
**REQUEST FOR PROPOSAL FOR MANAGEMENT SERVICES
INTERNATIONAL SOCIETY FOR ANALYTICAL CYTOLOGY**

The International Society for Analytical Cytology (ISAC) is a nonprofit scientific organization, incorporated on October 1980 under the Non-profit Corporation Act of the District of Columbia as an educational and scientific organization. Its objectives are: to promote original research in the natural sciences relating to flow, image and analytical quantitative cytometry and its biological applications; to facilitate cooperative research among the disciplines of Physics, Biology, Chemistry and Medicine; and to promote the diffusion of these and related fields through its official publications, biennial International Congresses, Samuel A. Latt Symposia and other media of information exchange.

The Society seeks association management services to provide executive services and full-time Executive Director (CAE, certified association executive, preferred) for all Society business, including conference management support of its presently biennial International Congress that will become an annual Congress starting in 2009.

Proposals must include:

- Description of association management experience, including years of operation, and with emphasis on the management of scientific association
- Names and qualifications of key individual who will be assigned to perform the services requested in this RFP
- Description of how you propose to provide the required services
- Description of how you charge (e.g., fixed fee, hourly) and what is included or excluded from the fee
- Itemized costs for all goods and services including your policy on commissions and any add on costs not part of the basic fee
- List of three to-five references who will describe services provided by your company within the past five years
- Description of your capabilities to provide information systems support, including information security
- Description of any pending litigation with respect to any of your clients

Submitted proposals must describe the experience and capability of the respondents to render the services and how they propose to fulfill the requirements, together with a detailed budget describing the costs for these services. The contractor will work closely with the ISAC President and Society officials as designated by the President. The following list of major services (described in more detail in Appendix A) that we expect from our Society's Executive Director or Management Service is offered here to assist you in preparing your proposal and appropriate budget:

A. Executive Services and Leadership: Provide leadership by working closely with ISAC Council to refine, promote and implement a newly formulated series of strategic initiatives described by new mission and vision statements to broaden the

present membership base with the goal of increasing the society's membership and income. This includes the following

- submit written updates/reports to Council of organization's progress based on strategic plan
- plan, formulate and recommend to Council policies and programs to further ISAC missions and goals
- maintain effective relationships with other public and private organizations assuring ISAC position is enhanced and promoted
- develop and deliver clear communications regarding ISAC positions and initiatives and deliver to key stakeholders
- prepare and publish ISAC annual report
- spearhead development of new ISAC programs, products and initiatives as approved by Council
- prepare business plans for Council review of potential ISAC initiatives which include background, history, rationale, feasibility and recommendations
- conduct periodic environmental scans, analyzes and interprets data for Council's use in strategic planning

B. Membership Maintenance and Dues Billing: Produce and modify annual membership application forms for about 1700 members, almost half non-US. This includes maintaining and updating all membership files, preparing and mailing membership packets to prospective members and updating an electronic membership file that is accessible from the ISAC website to ISAC members, in addition to receiving and processing applications for membership including electronic charging.

C. Management of an Annual International Congress: This responsibility includes site selection, facility arrangements, working with ISAC program committees to administer a scientific program, manage exhibits (including exhibitors shipping and documentation), producing informational and promotional materials, negotiating for outside services, providing on-site supervision, administrating registrations and providing s financial accounting service, in addition to selling commercial tutorials and Congress sponsorships.

D. Financial Society Planning and Accounting: Provide cash management and maintenance of financial books, including a computerized general ledger, bill paying, auditing and managing long-term investments.

E. Publication Management: Act as a liason with the publisher of the Society's scientific journal, Cytometry, that operates out of an independent Editorial office and working with the Editors of Cytometry, a E-newsletter and society website.

F. Marketing Services: Develop and administrate an annual marketing and public relations plan to include membership, education and the annual Congress.

G. Management Transition: Develop a plan with present management with a timetable and budget for the orderly transition of Society office and management.

