

**Texas Association of Fairs & Events
Request for Proposals**

The Texas Association of Fairs and Events is prepared to accept proposals to manage the association's business activities as outlined below. Applicants must provide a proposal outlining detailed task management objectives and supporting documentation as requested by the deadline.

Submit Proposals to: TAFE Selection Committee

**Mike Hernandez, TAFE President
c/o City of McAllen
700 Convention Center Blvd. McAllen, TX 78501**

mike.hernandez@mcallen.net
For Questions, call: **956 289-9350**

Deadline: June 16, 2023

Scope of Work:

Task 1: Association Management This task is to provide comprehensive service by working directly with the association to maintain and enhance its identity, service and educational opportunities afforded by the association to its current and prospective membership.

Task 2: Membership Development/Service Through the guidance of the respective board of directors, this task encompasses the development of a plan to recruit and retain members of the association. In addition, this task is to serve the membership through outreach, education and to be the resource-clearing house to meet member's needs.

Task 3: Communication Internal and external communication is of utmost importance to ensure the success of the association. Maintaining accessibility to the membership and building trust in member relationships is essential to the organization.

Task 4: Meeting Planning Working closely with the board of directors of the association, manager shall work to produce and promote annual convention, regional training events and/or educational tours and opportunities. Successful completion of this task ensures association sustainability.

Task 5: Legislative Awareness With boards of directors' guidance, communicate association's issues with legislative officials. When deemed appropriate, coordinate association efforts to achieve specific outcomes as they arise. This is important to maintaining operations and maximizing the potential of the fair and event industry on the local, state and national levels.

Task 6: Financial Responsibilities Maintain day-to-day accounting procedures through sound financial practices. Must prepare financial reports and budgets, file required annual reporting to governmental authorities, and shall work to coordinate audit of activity as directed by board of directors. Please Supply the Selection Committee the Following Items:

- Detailed outline of office location and capabilities including an equipment list, storage capacity, normal hours of operation and proximity to commercial air service or outline of office space/equipment availability and expense for their market.
- Full resume/bio for all available staff including past experience, skills and proficiencies and current role within the organization.
- If respondent is an individual, please supply a description of how office coverage is supplied in the absence of that individual (i.e. when out on business travel or work servicing other clients).
- Summary of related work experience or similar projects performed.
- Summary of knowledge of the fair/festival/special events industry. Industry experience is desired, but not required.
- List of references, with a minimum of three references for related work elements.
- List of other clients, if applicable, the organization manages or represents along with a description of the time that would be available to dedicate to the associations, if chosen.
- Relevant work samples (i.e. printed collaterals, meeting programs, electronic campaigns)
- Date respondent could begin work if awarded contract.
- Summary of compensation requirements