

North Carolina Public Transportation Association (NCPTA)

REQUEST FOR PROPOSALS (RFP)

For

Executive Director

Issued:

July 15, 2010

All questions on the RFP must be sent via email to contact person below no later than July 28, 2010. Answers will be emailed to all individuals with questions and others intending to submit a proposal. E-mail contact person below to get on the question and answer emailing list.

Deadline for Submittal:

**No later than 3:00 p.m. August 6, 2010
Any late proposals will not be accepted.**

**Proposals must be mailed with original cover letter signature
to:**

**Cabarrus County
Transportation Department
Attn: Randy Bass
28 Branchview Drive N.E.
Concord NC 28026
crbass@cabarruscounty.us**

North Carolina Public Transportation Association (NCPTA) Request for Proposal (RFP)

Background:

THE NCPTA STORY:

The North Carolina Public Transportation Association, Inc. (NCPTA) is a private, non-profit organization, incorporated on January 18, 1983, that promotes public transportation throughout the state. From the mountains to the coast, North Carolina is laden with unique large and small communities that offer abundant opportunities for its citizens. The NCPTA recognizes that without access to these opportunities, our citizens will not prosper from our resources.

The NCPTA's 200-plus members represent a diverse group, all working together toward one goal: increased mobility options for North Carolinians. NCPTA members range from large urban systems to the smallest of rural systems; bus and van manufacturers; educational entities; private companies; local and state elected officials; and individuals interested in public transportation.

The NCPTA works with the North Carolina Department of Transportation (NCDOT), the Federal Transit Authority (FTA), state and national public transit associations, human services agencies, civic and community groups, businesses, and universities to promote and enhance the types of public transit services and create an integrated, multimodal transportation system in the state. Working together, we aim to enhance public transportation programs in North Carolina.

OUR MISSIONS AND GOALS:

The mission of the North Carolina Public Transportation Association is to ensure personal mobility and North Carolina's economic and community vitality by supporting high quality public transportation. This can be accomplished through providing leadership, technical assistance, and sharing resources.

The NCPTA exists primarily for the purpose of increasing and enhancing the awareness of public transportation in North Carolina. Other equally important purposes adopted by the NCPTA include:

- Promoting adequate, affordable and safe mobility for all North Carolinians
- Collecting and disseminating information on local, regional, state and national public transportation issues

- Uniting and representing the diverse range of transportation resources, interests, and individuals that can best meet the public transportation needs of consumers, advocates and communities in North Carolina
- Strengthening and enhancing professional standards and ethics for the coordinated delivery of public transportation throughout North Carolina
- Assisting federal, state, and local public agencies, private industry, and individuals toward the goal of ensuring personal mobility, economic vitality, and livable communities

The NCPTA is a key player in the future of transportation in North Carolina. With issues such as reducing traffic congestion, improving air quality, and increasing mobility options, NCPTA is at the forefront of developing solutions to improve the quality of life in North Carolina. The Executive Director position serves as the administrative, management, and transit advocacy leader of the NCPTA. Moreover, the NCPTA has a rich history of partnering with the North Carolina Department of Transportation (NCDOT) – Public Transportation Division (PTD). It is critical that our relationship with NCDOT remain strong and that NCPTA maintains excellent communications between our organizations.

The more united the NCPTA members are in our efforts to influence our elected officials, the more likely we will reach our goals. The NCPTA seeks an individual to perform the various tasks associated with our management and transit advocacy initiatives.

Organization of the RFP:

SECTION ONE:

This section describes the duties and responsibilities of the Executive Director position and includes RFP questions and requests for supporting documentation including resume and Cost Compensation Proposal. This section includes key responsibilities regarding advocacy for public transportation in N.C.

SECTION TWO:

This section contains the Cost Compensation Proposal for the twelve (12) month period of performance from September 1, 2010 to August 31, 2011.

NOTE: The NCPTA reserves the right to cancel this RFP and is not obligated to hire any individual proposing on this RFP at any time.

SECTION ONE

NORTH CAROLINA PUBLIC TRANSPORTATION ASSOCIATION (NCPTA)

EXECUTIVE DIRECTOR/TRANSIT ADVOCATE REQUEST FOR PROPOSAL (RFP) FOR CONTRACTED SERVICES

The North Carolina Public Transportation Association, hereinafter referred to as NCPTA, seeks to solicit contract services for an Executive Director/Transit Advocate, **hereinafter referred to as the Executive Director**. The candidate for this position must reside within the State of North Carolina or be willing to relocate within thirty (30) days of employment with the NCPTA.