Evaluation: The proposal will be evaluated by the ISAC Management Review Task Force. Emphasis will be placed on the experience of the respondent for the services requested, and on their skill in the successful management of scientific associations. The respondent should identify the senior account person who will be assigned and present their qualifications/experience. The proposed budget will be a major consideration.

RESPONSE TO REQUEST FOR PROPOSAL:

Responses should be mailed/mailed to:

Alexander Nakeff, Ph.D.
Chair, ISAC Management Review Task Force
Henry Ford Health System
One Ford Place – 1D27
Detroit, MI 48202

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APPENDIX A

A. Executive Services and Leadership:

1. Facilitates regular strategic planning sessions for ISAC Council
2. Provides oversight of the management agreement, which includes managing the daily operation of the Society, including preparation and maintenance of annual timeline.
3. Provides permanent, professional staff support for administrative and clerical functions
4. Maintains a central Society business office having a dedicated phone and fax line, email address and other communication services (database software)
5. Provides use of office equipment: faxes, copiers, computers, etc and the necessary software to print literature/documents as requested
6. Is familiar with ISAC activities to appropriately respond to telephone and email inquiries in the name of ISAC and address correspondence according to ISAC-determined policies
7. Routes necessary items to appropriate Officers, Executive Committee and Committee Chairs
8. Provides administrative support to the Executive Committee, Council and other committees by informing them of meetings, soliciting agenda items and preparing and distributing agendas
9. Creates, and maintains at all times, appropriate "time lines" so that deadlines throughout the year are known for those concerned and are monitored with appropriate reminders to key individuals, including a calendar of events and scheduled activities
10. Arranges, on request, for committee conference calls and maintains a conference line facility - staff should be available to participate if necessary
11. Facilitates the election of ISAC Officers by preparing distributing and tallying of ballots and reporting the results to the Executive Committee
12. Maintains the Society's records and files to include all minutes of general business, Executive Committee and Council meetings in addition to ISAC communications. ISAC Officers will provide the Executive Secretariat with appropriate copies of correspondence.
13. Facilitates communication among officers, committees, and members
14. Coordinates the production and distribution of the quarterly, emailed ISAC E-newsletter, the annual ISAC web-based Directory and keeps Society stationary current as changes occur in Officers, and Committee Chairs and Councilors, as well as other periodical information services (monthly meeting deadlines, major event calendar, etc.) approved by the ISAC Board.
15. Manages ISAC awards programs, solicits nomination and distributes materials to the appropriate Selection Committee and arranges for award materials to be purchased, inscribed and distributed to the necessary entities

16. Organize and maintain the “corporate memory” so that current policies, resolutions, and actions taken by each Society Council are always available on an updated basis
17. Coordinates website management and maintenance
18. Contracts for goods and services (printing, graphics, etc.)
19. Arranges for appropriate insurance policies (association professional liability, general liability, convention cancellation)
20. Prepares and distributes agendas for Council meetings, conference calls
21. Arranges for Council meetings
22. Prepares and conducts new Council member orientation
23. Maintains current bylaws and policy manual
24. Represents the Society, as appropriate.

B. Membership Maintenance and Dues Billing:

1. Coordinate the production and modification of annual membership application forms as per instructions from the Membership Services Committee
2. Maintain and update all membership files, prepare and mail membership packets to prospective members and update an electronic membership file that is accessible from the ISAC website to ISAC members or other individuals with access permission.
3. Generate membership and statistical reports, new member lists and answer all inquires pertaining to ISAC membership status
4. Maintain membership database linkable from the ISAC website
5. Receive and process applications for membership including electronic charging
6. Outsource the design and distribute Informational brochures for Society recruitment
7. Process changes of address, additions and deletions.
8. Assist the Membership Services Committee in activities such as exit polls to ascertain why members do not renew their membership
9. Prepare quarterly statements on membership status, paid members (including Emeritus members, delinquent members, members due for removal from rolls) and remove members with direction from the Treasurer and the Membership Services Committee)
10. Coordinate the submission of dues notices and subscription notices to members according to instructions provided by the Treasurer
11. Coordinate follow-up on dues and subscription collection
12. Coordinate and process all purchase requests for ISAC membership lists according to criteria established by each Committee Chair and Executive Council
13. Develop efficient billing and payment procedures, especially for overseas members
14. Send monthly shipping labels for all members to publishers of Cytometry

