



## British Columbia Rodeo Association

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### Request for Proposals BC Rodeo Association Office

Proposals are being accepted by the BC Rodeo Association Board of Directors for a contract position to fulfill the duties of Office Manager and Entry System Secretary. This will be a single contract submitted by Individual(s) who are able to fulfill the duties and obligations outlined below.

Submit Proposals electronically to: [gduhallo@gmail.com](mailto:gduhallo@gmail.com)

Closing Date: 9:00am July 15, 2019

Proposal Award: September 15, 2019

Term of RFP: 1 Years commencing September 15, 2019 with an Option to Renew

Option to Renew: The Board of Directors will review the quality, performance and costs and offer an option to renew to the successful applicant if all parties are satisfied.

The successful candidate will be required to provide a performance bond in the amount of \$2000.00. The successful candidate may request that the bond be released following the successful completion of the first term of the contract.

The successful applicant will be required to participate in a one-month training period from Aug 6<sup>th</sup> to Sept 5<sup>th</sup> 2019 at the BCRA office in Cache Creek.

Successful applicant will report to: BCRA President and Board of Directors.

Proposal must include provisions for an office dedicated to the business of the BCRA. This can be a designated building or office at the person's residence but must be primary to the business of the BCRA; secure (locked when not occupied by the 'Office Manager').

Moving costs and expenses will be the negotiated by the selected applicant and the BCRA Board of Directors.

**Office Requirements** (current hardware software owned by the BCRA: Computer, telephones, photocopier, Quickbooks Pro):

- A phone line dedicated to the business of the BCRA
- Minimum dedicated (only the business of the BCRA) office hours
  - Summer Hours: March 1 to October 31 (annually)
    - Monday to Thursday 9:00am to 5:00pm
    - Friday 9:00am to 12:00pm
  - Winter Hours: November 1 to April 30 (annually)
    - 20 hours per week – jointly determined with the Board of Directors. (2 week break at Christmas)
    - Winter hours are a reflection of the reduced work load anticipated during the winter months however, the expectation is that the business of the BCRA is to be kept current and therefore additional hours may be required.

**General Office Administration**

- Perform all office administrative tasks pertinent to the day to day operations of the BC Rodeo Association.
- Refer to Section 11.03 of the BCRA by-laws for a general description of the requirements for office administration.
- Board of Directors Meetings:
  - Coordinate conference call logistics
  - Attend (conference or in person) meetings
  - Provide current financial documents
  - Take minutes and provide minutes to the BOD within 2 days of each meeting

**Rodeo Committees:**

- Liaise and coordinate with rodeo committees on an ongoing basis pre and post event
- Facilitate the approvals for all rodeos sanctioned by the BCRA

**Sponsorship:**

- Liaise with all current sponsors to maintain or increase sponsorship for the new season
- Contact previous (1 year preceding) sponsors to promote the BCRA and propose options for sponsorship

**Entry System:**

- Proven entry system, Rodeo Management, to be supplied by the BCRA.
- Successful applicant to received training on how to use the system and keep up with any rule changes.

**Additional Items (add ons)**

- New sponsorship
- Provincial, Community and Federal Grants

**Proposal Evaluation:**

- Proposal Price
- Experience (administration, accounting, communication, marketing, grant applications, rodeo knowledge and experience)
- BCRA Membership
- Proposed Office Location (geography)
- Candidate(s) suitability