

Request for Proposals

The New York State Association for Rural Health (NYSARH) Executive Committee is seeking an administrative contractor to support NYSARH. The Committee is looking to receive a full proposal to provide administrative services to the NYSARH Board of Directors. The Board has identified the Association's immediate developmental pathway to include three components: 1) Operations; 2) Capacity Development, and; 3) Strategic Priorities. NYSARH seeks an Administration Support partner to work closely with the Board of Directors to devise and execute a comprehensive and detailed plan for delivering on each of the below priority areas. se developmental pathways.

Please respond to each of the following sections. There are no character or word count limitations to responses. This RFP funding is based on the organizations current financial standing. The amount of funding for this RFP is \$47,000 and the amount of funding awarded will be based on the organization's experience as well as their response to all of the required fields in the RFP. Proposals are due no later than May 28, 2019 at 5:00PM EST. Proposals should be submitted to David Riddell: driddell@r-ahec.org . Questions may be directed to the same email address.

Section I Structural Capacity & Viability

- A. Identify and describe the structure of the organization that is submitting this proposal. Include:
 - a. An organizational chart
 - b. Identification of the individuals that will be assigned to the project
 - c. An outline of staff roles and anticipated percent of time dedicated for the project
- B. Provide the following information:
 - a. CV or Resume of the Project Director and key staff who will support the work
 - b. List of Board Members, if applicable to your organization
 - c. List of current and past (three years) funding contracts
 - d. Copy of the organization's most recent audit
 - e. Completed Vendor Responsibility Questionnaire
 - f. Statement of potential conflicts of interest

Section II Provision of Services

Service Area 1: Operations

Based on a review of NYSARH's 16-year history, the following operational items have been identified as a required on-going set of functions:

- A. Maintain Accounts Payables/Receivables:
 - a. Maintain a daily cash log
 - b. Enter all payments and receipts in QuickBooks on a weekly basis
 - c. Cut checks/payments at least once per month, last week of month
 - d. Reconcile checking and money market accounts monthly
 - e. Have monthly bank reconciliations reviewed by treasurer
 - f. Monitor and process membership dues
 - g. Monitor and process conference and other event registration fees
 - h. Monitor and process sponsorship and exhibitor payments
 - i. Secure W-9's as needed
- B. Produce Annual FY Budget (in concert with the appropriate committees of the Board)
- C. Produce Quarterly Financial Reports (QFR) (with guidance from the Finance Committee)
 - a. Work with Auditor/Reviewer to conduct Financial Review for each year
 - b. Provide Auditor/Reviewer with all necessary and requested financial statements & reports, such as balance sheet, SOFP, etc.
- D. Work with Auditor/Reviewer to ensure Annual 990 and Char 500 and all other required paperwork are filed on time
 - a. Produce and Distribute 1099's
- E. Hosting and taking of minutes for Board Meetings
- F. Clerical support for committee meetings, as agreed upon and assigned by the Board
- G. Develop and distribute the quarterly NYSARH newsletter in February (winter edition), May (spring edition), August (summer edition) and November (fall edition); The newsletter will include information about rural health resources, and educational opportunities, such as NRHA Conferences, grant opportunities, pending legislation, and/or other time sensitive communications to the NYSARH newsletter distribution list that needs to be shared. Two to Five additional communications projected per year.

H. Maintain the NYSARH website, including all content

Service Area 2: Capacity Development

Based on an internal assessment, NYSARH has identified the following capacity development needs:

- A. This function of the organization will be under the purview of the NYSARH Executive Committee. The Executive Committee will establish a process for the administrative agency to work towards capacity development. The administrative agency will be involved in this process as this is a critical component of the organization's stability and future sustainability plan.
**** (see section IV Sustainable Growth, as it closely aligns with this Service Area).**
- B. Utilize the Membership Management Platform supported by Health WorkForce NY to manage NYSARH membership
- C. Implement current member renewal procedure
- D. Identify and reach out to lapsed members (a lapsed member is one that has not been active for at least the past 12 months)
- E. Strategically identify and target one or more new membership prospect types (organizations, sectors, individuals, etc.) each year for NYSARH Membership outreach.
- F. Expand Student Membership through the development of relationships with Universities in NYS that have a health-related major.
- G. Develop a progress tracking document for achieving the defined deliverables within the Statement of Work to be shared with the Executive Committee of the Board quarterly as defined below.
- H. Present the Executive Committee with a Progress Report quarterly.
- I. Executive Committee guidance will be sought when there are barriers to completing a goal/task that the staff are unable to overcome unassisted.
- J. Progress reports will be up loaded to the board portal for Board review.

Service Area 3: Strategic Priorities

Based on a recent survey of New York State members, NYSARH has targeted the following strategic priorities for further development:

- A. Progress reports will be up loaded to the Board portal for Board review.
- B. Maintain connection and facilitate sharing of information with the NRHA and other State Rural Health Associations.
- C. Work with Policy Committee to develop Legislative Agenda and submit to Board of Directors for approval.
- D. Assist the Policy Committee with planning and facilitation of Advocacy Day in Albany.
- E. Assist the Policy Committee with scheduling visits to Capitol Hill during the NRHA Policy Institute.
- F. Work in collaboration with the Conference Committee Chairs to plan, develop and facilitate the Annual NYSARH Conference
- G. Conference Sponsorship
 - a. Support the Sponsorship Sub-Committee in establishing Sponsorship pricing and benefit offerings

- b. Develop sponsorship promotional package, per the task above, with the guidance of the Sponsorship Sub-Committee and Conference Chair(s)
- c. Assist Board and Committee in soliciting sponsorship – identify potential sponsors, develop solicitation call sheet and assign members to potential sponsors
- H. Conference Technical Program Planning
- I. Conference Publications and Promotions
- J. Conference Advertisers & Exhibitors
- K. Conference Award Nomination
- L. Conference Registration Management
- M. Conference Venue Coordination

Section III Alignment

Describe how your organization is aligned with NYSARH with respect to:

- A. Mission
- B. Programs
- C. Operations
- D. Key partnerships
- E. Growth and development

Section IV Sustainable Growth

Identify and describe the specific plan for building sustainable growth with and between your organization and NYSARH. This work is critically important and will function as a dual component between the administrator agency and the NYSARH Board of Directors, the administrator agency will work closely with the Board of Directors to pursue this growth and the strategy outlined below should take that into account. Include:

- A. Funding and services plan for growing NYSARH as a Statewide Agency, with guidance and participation with the Board of Directors (three-year timeline)
 - a. Identify sources of funding and other resources to target for partnership
 - b. Targeted amounts of funding/resources to apply for
 - c. Impact on existing NYSARH programs and services, as well as any plans for new programs and services.
- B. Identify any potential strategic partners that will align or compliment NYSARH
- C. Statement of financial threats and contingencies related to the above