



## REQUEST FOR PROPOSALS

### 8MBA OPERATIONS AND PROJECT MANAGEMENT SERVICES

**RESPONSE DEADLINE: FEBRUARY 18, 2022 AT 12PM.**

SUBMIT APPLICATIONS AND QUESTIONS ONLINE TO [operations@eightmile.org](mailto:operations@eightmile.org)

#### ABOUT 8MBA

The 8 Mile Boulevard Association (8MBA) was founded in 1993 to revitalize and promote the 8 Mile corridor by linking the efforts of the public and private sector through catalytic projects. 8MBA operates with 10 cities, 2 counties, the Michigan Department of Transportation, and nearly one dozen local, regional, and statewide businesses and institutions to achieve its mission.

#### RFP OVERVIEW

8MBA seeks proposals from qualified individuals or firms (“Contractor”) to provide Operations and Project Management Services on a fixed contract.

##### Contract Budget, Term, and Payment

Maximum Budget: \$70K Total across two phases (Phase 1: \$30K, Phase 2: \$40K) for labor and \$5K total for both phases for materials and equipment (e.g. software licenses, hardware, postage, etc.)

Contract Term: March 15, 2022 through June 30, 2023, across two phases.

Phase 1: March 15, 2022 through June 30, 2022

Phase 2: July 1, 2022 through June 30, 2023

##### Contract Administration

The Contract will be administered by the 8MBA Chairperson, to whom the Contractor will report on all tasks. Contractor will set their own schedule to achieve the tasks as outlined in the scope of services section of the Contract, and will be expected to make themselves reasonably available to the 8MBA Chair for Contract-related communications and committee meetings, as needed, between the hours of 8am to 5pm, Monday through Friday. Additionally, Contractor shall:

- hold at least one weekly meeting with the 8MBA Chairperson to review progress, discuss and work through any challenges or roadblocks, and go through any other matters relevant to the successful completion of the Contract.
- submit, along with all other required items, an activities report to the Board of Directors that outlines details substantiating the completion of work as outlined in the Contract.



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#### Scope of Services and Payment

Contractor shall invoice 8MBA for payment as services are rendered according to the following schedule, which can be adjusted by mutual written agreement of the 8MBA Chairperson and Contractor as deemed necessary.

Phase 1 (March 15, 2022 through June 30, 2023) - \$30K Maximum Budget for Labor

***\$2,500 paid upon Contract Signing and Commencement of Work.***

- Assist in management of contract with Star Trax Events and organizational communications to guests and sponsors for the execution of our 4/14/22 Networking Event  
***\$2K paid in two monthly installments of \$1,000 following submission of a monthly report outlining all tasks executed.***
- Assist in sponsorship solicitation and closeout for 4/14/22 event  
***\$2K paid in full no later than May 1, 2022 if budget is reached and all funds in hand.***
- Finalize contracts with Apparatus, Inc. and any other accounting resources necessary to reorganize and update all 8MBA accounts, including, at minimum, the following tasks:  
***\$17,500 paid as services are rendered, as outlined below:***
  - Assist the 8MBA Treasurer in completing a reconciliation of all 8MBA bank accounts and statements from at least 2018 through 2021
  - Renew Insurance policies for Directors and Officers Insurance and General Commercial Liability Insurance
  - Renew/re-file all local, state, and federal tax exemptions and licenses to solicit donations as necessary for 8MBA 501(c)(3) and 8MBA Title Holdings Company 501(c)(2)
  - Create and utilize a QuickBooks Account to re-start the regular tracking of financial transactions; create accounts for Board access and Contractor access.  
***\$15K paid upon completion of the above four items.***
  - Schedule, prepare necessary documentation for, and oversee a third-party audit of 8MBA's financial documents for the period July 1, 2021 through June 30, 2022 (audit funded by separate 8MBA budget item).
  - Update as necessary all standard operating procedures and policies to ensure alignment with Generally Accepted Accounting Principles and any other applicable accounting standards/best practices.
  - Prepare and present a 7/1/22 – 6/30/23 budget to the Board of Directors.  
***\$2,500 paid on receipt of audited financial statements, policies, draft budget.***



