

Request for Proposals for Executive Director

February 14, 2022



February 14, 2022

The Association of Transportation Law Professionals (ATLP) seeks an outstanding individual with experience in managing a complex membership organization. The successful candidate must be a masterful communicator and external facing leader with the ability to move the Association forward, grow membership and adapt to challenges. Reporting to a nine-member Board of Directors, the Executive Director develops and recommends to the Board those policies, plans and programs that will effectively meet the needs of the membership, and that will enhance the growth and reputation of ATLP.

ATLP is an independent nonprofit organization of transportation professionals. It was organized in 1929 as the bar association of the former Interstate Commerce Commission. The Association has evolved through the years to include all practitioners in the transportation law profession, covering all modes. It includes practicing transportation attorneys, government officials, company counsel involved in transportation, industry practitioners, and others. ATLP is committed to providing transportation professionals with opportunities for continued educational development in transportation law and practice. In addition to helping its members maintain high standards of professional practice and conduct, the Association also keeps its members abreast with related areas of interest and importance. Interests of our members include antitrust, aviation, maritime, motor, rail, logistics, energy, pipeline, labor, safety, and environmental matters.

This is a part-time position and will be considered an independent contractor; as such, any individual retained in the position will be responsible for all employment-related benefits. Firms interested in filling the position will be required to assign a single individual to fulfill this role and provide information about that individual in their response. **ATLP values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or any other status protected by law.**

Statements of Proposal will be received until **3:00 PM EST on Friday, April 22, 2022**. Proposals arriving after the date and time specified may be declared non-responsive and will not be considered for evaluation. These materials should be sent electronically via e-mail to the Association President at jameson.rice@hklaw.com.

While electronic communication is preferred, documents that must be mailed may be sent to: ATLP P.O. Box 5407 Annapolis, MD 21403, Attn.: Jameson B. Rice, President.

For information regarding the Scope of Services or RFP please contact Jameson Rice, +1 904.798.7371, jameson.rice@hklaw.com. Additional information regarding the Association and its membership is available on ATLP's Web Site: <http://www.atlp.org>.

Jameson B. Rice
President/ATLP

About ATLP

On May 1, 1929, the Interstate Commerce Commission (“ICC”) announced the formation of its Bar by including an addition to its Rules of Practice requiring the registration of all regular practitioners. A meeting was held at the ICC on May 27, 1929, attended by a large number of ICC practitioners for the purpose of founding the Association and drafting its Constitution. On October 29, 1929, at a general meeting in Washington open to all practitioners, a Constitution was adopted and the first officers of the Association were elected. The Association has been through several name changes over the years:

1940 – 1983	Association of Interstate Commerce Commission Practitioners
1984 – 1994	Association of Transportation Practitioners
1994 – 2008	Association for Transportation Law, Logistics and Policy
2009 – today	Association of Transportation Law Professionals, Inc.

ATLP has the status of an organization that is exempt from federal income tax under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(6) of the Code. Its purpose is to promote and enhance the transportation and logistics industry by:

- equipping its members with the necessary tools to be vital resources for their companies, firms, customers and clients who compete in a constantly changing and increasingly global transportation and logistics marketplace;
- providing educational offerings of the highest quality that are designed, among other things, to eliminate surprises and afford opportunities for the exchange of information among professionals involved in logistics and all modes of transportation;
- encouraging the highest standards of conduct among transportation and logistics professionals;
- promoting the proper administration of laws and policies affecting the transportation and logistics industry;
- engaging in continuous strategic planning designed to maintain the Association as the premier organization of its type in the world; and
- doing whatever is deemed necessary, useful, advisable or conducive, directly or indirectly, to carry out the foregoing purposes.

Today, ATLP is governed by a nine-member Board of Directors, who are further advised by the Immediate Past President and four Ex-Officio Directors. It serves over 250 members.

On the recommendation of ATLP’s Strategic Initiatives Task Force, the Board identified three key goals of the Association:

- GOAL #1 To promote knowledge.
- GOAL #2 To establish connections between transportation professionals of varying experience, involved in various transportation modes, and from varying backgrounds.
- GOAL #3 To foster an active transportation community for lawyers and practitioners.

With overall responsibility for driving organizational excellence, this position offers a diverse range of challenges. If after reviewing the Scope of Services (page 4) you're ready to support our truly important mission, please go to the Instructions for Submission of Proposals section on page 9 to proceed.

