

## **REQUEST for PROPOSAL (RFP) COMMITTEE CHARTER**

March 2015

**BOD Approval 3-20-15: Working Charter with BOD changes to be made as committee needs**

**Charge from BOD:** Conduct RFP for 3 year Property Management Company (PMC) contract (September 1, 2016- September 1, 2019).

### **Accountability:**

**RFP Committee:** Serves at the direction of the BOD and will sunset at the completion of its scope of work.

**RFP Facilitator (non-voting):** Is accountable for the quality and timely completion of the committee's scope of work.

**BOD:** Charter the RFP Committee, interview and select the PMC, negotiate and sign the contract.

**Current CPM Manager (Melissa):** Involvement limited to requests from the BOD, e.g.: providing history, data and logistics. Manager will not attend or participate in meetings, receive or review proposals.

At the request of the BOD, the **Facilitator** will be available to assist the BOD in completion of this process e.g.: schedule, conduct and rate the interviews.

**Committee Composition:**

- 5 Homeowners
- 2 Financial Advisory Committee Members
- 2 BOD Members
- 1 Facilitator (non-voting)

2.

**Scope of Work:**

- Solicit proposals from Property Management Companies in Arizona
- Request that current PMC(City Property) submit a proposal
- Review and clarify proposals and respond to PMC questions. Share questions and responses with all companies that submitted a proposal.
- Identify all proposals that meet CR mandatories
- Conduct detailed review and rate each PMC proposal against CR mandatories
- Solicit and receive references for each of the top 3 PMCs
- Recommend the top 3 rated PMCs to BOD by December 1,2015
- Submit to the BOD a proposed format, questions and rating system for use in interviewing PMCs
- Recommend to the BOD options for making the RFP process transparent and visible to Homeowners. Implement communication as requested.
- Provide BOD an RFP Committee Summary Report for documentation and future reference at the sunset of the committee.

**Timelines:**

RFP Established by BOD	2/11/2015
Committee members appointed	3/11/2015
Committee Charge from BOD	
RFP First Meeting	Prior to 4/1/2015
All Proposals Received	10/15/2015
Top 3 Recommended to BOD	1/15/2015
BOD Interviews	Jan 15 – March 15, 2016
Contract Negotiations	March 15- April 15, 2016
Contract Signed	April 31, 2016

3.

**Mandatories:**

- PMC strength and solvency
- PMC size, number and size of Arizona and other HOA's managed, at least one larger than 1,000 units
- On site manager accountable 24/7: Manager will be a direct employee of the management company. All other CR employees will be directly employed by CR and managed by the manager as directed by BOD.
- Annual performance setting and performance pay for manager achieved as a joint activity between Cr BOD and PMC
- Minimum 5 years of experience with Arizona Statutes and assisting BODs with the management, supervision and administration of PM.
- Provision of routine services including, but not limited to, financial management, general administration, and administration of HOA,s.
- Legal Counsel experienced with Federal and State Statutes
- Complete financial/data system with accurate, timely reporting and online access
- Ability to assist CR in negotiating group purchases e.g.: Insurance products, supplies, equipment services.
- Appropriate fees(value provided for charges)
- "Fit" with Country Roads Culture

4.

**Rating Values for Mandatories:**

Each Board member should independently complete the rating exercise in writing. The points should be totaled and then discussion should be held to assure that the results truly reflect the priority wishes of the BOD.

Each BOD member is given a total of **100 points** to assign. Give each mandatory the number of points that reflect the importance of that mandatory in the PMC contract selection. Remember, you can assign zero points.

Give the RFP committee the rating values agreed upon by the BOD. They will use these values when they rate the submitted proposals to narrow them to the top 3.

Note: I can provide the BOD with a form to use or assist you if it would be helpful.

**Nice to Have Services:**

- Experience with volunteers
- Experience with on-site real estate sales and rentals
- Experienced in dispute resolution
- Arizona Real Estate License
- Payroll Services
- Etc.

