

UEDA Executive Director and Management Services RFP Questions and Responses

1. What is the frequency of board meetings for UEDA?
Currently, the Board meets 8 times a year with the Executive Committee meeting every month. The frequency of meetings is at the discretion of the President and Executive Committee and subject to change.
2. Who takes the board minutes? A board member or is that an expectation of the staff?
The Secretary of the Board takes the minutes.
3. What are the established standing committees that need to be managed?
Currently, we have the following committees: ARENI, Membership and Marketing, Finance, Awards of Excellence, Summit, Research, and Development. There are also three affinity networks that need to be managed: Talent, Innovation, and Place.
4. Does UEDA have audited financial statements for the last two years that we could review? If not, could we see the 2021 UEDA financial statements?
UEDA is in the process of having a full financial audit. Please feel free to find our latest 990 on the web at: <https://candid.org/research-and-verify-nonprofits/990-finder>

5. The UEDA RFP for the Executive Director states: "Individuals, universities, firms, non-profits, or a collaboration of individuals and firms are welcome to respond to this RFP. May an individual within our university apply on behalf of our university?"

We would prefer if an individual from a university apply on behalf of the university as a principal investigator, and that they be working as an employee of the university and not as an independent contractor (i.e. if applying as a university, they must be able to access the resources of the university).

6. The PI should be a University employee and s/he could build a team could consisting of other university employees or outside organizations correct?

Yes, that would be acceptable.

7. Can you please describe the qualities, skills, and qualifications that the board is seeking specifically for the person serving as executive director?

We are looking for an energetic, dynamic, and focused individual to lead UEDA, under the strategic direction of our board of directors. The Executive Director should have experience managing and providing strategic direction to a volunteer board of directors, expanding and building a sustainable membership, planning and executing conferences and other virtual and in-person events, and experience in crafting

communications and content for networks of professionals. The Executive Director should have at least some working knowledge of higher education and/or economic development.

8. In what ways does this request seek to fill a void? What is the genesis for this RFP? What is the organization's current management structure and is it working?

UEDA has not issued an RFP for management services in quite some time. The genesis for the RFP is to model the behavior of a healthy organization and seek innovative and possibly new approaches to programming, event management, membership development, revenue diversification/financial sustainability, and the structure of board and executive director interactions. UEDA is currently managed by Trailblaze Creative with Tim Hindes serving as the Executive Director under the supervision of a volunteer board of directors. Multiple other volunteer committees of UEDA members provide leadership and some operational support of UEDA initiatives and activities. Due to the nature of annually changing volunteer leadership, this occasionally creates inconsistent and unsustainable initiatives, priorities, and levels of volunteer execution. The organization welcomes ideas and proposed structures to mitigate these challenges and limitations.

9. How committed is the organization to its existing committee and programming structures? What level of restructuring is the organization willing to consider to achieve growth?

The organization is willing to consider novel and innovative approaches from respondents to increase its membership and long-term financial sustainability. With compelling justification, the organization is prepared to entertain any level of restructuring to its current operations to achieve growth.

10. What kind of timeline information is desired? It would appear that the flow of activities and timeline would be dictated by the organization's own cadence of meetings, events, etc. Additionally, if the budget is fixed cost, how should that correspond to the referenced timeline? Can you clarify what you are seeking in this section?

We are looking for ideas and approaches from respondents that outline a timeline for the organization's activities. Respondents might propose adoption of the organization's existing timelines of activities, or propose alternatives designed to maximize the budget and better address the organization's top challenges and opportunities. The budget should respond to the proposed timeline by illustrating a notional burn rate of contract funds proportional to the activities outlined in the timeline.