

Washington Educational Research Association (WERA)
www.wera-web.org
Request for Qualifications
Organizational Executive Secretary/Coordinator
Deadline for Receipt of Proposals: 5:00 p.m. PST, April 15, 2019

A. Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit competitive quotes from qualified individuals or organizations to provide Secretarial/Coordinator assistance and support to the Washington Educational Research Association (WERA).

WERA's vision is: Linking Research, Data, and Assessment to Impact Policy and Practice. Please visit <http://www.wera-web.org/> to learn more about WERA's mission and work.

The Executive Secretary/Coordinator is the only paid role within the organization that serves approximately 1,000 members, provides several annual conferences, workshops, and publications. Organizational leadership is provided by the Board of Directors, Board President, and numerous working committees.

B. Correspondence/Submission Deadline

1. All responses shall be submitted via email to WERAOffice@gmail.com no later than 5:00 p.m. PST, Monday, April 15, 2019 to be deemed responsive. Late or incomplete responses will not be considered. Email must include the subject line "WERA RFQ Application".
2. All questions regarding this RFQ must be directed in writing by email to: Hilary Loeb, President-Elect of WERA at hloeb@psed.org no later than April 1, 2019. Questions must include in the email subject line "WERA RFQ Questions". Answers will be posted to the WERA website. Please follow the links from www.wera-web.org/job-opportunities.

CALENDAR OF EVENTS

Last day to submit questions	April 1, 2019
Deadline for receipt of responses	April 15, 2019 5:00 p.m. PST
Interviews with Finalists and reference checks	Thursday May 9, 2019
Tentative award date	May, 2019
Tentative start date	June 1, 2019

C. GENERAL DESCRIPTION:

The WERA Executive Secretary/Coordinator serves as secretary, treasurer, historian, conference registrar, and is authorized to send invoices, pay bills, and enter into contracts for WERA based on board approval. These duties are enumerated in the WERA Constitution. The Executive Secretary/Coordinator is an ex officio, non-voting member of the WERA board. The contracted services are expected to require the equivalent of approximately a half-time work year. Work is performed under the general direction of the WERA President.

The WERA Executive Secretary/Coordinator manages up to two three-day conferences and two one-day conferences per year. Duties include: speaker coordination, negotiating contracts with keynoters, trainers and hotel staff, overall site coordination, budget, media, registration, sponsor arrangements, conference programs, billing, clock hours and other details as directed by conference committee and/or Board President.

The Executive Secretary/Coordinator also manages the details for an annual three-day Board retreat including the site negotiations and arrangements and meeting materials.

Under the direction of the Board President, the Executive Secretary/Coordinator manages the general office duties, correspondence, contract management, planning, reporting and other activities necessary for successful operation of WERA.

The WERA Executive Secretary/Coordinator must carry a Washington State business license and will operate as an independent contractor.

D. RESPONSIBILITIES

1. Maintain all records of the activities of the association including membership, Board agendas, meeting minutes, grant awards, conferences, special trainings, and organization finances; and correspondence related to the above. Report to the Board at each meeting on the status of membership and on the current financial condition of the association.
2. Respond on behalf of WERA to inquiries about the organization and activities that WERA provides its members.
3. Provide support and guidance for increasing WERA membership through outreach activities.
4. Prepare correspondence and support publication of WERA conference materials, newsletters, journals, and other WERA communications. Edit and post information to the WERA web site (www.wera-web.org).
5. Conference Management. Manage up to two yearly conferences (next one scheduled for December 4-6, 2019) and up to two one-day workshops per year (next scheduled for March 12, 2019 and February 2020), including:
 - ✓ With the approval of the Board, negotiate with hotel staff, keynoters, trainers, and others to secure contracts for conferences and project planning meetings including food and AV;

