



Request for Proposal (RFP)

Instructions

Please fill out the form below and attach your Bylaws which will help assure we know the true structure of your organization. For assistance, please contact Shannon Wild, Vice President, Forius Association Management Services, at ForiusAMS@forius.com or (763) 253-4341.

Email Your Request for Proposal

ForiusAMS@forius.com

We will connect with you within 24 business hours of receiving your Association Management RFP.

Key Information

1. Organization Name
2. Organization Acronym
3. Website Address
4. Contact Name
5. Contact Phone
6. Contact Email
7. How may we contact you for additional information?
8. Proposal Due Date
9. Contract Start Date

Organization Information

10. Current Management Structure
11. Type of Association
(If other, please explain.)

501(c) 3

501(c) 6

For-Profit Corporation

Other

12. Membership history for the past 3 years

13. Type of Memberships

14. Total number of company members

15. Total number of individual members

16. Reason for Change in Management

17. Types of Services Requested

18. If "Other" services requested, please describe:

19. Annual Budget for Association Management Services

20. When does your fiscal year begin?

21. Equity at last fiscal year end?

22. Do you have reserves?

23. Profit/Loss for the last 2-3 fiscal years?

24. Number of full time employees to manage the association?

25. Services Requested (select all that apply)

Office Headquarters

Phone Line(s)

Physical Storage Space

Meeting Space

Mailing Address
Membership
Accreditation
Sponsorship
Board Support and Development
Committee / Volunteer Support and Development
Member Events
Government Relations
Marketing Communications
Management
Accounts Payable
Accounts Receivable
Financial Reporting
Investment Monitoring
Tax Reporting
Coordinating Annual Audit /Review
Secure / Review Association Insurance

26. How did you hear about Forius AMS?

27. Please provide any additional details or information you would like for us to know.