positions.
- Assist Awards Chair in updating Academy/NDAND annual award forms.

Quality of Services

- Members, suppliers and vendors will be treated with the utmost respect and their issues will be handled professionally and in a timely fashion.
- Issues that are not readily resolved will be referred quickly to the appropriate BOD member for intervention.
- Contractor performance will be reviewed annually in conjunction with contract negotiation.

Contract

NDAND will enter a one-year renewable contract with the selected Contractor effective **June 1st, 2020**. The contract will outline the agreed upon fee schedule and list of services, in addition to general terms and conditions. A contract appendix will outline in detail duties to be performed by volunteer Affiliate members and those duties to be specifically performed by the Contractor. The contract will specify terms for dissolution by either party without cause with 60-days' notice.

Who May Respond

Association management organizations and independent contractors may submit proposals.

Responses

Responses to the RFP should include the proposed services, number of hours per week expected to provide said services, and include an annual, all-inclusive fee for said services to be paid in monthly installments. Questions about this RFP or NDAND may be directed to Georgianna Walker at georgiannawalker@hotmail.com or 701-330-3800. Responses to this RFP can be emailed to: ndand.ed@gmail.com.

**RESPONSES MUST BE RECEIVED BY 5:00 PM
March 31, 2020**