- ✓ Create, monitor, and troubleshoot on-line conference registration process and billing;
 - ✓ Manage the event budget;
 - ✓ Prepare conference nametags, conference program, and other materials for each attendee;
 - ✓ Run the registration desk and serve as primary event staff;
 - ✓ Promote the event through emails, WERA website, and other activities;
 - ✓ Coordinate speaker contracts, travel, and payments;
 - ✓ Serve as primary point of contact for WERA sponsors and assist with arrangements;
 - ✓ Coordinate STARS (early learning) and Clock Hours (K-12) for participants at all conferences and other professional development activities.
 - ✓ Program and publicize post-event evaluations/satisfaction survey;
 - ✓ Manage other conference planning details as directed by conference committee chair and/or Board President.
6. Develop and maintain the organization's electronic systems including forms development, database management for membership and conference participant lists, website, budgets and expenditure reports, telephone, and email communication.
 7. Manage details for annual 2-3 day Board retreat (next scheduled for June 23-25, 2019), including site negotiations, arrangements and meeting materials.
 8. Meeting Support. Handle the logistics/setup, attend, take official minutes, and provide support to Board members at face-to-face and virtual meetings scheduled on approximately 16 days during the contract year
 - ✓ Typically, Board meetings are held in person in September, November, February, and May in Renton/SeaTac;
 - ✓ Typically, conference planning meetings are held in person in January, March, June, and September in Renton/SeaTac.
 - ✓ Additionally, the Coordinator is expected to help schedule and provide logistical support including taking minutes, and tracking deadlines/assignments for all subcommittee work including but not limited to the Leadership Team, the Symposium planning committee, and the finance sub-committee.
 9. Maintain the office of record for WERA, including phone, and email.
 10. Rent a WERA post office box to ensure a secure location for the receipt of payments and correspondence.
 11. Manage the WERA budget, revenues, and expenditures. Prepare invoices and payment deposits. In collaboration with the WERA President, start the budget development process ahead of the June Retreat.
 12. Ensure that the paperwork and annual costs of being an organization are completed and submitted on-time. These expenses are budgeted for and paid by WERA and include:
 - ✓ The preparation of IRS-required tax forms and payments,
 - ✓ Liability insurance and annual conference liability insurance for major conferences,
 - ✓ The annual non-profit corporation report and non-profit fees to Washington's Secretary of State.
 13. Mileage expenses to the scheduled meetings will not be reimbursed except for special

events such as board retreats held outside the greater Puget Sound area. Costs of approved transporting large quantities of materials to trainings and conventions may be reimbursed with prior approval from the Board President.

14. Host Annual Audit Committee (typically held in March to review the prior Fiscal Year).
15. Fulfill other duties of Executive Secretary in accordance with the WERA Constitution and Policies.
16. Successfully complete other duties that are mutually agreed upon and within the scope of this contract.
17. During the transition, the Coordinator is expected to provide for the transition of organizational materials to the new official office location.
18. Update current WERA officer information for State Directory

E. KNOWLEDGE AND SKILLS

1. Demonstrates successful experience in conference planning and management, including contracting, budgeting, invoicing, and preparing final reports.
2. Demonstrates high level skills with software including Microsoft Word, Excel, Outlook, Publisher, PowerPoint and Quickbooks.
3. Demonstrates familiarity with office and desktop technology i.e. web browser, scanner, digital camera, LCD projector.
4. Demonstrates strong skills in budget development, management, invoicing, tracking, and reporting.
5. Demonstrates strong communication skills, both written and oral. Relates and communicates effectively with others.
6. Demonstrates problem solving orientation and customer service orientation.
7. Strong ability to collaborate with a range of stakeholders, including educators, vendors and state government.
8. Proven track record in negotiating and managing large contracts.
9. Exceptionally well organized with an attention to detail.
10. Ability to anticipate needs and flexibility to respond to changes as they arise.
11. Understands and carries out oral and written directions efficiently and effectively.
12. Exercises pleasant and tactful telephone conversations and other effective public relations skills.
13. Exercises confidentiality and displays loyalty and integrity.

F. GENERAL RESPONSE INSTRUCTIONS AND CONDITIONS

1. Respondents that submit responses to this RFQ shall answer each of the requests for information in Section G in a concise and clear manner. Respondents shall provide full and succinct responses to the questions posed in this RFQ.
2. All questions shall be answered in the order presented in this RFQ. Initiate each response by restating the question.
3. All responses to this RFQ shall become the property of WERA, and information submitted to WERA may be subject to disclosure. WERA reserves the right to use any and all ideas and concepts presented in any response submitted as a result of this RFQ, whether such response is accepted or not.
4. WERA may request additional information from the Respondents during the course of the selection process. By submitting a response to this RFQ, the Respondent agrees to perform the work described in the submitted response. WERA may require additional technical and background information during the evaluation period, and/or may negotiate all elements, including fees, which are contained in or which relate to any offer. WERA may accept or reject any or all responses, or waive any informality or otherwise effect any agreement as WERA, in its sole judgment, may deem to be necessary and appropriate. By submitting an offer, the Respondent agrees to these terms.
5. All unsuccessful Respondents will be notified after the award. Non-acceptance of any response will be devoid of criticism and of any implication that the response was deficient. Non-acceptance of any response will mean only that another was deemed to be more advantageous. Copies of all responses and support material will be retained by WERA.
6. WERA shall not be liable for any expenses incurred by the Respondents in the preparation and presentation of the offers and may terminate the selection process at any time without prior notice.

