



ASSOCIATION EXECUTIVE SECRETARY Request for Proposal

Municipal Treasurers Association of Wisconsin
(MTAW)

The Municipal Treasurers Association of Wisconsin (MTAW) invites qualified independent contractors to submit professional services proposals in accordance with the specifications listed below. All inquiries concerning the request for proposals shall be submitted in writing to MTAW President Bev Langenback at blangenback@newrichmondwi.gov. Should any question posed be significant in nature, MTAW shall issue an RFP addendum.

Service Proposals will be accepted until 4:00 p.m. on June 22, 2018 by MTAW President Bev Langenback at City of New Richmond 156 East 1st Street New Richmond, WI 54017. Faxed, emailed and late submittals will not be considered.

After the submittal deadline the estimated timeline for the RFP is as follows (subject to change):

- June 25th – 26th – Proposals will be evaluated
- June 29th – Interviews will be conducted if needed (times & locations – possibly phone TBD)
- June 30th – Evaluations presented to MTAW Board
- On or about July 2nd - Agreement is executed between MTAW and selected firm.

Municipal Treasurers Association of Wisconsin Background

The Municipal Treasurers Association of Wisconsin, Inc. (MTAW) is a non-profit organization for treasury professionals who are dedicated to a forum for its members where they can exchange ideas and concepts. The MTAW has members representing communities from all over the State of Wisconsin. We promote and enhance the fiduciary responsibility and integrity of individuals responsible for public funds.

Mission Statement

To promote the profession of Municipal treasurers in the State of Wisconsin by providing quality education, continual professional development, mutual support, professional recognition, and to support professional conduct and integrity within the field of municipal finance.

Objectives and Purpose

The elected Executive Board of the MTAW strives for its Municipal Treasury Members to advance the general and professional interests of all its members and the municipalities they represent. Within those broad objectives, the MTAW has as its purposes:

- To obtain higher standards of efficiency;
- To promote service and improve relations with allied institutions;
- To promote friendly and fraternal feelings among the Members;
- To provide an instrument for concerted expression of viewpoint; and
- To facilitate communications between all Members

Education and Training

Each year, the MTAW develops training sessions to assist the Municipal Treasurer with a means to keep abreast of changes affecting their important and increasingly difficult role in municipal government. The Spring and Fall Conferences are two-day conferences held throughout the state, providing training and career development opportunities and updates on current State and Federal legislation.

The MTAW is dedicated to helping new treasurers learn the profession. A New Treasurers Workshop is offered on the Wednesday before the Spring Conference. Topics covered are the

basic duties of a treasurer, property taxes, delinquent personal property and chargebacks, lottery credit, investment policies, TIF information, budget preparation, and more.

PROFESSIONAL SERVICES REQUIRED

MTAW has made every effort to include enough information in the RFP for an individual or firm to develop a responsive proposal. MTAW retains the right to retain all proposals submitted and to use any ideas in a proposal, unless protected by copyright, regardless of whether that proposal is selected. Submission of an RFP indicates acceptance by the firm or individual of the conditions contained herein.

Duties that are expected on an annual basis to be performed by the MTAW Executive Secretary are outlined below. This is not an all-inclusive list as other requests are sometimes made of the Executive Secretary.

MEMBERSHIP SERVICES

Ongoing services to be provided:

1. Send annual renewal notices and reminders following the timeline and dues structure approved by MTAW. Collect dues. Compile and retain updated reports of renewals and non-renewals. Follow up with non-renewals.
2. Send new members a welcome e-mail and appropriate information including the following:
 - a. Website address and members only password.
 - b. Mentoring program information.
 - c. Upcoming conferences, district meetings, and UW-GB trainings.
3. Provide membership information, MTAW Board and committee information and other items for the website as needed.

CONFERENCE SUPPORT SERVICES

Services to be provided for each Conference or Event:

1. Research venues for conferences and report to the MTAW Executive Board for approval.
2. Negotiate and contract with venues for conferences.
3. Tailor registration form template to individual events. Send out notices and reminders to membership prior to the events.
 - a. MTAW Conference Committee will provide the event details and agenda before the event registration is expected to open.
 - b. Within ten (10) business days of receiving detailed event or event information, provide event information to MTAW website master to be posted on the MTAW website, including website calendar.
 - c. Prepare and schedule an initial announcement, plus at least two additional reminders, via broadcast e-mail to MTAW members with links to details for each event.
 - d. Send one hardcopy announcement to MTAW honorary members without email.
4. Maintain listing of conference scholarship recipients. Provide list of conference scholarship recipients after they attend and earn their scholarship to the MTAW Treasurer, so checks can be issued to the municipality.
5. If implemented, monitor credit card processing through agency's secure on-line payment processor and apply any cancellations or credits as needed. Notify registrants of any declined card. Provide PCI compliancy.

6. Collect conference registration fees and maintain record of attendance.
7. Prepare registration list and name tags.
8. Work the registration table during the entire Spring and Fall conferences.

DISTRICT DIRECTOR SUPPORT SERVICES

There are eight (8) districts in MTAW to provide services for:

1. Each district will hold at least one training per year. Within ten (10) business days of receiving detailed event or event information, provide event information to MTAW website master to be posted on the MTAW website, including website calendar.
2. Prepare and schedule an initial announcement, plus at least two additional reminders, via broadcast e-mail to MTAW members with links to details for each event.
3. Provide list of district members or send out surveys to district as requested.

