



## **OPUDA Administration Request for Proposals (RFP)**

### **General Information:**

The Oregon People's Utility District Association (OPUDA) Restructuring Committee is accepting proposals from qualified management companies to carry out administrative and other key services required by the OPUDA. The OPUDA is an alliance of Oregon's six electric PUDs and two water PUDs, devoted to furthering the interests of public power with lobbying efforts at the statewide level. Together, OPUDA utilities provide low-cost service to nearly a quarter of a million Oregonians. We request the following from all respondents to this RFP:

1. Statement of qualifications.
2. List of references – including utilities (if any) for which the management company has completed similar duties.
3. Cost estimate to carry out the scope of work.
4. List of benefits for outsourcing duties with proposer, as opposed to managing in-house.
5. Additional information as requested below.

### **Scope of Work:**

OPUDA seeks a management company to carry out the following scope of work. Proposals shall include all information requirements OPUDA will need to provide in order for the management company to carry out the proposed scope of work.

1. Arrange logistics for OPUDA meetings. Duties include securing meeting facilities, organizing room set-up, A/V needs, speakers when requested, catering, creating/distributing agendas prior to meeting, taking and keeping records of minutes from each meeting and other duties as meetings demand. Meetings include one monthly board meeting that includes guests and lunch for 25 - 35, and one or two committee meetings a month of 6 – 8 attendees, and possibly lunch. OPUDA meetings are held in Salem, and the contractor selected will need to provide meeting space for OPUDA meetings in Salem. However, day to day operations do not need to take place in Salem. Monthly meetings of the Legislative Oversight Committee currently take place in Portland (these do not require the provision of meeting space) and the selected contractor will need to provide qualified staffing to take minutes at Legislative Oversight Committee meetings.

2. Manage the basic secretarial needs and day-to-day operations for the organization. Duties include answering phones, answering and responding to emails, delivering messages, assisting with financial management as needed including invoicing, and other duties as assigned.
3. Arrange and coordinate annual audit with the contracted auditor.
4. Coordinate logistical arrangements for all OPUDA guests to the area. Duties include welcome and orientation, transportation, lodging, and any other special accommodations as needed.
5. Coordinate production of bi-annual people's utility directory. Duties include gathering information, compiling contacts, securing sponsorships, advertising, layout, printing and distribution.
6. Maintain the organization's web site (opuda.org), including updating directory information and some content management.
7. Assist the hosting people's utility district with the annual OPUDA meeting held in the fall or winter. Duties include assisting the utility as needed with any and all arrangements related to the multi-day conference with 100 members and guests in attendance.

Email submissions are strongly encouraged. They may be submitted to:  
**cabbott@peak.org**

Mailed responses may be sent to:  
**Curt Abbott, Chair**  
OPUDA Restructuring Committee  
760 SW Range Drive  
Waldport, OR 97394

Questions may be submitted to [cabbott@peak.org](mailto:cabbott@peak.org). Questions and answers will then be posted so all can read them at [twitter.com/OPUDA\\_RFP](https://twitter.com/OPUDA_RFP)

**Proposals will be accepted via email until Friday, August 6, 2010. Proposals mailed via the U.S. Postal Service must be postmarked by Thursday, August 5, 2010.**

*OPUDA reserves the right to reject any and all proposals submitted. Final selection of a contractor will be done solely by OPUDA, and will not be subject to appeal. Important criteria in the selection process will include price, detail of proposals, and the qualifications of submitters.*