UPCOMING EVENTS

ATLP 93rd Annual Meeting

Hotel Phillips, Kansas City, MO
June 24—28, 2022

Transportation Forum XVIV

[TBD] – usually Washington, DC
mid-November, 2022

Young Professionals Committee

Webinars – quarterly

PUBLICATIONS

Journal of Transportation Law, Logistics & Policy (ISSN 1078-5906)

Editor-in-Chief: Michael F. McBride
Biannual publication

ATLP Association Highlights Blog

Weekly on Fridays

Our Vision

*A vibrant,
connected, and
knowledgeable
community of
transportation
professionals.*

*Our mission – To
promote the
understanding and
development of
transportation
law, foster
connections
among a diverse
group of
professionals, and
support its
members in their
respective
professions.*

Scope of Services

INTRODUCTION

The Executive Director is expected to serve as the face of ATLP, as well as key spokesperson and partnership builder for the Association, building coalitions among other associations that share similar goals, attorneys, transportation professionals and others. The successful candidate will provide the leadership and focus required to actively engage and energize Members, Directors, committees and partnering organizations. The Executive Director is also responsible for the administrative functions of the Association, will manage the day-to-day operations, undertake rigorous and ongoing program evaluation, recommend timelines and resources needed to achieve the strategic goals, assist the Board with the develop policy, oversee all financial matters of the Association, and provide information and materials necessary to enable the Board of Directors to effectively identify and pursue ATLP's objectives and strategies.

The Executive Director should demonstrate broad-based experience in management and coalition building. The Executive Director position is considered part-time and the successful candidate will be required to enter into an independent contractor agreement with the Association. A copy of the contract the successful proposer will be required to execute is included. While ATLP does not require this contract be the Executive Director's sole client; we do require that this individual be publically recognized as the Executive Director of ATLP.

ATLP is a small organization, and this position is ideally suited for a candidate who holds a similar role in one or more voluntary associations of similar size. Historically the Executive Director position has been held by one individual, working part-time hours without support staff except for external specialists as needed, including:

- Bookkeeper/Accountant for monthly reconciliations and reporting
- CPA for IRS and MD State e-filings, reviews and audits
- Graphic Designer/Formatter for publications, event banners and program covers
- Website and webinar administrator

Unless the successful candidate has some or all of these functions available in-house, we expect that a similar structure will continue to be adequate for our needs for the foreseeable future. The anticipated time commitment will be approximately 20 hours per week on average, with some fluctuation throughout the year.

Experience with library and publications sales with online marketing partnerships (e.g.: LexisNexis; JDSupra; Westlaw; Heinonline) would be valued, but is not essential.

FOCUS AND RESPONSIBILITIES

The primary focus of the Executive Director's job is to be the external face of ATLP. An additional responsibility is to oversee or provide the support services necessary to assure that the Association presents a professional image and is effectively managed. Specific responsibilities of the Executive Director include, but are not limited to:

Office Management

1. Provide professional, courteous and timely responses to inquiries from directors, members and the general public.
2. Provide a centralized mailing address, phone number and two email addresses: (i) for use by the board of directors; and (ii) for use by the general public.
3. Report to and follow instructions and directions issued by the board of directors.
4. Manage day-to-day ATLP operations.

Financial Services

5. Develop and observe financial management and internal controls to preserve and protect ATLP assets, including:
 - a. process, record, and deposit income, including from member dues, conference registrations, sponsorships, webinars, other income, etc.;
 - b. maintain an accurate account of income and expenses;
 - c. handle invoicing, receivables, and payables;
 - d. maintain a coherent system of accounts with a support filing system;
 - e. maintain accurate and up-to-date accounting ledgers and operations checkbook;
 - f. code invoices/checks for P/L statement;
 - g. process payables with approval of Treasurer;
 - h. negotiate with vendors for services, as needed; and
 - i. reconcile bank accounts and petty cash accounts.
6. Track finances relative to the budget and provide timely, actionable guidance.

7. Work with ATLP's accountant to ensure that year-end financial statements present fairly, in all material respects, the financial position and changes in net assets, and that cash flows at year-end are in conformity with generally accepted accounting principles.
8. File Annual Report prepared in accordance with applicable laws.
9. Oversee compliance with Internal Revenue Code 501(c)(6).
10. Ensure appropriate IRS filings and tax returns and remit applicable taxes to appropriate entities in a timely manner.

Risk Management

11. Strict compliance with ATLP's privacy and confidentiality policies.
12. Maintain worker's compensation as per applicable local laws, and the following insurance coverages in the minimum amount of \$1,000,000 per incident: (i) commercial general liability; (ii) non-owned and hired auto liability; (iii) E&O liability; and (iv) cyber liability.