G. REQUIRED INFORMATION TO BE PROVIDED

Response to this Request for Qualifications must be in the form of a response package and initiate each response by restating the question:

1. Begin your response with a cover letter that includes the name, address, e-mail address, and telephone number of a single individual within your organization who will be WERA’s primary contact concerning this proposal. The cover letter shall state the top two reasons you or your organization should be selected, keeping in mind the specific qualifications required and described in this RFQ. The cover letter should also acknowledge that you or your organization is licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Contractor.
2. Please present you or your organization’s interest in the position and experience working with organizations like WERA.
3. Please present your or your organization’s experience in conference planning and management including contracting, budgeting, invoicing, and preparing final reports.
4. Please share your experience with budget development, management, invoicing, tracking, and reporting.
5. Describe how you work with a range of stakeholders, including educators, vendors and state government.
6. Please describe you or your organization’s capacity and how that capacity will be used to provide effective services to WERA.
7. Please list the name and title of each person to be assigned to this project. Submit brief biographical profiles and qualifications for only those individuals who will be assigned to assist in this project. Respondents are advised that the inclusion of specific personnel shall be considered by WERA to be a commitment by the organization that those designated persons will be available to perform the roles represented.
8. Please discuss any other factors not mentioned above that you believe should be considered by WERA.
9. References: Include names, phone numbers, and email addresses of individuals who have been your supervisor or client during the last three years and whom we can contact as references.
10. The successful firm will be expected to work with the outgoing interim Executive Secretary/ Coordinator in June and July, including learning current systems and processes during this two-month period and attending the annual Board Retreat from June 23-25, 2019 in Leavenworth, WA. There will be a six-month review in February, 2020. Continuation of the contract beyond July 31, 2020 is will be determined at the annual board retreat in June, 2020. Annual contract renewals are contingent on WERA’s needs and contractor’s performance.
11. Please present a firm estimate of the fees for your services in your response, not to exceed the amounts listed below.

Fiscal Year Month: Cost Proposal	Dates	Not-to-Exceed
Training and Transition	(6/1/19-7/31/19)	\$8,000
Contract 2019-2020 12 months	(8/1/19-7/31/20)	\$50,000

H. EVALUATION AND SELECTION OF SUCCESSFUL BIDDER

Evaluation Process

Responsive proposals will be evaluated in accordance with the requirements stated in this RFQ. Evaluation of proposals shall be accomplished by an evaluation team, to be designated by WERA, which will determine the ranking of the proposals and identify those respondents to be invited for an interview.

Selection will be based on determination of which response will best meet the needs of WERA and the requirements of this RFQ based on the written application, interviews, and reference checks.

Selection of Winning Response

The selection of a winning response will be based in a competitive selection of responses received. WERA may accept or reject any or all responses, or waive any informality or otherwise effect any agreement as WERA, in its sole judgment, may deem to be necessary and appropriate.

I. CONTRACT GENERAL TERMS AND CONDITIONS

The submission of a response is an offer to enter into a contract that, upon acceptance by WERA, obligates the Awarded Contractor to comply with the contract's General Terms and Conditions outlined on Attachment A.