15. Resolve member journal subscription issues with the publisher who also will handle institutional subscriptions

C. Meeting Management:

a) Site Selection

1. Investigate appropriate meeting site and provide recommendations to Committees.
2. Negotiate with meeting site hotels/halls for services and costs, including taxes and fees
3. Prepare letter(s) of agreement and confirmation of arrangements

b) Liaison with Committees, Contractors, Other Offices

1. Assist in preparation of meeting budget
2. Provide facility information to committees
3. Provide advice to committees for scheduling of mailings, deadline dates, and maintain frequent communication during the programming process
4. Work with those responsible for accounting, publications, abstract processing, career services, printing
5. Co-ordinate Congress Program Committee conference calls
6. Liaison with commercial exhibitors for the Congress

c) Facility Arrangements

1. Layout appropriate session rooms and service areas
2. Reserve sleeping room block
3. Provide set-up instructions direct to hotel/hall staff
4. Provide catering requirements to banquet staff

d) Informational/Promotional Materials

1. Develop and implement a congress promotional plan
2. Assist in the drafting of the following:
 - Call for Paper abstracts and all related forms
 - General information, and special function sections of the Program
3. Assist with development of meeting advertisements
4. Manage the abstract submission process

e) Outside Services

1. Negotiate and contract for audio visual equipment and operators, office machines, furniture, signs, florist, security, lead retrieval/badge service, poster boards and supplies, telephones, registration personnel, electrical
2. Arrange for shipment of material to/from site
3. Obtain local information brochures and information for registrants

f) On-Site Supervision

1. Maintain an operations office during meeting
2. Provide assistance to registrants re housing, session location, general information
3. Supervise and check set-up of session rooms including placement of signs and service areas
4. Supervise and check set-up of special functions
5. Make guarantees for meal and social functions as directed by Society

g) Registration***Administration***

1. Administer the online registration
 - enter changes
 - process refunds
 - answer e-mail, phone and fax inquiries regarding registration status
2. Process all paper registrations
 - enter information from fax or mailed registrations for those paying by credit card
 - enter information from fax or mailed registrations for those paying by check
 - provide accounting for advance check/cash registrations
3. Design on-site registration area, order equipment, contract for personnel
4. Provide supervision for on-site personnel, set-up of equipment
5. Provide final report of statistics as verified with Financial Services

Financial Services

1. Reconcile registration revenue statement (Funds Received Report- FRR) with bank statement
2. Reconcile refunds with revenue statement and Bank America statement
3. Reconcile deposits for check/cash
4. Reconcile final report with bank account at the conclusion of the meeting
5. Set-up bank account at meeting location for the deposit of cash/check registrations
6. Supervise cashiers at the meeting, collect and deposit cash/check registrations
7. Provide final registration revenue by category of registrant

h) Reports and Studies

1. Provide full statistics after the meeting such as category of registration, employment, length of stay, counts by state and region
2. Maintain and update statistics annually and make comparison studies

i) Continuing Education

1. Program Review and Approval
 - a. Verify that scientific program conforms to CMLE (Continuing Medical Laboratory Education) standards and is appropriate for continuing education
 - b. Determine number of maximum credit hours to be awarded or verify number determined by program committee
2. Administration of CMLE (Continuing Medical Laboratory Education) Program
 - a. Prepare CMLE forms and distribute
 - b. Receive forms after the meeting
 - Log and date applications as they are received
 - Verify attendance at the meeting

