



**REQUEST FOR PROPOSAL**  
**MANAGEMENT AND ADMINISTRATIVE SERVICES**

February 13, 2019

## **About the Colorado Wastewater Utility Council (CWWUC)**

The CWWUC is a longstanding nonprofit organization whose membership includes forty four different wastewater utilities from around the state. Our mission is to professionally and responsibly promote environmental protection by supporting legislation and regulations which achieve well-defined environmental benefits while maintaining local flexibility.

CWWUC meets the second Wednesday of each month, typically at South Platte Water Renewal Partners in Englewood, and holds an annual meeting in September.

## **Purpose**

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified consultants for a Coordinator to provide management and administrative services to the Colorado Wastewater Utility Council. This RFP provides prospective proposers with information regarding preparation and submittal of proposals for consideration by the Colorado Wastewater Utility Council.

## **Scope of Services**

CWWUC is looking for a Coordinator who is technologically savvy, is a strong communicator, possesses a financial acumen, has experience with meeting coordination and has familiarity with Colorado water quality issues and regulations. More specifically, the Coordinator duties are as follows:

- Accounting and Finance Duties:
  - Maintain the CWWUC bank account
  - Track revenue and expenditures
  - Receive and review all invoices and process payments
  - Participate in budgeting, tracking and forecasting
  - Prepare quarterly financial updates for board meetings
  - Send and receive invoices for annual dues and special assessments
  - Develop an annual financial report and distribute to all members
  - Procure insurance coverage as required to meet nonprofit requirements or organizational needs
  - Prepare and file annual tax return
  - Manage other consultant contracts (approximately 1-2 per year)
- Administrative Duties:
  - Maintain corporate records, historic records, technical work products, annual budget updates, and other paper and electronic files
  - Work collaboratively with the Board of Directors to ensure all of their duties and responsibilities are fulfilled
  - Ensure room is set up for monthly meetings and there is a remote meeting option

- Assist with arranging and coordinating speakers
- Assist with the development of meeting agendas
- Organize location and logistics of meeting attendance
- Take minutes at the meetings and post on website once approved
- Membership Coordination and Communication:
  - Create and maintain a membership list
  - Participate in outreach activities associated with recruitment of new members
  - Conduct electronic voting when necessary
  - Send emails to members for informational or voting purposes
  - Send meeting announcements and reminders
  - Update and maintain CWWUC website

### **Estimated Level of Effort Required**

It is estimated that the typical level of effort (estimated hours) required per month will vary between ten to fifteen hours. The CWWUC meets monthly for approximately two hours. Four to six special committee or phone meetings (1 hour) may be required on an as-needed basis. The Coordinator would be required to attend these meetings.

### **Proposal Requirements and Schedule**

Please submit your cover letter and resume along with a statement of qualifications, three references, and a written approach to meeting the position duties as outlined to CWWUC Chair, Julie Tinetti at [jtinetti@cwsdhrmd.org](mailto:jtinetti@cwsdhrmd.org). Please also disclose any potential conflicts of interests and how these may be managed. Proposals are due by Friday, March 15, 2019.

The board will review proposals and conduct interviews as necessary. The final decision will be made no later than Friday, April 12, 2019.