



## Request for Proposal July 17, 2024

UWC – Strategic Services on Unemployment & Workers’ Compensation (UWC) and the related National Foundation for Unemployment Compensation and Workers’ Compensation (NFUCWC) are national non-profit association entities providing research, policy consulting and advocacy on behalf of members that are businesses, associations, and governmental agencies with interest and/or responsibility for unemployment insurance or workers’ compensation. UWC maintains a dues paying membership of 150 to 200 members with revenue of approximately \$250,000 per year. Members are invoiced through monthly invoice cycles and dues are paid on an annual basis.

The NFUCWC receives approximately \$175,000 per year in grants and conference sponsorships and registration fees for its annual conference. The conference attracts approximately 200 attendees each year. NFUCWC also publishes five annual publications and a monthly legislative report distributed to a database of 300 emails and posted on its web site.

### **UWC Requests Proposals for administrative services to be provided as an employee or as an independent contractor.**

UWC/NFUCWC seeks proposals to provide administrative support for specific administrative functions, including:

Membership maintenance and outreach; Invoicing of dues.

Publication Coordination

Maintenance of contacts for publication updates

Coordination of requests for annual updates

Maintenance of Email Data Bases

Distribution of periodic emails about issues of significance

Management of Accounts Receivable and Accounts Payable

Generation of invoices

Review and response to invoices.

Accounting and Budget Preparation (in concert with the Chief Executive Officer and Board of Directors/Trustees).

Administrative support for the development, sale, and delivery of five annual publications and one monthly legislative report to a database of 300 subscribers.

Web page and LinkedIn Social Media management including:

**UWC Website [www.uwcstrategy.org](http://www.uwcstrategy.org) Monthly Hosting Fee and Technical Support to include:**

- All Web site updates
- Website troubleshooting
- Training & Support for Content Management System (CMS)
- Documentation for CMS

**UWC LinkedIn Profile Management & Postings related to legislative activity and/or annual conference.**

**Foundation Website Monthly Maintenance:**

- Hosting
- Web site updates
- Website troubleshooting
- Training & Support for Content Management System (CMS)
- Documentation for CMS

**UWC LinkedIn, Management & Maintenance**

WordPress customization as needed

- WordPress custom programming
- WordPress Module Installation
- WordPress Monthly plugin updates

**Annual Conference Management for UWC and NFUCWC. Attendance/support at the conference is required. The location varies and**

- Coordinates the logistics associated for the UI Issues annual conference
- Processes registration forms, creates, and updates the registration database
- Receives and processes registration payments
- Prepares and sends out speaker's letters requesting materials, registration, and forms
- Follow up with speakers regarding deadlines for materials to be submitted
- Setup layout of conference book to be printed
- Generate conference program, attendance roster and conference signage
- On-site registration and guest customer service
- Payments and inquiries from sponsors & exhibitors
- Create the conference report indicating expenses and revenue and follow-up and rectify discrepancies
- Contacts conference attendees regarding outstanding registration fees

**NFUCWC Conference Support:**

Annual conference support, including airline travel, lodging, meals while on-site and printing to be billed as expenses. Additional charges must be approved by UWC prior to billing.

**Coordinate WordPress Plugin Renewals, as necessary.**

- SEO Premium
- Foo Events
- Gravity Forms
- Layer Slider
- Avada Theme renewal
- WooCommerce Product Add-on
- First Data

**Other Foundation Services**

Manage the preparation, receipt, and delivery of mail, Fedex, UPS and other delivery services.

Manage conference calls in planning for annual conference.

Coordinate Constant Contact email lists of conference attendees and UI lists.

Track conference registrations.

Coordinate Recognition Awards Committee meeting scheduling.

Send emails to encourage nominations.

Maintain records of plaques and award winners

Secure Bios from Speakers

Secure Presentations from Speakers

Other administrative support services identified by the President/CEO of UWC.

**Term of Service**

The contractor will perform services for the one year term beginning January 1, 2025, and ending December 31, 2025. The initial agreement may be for a period that is longer than one year and may be extended by mutual agreement between the contractor and UWC Inc.

**Contract Specifications**

Contractors must be proficient and have experience in the use of Word, Excel, Zoom, Power Point, internet access, Constant Contact, and web support. Proficiency with QuickBooks is preferred.

Payment under the contract will be based on completion of deliverables with respect to management of the membership data base and invoicing, accounts receivable and payable, maintenance of publication distribution lists, maintenance and updating of member lists, and completion of documents. Payment will be authorized by the President of UWC.

**Proposal Submission**

Proposals in response to this Request for Proposal (RFP) must be received by August 31, 2024, and sent to [holmesd@uwcstrategy.org](mailto:holmesd@uwcstrategy.org) or by US mail to Douglas J. Holmes, President, UWC – Strategic Services on Unemployment & Workers’ Compensation, P.O. Box 1110, Worthington, OH 43085.