- Verify addition of credit hours
- c. Initiate additional correspondence as required to complete information on application
- d. Return processed forms, signed and sealed, to applicants
- e. Send copies of applications to Society, for evaluation of comments and statistics
- f. Keep files for meeting up to three years

j) Scientific Program Administration

1. Assist Program Committee chair with administrative details
2. Develop time schedule for Program
3. Provide layout of meeting rooms with capacities
4. Provide layout for poster sessions
5. Coordinate invited speaker housing, travel, audio visual
6. Set-up Program Committee meetings to review and program abstracts
7. Contract with supplier for abstract processing
8. Coordinate the publication of the program/abstract book

k) Exhibit Management

1. Negotiate for space rental
2. Obtain bids from exhibit contractor
3. Prepare Exhibit Program budget
4. Booth layout and booth rental fees
5. Develop exhibitor prospect list
6. Exhibit brochure design, layout, and mailing
7. Sell and assign of exhibit space
8. Receipt and processing of space applications and fees
9. Preparation of service kits and information to exhibitors
10. Prepare exhibit section of Program

l) Accounting Services

1. Set-up meeting account.
2. Contract for meeting cancellation and liability insurance
3. Collect, verify, and deposit meeting revenue (registration, exhibit, advertising, sponsorship funding and miscellaneous income).
4. Review and approve for payment invoices received from suppliers. Prepare checks and verify proper amount before mailing.
5. Provide monthly budget versus actual reports based on approved budget.
6. Reconcile meeting account with bank statement. Prepare preliminary accounting for approval.
7. Prepare final accounting, vouchers to disburse funds to Society.

m) Commercial Tutorials

- Sell Commercial tutorial time
- Receipt and processing of applications and fees

n) Congress Sponsorship

Sell Congress Sponsorships

D. Financial Planning and Accounting:

1. Provide cash management and maintain Society's financial books according to ISAC requirements to ensure prompt deposit of receipts through direct mail or a lock box and disbursement of expenditures through maintenance of a bank account in the name of the Society, with monthly reconciliation of bank statements.
2. Maintain a current and accurate computerized general ledger according to standard accounting practices and provide monthly summaries of checking and investment accounts to be submitted to the Treasurer, Finance Committee and the Executive Committee
3. Pay bills as directed, prepare checks for signature, obtain signatures, mail and maintain records
4. Prepare monthly financial reports to include balance sheet and financial activity with comparison to budget and same period in prior year
5. Assist the Treasurer and Finance Committee in the preparation of the annual operating budget, including the International Congress and other ISAC sponsored symposia as appropriate.
6. Prepare and file state and federal tax returns on time, submit necessary financial reports to the Internal Revenue Service
7. Arrange for an independent annual audit (according to policy) of ISAC business affairs, providing closing packages for auditors in their return examination, monitor and control audit and tax return preparation fees
8. Work in conjunction with the Treasurer and Finance Committee to manage ISAC long-term investment at the direction of the Executive Council
9. Utilize services of bookkeeping, accounting, tax, and legal experts as necessary

E. Publication Management:

1. Act as liaison with publisher, especially for publication of meeting abstracts, Society advertisements, meeting announcements, member recruiting advertisements, updating membership application forms in Journals, and member subscriptions to Cytometry. (Note: Cytometry operates out of an independent Editorial office). This includes; a) initiating and handling check payments from the Treasurer to the publisher every two weeks; b) communicating the information on the type of journal subscription for each member to the publisher; and c) distribution of funds for support of Cytometry Editorial Office expenses.
2. Work with the Editor and Managing Editor of Cytometry and the Editor of the ISAC E-newsletter as well as the Editors of the ISAC Web site and the Editor of Current Protocols in Cytometry.

F. Placement Services:

A formal placement service should be developed using the ISAC website and E-newsletter. Interface with Certification organizations, such as College of American Pathology, American Society of Clinical Pathology. CME, CMTE, etc.

G. Marketing Services:

Create and distribute Society brochure

Create and distribute other print or web materials according to ISAC needs

Develop and implement an annual marketing and public relations plan to include membership and education

Conference

H. Management Transition:

Develop a plan (working with present management), timetable and budget for the orderly transfer of the ISAC office and ISAC management.