**The Ohio Program Evaluators’ Group (OPEG)**

**Request for Proposals for Administrative Support 2020–2021**

The Ohio Program Evaluators’ Group ([OPEG](http://www.opeg.org)) is a nonprofit 501(c)(6) professional organization that serves as a network for program evaluators in Ohio and neighboring states. As a regional affiliate of the American Evaluation Association (AEA), OPEG is made up of about 100 active members and a network of more than 500 evaluators, and is led by a volunteer Board of Directors made up of 4 officers and 7 at-large members. The OPEG board meets via conference call every other month, one up to two times annually in person, and as needed to make organizational decisions. Four OPEG [committees](http://opeg.org/page-1142949) handle OPEG activities and functions and often meet regularly as well. OPEG Code of Regulations can be found [here](http://opeg.org/Resources/Documents/1%20OPEG%20Organizational%20Documents/2011%20OPEG%20Code%20of%20Regulations.pdf).

The OPEG Board of Directors has recognized a need to engage with an individual or entity to complete identified administrative tasks in support of the organization.

**Qualifications:**

The following are specific qualifications expected of the administrative support individual or entity:

* Experience providing administrative support to similar professional membership organizations or related experience
* Proficiency with software and web-based programming tools, including: Wild Apricot, Microsoft Office (Word, PowerPoint, Excel), MailChimp, SurveyMonkey, HTML
* Experience in taking notes during meetings and availability to participate in virtual and in-person meetings and events

**Scope of Work:**

The following are specific activities expected of the administrative support individual or entity in support of the board of directors and committees:

* **Board of Directors:** Update content on the OPEG website for programs and communications; provide communications and logistics planning support for scheduling and coordinating meetings; take meeting minutes at board meetings, anticipate and alert Board members about upcoming tasks and deadlines according to the OPEG annual cycle of events and standard operating procedures; assist with ordering supplies and materials.
* **Program Committee:** Prepare and disseminate materials, and coordinate logistics, for the Spring Exchange (an in-person conference held annually in mid-May for approximately 50 participants); attend the Spring Exchange to provide on-site support to run registration, welcome participants, provide directions, and coordinate with the caterer (NOTE: OPEG will reimburse or cover costs directly for lodging, meals & incidentals, and mileage); prepare materials and coordinate logistics for the Fall Conference (held in-person annually at the end of September).
* **Awards and Elections Committee:** Assist with tracking terms of service and election schedule, update website content, assist with ordering plaques for annual awards given at the Spring Exchange.
* **Membership Committee:** Review membership database to ensure accuracy of data; assist with the development and dissemination of email blasts and mailings.
* **Newsletter Committee:** Design and layout the newsletter, review content for editorial correctness, and disseminate electronically up to two OPEG newsletters (one in spring and one in early fall).

Key RFP Dates:

* Publish RFP: January 24, 2020
* Proposal Due: February 24, 2020
* Review of Proposals Completed: March 6, 2020
* Telephone Interviews (optional): March 16-20, 2020
* Decision Made: March 27, 2020
* Start Date: April 1, 2020

**Term of Service:**

April 1, 2020 to March 31, 2021 (with the option to extend for up to two additional 12-month terms.

**Directions:**

Proposals should minimally include the following:

1. Description of the individual or entity submitting the proposal
2. Description of how the work will be achieved
3. Proposed hourly rate, budget, and payment schedule for April 1, 2020 to March 31, 2021
4. Two (2) professional references

Proposals will be accepted until February 24, 2020 at 5:00 p.m. ET and should be sent to T.J. Horwood, Treasurer at Thomas.Horwood@icf.com and Lana Rucks, President at lrucks@therucksgroup.com. Please contact T.J. and Lana with any questions.

**Respondents should plan to be available for interviews between March 16-20, 2020. The contract is anticipated to be awarded by March 27, 2020 and work is anticipated to begin no later than April 1, 2020.**