



**REQUEST FOR PROPOSAL(RFP)
Management Services for the St. Louis AgriBusiness Club**

Proposals must be received by Friday, March 17th. Proposals can be turned in at the March 17th SLABC/NAMA Luncheon Meeting at the Millennium Hotel in St. Louis.

Contract Awarded: By June 30, 2006

Contract Fiscal Year: July 1, 2006 – June 30, 2007

Project Goals: Provide the following management services for the St. Louis AgriBusiness Club

1. Host and maintain the current website – www.stlouisagclub.org – update membership list, investigate and create an area for credit card membership renewal and monthly meeting registration payments, periodic updates on an as need basis. Maintain the current listserv of email addresses or create and maintain a new listserv for communication to the membership.
2. Write, design, and distribute nine monthly(Sept – May) meeting announcements via email. Copy and send via USPS to those members(less than 10) without email. Newsletters have been typically (6) – 1 page and (3) – 4 pages. Please request a copy if needed.
3. Create an electronic membership application and renewal and dues payment solution to maintain an accurate database of members and to summarize member application/interest surveys. Creation of electronic invoices may be an idea to send out to members over the summer to more efficiently handle this process.
4. Write, update, design, print, and distribute the annual printed directory of SLABC and Gateway NAMA membership. Please request a copy if needed. The 05-06 directory was created on an InDesign software program. Are there advantages to an electronic CD copy and/or only printing a copy every other year with updates only given out on the non-printing years?
5. Accounting/treasurer services – writing checks, depositing meeting and membership checks, preparing yearly budget, and preparing monthly and yearly income/expense statements.
6. Other services that will assist the St. Louis AgriBusiness Club. This is your chance to provide ideas to the club regarding necessary services to its membership and promoting/marketing the agricultural industry in the 11 counties of Missouri and Illinois. An example of a possible service: Fundraising by signing-up 50 new memberships per year and contacting agribusinesses for advertisements to offset costs of the printed directory.

Terms of Contract:

-Contractor must comply with Fair Labor Standard Act, Fair Employment Practices, Equal Employment Opportunity Act and all other federal and state laws.



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Proposal Format:

- Cover page(1 page) – Contact information for the contractor
- Proposal Description(up to 5 pages, concise and shorter the better) – Using the six project goals; briefly describe how you can provide these services. Include a monthly and yearly fee for each of the services that can be provided. **Proposals will be accepted for any or all of the six stated services.**

Other Information:

- It is recommended to view our current website – www.stlouisagclub.org regarding some of the requested services.
- Once management services contracts are awarded, it will be advisable for the contractor to attend periodic board meetings and to be in continuous communication with the board and be responsible for a “home” for the club – routing correspondence, sending mass emails, etc.
- Questions regarding your proposal should be directed to: Dean Dittmar, 618.257.8272, ddittmar@stlouisagclub.org or Bret Cude, 618.327.9242, at bcude@stlouisagclub.org or any of the club board members.
- The St. Louis Agribusiness Club Board will be reviewing the proposals and awarding a contract.

-RFP's can be emailed electronically in pdf or word format or mailed in the US postal service. RFP's must be received by Friday, March 17th to the below address. Proposals can be turned in at the March 17th SLABC/NAMA Luncheon Meeting at the Millennium Hotel in St. Louis.

Dean Dittmar
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