Membership Services

13. Establish and maintain a collegial and cooperative working relationship with Members, the Board of Directors, and other key stakeholders.
14. Recruitment and retention of members.
15. Quick and accurate handling of new member applications and renewals.
16. Timely invoicing and collection of annual dues.
17. Maintain membership lists, with timely updates in event of name and address changes.
18. Prepare and oversee regular membership e-communications, including newsletters, blogs and new member announcements.
19. Prepare and distribute promotional materials.

Records Management

20. Develop and maintain records retention policy, with indexed storage of all tax returns, corporate documentation, legal and other material documents, protected from loss, damage and unauthorized access, with regular full back-ups of all electronic records.
21. Transition ATLP, to the greatest extent possible, to a paperless work environment.

22. Provide secure storage for ATLP's existing document archives, and arrange for destruction of old records in strict compliance with ATLP's document retention policy.
23. Ensure that all minutes, resolutions and other corporate proceedings are duly filed in ATLP's minute book.

Intellectual Property

24. Assignment to ATLP of all intellectual property rights in records, data, websites, etc.
25. Ensure that all operations are in strict compliance with applicable software licences.
26. Ensure that software and other service providers have no grounds to assert ownership or any form of lien rights over ATLP data.

Association Management

27. Providing assistance to the President, other officers and directors in carrying out the duties and responsibilities of their offices.
28. Implement ATLP policies and procedures.
29. Coordinate monthly board meetings as directed by the ATLP President, including:
 - a. scheduling;
 - b. video/teleconference hosting, and (if required) venue selection and A/V;
 - c. prepare executive office report for inclusion in meeting materials;
 - d. finalize and circulate the agenda, along with monthly interim financials, committee reports for discussion, and back-up materials at least one week prior to each meeting;
 - e. generate and circulate list of "action items" following board meetings; and
 - f. follow up on preparation of minutes by the Secretary.
30. Attend and participate in board meetings (except for in camera sessions).
31. Provide recommendations to the Board on programs, policies, procedures, bylaws, and goals, as needed.
32. Facilitate an annual performance review.

Event Management

33. Assist the President with venue and facility selections for the annual meeting.
34. Make all necessary arrangements with the selected property for meeting rooms, guest accommodations, meal and social functions, audiovisual equipment, exhibit space and other requirements.
35. Coordinate and attend the “kick-off” meeting with the program committee tasked with developing the continuing legal education program for each year’ Annual Meeting.
36. Coordinate and attend the “kick-off” meeting with the member(s) tasked with developing the program for Transportation Forum.
37. Collect the proposed program and list of speakers from the chair of the program committee, and work with the chair to develop a suitable schedule.
38. Prepare registration packets and promotional materials.
39. Ensure sponsorship recognition is delivered as promised.
40. Maintain an accurate list of event registrants.
41. Perform, oversee, and/or coordinate all other related duties such as speaker arrangements, special events, and public relations.
42. Develop meeting and seminar budgets, the net income or expense of which shall coincide with the overall ATLP operating budget.
43. Maintain all financial records pertinent to the meetings to assure proper distribution of funds at the conclusion of the program.
44. Develop and maintain complete and accurate meeting files for reference in planning future programs.

ADDITIONAL TASKS

If there are any additional services or tasks that are not listed above, that the respondent believes (based on the respondent’s past experience in the association management industry) that the ATLP will need, the respondent is invited to include those additional services or tasks in the proposal issued in response to this RFP.

Instructions for Submission of Proposals

GENERAL

Statements of proposals submitted will be reviewed thoroughly. It is essential that respondent(s) read each of the sections carefully, and formulate complete and appropriate responses. The Association reserves the right to require additional information, as well as clarification of information submitted in order to complete its evaluation.

Where the words “**Association**” and “**ATLP**” are used in these instructions, reference is made to the Association of Transportation Law Professionals. The words “**offer**,” “**contract proposal**” and “**proposal**” are synonymous, and it is understood that once the Association accepts the same, the document may be incorporated as part of the contract contemplated by these instructions.

LIMITATIONS

This request for proposals does not commit the Association to award a contract, or pay any cost incurred in the preparation of a proposal to this request. The Association reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified sources, or to cancel in part or in its entirety this request for proposals if it is in the best interest of the Association. The contents of the proposal submitted by a respondent may become a contractual obligation if a contract ensues. All contractual agreements are subject to final approval by ATLP’s Board of Directors.

RESPONDENT RESPONSIBILITY

Should respondent find discrepancies in or omissions from these instructions or any of the attachments, or should it be in doubt as to meaning or intent, the respondent shall immediately notify the Association in writing. Written instructions will be sent notifying all known potential respondents of such discrepancy, if any, and of any changes.

