

# **REQUEST FOR PROPOSALS FOR the AMERICAN PEANUT RESEARCH and EDUCATION SOCIETY (APRES)**

**June 15, 2026**

- 1. APRES EXECUTIVE OFFICER**
- 2. APRES WEBSITE and MEMBERSHIP MANAGEMENT**
- 3. APRES MEETING PLANNER**

***\*Note, these are separate proposals for each service, you are not required to submit on all three. If submitting on more than one, provide separate costs for each service.***

## **GENERAL INFORMATION**

*Purpose.* To provide potential service providers with sufficient information to prepare and submit proposals for consideration by a special committee of the American Peanut Research and Education Society (<https://apresinc.com/>) and eventual determination by the respective Board of Directors.

*Contact.* Questions regarding these RFPs should be directed to Greg MacDonald, APRES President-Elect, [pineacre@ufl.edu](mailto:pineacre@ufl.edu); 352-262-8393

*Background.* APRES is a non-profit scientific organization whose purpose is to instruct and educate the public on the properties, production, and use of the peanut through the organization and promotion of public discussion groups, forums, lectures, and other programs or presentation to the interested public and to promote scientific research on the properties, production, and use of the peanut by providing forums, treatises, magazines, and other forms of educational material for the publication of scientific information and research papers on the peanut and the dissemination of such information to the interested public.

*Submissions and Response Date.* To be considered for selection, proposals for each of the services (director, membership/website, meeting planning) must be submitted in electronic form as a single pdf file or MS Word document and received by Greg MacDonald ([pineacre@ufl.edu](mailto:pineacre@ufl.edu)) by 5:00 PM, EST on July 20, 2026.

## **PROPOSAL REQUIREMENTS**

***Service Providers must submit their proposal(s) in the format outlined below. If relevant, service providers may include additional information. Potential providers can submit for any or all of the three services, but we ask for separate proposals for each service, with costs. If costs are reduced by combining services, please denote the discount in each service proposal.***

**Statement of Services.** State your understanding of the services required by each RFP.

Service Provider Qualifications. Include experience in providing meeting management services similar to those outlined in the relevant RFP. Also include any information about your organization that makes you uniquely qualified to serve the needs of the APRES as described in each RFP. Please include names of three references for whom similar work has been performed and suitable contact information for each.

Personnel and Facilities. Describe the personnel available to perform the tasks and chain of responsibility for customer service. Describe the physical facilities available to provide the necessary services.

Management Summary and Work Plan. Describe, in bullet or outline form, the services to be provided. Describe in detail your technical plan for accomplishing the work tasks and a time frame for those tasks. Use the task descriptions as your reference point.

Cost Submittal. Provide annual total costs and itemized costs for the major services.

## **CRITERIA FOR SELECTION**

Evaluation. The APRES selection committee and board of directors will review and evaluate eligible proposals.

Criteria for Selection. Each proposal will be evaluated in each of the following categories:

- Understanding Needs of APRES. Does the proposal demonstrate a clear understanding of the services to be provided and how those services will serve the mission(s) of the APRES?
- Service Provider Qualifications. Does the service provider have sufficient experience in the areas of responsibility described herein? Comments from references will be used to substantiate qualifications and service quality.
- Personnel Qualifications and Available Facilities. Does the proposal show the depth of qualified personnel to provide the service? Does the service provider have sufficient employee retention and stability to ensure uninterrupted services? Will top-level management continue a high level of interest in, and assume responsibility for, successful fulfillment of the contract? Is there sufficient diversity of skills within the service provider's organization to fulfill all aspects of the RFP? Are the service provider's physical facilities adequate for the tasks?
- Soundness of Approach. Is the proposal clear, complete, concise and well written? How well does the service provider explain how the job is to be done? Are the more difficult tasks delineated with details showing how difficulties are to be overcome? If needed, are the details of the transition phase from the current service provider to the new service provider included? Does the approach to the transition include the data that must be provided, sources of the data, and proposed timeframe for the transition?
- Cost. Is the cost competitive and commensurate with the services to be provided?

