



Request for Proposals
Management Services Contract
Council of University Transportation Centers (CUTC)

The Council of University Transportation Centers (CUTC) seeks to engage a management services team (MST) in order to oversee all aspects of CUTC's membership services and record keeping, financials, and communications including website management and social media. The MST is also expected to serve as coordinator for the annual CUTC Awards Banquet, held in January as part of the annual meeting of the Transportation Research Board (TRB) in Washington DC, the annual CUTC Spotlight Conference also held in Washington and the CUTC Summer Meeting whose location rotates on an annual basis. CUTC expects to enter into a fixed-fee agreement via Memorandum of Understanding with an MST for a period of two years with options for annual renewal in subsequent years.

CUTC was officially formed in 1979 by the nation's leading university-based transportation centers and provides a forum for the Universities and Centers to interact collectively with government and industry. CUTC's mission is to promote university research, education, workforce development, and technology transfer as essential to the nation's transportation system. It seeks to raise the profile of university research and education, so that university transportation centers are recognized and called upon for the knowledge creation, innovative research, and education necessary to have the best transportation system in the world.

CUTC currently has 93 member universities governed by an elected group of 12 officers and Executive Committee (EC) members from these institutions. A representative of the MST serves as a member of the Executive Committee (EC). The EC meets virtually monthly and in person twice a year, at the TRB meeting and at the summer meeting, the latter of which is hosted by a member institution. The MST coordinates the activities outlined below through the EC, providing valuable continuity for an organization whose leadership serves in a volunteer capacity and changes in part on an annual basis.

CUTC seeks proposals from eligible entities that identify effective and innovative approaches to management and staffing for the tasks enumerated below. An eligible entity includes, but is not limited to, management firms, associations, or universities. Respondents must have an ability to prepare and file Form 990EZ with the Internal Revenue Service on behalf of CUTC and prepare 1099 Forms for CUTC award recipients. Additionally, respondents must file annual reports for CUTC with the State of Tennessee. Respondents must also demonstrate knowledge of transportation systems, research and/or processes. Approximately 20% of the time spent in delivering contracted services pertains to planning and implementing the Annual Awards Banquet. Respondents located outside of the Washington metropolitan area should indicate in their responses how they propose managing events remotely.

Proposals should assume a January 15, 2021 start date. The selected MST must identify the member of the team who will serve on the CUTC Executive Committee. That person will be expected to take part in the December 2020 virtual meeting of the Executive Committee to facilitate transition from the current MST contract holder.

Proposals must include the following:

1. Statement of approach to fulfilling the services enumerated below (not to exceed 10 pages, single spaced, 11-point minimum)
2. Statement of qualifications for the respondent, for both the firm/association/university entity which will enter into the contract as well as for key individuals expected to be assigned tasks in service of the agreement (not to exceed 5 pages)
3. A budget and level of effort proposal for a one-year fixed fee amount for the delivery of contracted services. It is not necessary to provide hourly rates for personnel or a budget-by-task, but the proposal must include a summary table listing principal members of the MST, their role, and level of effort expressed as a percent of time (or number of hours) over a year (assuming a 2,080-hour work year). Based upon prior agreements and internal audits, it is expected that the delivery of MST services will require approximately 830 hours across all personnel over the course of a calendar year.

CUTC assumes that the performance of non-administrative tasks (such as coordination of the Annual Awards Banquet) will be concentrated at certain times of the year. Level of efforts should reflect this. The budget is inclusive of any travel expenses incurred by MST, including the summer meeting. The proposal must indicate who will serve as principal contact for the CUTC leadership and represent the MST on the Executive Committee (not to exceed 3 pages).

The selected MST is expected to provide the following services:

CUTC Association Management

TASK	TIMEFRAME
Dues: Coordinate processing of dues invoices for both current and lapsed members. CUTC currently has 93 members.	Annually
Budgeting and Finances: Assist in preparation of annual budget, track expenses and manage payments to vendors	Annually (budget) Monthly (Financial updates to EC)
IRS Coordination: Prepare and file IRS Forms 990 and 1099	Annually
Membership and Communications: Maintain membership rosters, process new member applications, Review and update annual communications workplan, Maintain CUTC listserv	Annually (Workplan Review) Otherwise, Recurring
CUTC EC Conference Calls: In conjunction with the CUTC President and Secretary, develop agenda for, schedule and record approximately 10 one-hour calls per year.	Monthly
CUTC Membership and EC Winter Meeting: Coordinate with TRB to reserve meeting room for winter membership and EC meetings, help to develop agenda with EC, record meeting minutes	Annually (January in Washington)
CUTC Membership and EC Summer Meeting: Support host institution and EC in finalizing agenda, preparing relevant meeting materials and taking minutes; Receive and distribute proposals for summer meeting hosts	Annually (June in location chosen through RFP); conference is two days, one of which is managed by USDOT. Assumes 1-2 MST staff in attendance
Nomination of Officers and Directors: Prepare ballots for distribution at summer meeting	Annually
CUTC Website: Maintain CUTC website; Provide any new significant content for the current site (mycutc.com), including the administrative page; Post content prepared by CUTC members; Conduct regular review of website; Maintain Facebook page and Twitter handles and follow and promote as appropriate	Recurring

CUTC Awards Program

TASK	TIMEFRAME
CUTC Student and Leadership Awards: Assist in the drafting and distributing of award solicitations, process award packages including those submitted via email and online submission, and distribute for review; Maintain records of applications and awardees; Arrange for and purchase plaques for recipients and prepare checks for recipients	Annually (Student awards are conferred at Annual Awards Banquet during TRB)

CUTC Annual Banquet

TASK	TIMEFRAME
Banquet arrangements: Work with TRB to reserve room for the event inc. pre-banquet reception, coordinate with host facility inc. catering and banquet management; Develop banquet budget and reconcile expenses; Provide staff support for event inc. registration desk, signage and event photos.	Annually
Banquet programs and speakers: Develop banquet program; Coordinate materials development with CUTC award recipients and event sponsors. Serve as principal contact with USDOT on keynote speakers and Student of the Year booklet; Conduct VIP outreach inc. agency representatives and members of Congress; Print banquet program; Prepare banquet script for EC	Annually
Invitations and Registration: Establish registration details inc. fees and deadlines; Design and coordinate distribution of promotional materials; Create, update and review micro website for banquet inc registration; Manage RSVPs; Create table and seating plan	Annually
Sponsors: Analyze and review sponsorship lists with EC; Design, prepare and manage sponsor solicitation and conduct sponsor follow-up	Annually
Sponsor-Student Reception: Work with TRB to reserve rooms for Saturday afternoon reception for students and sponsors prior to banquet activities; Coordinate with host facility on bar and set-up and catering; Coordinate outreach inc. invitations and reminders and follow-up	Annually

Proposals will be assessed based upon the following criteria

Experience and Qualifications	30%
Statement of approach	30%
Staff Utilization	20%
Schedule and Project Budget	20%

Please send complete proposals in a single pdf document on or before October 30, 2020 to utccouncil@gmail.com. Questions regarding the proposal may be submitted to the same email address between Sep. 15-30, 2020. Responses will be posted on the CUTC website at www.mycutc.com. Interviews with selected respondents will occur between Nov. 1-20.