



RFP ANSWERED QUESTIONS

QUESTIONS:

1. To assist proposers in developing a realistic staffing and pricing model, is MSNA able to provide the current annual budget or approximate annual expenditure for association management and Executive Director services, along with an approximate range of hours currently required during a typical month and during peak conference periods?
 - a. We pay \$150,267 with a 10% discount of \$ 16,696, for a multi-year contract
 - b. The current contract spends an average of 63 hours per week amongst the whole team. This includes: Accounting, Board & Org Leadership, Events, Marketing & Communications, Membership, Registration, Sponsorship, Uncategorized
1. What is the current annual Executive Director/management contract amount?
 - a. We pay \$150,267 with a 10% discount of \$ 16,696, for a multi-year contract
2. Approximately how many hours per week/month does the current contractor devote to MSNA?
 - a. The current contract spends an average of 63 hours per week amongst the whole team. This includes: Accounting, Board & Org Leadership, Events, Marketing & Communications, Membership, Registration, Sponsorship, Uncategorized
3. How many management staff are currently onsite for the Annual Conference and SNIP Conference?
 - a. Annual Conference- 4 staff onsite. 3 full time and 1 is there generally 24 hours to handle the vendor show.
 - b. SNIP- 2 staff onsite

4. How many days of in-person attendance in Minnesota are expected outside the conferences?
 - a. Board Retreat 2-3 days (2-3 staff members)
 - b. Day at the Capitol- 1 day (2 staff)
 - c. Industry Service Project- 1 day (2 staff)
 - d. Industry Gathering Event- 1 day (2 staff)
 - e. Organization Presentations (MSBA, MASBO) - 2 days for each conference
5. Are travel expenses reimbursed separately from the annual management fee?
 - a. Travel expenses to required national conferences are included.
 - b. Travel expenses to instate events include, hotel, meals, and mileage.
6. The RFP says, "the current contract for the annual conference is with..." but that sentence appears incomplete. Is there a separate annual conference management/vendor contract, or is the selected AMC expected to assume full management of the annual conference?
 - a. The Associated Management Company would be responsible for management of the annual conference. They would facilitate external contracts needed for the conference but it is your responsibility to manage (Av, Catering specifically)
7. Can you please provide all the estimated date and date patterns of all events/conferences included in the RFP.
 - a. MSBA Conference- 2 days in January
 - b. Day at the Capitol- 1 day in Spring (during the legislative session)
 - c. Legislative Action Conference- 5 days in March
 - d. National Leadership Conference- 3 days in April
 - e. Industry Service Project- 1 day in April
 - f. MASBO Conference- 2 days in May
 - g. Industry Engagement Event- 1 day in June
 - h. Annual Conference- 4 days in August
 - i. State Executive Director's Conference- 2 days in August

- j. SNIP- 3 days in October
- k. Board Meetings 6-8 times per year (virtual)
- l. Planning Committees -generally 1x per month as needed
- m. Planned Webinars- 4 times per year
- n. State Executive Meetings (virtual) as scheduled.