

MANAGEMENT SEARCH PRELIMINARY CRITERIA

Request for Information

COMPANY NAME: _____

1. Location(s):
2. Number of employees:
3. Any accreditations held by the company and/or certifications by staff:
4. Number of clients – total/national/international/state or local:
5. Ideal ratio of employees/ to client of our size:
6. Type of organizations managed – (c)(3)/(c)(6), trade org/professional society:
7. Size of organizations managed – number of members and revenue:
8. Industry experience – higher education, healthcare, manufacturing:
9. Length of time in business – year founded:
10. Scope of services provide in-house
 - a. Strategic planning
 - b. Marketing
 - c. Web design and SEO
 - d. Accounting

RFI Respondents should include:

- No more than 3 pages
- Resumes of key personnel
- Key differentiators that make your company stand out
- How your company aligns with the organization