Evaluation and Performance Review. All service providers will be reviewed by the board of directors or appointed committee on annual basis. Performance will be assessed on timeliness,

organization and ability to effectively complete tasks as outlined in the description of services and other duties assigned by the BOD.

## **DESCRIPTION OF SERVICES – EXECUTIVE DIRECTOR**

### Secretarial Duties:

1. Prepare and keep full and correct minutes of all meetings of the Society and Board of Directors. This includes being present at all BOD meetings and other official functions.
2. Maintain complete Society membership records, including dues, annual meeting registration and sponsorships.
3. Prepare and distribute meeting notifications. Ensure that the Society newsletter is assembled, published, and distributed at least two (2) times a year at times for effective promotion of Society activities and objectives.
4. Maintain a calendar of events for the Society and provide timely mailings to promote membership participation in all events promoted by the Society.
5. Work with technical chair and program chair to finalize Annual Meeting Program and Abstracts.
6. Provide registration, name badges, materials and other items associated with annual meeting attendance and meeting program.
7. Coordinate with committee chairs, editor, and BOD to ensure appropriate, current and relevant content on the APRES website.
8. Serve as Archivist of the Society.

### Treasurer Duties:

1. Collect and receipt all dues, assessments, and other income. Maintain complete, accurate financial records at all times.
2. Deposit promptly all funds of the Society in such depository shall be approved and designated by the Board of Directors.
3. Issue checks for payment of Society obligations as are necessary and approved incidental to the operation of the Society.
4. Prepare financial statements which accurately and clearly reflect the financial status of the Society for study by the Finance Committee prior to Board meetings, and for reporting to the membership at the Annual Meeting.
5. Provide for an annual audit of Society financial records by a Certified Public Accountant
6. File annual income tax returns with assistance by a Certified Public Accountant.
7. Provide documents to the Finance Committee Chair for annual internal audit.
8. Maintain Society “incorporation” status.
9. In conjunction with duties and participation on the Finance Committee, prepare an annual budget for approval by the Board of Directors at the mid-year Board meeting.
10. Manage savings certificates and other financial resources of the Society to the best advantage of the Society with advisement from the Finance Committee.
11. In conjunction with archival functions, maintain records of property owned by the Society; e.g., back issues of publications, equipment, etc.
12. Maintain Officer, Director, and general liability insurance.

## **DESCRIPTION OF SERVICES – WEBMASTER**

1. Provide website hosting and associated fees
2. Website management, working with content providers within the organization to maintain information for the public and members-only
3. Provide updates, compliance, backups, monitoring and other securities and protections to maintain database and content
4. Provide a database platform for membership dues, sponsorship, registration, journal (Peanut Science) activities, and other online functions pertaining to APRES business
5. Other web-based support as needed by APRES

## **DESCRIPTION OF SERVICES – MEETING PLANNER**

Meeting Manager provides the following services for the annual meeting (usually held in mid-July) of the American Peanut Research and Education Society:

1. Oversee meeting site bid procurement, including communications with prospective meeting venues, and provide this to the BOD for site selection decisions.
2. Negotiate hotel, meeting site, catering, and audio-visual contracts. Assist with the development of meeting budgets.
3. Provide information on the hotel, room reservation instructions, and other annual meeting information to the Executive Officer and Program Chair for inclusion in the meeting program.
4. Ensure all supplies, poster easels, poster boards, signs, including preparation of all meeting-related printing, including advertising brochures, door (session) signs, donor credit signs, and other items as required and deemed necessary for the annual conference are at the meeting site prior to the beginning of the conference. Ensure that these items are returned to the appropriate location after the meeting is over.
5. Arrange security for equipment, exhibit area (if present) and registration revenues, and procure insurance coverage for the annual meeting and board meetings.
6. Coordinate all aspects of the meeting with the local arrangements committee, meeting planning committee, hotel staff and contractors, program committee and BOD.
7. Assign rooms within the hotel for all committee meetings, breakout and general sessions, and all other room needs for the annual conference and board meetings as determined by the President and BOD.
8. Provide a comprehensive meeting report within 30 days after the annual meeting, including a breakdown of costs for meals, rooms, etc.
9. In the event of joint meetings with other scientific societies – the meeting manager will coordinate services with the appropriate staff of the other organization.