GENERAL ADMINISTRATION AND OVERSIGHT

1. Respond to telephone, Facebook, and e-mail inquiries, forwarding to MTAW Board contact as needed. Respond to requests within three (3) business days or advise inquirer if additional time is needed to research and reply.
2. Attend the Spring and Fall MTAW Executive Board meetings and submit written report of activities and MTAW information.
3. Deposit all funds for MTAW and forward information to the MTAW Treasurer within five (5) business days for recording. Also, email accounts payable invoices to the MTAW Treasurer within five (5) business days of receipt so checks can be issued.
4. Create forms and documents as needed for MTAW.
5. Disburse minutes and agenda packets to MTAW Executive Board members for the Spring and Fall Board meetings, if requested.
6. At the request of the MTAW Executive Board solicit bids for supplies and/or services.
7. Work with committee chairs to arrange meetings and other requests.
8. Coordinate vendor participants for Spring conference.
9. Track certifications of members and send reminders regarding certification renewals.
10. Arrange for the approval of and purchase of all recognition awards.
11. Contact Associate Members to secure monetary support for UW-GB scholarships, conference scholarships and hospitality suite sponsorship.
12. Provide Certificate of Insurance with minimum liability coverage of \$1,000,000 prior to effective date of contract and maintain coverage during the life of the contract.
13. Maintain historical records such as financial, minutes, membership rosters, etc. on behalf of the association.

WORKING PAPERS

All working papers and reports shall be retained, at the firm's expense, for a minimum of three (3) years unless the firm is notified in writing by MTAW of the need to extend the retention period. This does not pertain to MTAW historical records such as financial, minutes, membership rosters, etc. which will be retained as permanent MTAW records. The firm shall make working papers available upon request to the MTAW. In addition, the firm shall respond to the reasonable inquiries of successor firms to review working papers relating to matters of continuing accounting significance.

SERVICE PROPOSAL REQUIREMENTS

Cover letter shall specifically state that the information contained in the firm's proposal is accurate and complete as of the date of submission; that the information is true and reasonably verifiable as of the date of submission; and that the firm is willing to comply with all stated contractual requirements.

ACCEPTANCE OF TERMS AND CONDITIONS

Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this RFP. The Firm chosen will be required to enter into a formal contract with the MTAW. Any Agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the MTAW. The MTAW reserves the right to reject or modify any agreement that does not conform to the RFP and any MTAW requirements for agreements and contracts.

PRICING COMPONENT

Firms are required to submit a fixed monthly price that covers all operating and administrative cost of performing the service. Invoices for payment shall be emailed to the MTAW Treasurer not more frequently than monthly.

HOLD HARMLESS

The firm will indemnify and hold harmless the MTAW and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any person or property resulting from the operations of the firm, or of any of its contractors, in prosecuting work under this agreement.

ASSIGNMENT OR TRANSFER

The firm shall not assign, transfer, or encumber the resultant Contract or rights herein granted on any portion thereof, without the prior written consent of MTAW, which consent shall not be unreasonably withheld.

TERMINATION OF AGREEMENT

MTAW shall have the unilateral right to terminate the resultant Contract upon ninety (90) days written notice to the firm.

END OF CONTRACT TRANSITION

In the face of an impending contract expiration or termination and in recognizing that unforeseen circumstances may arise in the placement of a successor contract, the firm will agree to:

- Fully cooperate in ensuring an orderly transition of services during the transition to a successor.
- Extend the contract period on a month-to-month basis at the then current contract price for a period of not to exceed ninety (90) days in order to allow MTAW sufficient time to place a successor contract. Such extension shall only be

authorized by MTAW and shall be evidenced by a bilateral (signed by both parties) contract modification for each 30-day extension, not to exceed a total of ninety (90) days.

**MTAW Executive Secretary
Request for Proposals
For the Term July 1, 2018 – May 1, 2019**

This document is part of the bid documents, failure to return it along with the other required bid documents shall render the bid unresponsive.

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if the responder is an individual), a partner in the company (if the responder is a partnership), a member (if responder is an LLC) or an officer or employee of the responding corporation having the authority to sign on its behalf (if the responder is a corporation);
2. That the attached offer (proposal) has been arrived at by the responder (Offeror) independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;
3. That the contents of the solicitation response (the Offeror's proposal) have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses (Offers); and
4. If I am considered for this position I understand that I may be required to provide further information for a background check.
5. If my proposal is accepted and a contract issued, then this RFP and all documents attached hereto, including any amendments, the firm's RFP and price proposal and any written offers/clarifications made by the firm and accepted by MTAW, will be incorporated into the entire contract between MTAW and your firm, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto.
6. I certify that the statements in this affidavit are true and accurate.

I hereby submit my compensation proposal to the MTAW in accordance with herein stated specifications, with the following not to exceed fees:

State your proposed monthly price to perform the duties of the MTAW Executive Secretary to include all operating and administrative costs. _____.

Name of Firm _____

Name of Principal _____

Address _____ City/State/Zip _____

Phone _____ Fax _____

Email _____

Signature _____ Date _____