Attachment A

GENERAL TERMS AND CONDITIONS

1. Alterations and Amendments. This agreement may be amended only by mutual agreement of all parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.
2. Assignment. Neither WERA nor the Contractor shall assign this Contract, either in whole or in part, without the prior written consent of the other party, which shall not be unreasonably withheld. Any assignment permitted under this clause does not relieve either party from its duties or obligations under this contract.
3. Background Checks. In accordance with Washington State laws, any Contractors who will have contact with or near children are required to be fingerprinted and pass a Washington State Patrol background check before they begin work.
4. Changes in Status. In the event of substantive change in the legal status, organizational structure, or fiscal reporting responsibility of the Contractor, Contractor agrees to notify WERA of the change. Contractor shall provide notice as soon as practicable, but no later than thirty (30) days after such a change takes effect.
5. Confidentiality. The Contractor acknowledges that information and data which will come into its possession in connection with performance under this contract, consists of confidential data owned by WERA and may be subject to the federal Family Educational Rights and Privacy Act or other privacy laws, and that disclosure to or use by third parties would be damaging. The Contractor, therefore, agrees to hold all such material and information in strictest confidence, not to make use thereof other than for the performance of this contract, to release it only to authorized employees and agents requiring such information and not release or disclose it to any other party. The Contractor agrees to release such information or material only to employees and agents who have signed a written agreement expressly prohibiting disclosure.
6. Disputes. In the event that a dispute arises under this contract, the parties agree the dispute shall be submitted to a mediator in advance of litigation.
7. Entire Agreement. This written contract constitutes the mutual agreement of the Contractor and WERA in whole. No alteration or variation of the terms of this contract and no oral understandings or agreements not incorporated herein shall be binding.
8. Governing Law. This contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue of any action brought hereunder shall be in Superior Court for King County.
9. Indemnification / Hold Harmless. The Contractor shall defend, indemnify and hold WERA, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the Contractor's

and/or subcontractor's performance of this agreement, except for injuries and damages caused by the sole negligence of WERA.

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of this agreement by the Contractor, their agents, representatives, employees or subcontractors.

10. Independent Capacity. The parties intend that an independent contractor relationship will be created by this contract. The Contractor and his/her employees or agents performing under this contract are not employees or agents of WERA. The Contractor will not hold himself/herself out as nor claim to be an officer or employee of WERA by reason hereof, nor will the Contractor make any claim or right, privilege, or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

11. Payments. No payments in advance or in anticipation of services to be provided under this contract shall be made by WERA. All payments to the Contractor are conditioned upon (1) Contractor's submission of a properly executed and supported invoice for payment, including such supporting documentation of performance and supporting documentation of costs incurred or paid, or both as is otherwise provided for in the body of this contract under Duties of WERA, and (2) Acceptance and certification by WERA or designee of satisfactory performance by the Contractor.

Except as otherwise provided in this contract, (1) All approvable invoices for payment due to the Contractor shall be paid within thirty (30) calendar days of their submission by the Contractor, and (2) All expenses necessary to the Contractor's performance of this contract shall be borne in full by the Contractor.

Contractor must submit invoices within 30 days of providing services. Invoices submitted after this date may be subject to non-payment.

12. Registration with Department of Revenue. The Contractor shall be registered with the Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

13. Records, Documentation and Reports. The Contractor shall maintain complete financial records relating to this contract and complete records documenting the services rendered under the contract, including all books, records, documents, magnetic media, receipts, invoices, and all other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

14. Rights in Data. Data that originates under this contract shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by WERA. In the event any data which originates under this contract is not considered a "work for hire" under the U.S. Copyright laws, Contractor hereby, irrevocably assigns all rights, title, and interest in such data, including all intellectual rights, to WERA effective from the moment of creation of such data. Data shall

include, but not be limited to, notes, minutes, reports, documents, pamphlets, articles, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions, photographs, and other items in any format, form, or medium. Ownership includes ownership of all intellectual concepts and properties embodied in data, the right to copyright, patent or register data, and the right to transfer these rights.

Data which is delivered under this contract, but which does not originate thereunder, shall be transferred to WERA with a nonexclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so:

PROVIDED, that such a license shall be limited to the extent which the Contractor has a right to grant such a license. The Contractor shall exert all reasonable effort to advise WERA, at the time of delivery of data furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract. WERA shall receive prompt written notice of each notice or claim of copyright infringement received by the Contractor with respect to any data delivered under this contract. WERA shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

15. Severability. If any provision of this contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect other provisions of this contract which can be given effect without the invalid provision, and to this end the provisions of this contract are declared to be severable.

16. Subcontracting. The Contractor shall not enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of WERA.

17. Termination for Convenience. Except as otherwise provided in this contract, WERA President or Designee may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this contract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Contractor. If this contract is so terminated, WERA shall be liable only for payment required under the terms of the contract for services rendered or goods delivered prior to the effective date of termination.