The respondent is required to complete and submit their proposal in the specified format and in accordance with the specified schedule. In addition, the proposal must include the completed information requested in all appendices. Failure to answer all questions fully and correctly may result in the proposal being judged non-responsive. The Association reserves the right to examine all factors bearing on a respondent’s ability to perform the services set out in the Scope of Service. The proposal and all other accompanying documents or materials submitted by a respondent will be deemed to constitute part of the proposal. Proposals may be withdrawn prior to the closing time.

SECTION I FORMAT OF PROPOSALS

INTRODUCTION

The intent of this executive director search is to encourage submissions that clearly communicate the individual or firms' qualifications. Submissions should provide information in a concise and well-organized manner. All submissions should follow the format outlined below. This format will assist the Selection Committee in evaluating qualifications.

PACKAGING & DELIVERY OF PROPOSAL

Respondents shall deliver their submission electronically in a PDF file to ATLP President Jameson Rice at jameson.rice@hklaw.com

In the Subject Line type: **ATLP RFP PROPOSAL SUBMITTED BY [name of individual or firm]**

While electronic communication is preferred, documents that must be mailed may be sent to:

Association of Transportation Law Professionals
P.O. Box 5407
Annapolis, MD 21403
Attn.: Jameson B. Rice, President

The Association must receive the submission no later than **3:00 PM EST on Friday, April 22, 2022**. Submissions not received by this time, submitted to another location, or submitted in a format different from that described below shall not be accepted.

PROPOSAL CONTENTS

COVER LETTER

A cover letter from the respondent introducing their firm or self, as well as the name and phone number of the contact person for the firm should be included.

SUMMARY

The respondent should summarize its understanding of the "Scope of Work," to allow for the Selection Committee to determine the consultant's level of understanding of the services required for categories on which they are proposing.

PROFILE OF THE INDIVIDUAL OR FIRM

This section should set forth a general description of the respondent, including the following information:

1. name or firm name (if firm, name of individual assigned this role);
2. location of offices;
3. date the firm(s) was (were) established, or length of experience of individual;
4. a brief description of the individual or firm's history; and
5. information regarding other staff members or contacts who could provide any of the specialist services listed on page 4.

PRIOR EXPERIENCE OF FIRM AND PERSONNEL

Describe the respondent's reputation and capability to successfully implement this type of contract and work. Give a brief description of the individual proposer or firm's experience in similar jobs. State whether the individual or firm is local, regional, or national and how long it has been in existence under current ownership or management. When citing prior experience, briefly describe specific responsibilities. Describe the exact role the firm or individual played.

REFERENCES

Provide references, preferably from existing or former clients, who can best illustrate the candidate's qualifications relevant to this project.

CONTRACT MANAGEMENT

1. *Overall Management*: Describe the organizational structure of the firm as it may relate to this contract. Identify the individual who will serve as the Executive Director as well as other employees who will be assigned and their exact role(s).
2. *Key Personnel*: In an outline format, identify all key personnel for the firm or team and provide a résumé identifying their title. Describe their experience and availability.
3. *Contract Cost Proposal*: The individual or firm will clearly delineate the proposed cost to the Association if they are retained. This Cost Proposal will include:
 - a. basic payment for all of the services outlined in this RFP;
 - b. the desired frequency of payments, e.g. Monthly;
 - c. the desired length of a contractual relationship with the Association;
 - d. any additional, regularly recurring costs;
 - e. expenses to be reimbursed; and
 - f. other costs.

If the Association determines that the proposed cost of a firm or individual is too high, a decision may be made to exclude that firm or individual from further consideration. The Association plans to enter into negotiations regarding cost with proposers, following the selection process outlined below.

SECTION II SELECTION PROCESS

EVALUATION PROCESS

Contract negotiations will be initiated with the firm or individual that, in the opinion of the Association, best meets the needs of the Association for this service.

Respondents must meet all the following to be considered:

- a. Submission meets the Association's deadline.
- b. Completeness of proposal, with all requested information provided.

INTERVIEWS AND PRESENTATIONS

The Association's Selection Committee will review and analyze all proposals that are determined to be responsive. Based on their written proposal, the Association's Selection Committee may conduct interviews via Zoom and/or telephone, and make recommendations to the Board regarding those proposers who should be interviewed by the Board. Said individuals or firm(s) may be required to make a presentation, at their own expense, to the entire Board, at the Board Meeting currently scheduled to be held via Zoom on March 23, 2022.

CONSULTANT SELECTION / NEGOTIATION of COST

Based on the evaluation process described above, the Board will determine the best-qualified firm or individual. Negotiations will then begin with the selected firm or individual to determine final cost and price information. If the Association and the proposer fail to reach an agreement, the Association will enter into negotiations with the next best qualified firm or individual.

