

**Request for Proposals
to serve as the
ABFM SECRETARIAT
Association for Budgeting and Financial Management**

Successful ABFM Secretariat Start Date: May 1, 2010

Background

The Association for Budgeting and Financial Management (ABFM) of the American Society for Public Administration (ASPA) has established a Secretariat in its by-laws. Article VI, Section 5 specifies the functions for such a secretariat and requires the Executive Committee of ABFM to periodically determine the location of the host institution through an open and fair process. The Secretariat is important to the continued maintenance and growth of ABFM as a professional services organization. The ABFM Secretariat brings positive visibility to the hosting institution and program through the website, newsletters, elections, and acknowledgement at the annual conference. The ABFM is now accepting proposals from institutions interested in serving as the ABFM Secretariat.

Expected Activities of the Secretariat

The Secretariat is expected to perform the following roles, and the response to this RFP should detail how the host plans to meet these expectations.

- Maintain membership records with ASPA. The Secretariat will monitor membership changes and follow up on both new members and those who have dropped their membership through emails or other correspondence. The Secretariat will take an active role in proposing and working with the officers of the section and the membership committee to plan and implement strategies to recruit new members, including such activities as placing ads for the section in various forums and at conferences.
- Arrange for the maintenance and enhancement of ABFM's web site. Currently, the website is hosted by a private vendor. Importantly, the affiliation is informal, which has the advantage of steering clear of formal approval requirements by the university over such items as changes to the web site. The new host is expected to manage a similarly flexible arrangement, whether with the current provider or other provider that the Secretariat and the ABFM Executive Board ascertain will provide effective service.
- Publish and distribute the newsletter electronically. Editing will continue to be done by other ABFM members, currently Newsletter Editor Ken Klase at the University of North Carolina-Greensboro. The Secretariat must correspond with the Newsletter Editor and the ABFM Chair to make sure that the newsletter is delivered to members in a timely manner, that is, several months prior to the annual ABFM conference.
- Arrange for the elections for new members of the Executive Committee and the Chair. This requires distributing ballots in a timely manner using the membership list obtained from ASPA by the Secretariat. The Executive Committee will approve electronic ballots and online voting methods when the integrity of the election can be assured.
- Assist the Conference Committee Chair and Treasurer with support for the annual conference, including working with the Treasurer to arrange for conference registration and logistics.

- Assist the Treasurer by maintaining the section's financial records and processing receipts and payments for such items as conference registrations.
- Take minutes to all ABFM Executive Committee meetings, at the annual conference as well those conducted online and/or by telephone or teleconferencing. Take minutes to the Open Meeting of ABFM members conducted at the annual conference. Produce and archive all meeting minutes electronically, following review by the ABFM Executive Committee.
- Keep an archive of ABFM documents and ABFM history. This includes minutes of meetings, conference programs, ABFM bylaws and policies, and listing of honors and awards bestowed by ABFM. Many of these documents currently are stored on the website with the secretariat keeping backup files.
- Provide for the production of plaques for the Wildavsky, Howard, and Curro awards and for the outgoing Chair award in time to have the plaques ready for the annual conference.
- Investigate and arrange for the posting of ABFM conference papers on our web site. Due to space limitations on the current website vendor, the ABFM conference papers have been hosted on web sites of the institutions of various members over the years with a link from the ABFM website. The Secretariat will either host the conference papers on their home institution's website or make alternative arrangements for the papers to be posted and accessible through a link from the ABFM website. The secretariat should keep backup files of the conference papers.
- Participate in the meetings of the ABFM Executive Committee and attend the annual ABFM conference. The host institution should name the principal contact person for the duration of this agreement. That contact person is expected to attend each Executive Committee meeting and pay the registration fee to attend the annual ABFM conference.
- Provide annual work plan. The Secretariat is expected to provide to the Executive Committee an annual work plan that specifies the activities for the upcoming year, in comparison to prior years and the expectations of the Executive Committee.

In each of the above expectations, the RFP response should be clear on the extent of the host's commitment (e.g., financial and staff resources).

Duration

The response to this RFP should indicate the commitment to enter into an agreement for the host site to serve as the ABFM Secretariat for a period of four years, with renewals subject to a new RFP. The parties to the agreement can expand the terms upon mutual agreement.

Financial Commitment

The RFP response should indicate how the host will provide administrative resources to handle these responsibilities, such as through the allocation of a portion of the time of full time administrative staff, graduate assistants, and/or faculty. The person in charge of the Secretariat should be named and a complete set of contact information should be provided.

Administrative costs of the Secretariat should be shared by the host and ABFM as negotiated in response to this RFP. If ABFM is expected to provide any cost for web site maintenance or other

costs, these items must be specified in the RFP response. The specific payment scheme expected of ABFM should be specified in the RFP response.

Response Timetable

Institutions responding to this RFP must do so by January 29, 2009 and in an electronic MS Word document submitted to the ABFM Chair, Dwight Denison (dwight.denison@uky.edu). The burden is on the submitting institution to confirm receipt by the Chair.

Any and all questions regarding the response to this RFP should be addressed to the above named individual.

THANK YOU FOR CONSIDERING THIS RFP