The Executive Director position is designed to strengthen the NCPTA organizational structure, implement its growth plan, improve communications and training efforts and represent NCPTA by promoting public transit in North Carolina. The Executive Director will function under the direction of the NCPTA President and the NCPTA Executive Board as needed. Listed below are the primary responsibilities described in detail for the Executive Director portion of duties and the Transit Advocate portion of duties. The Executive Director will serve in both capacities. The Executive Director position is not required to perform “lobbying” work. The NCPTA reserves the right to hire an independent lobbyist, on an as needed basis, to promote the development or facilitation of bills in the N.C. General Assembly to support public transportation. The NCPTA will not use any federal or state funds directly or by way of pass-through the NCDOT to hire a lobbyist.

Executive Director’s Administrative and Management Responsibilities

The Executive Director shall provide such services as may be required to comply with the provisions of this contract. It is understood and agreed that all records, files, documents, reports, assets, etc. that result from this contract are the sole property of the NCPTA and will be surrendered upon request or upon termination of this contract. Prior to the end of the calendar year the President or designee will inventory all assets of the NCPTA.

The Executive Director shall notify the President of any other potential contracts under consideration. The Executive Director agrees not to represent any person or organizations that oppose the positions adopted by the NCPTA Board of Directors without written approval of the NCPTA Board of Directors. Should the Executive

Director act in contradiction of such positions, this contract may be terminated, in writing, by a letter stating the complaints. Should the Executive Director determine, he/she could no longer represent NCPTA, he/she may terminate the contract by letter to the NCPTA President providing thirty days notice. The NCPTA also reserves the right to terminate the contract between NCPTA and the Executive Director by letter to the Executive Director providing thirty days notice. In the event of termination, the Executive Director's annual payment shall be prorated up to the date of the termination and all expenses shall be paid up to the date of termination.

The Executive Director shall not transfer this contract, but may sub-contract for services as needed, upon approval of the NCPTA President and the Executive Board. The Executive Director shall be responsible for the financial and administrative responsibilities resulting from such contracting. Anyone hired to assist the Executive Director shall not be considered an employee of the NCPTA, nor be eligible for coverage under the North Carolina Worker's Compensation Act or the North Carolina Unemployment Act. If the Executive Director becomes disabled or otherwise unable to perform his/her duties, the Executive Director may be authorized by the NCPTA's Board of Directors to make arrangements with another qualified party to continue, perform and complete the terms and conditions of this agreement. Such arrangements shall be made with prior approval of the NCPTA President and Executive Board. The Executive Director shall monitor the activities of any administrator or assistant who maybe selected to fulfill the terms and conditions of the contract.

The Executive Director understands and agrees that in performing the duties in this agreement, the Executive Director will be working as a self-employed, independent contractor and not as an employee of the NCPTA. The Executive Director understands that he/she will not be eligible for coverage and benefits under the North Carolina Worker's Compensation Act or the North Carolina Unemployment Act.

The Executive Director understands that as an independent contractor, the NCPTA will not be withholding any federal or state taxes from monies it pays to the Executive Director and that it is the Executive Director's responsibility to file the appropriate federal and state forms concerning the monies he/she is paid by the NCPTA and pay all federal and state taxes that may be due in connection with the receipt of such monies from the NCPTA.

Scope of Work for Role in Administration and Management

I. Advocate:

Represent the statewide transit industry to customers, the public, the private sector, other state transit associations, and the state and federal governments. Disseminate appropriate information to members of the NCPTA in a timely manner.

II. Staff:

Provide general staff support for routine duties associated with the operation and management of NCPTA. This may include but is not limited to the following activities:

- A. Arrange meeting sites, assist various program/association committees with planning meeting sessions, and provide staffing for meetings and activities. Such meetings include but are not limited to the annual conference and regional workshops, Board meetings, committee meetings and annual retreat.
- B. Responsible for publishing the NCPTA newsletter, at least quarterly, and distribute by mail or electronically to members and others as deemed appropriate. A newsletter printing schedule needs to be published annually, to inform systems of dates for submitting articles. Newsletter should include information on legislative actions, studies of interest, meetings, training, etc.
- C. Prepare necessary correspondence and file reports (paper and electronic) as needed for the NCPTA.
- D. Update the NCPTA website on a monthly basis.
- E. Develop and implement strategies to increase membership in the NCPTA.
- F. Prepare and make financial deposits on a weekly basis and send appropriate documentation to NCPTA President and the Treasurer.
- G. Provide a key point of contact for the Board of Directors, NCPTA members, and others via email and telephone to answer questions and provide assistance in a timely manner. Efforts should be made to respond to inquiries within two (2) business days.
- H. Maintain and update mailing databases.
- I. Primary contact with other organizations – attends meetings that will aid in the achievement of NCPTA goals and objectives and/or meets with the Executive Director or President of the respective organization. Provide activity updates to the Board of Directors on recently held meetings.
- J. Prepare a monthly activities report to be distributed to the NCPTA Board of Directors and additional members and others as appropriate.
- K. In conjunction with the Training Committee, coordinate training through CTAA, NTI, TSI, NCDOT, ITRE, etc.
- L. Assist the NCPTA Board of Directors in maintaining a network to increase the professional development of transit system members and to advance the legislative agenda that supports the collective goal of the N.C. public transportation industry.
- M. Attend or coordinate no less than 2 system/regional meetings with transportation system members per year. Equity should be given to geographic coverage and urban/rural programs. Make personal contact with each new member and provide a welcome packet and organizational information. System members should be contacted quarterly to receive feedback regarding current activities and identify any issues or concerns.
- N. Coordinate the NCPTA Annual Conference, specifically focusing on site and speaker coordination. The Conference budget should be presented to the Board of Directors at the last meeting of the calendar year as part of the annual budget approval process.
- O. Attend the NCPTA Conference and other conferences as deemed appropriate by the Board of Directors.

