Draft Request for Proposals

PSCFO Executive Director/Association Management Firm

The Pennsylvania State Council of Farm Organizations is currently seeking proposals for a part-time executive director or association management firm to manage the affairs of the association and monitor and report on legislative activity of interest to the Council. The contract for management services will commence upon the retirement of the current executive director January 1, 2021.

**Scope of Services:**

1. Association Management Services
   1. Professional staff support to the board and membership
   2. Respond to or referral correspondence to the Council
   3. Manage membership lists and data
   4. Administer and maintain the files of the Council
   5. Maintain the Council’s website PSCFO.org
   6. Arrange for and staff all board and Council meetings
   7. Manage association finances
   8. Prepare monthly financial statements for the treasurer and board
   9. Develop and implement financial controls
   10. Represent the Council as requested by the board
   11. Build coalitions among agriculture organizations and agricultural businesses to further the goals of the Council
   12. Produce “Orange Book” directory of agricultural organizations, including solicitation of advertising
   13. Coordinate and manage PSCFO’s quarterly board and Council delegates meetings in Harrisburg
   14. Coordinate and manage PSCFO’s annual Cornucopia event in the Capitol, including solicitation of sponsorships
   15. Other tasks as mutually agree upon
2. Legislative and regulatory tracking and reporting
   1. Produce a monthly legislative and regulatory tracking report on issues affecting Pennsylvania agriculture
   2. Identify “hot” issues that may have the most immediate impact
   3. Draft position papers and letters from PSCFO on legislative and regulatory issues

**Proposals will be accepted via email (**[**grobertson@PLNA.com**](mailto:grobertson@PLNA.com)**) in PDF format no later than 5:00 PM Friday October 23, 2020.**

**Proposal must contain:**

1. The proposer’s credentials and experience in doing similar work, especially related to the agricultural community
2. A statement outlining how the proposer’s credentials and experience would benefit PSCFO
3. At least three references who can speak to the proposer’s experience and success in the association management field
4. The monthly management fee for all services

**Questions?**

Any questions must be submitted via email to grobertson@PLNA.com, no later than 5:00 PM Friday October 16, 2020. All questions will be answered and posted on PSCFO.org/RFP-FAQ website as they are received so that all considering submitting a proposal may see the questions and answers.