

Outsourced Administrative Services

Request for Information

24 June 2010

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1. OVERVIEW

1.1 Description of the Chapter

Founded in 1969 by working project managers, the Project Management Institute (hereinafter referred to as “PMI”) has grown to be the leading nonprofit professional association in the area of project management. With more than one million individuals involved worldwide – including members, credential holders, volunteers and trained project professionals – PMI provides educational programs, research, and professional credentials to advocate project, program, and portfolio management that can help to achieve the mission embodied in its slogan, “making project management indispensable for business results.”

The Project Management Institute Central Indiana Chapter (hereinafter referred to as “PMI Central Indiana” or “the chapter”), a 501(c)(6) Not-for-Profit corporation, advances the mission of PMI, its parent organization, by providing events and services in the Central Indiana geographic area. At the end of 2009, the chapter had more than 1300 members, making it the third largest in the North Central North America Region and the 42nd largest of PMI’s 260 worldwide chapters.

1.2 Business Driver

Improving operational efficiency is an ongoing area of focus for the chapter, but its 2010 Strategic Plan puts specific emphasis on improving “business continuity,” a key challenge for any volunteer organization. In recent years, the chapter has successfully leveraged outside organizations for financial services, legal services, and technology services. PMI Central Indiana wishes to duplicate these successes in other areas.

1.3 Document Purpose

PMI Central Indiana is seeking to identify and select an outside independent organization or individual to perform outsourced administrative services. This Request for Information (RFI) document provides additional information that will allow you (hereinafter referred to as “the Provider”) to understand the scope of the effort and to develop an informative response in the format desired by the chapter.

2. RESPONSE GUIDELINES

2.1 Scope of Work

Following are the functions within the chapter that have been identified for outsourcing.

Administration

1. Own and manage the meeting minutes for Board of Directors meetings, including:
 - a. Send a draft agenda to the President based on the prior meeting's minutes
 - b. Attend Board of Directors meetings to record meeting minutes
 - c. Submit meeting minutes to the Vice President of Operations for posting on the Executive Board committee portal of the PMI CIC website
2. Own and manage chapter documentation, including, but not limited to, the following:
 - a. Role Descriptions for each Officer and Committee Director
 - b. Committee Directories for each committee
 - c. Conflict of Interest forms for each volunteer
 - d. Non-disclosure agreements for each volunteer
 - e. Chapter Bylaws
3. Manage the documentation and application for PMI Component Awards

Membership

4. Providing detailed data analysis and reporting using member database (DEP).

Correspondence

5. Construct email newsletters and submit to VP for distribution, including:
 - a. PMPoints, the weekly update email
 - b. PMPrograms, the Monthly Program Meeting reminder

Information Technology

6. Provide first-level support for the pmicic.org website, including user access, and basic content support

Facilities

7. Manage the transportation, setup, tear-down, and re-storing of physical equipment used at facilities:
 - a. This includes:
 - i. Computer equipment, including laptops, printers, routers, cables, etc.
 - ii. Conferencing equipment, including phones, audio cables, etc.
 - iii. Electrical equipment, including extension cords, power strips, etc.
 - iv. Presentation equipment, including projectors, dry erase boards, flip charts, etc.
 - v. Registration equipment, including meal tickets, pens, badge covers, lanyards, etc.
 - vi. PMI CIC branded table cloth, banner, etc.
 - b. This does not include procurement of any of this equipment (Director of IT for computer and conferencing equipment, Director of Administration for all other equipment)

2.2 Submission Requirements

The Provider's response should include the following sections:

- Overview of Provider, including contact information;
- Pricing Model, including details regarding rates, discounts, etc.;
- Scope Item Responses:

For each of the numbered items in the Scope of Work section above (items 1 through 7), PMI Central Indiana requires an individual response from the Provider. Each response should answer these questions:

- Do you wish to bid upon this item?
- How would you meet the requirements of this item?
- What experience do you have in addressing requirements such as those listed in this item?
- What references do you have that could attest to your ability to address requirements such as those listed in this item?
- Other Recommendations:
 - Do you have any other services or recommendations that PMI Central Indiana should consider?
 - If so, please provide the same information for each additional recommendation as you provided for each of the Scope Items listed above.

2.3 Selection Criteria

Award of the contract resulting from this RFI will be based upon the most responsive Provider whose offer will be the most advantageous to PMI Central Indiana in terms of cost, functionality, and other factors as specified elsewhere in this RFI.

The following elements will be the primary considerations in evaluating all submitted responses and in the selection of a Provider or Providers:

- Completion of all required responses in the correct format.
- The extent to which Provider's proposed solution fulfills PMI Central Indiana's stated requirements as set forth in this RFI.
- An assessment of the Provider's ability to deliver the indicated service in accordance with the specifications set out in this RFI.
- The Provider's stability, experiences, and record of past performance in delivering such services.
- Overall clarity and professionalism of the response document.
- Overall cost of Provider's response.

PMI Central Indiana reserves the right to:

- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers,
- Award more than one contract, and
- Reject any or all offers and discontinue this RFI process without obligation or liability to any potential Provider.

3. ADMINISTRATIVE

3.1 Liability

The issuance of this document, and the receipt of information in response to this document, shall not in any way cause PMI Central Indiana to incur any liability or obligation to Supplier, financial or otherwise. The chapter assumes no obligation to reimburse or in any way compensate you for expenses incurred in connection with your response to this RFI. Travel costs to any negotiating or presentation sites are entirely the responsibility of the Provider. Neither party has a commitment to the other until a separate contractual agreement is signed by authorized representatives of both parties.

3.2 Use and Disclosure of Information

PMI Central Indiana reserves the right to use information submitted in response to this RFI in any manner it may deem appropriate in evaluating the fitness of the product and services proposed. Materials submitted by the Provider that are considered confidential must be clearly marked as such. In the event that confidentiality cannot be afforded, the Provider will be notified and will be permitted to withdraw its response.

The information contained in this RFI is proprietary to the chapter. The information is to be used by each Provider only for the purpose of preparing a response to this request. The information in this RFI may not be used or shared with any other parties for any other purpose, without first obtaining the chapter's prior written consent.

3.3 Contact Information

Questions regarding this RFI, as well as submitted responses to this RFI, should be directed to the following contact:

Chris Hanks, PMP
President, PMI Central Indiana Chapter
president@pmicic.org