- P. Represent the NCPTA as Executive Director before the North Carolina Board of Transportation (at a minimum, review the agenda and attend meetings as necessary) and before the other agencies of the executive branch of the State of North Carolina.
- Q. Properly file reports (paper and electronic versions) and do all other acts necessary to comply with applicable laws regarding activity as the NCPTA's consultant.
- R. Monitor public meetings and hearings of legislative committees, legislative study committees, state agencies, NCBOT meetings; provide information and testimony to legislators and state agencies; arrange for NCPTA volunteers or staff to testify; and coordinate with the NCPTA's Legislative Committee and with other organizations. Update board as necessary.
- S. Prepare press releases as needed. Coordinate with the news media regarding the NCPTA's position on issues.
- T. Prepare and distribute with the assistance of the Legislative Committee, legislative alerts and a legislative report after the General Assembly to the membership.
- U. Attend and report to the NCPTA's Board of Directors meetings (up to six (6) board meetings and an annual retreat).
- V. Prepare and distribute to the Board of Directors quarterly status reports and monthly email activity reports to the membership.
- W. The Executive Director will provide staff support to various committees that have been organized to execute the NCPTA's Growth Plan, if applicable. During the term of this contract, the Executive Director will work with committees on their adopted work plans. The Executive Director will provide direct support to the committees as needed as well as coordinate work between committees that have tasks or deadlines that overlap. The Executive Director should be proactive in working with committee chairs and assisting them in achieving their adopted goals and objectives. Currently adopted work plans are incorporated into this contract by reference.
- X. Maintain all documentation of reports, press releases, and other correspondence as property of the NCPTA (electronic database with periodic back-ups) and transferable at the end of the contract or upon termination of the contract by either party.
- Y. Verbally communicate with the NCPTA President at least once per week to provide a status report on special tasks and on-going activities.
- Z. Perform such other duties, as the Executive Director and the Board of Directors may mutually deem necessary and proper.
- AA. Prepare a written report to the NCPTA Executive Board on a quarterly basis describing, in detail, the percentage of time and hours required for this position to perform the tasks and responsibilities outlined above. Report areas of responsibilities or resources that could be adjusted to work more efficiently and effectively.

Scope of Work for Role as Transit Advocate

I. Advocate:

Represent the statewide transit industry to customers, the public, the private sector, other state transit associations, and state and federal governments. Disseminate appropriate information to members of the NCPTA in a timely manner.

II. Staff:

Provide general staff support for routine duties associated with the operation and management of NCPTA legislative transit advocacy efforts. This may include but is not limited to the following activities (these activities and responsibilities will be prioritized in the final contract):

- A. Represent NCPTA as Executive Director before the General Assembly of North Carolina and before the legislative Transportation Oversight Committee and other legislative study committees.
- B. Properly file reports and do all the other acts necessary to comply with applicable laws regarding activity as a Executive Director and consultant.
- C. Monitor public meetings and hearings of legislative committees, legislative study committees, state agencies, NCBOT meetings; provide information and testimony to legislators and state agencies; provide a monthly report to include persons contacted and the discussion points to the NCPTA Executive Board on transit advocacy activities.
- D. Coordinate training for NCPTA volunteers for working with the General Assembly and state government.
- E. Coordinate a transit advocacy day activities for the NCPTA's membership. The transit advocacy day activities should include both the NC General Assembly in Raleigh and the state's legislative officials in Washington D.C.
- F. Prepare press releases as needed. Coordinate with the NCPTA President, any news media information regarding the NCPTA's position on issues.
- G. Prepare and distribute (with assistance of the Legislative Committee), legislative alerts and a legislative report after the General Assembly adjourns. These alerts and reports need to be provided to the NCPTA membership.
- H. Attend and report to the NCPTA's Board of Directors meetings (up to six (6) board meetings and an annual retreat), and all Legislative Committee meetings.
- I. Assist the NCPTA Board of Directors in maintaining a network to increase the professional development of transit system members and to advance the legislative agenda that supports the collective goals of the NC public transportation industry.
- J. Assist in the planning, development and implementation of the NCPTA's annual legislative work plan priorities and strategic plan. Assist with meeting deadlines as needed.