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- Coordinate, Schedule, Execute, and Generate and Circulate all meeting content and minutes for all Board and Committee Meetings (See attached 2022 Schedule).  
***\$4,500 paid in installments of \$300 per meeting upon receipt of Meeting Packet and post-meeting Minutes. Board Packet must contain at minimum a Contractor Activities report, a financial report showing cashflow, statement of financial position, profit and loss, and reconciled bank statements.***
- Execute the 2022 Community Projects Program Process and generate an after-action report for the board outlining program impact and all applicable financial accounting.  
***\$1,500 paid upon successful project completion and submittal of after-action report.***

Phase 2 (July 1, 2023) - **\$30,400 to \$40,400.**

#### ***General Operations and Project Management***

- Coordinate, Schedule, Execute, and Generate and Circulate all meeting content and minutes for all Board and Committee Meetings (See attached 2022 Schedule).  
***\$4,800 paid in installments of \$300 per meeting upon receipt of Meeting Packet and post-meeting Minutes. Board Packet must contain at minimum a Contractor Activities report, a financial report showing cashflow, statement of financial position, profit and loss, and reconciled bank statements.***
- Execute the 2023 Community Projects Program Process and generate an after action report for the board outlining program impact and all applicable financial accounting.  
***\$8,500 paid upon successful project completion and submittal of after-action report.***
- Reconcile all 8MBA bank accounts and statements, track all financial transactions in QuickBooks, and record financial position on a monthly basis.  
***\$3,600 paid in installments of \$300 per month.***
- Renew/re-file all local, state, and federal tax exemptions, insurance policies, and licenses to solicit donations as necessary for 8MBA 501(c)(3) and 8MBA Title Holdings Company 501(c)(2)  
***\$1,000 paid upon completion of all renewals and confirmation of successful filing.***

#### ***Audit and Budget: \$2,500 paid upon completion of all tasks.***

- Schedule, prepare necessary documentation for, and oversee a third-party audit of 8MBA's financial documents for the period July 1, 2021 through June 30, 2022 (audit funded by separate 8MBA budget item).
- Update as necessary all standard operating procedures and policies to ensure alignment with Generally Accepted Accounting Principles and any other applicable accounting standards/best practices.
- Prepare and present a 7/1/22 – 6/30/23 budget to the Board of Directors.



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#### **Annual Event**

- Assist in exploration and management of contract, including obtaining new quotes from at least three qualified firms, for event management and organizational communications to guests and sponsors for the execution of our 2023 Networking Event

***\$8K paid in monthly installments of \$1,000 following submission of a monthly report outlining all tasks executed (task est. 8 Months from Sept-May)***

- Assist in sponsorship solicitation and closeout for 2023 event  
***\$5K paid in full within two weeks of event date if budget is reached and all funds in hand.***

#### ***Optional – Strategic Planning and Collaborative Projects***

- Annually, if 8MBA Board of Directors updates its strategic plan and/or list of priority projects, Contractor may present to the Board of Directors a proposal for leading the implementation of that strategic plan and/or priority projects, including grant writing to fund said activities, for a maximum budget of **\$10K**.

#### **DECISION CRITERIA AND PROCESS**

The 8MBA Chairperson has appointed an ad-hoc subcommittee of the Board of Directors which will review all proposals and make a recommendation to the Board of Directors no later than March 10, 2022. This subcommittee will evaluate proposals based on:

- Ability and willingness to complete the tasks as described within the budget limit set in the RFP
- Professional references from past work demonstrating proven capacity to execute the tasks outlined in the RFP
- Ability to function independently with minimal supervision
- Proof of commercial liability insurance with coverage not less than \$1M
- Contract language indemnifying and holding harmless 8MBA, its Board, Officers, Members, and agents
- A narrative that highlights demonstrated interest in the work of 8MBA and its partners, a plan and proposed timeline for the completion of RFP activities, and a creative approach to helping 8MBA stabilize its operations and renew momentum for its mission.