

## **Key Information**

- 1. Organization Name
- 2. Acronym
- 3. Website Address
- 4. What prompted the search?

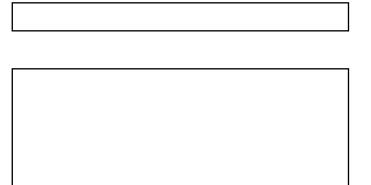
5. Proposal Deadline

6. What is the budget amount for services?

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

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	<ul> <li>Trade Association</li> <li>Professional Society</li> <li>Foundation</li> <li>Other</li> </ul>
10. IRS Classification	<pre>     501(c)3     501(c)6     Other </pre>

Yes

No

## Services Requested

11. Services Requested (select all that apply)	Advisory Services (Consulting, Leadership Development, Strategic Planning, etc.)
	<ul> <li>Financial Management</li> <li>Certification/Accreditation Management</li> <li>Conferences/Meetings Management</li> <li>Consulting Services (Management Consilting, Strategic Planning, Leadership Training, etc)</li> </ul>
	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?	<ul><li>◯ Yes</li><li>◯ No</li></ul>

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

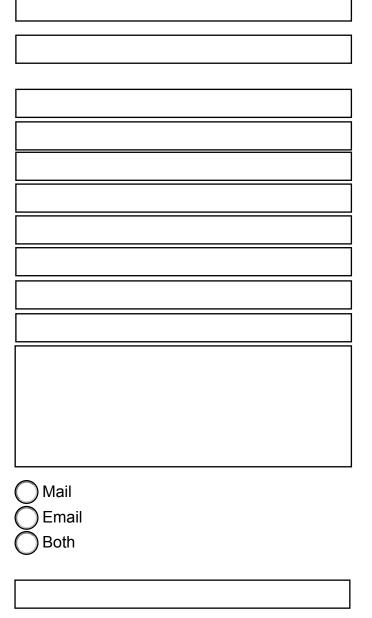
26. How did you hear about the AMC Institute RFP process?

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

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?

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