- K. Maintain all documentation of reports, press releases, and other correspondence as property of the NCPTA (electronically while ensuring back-up disks of all documents) and transferable at the end of the contract or upon termination of the contract by either party.
- L. Prepare a written report to the NCPTA Executive Board on a quarterly basis, in detail, the percentage of time and hours required for this position to perform the tasks and responsibilities outlined above. Report on areas of responsibilities that could be adjusted to manage the NCPTA more efficiently and effectively. Also identify any additional resources required to complete the job in an exemplary manner.

II. Equipment:

The NCPTA will provide the Executive Director with a laptop and cell phone. Any other equipment or resources will be negotiated with the NCPTA President and the Board of Directors.

Contract Period, Review, Renewal and Termination

The contract period will run from **September 1, 2010** through **August 31, 2011**.

Payment for Executive Director will be on or near the 15th of each month of the contract period unless the contract is terminated by NCPTA or the Executive Director resigns.

The NCPTA will reimburse the Executive Director in an amount not to exceed \$7,000.00 for expenses incurred in the performance of duties during the budget year. Such expenses include but not limited to, mileage at the current IRS rate per mile for NCPTA related trips by automobile, telephone service and calls, internet computer access, parking, meals and accommodations (lodging exceeding \$100 per day must be approved by the NCPTA President), registration fees, postage, pertinent newspapers and publications. The Executive Director shall submit these expenses to the Treasurer who will reimburse the Executive Director within thirty (30) days of receipt of such bills with proper documentation. Where possible, expenses shall be billed directly to the NCPTA. The NCPTA Board and the Executive Director will review the actual expenses as needed to determine if the budgeted amount needs to be adjusted.

Prior to the signing of the contract or contract renewal, the NCPTA President, based on input from the Executive Board, will include the Executive Director's responsibilities in priority order within the contract.

In July of each year, the NCPTA Executive Board will perform and document a semi-annual review of the performance of the Executive Director. In this semi-annual review, the NCPTA Executive Board will report on areas exceeding, meeting, or not meeting expectations. A letter from the NCPTA President to the Executive Director will serve as

Name:	Organization:	Phone #:
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Please respond to this bid proposal with an updated resume with supervisor's/client's names and contact information for at least the three (3) most recent employers.

5. Please submit examples of your successful work experiences working with state transit associations or NCPTA in any capacity (in order of most recent activity first) and explain, in detail, your role in the improving public transportation at the federal, state, or local levels.

6. Work in this position is generally sedentary and light. An employee must be able to hear and talk in order to consult with employees. An employee must also have the visual acuity necessary to see handwritten and typewritten materials and view a computer screen. Work requires the employee to stand for long periods of time while at meetings and conferences. In addition, this position will require extensive travel to all areas of the state and requires a valid North Carolina driver's license. Please provide a copy of your valid driver's license.

7. Provide explicit examples of experience with financial management, whether with the private sector, private, non-profit, or governmental organization.

8. Provide at least two (2) examples of written work, preferably with an organizational newsletter or reports.

9. Describe, in detail, what you think are the most important attributes of leadership and what your approach and style of management will be with the NCPTA.

10. Describe your experience with increasing membership in state transit associations or other associations and what strategies or methods you have implemented in previous positions to expand membership and what methods you suggest implementing to increase membership in NCPTA.

11. Describe your communication skills/style and cite examples of how you have used these skills to ensure that all members or employees of previous organizations that you have been associated with benefited.

12. Describe your experience working with information technology (computer skills). This job will require extensive work with various computer applications such as Word,

Excel, and possibly Microsoft Publisher. List specific examples of work performed utilizing these programs.

13. Please respond to this bid proposal with an updated resume. Include an attached written narrative of specific transit advocacy objectives for serving the NCPTA membership. Include your suggested development efforts and strategies to affect and influence public policy in North Carolina.

14. Please submit examples of your successful transit advocacy activities and explain your role in the legislative initiatives as an advocate. Also include any other transit advocacy activities or accomplishments that have resulted in the enhancement of transit services either locally or statewide.

15. Include samples of summary reports completed on legislative activities that have been distributed to members of any organization that you have worked with in the past.

16. This position requires an extensive amount of verbal and auditory work. Please indicate if you are fully able to communicate and hear without any difficulties.

Compensation Proposal for Executive Director Candidate:
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Twelve (12) Months (September 1, 2010 to August 31, 2011) Contract Cost Proposal: \$ _____

Printed Full Name of Executive Director Candidate:

Signed: _____ **Date:** _____

Candidate Mailing Address:

Candidate E-mail Address: _____