



REQUEST FOR QUALIFICATIONS & PROPOSAL

EXECUTIVE DIRECTOR

The Discover Danville Association (DDA) is issuing a Request for Qualifications & Proposal (RFQ/RFP) from qualified consultants or firms to serve as Executive Director for a non-profit merchant organization.

SCOPE OF WORK

The qualified consultant or firm will manage the day-to-day administrative operation of the Discover Danville Association (DDA) and will be responsible for execution of plans and policies adopted by the Board of Directors. This will include independently performing all necessary general operational support including:

1. **General Administration:** Answering the phone line, responding to inquiries about DDA and/or events, collecting DDA mail, issuing and tracking DDA membership dues, maintaining its paper and electronic files, maintaining and updating its web content, coordinating and attending meetings, and preparing agendas, meeting packets and summarize meeting discussions.
2. **Marketing Oversight:** Work with the DDA Board and its designated Board representative (e.g. Marketing Chairperson) to implement marketing plans and its strategic vision. This may include the oversight of sub-consultants retained by DDA to perform this specialized work.
3. **Special Event Oversight:** Work with the DDA Board and its designated Board representative (e.g. Fund Raising Chairperson) to coordinate and host DDA events throughout the year, including coordination with vendors, advertisers, volunteers, Danville Area Chamber of Commerce and the Town of Danville.
4. **Financial Accounting Coordination:** Work with the DDA Treasurer and its contract accounting firm to maintain relevant financial documents including bank statements, invoices, records, receipts, etc. Work with the Treasurer and accounting firm to produce periodic financial statements for Board review as well as for Town review. Work with the DDA Board

to coordinate the development of annual Business Promotion Funding grant requests through the Town of Danville.

CONTRACT SERVICES SPECIFICATIONS:

- This is a contract service in which the selected qualified consultant or firm will **not** be provided an office, supplies, or other materials.
- The DDA main telephone number shall be forwarded to an office, home office or mobile telephone number provided by the selected qualified consultant or firm.
- The qualified consultant or firm shall be accessible by telephone during DDA operating hours.
- The selected qualified consultant or individuals within the successful firm selected to work on the program shall pick up mail at least three times per week at a location to be determined.
- The qualified consultant shall attend Board meetings and executive committee meetings as a non-voting member.

QUALIFICATIONS

The selected qualified consultant or individuals within the successful firm selected to work on the program is expected to possess knowledge of MS Word, MS Excel, MS PowerPoint, English grammar and advanced writing skills required. Experience and familiarity with web site maintenance and/or development software preferred.

License:

The selected qualified consultant or individuals within the successful firm shall possess a valid State of California Driver's License. A business license may be required.

PAYMENT FOR SERVICES

The contractor shall be paid for services rendered and invoiced each month, unless otherwise agreed upon between the DDA and the contractor. Proposers are expected to estimate the price for services per year and complete Form B – Pricing Summary.

TERM OF CONTRACT

The contract would be valid for one year (October 2010 through September 2011), with the ability to allow for two (2) one-year extensions upon mutual agreement of the DDA and the contractor.

INSURANCE COVERAGE

The selected qualified consultant or firm shall be required to automobile liability coverage of \$500,000. The Executive Director may be required to provide a fidelity bond or insurance in the event they are required to handle funds.

RESPONSE FORMAT

All submittals shall include the following information:

- 1. Form "A" - Applicant Information:** Please complete all fields listed in Form "A" describing information about the applicant or firm.
- 2. Form "B" - Price Summary:** Please complete all fields listed in Form "B." The price summary shall include an estimate of the cost for services per hour. This cost should inclusive of all consultant staff time and overhead costs, such as office space, telephone, insurance, personal automobile transportation and other materials. The cost should not include postage and photocopies, which will be reimbursed to the contractor at cost.
- 3. Description of Experience and Qualifications:** Provide a description of your experience as an individual or firm. This should include any relevant information in program administration, special event management, project management. A summary of relevant background, education and work experience is helpful.

DEADLINE AND DELIVERY

Two (2) copies of the RFQ/RFP response shall be submitted to:

Marcia Harmon, DDA Board President
Cottage Jewel
100 Prospect Avenue
Danville, CA 94526

The deadline for the submittal is **September 15, 2010 at 5:00 p.m.** No information submitted by facsimile or electronic mail will be accepted unless otherwise requested by the Agency during the proposal review process.

August 12, 2010

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CONTRACTOR SELECTION SCHEDULE

The successful contractor shall be selected based on a combination of relevant past experience, qualifications and the cost proposal.

Event	Date
Release RFQ/RFP	August 19, 2010
Proposals Due	September 01, 2010
Interviews with Candidates	September 15, 2010
Successful Candidate Selected Contract Term Begins	October 01, 2010

CONTACT

Any questions on this Request for Qualifications/Request for Proposals (RFQ/RFP) shall be directed to:

Marcia Harmon, DDA Board President
Phone: (925) 339-8330

FORM A
Applicant Information

Applicant Last Name (if individual is applying)		Applicant First Name		Applicant Middle Name		
Other Names Applicant is known by (if individual is applying)				Applicant Social Security No.		
Applicant Business Name (if a firm is applying)						
Applicant Business Representative Name (if firm is applying)						
Applicant Address			City		State	ZIP Code
Phone ()		Fax ()		Mobile ()		
E-Mail Address						

FORM B
Price Summary

This cost should include an estimate of staff time and overhead costs such as office space, telephone, insurance, personal automobile transportation and other materials. The cost should not include postage and photocopies, which will be reimbursed to the incumbent at cost.

The price estimate should not exceed \$100,000.00 annually.

Estimated Price (annually):

Individual or Authorized Agent Name: _____

Company Name (if firm is applying): _____

Signature of Individual/ Authorized Agent: _____

Date Signed: _____