



## Key Information

1. Organization Name

2. Acronym

3. Website Address

4. What prompted the search?

5. Proposal Deadline

6. What is the budget amount for services?

7a. Must your new AMC be headquartered in a specific location?\*

Yes

No

b. If yes, specify which country, region, state or metro area.

8. Who is/are the current provider(s) of the services?

9. Type of organization

Trade Association

Professional Society

Foundation

Other

10. IRS Classification

501(c)3

501(c)6

Other

**Services Requested**

11. Services Requested  
(select all that apply)

- Advisory Services (Consulting, Leadership Development, Strategic Planning, etc.)
- Financial Management
- Certification/Accreditation Management
- Conferences/Meetings Management
- Consulting Services (Management Consulting, Strategic Planning, Leadership Training, etc)
- Government Relations
- International Expansion
- Marketing/Communications
- Membership/Database Services
- Order Fulfillment
- Public Relations
- Sponsorship Sales
- Survey Services (Needs Assessment, Salary Survey, etc)
- Website Development and/or Management
- Other

12. Do you require specific industry expertise or experiences?

- Yes
- No

13. Please indicate if any special credentialing is expected of the AMC or its personnel.

14. Does the organization have a formalized search committee?

- Yes
- No

15. If yes, are you using a third party?

16. Contact Name

17. Contact's position within the organization

18. Contact's Email Address

19. Mailing Address Line 1

20. Mailing Address Line 2

21. City

22. State

23. Zip

24. Country

25. Phone

26. How did you hear about the AMC Institute RFP process?

27a. How would you like proposals to be delivered to you?

- Mail  
 Email  
 Both

b. If by mail, how many copies are required?

28. What is the date for initial screening of proposals by the Search Committee?

29. What is the target date for completion of due diligence on short-listed proposals?

30. What is the date for selected proposal presentation(s)?

31. What is the location for selected proposal presentation(s)?

32. What is the start of the transition process?

33. What is the formal start date?