Request for Proposal (RFP)

# Association Management Services for the ABC Association

## About the ABC Association

The ABC Association is a professional community dedicated to advancing literacy through research, policy, and practice. Our members—scholars, educators, and researchers—collaborate to enhance literacy education around the globe.

Each year, ABC hosts a major annual conference featuring keynote speakers, symposia, research reviews, and alternative-format sessions. We publish the Journal of Literacy Research, the ABC Yearbook, and a monograph series in collaboration with the International Literacy Association. Additional initiatives include position papers on policy, diversity scholarships, and support for emerging scholars.

ABC maintains a robust web presence, a dedicated member portal, and actively communicates with members via email and online forums.

## Mission and Values

**Our Mission:**

- Advance research on literacy and literacy instruction.

- Support emerging and established scholars.

- Advocate for research-informed literacy education policy.

**Our Core Values:**

- Financial responsibility and transparency.

- Diversity and inclusion.

- Collegial collaboration and mutual respect.

- Member engagement and academic excellence.

## Proposal Submission Process

**Timeline:**

- RFP Distribution: [Insert Date]

- Proposal Deadline: [Insert Date]

- Finalist Interviews: [Insert Date]

- Selected AMC Notified: [Insert Date]

- Transition Period Begins: [Insert Date]

- Management Contract Start Date: [Insert Date]

**Submission Requirements:**

1. Company Overview

- Years in operation  
 - Number of employees  
 - Client portfolio  
 - References

2. Response to Scope of Services

- Indicate ability to provide each service  
 - Identify services subcontracted

3. Proposal Format

- Submit one digital copy (PDF)  
 - Submit three printed copies, if required  
 - Send proposals to: [Insert Contact Info or RFP Portal Link]

## Scope of Services

**Association Management:**

**Board and Committee Support:**

**Financial Management:**

**Insurance Administration:**

**Membership Management:**

**Publications Support:**

**Conference Management:**

**Conference Program Support:**

**Technology and Web Services:**

## Additional Considerations

Please address:

- Your capacity to support strategic planning

- Membership recruitment and retention strategies

- Experience in conducting member surveys and assessments

## Attachments

Please include or link to the following documents:

- Recent Financial Statements or Audit Report

- Bylaws

- Recent Publications (e.g., newsletter, journal)

- Past Conference Programs or Brochures

- Calendar of Events

- Strategic Plan with Goals and Objectives

- Organizational Chart (Board and Committees)