

The Planning Association of Washington (PAW) is requesting proposals for professional administrative services beginning in 2015. Interested parties should submit a proposal with itemized amounts by 5pm, November 17<sup>th</sup>, 2014 along with a cover letter, credentials and references to the contact person listed below. Electronic submittals only please.



PAW is a small non-profit organization with approximately 300 members who renew their dues every December/January. We have a recently updated website <http://www.planningpaw.org/> that is primarily populated by PAW board members. We have an annual conference that brings in about 200 attendees over a 2 – 3 day period. The professional services requested are to support the administrative work of our small and scrappy organization.

Professional Services to include the following:

**1. Administrative**

- Providing mailing address, email and phone contact for the PAW
- Route inquires to PAW contact person
- Maintain membership databases and distribution lists
- Distribute materials as requested to membership, average of one to two times per month

**2. Registration and Payment Processing**

- Process memberships payments and collect basic information
- Process annual conference payments and collect basic information
- Setup registration and payment online, linked through PAW website (website management not required)

**3. Communication**

- Distribution of e-blasts as provided by the PAW through Constant Contact or similar software. average of two to three times per month
- Create and distribute surveys as provided by the PAW, approx. 3 times per year.

**4. Conference**

- Provide staff member for on-site registration (optional)
- Provide speaker badges, attendee name & title badges, handouts
- Assist with marketing and promotion
- Set-up and process event registrations

**5. Bookkeeping**

- Invoicing, accounts payable, check writing, monthly financial statements against budget
- Bank deposits and account reconciliation
- Send past due payment reminders
- Facilitate preparation of tax documentation
- Provide insurance, as required.

Experience with website management and graphic design is desirable.

**PAW Contact:**  
Alex Wenger  
PAW Treasurer  
[awenger@cityofblaine.com](mailto:awenger@cityofblaine.com)  
(360) 543-9979