Michigan Municipal Executives
Request for Proposals – Operational & Strategic Support Services

Organization: Michigan Municipal Executives
Location: Michigan
Issued: July 25, 2022
Responses Due: August 29, 2022 at 5:00 p.m. Eastern

Summary:
The Board of Directors for Michigan Municipal Executives (“MME”) is seeking proposals from individuals and firms for the purpose of assisting the MME in successfully executing its mission:

MME works to provide members' professional development, support their personal growth, and promote the municipal executive profession in Michigan. In service to its members and their communities, MME seeks to enhance management excellence, continuous improvement, and high ethical standards.

The MME is a Michigan domestic non-profit 501(c)6 corporation organized under a Constitution which is amended from time to time by vote of the approximately 374 members of this highly regarded institution. MME is an affiliate of ICMA.

MME is also an affiliate of the Michigan Municipal League and enjoys a supportive relationship under an administrative services agreement with this Ann Arbor-based association of Michigan municipalities. The Contractor will work in partnership with League staff in executing their duties under an agreement to be entered into between the successful bidder and the MME.

It is intended that the Contractor will be selected in the second half of 2022 and begin work on January 1, 2023. The MME Board reserves the right to reject all proposals or to negotiate all or part of the final scope of work with the selected Contractor.

Background:
To ensure progress on association goals and a need for additional coordination of activities, the MME Board created a task force in 2021 to research successful structures in other state associations and similar professional associations in Michigan.

That task force presented a recommendation to the MME Board in January of 2022 to:

1. Maintain the current beneficial relationship with the Michigan Municipal League, and
2. Supplement the service level by hiring a Coordinator who would spend an average of 10-20 hours per week advancing MME interests. The schedule may be adjusted based upon the needs of MME and direction from the MME Board of Directors.

In discussing the recommendations, the MME Board has determined that a contracted arrangement for specific operational and strategic support services is the preferred avenue for meeting the needs of the organization.
Scope of Work:
The Task Force worked to create an exhaustive list of possible duties for the position, and following a prioritization exercise, settled on the following five primary responsibilities for the Contractor:

- **Coordinate Long Term Strategies**: Active, inspired and committed professionals populate the MME Board, and all have full time jobs managing Michigan’s Cities, Villages, Townships and Counties. “Mission Continuity” is identified as a weakness in the organization, and the Contractor will be expected to assist in creating effective linkages between committees over the coming years to accomplish those goals that take more than a few years to complete.

- **Support the Board and Committees**: A 2020 Strategic Plan created a committee structure to better pursue organizational objectives. They are the Advocacy, DEI, Early Career Outreach, Ethics, Experience, Executive, Member Success, Past Presidents and Professional Development Committees. In addition to the primary duty of supporting the MME Board, the Contractor will provide administrative and executive level support for these committees.

- **Membership Support**: Members are the core of this organization, and our members have various needs depending on the size of community, form of government, stage in career, special needs and many other variables. The Contractor will offer support to managers from entry through eventual retirement.

- **Seek Funding Opportunities**: The Contractor will seek sponsorships from various support organizations for the purpose of funding MME operations.

- **Liaison with MML and ICMA**: Our relationships with our affiliates is critical to our success and must be intentionally nurtured and maintained.

Time permitting, the scope of work may be expanded by the MME Board to include attention to the following activities that did not make the cut for the top five position priorities:

- Oversee MME Budget
- Act as Spokesperson for MME
- Coordinate with Partner Organizations (Associations for Mayors, Attorneys, Clerks, Police Chiefs, DPW Professionals, etc.)
- Assist Managers in Transition
- Coordinate Regional Meetings

**Contractor Qualifications:**
The ideal Contractor will have a strong knowledge of local government operations in Michigan, including the Council-Manager form of government, and experience working with membership-based organizations.

Prior experience with implementation of strategic goals, supporting board/committee operations, and developing & maintaining sponsor/partner relationships are also highly desired by the MME Board.
Process:
Interested individuals and firms are encouraged to submit a letter of interest, including a summary of credentials and past similar projects, and a proposed fee structure to:

Michael Cain, President
Michigan Municipal Executives
319 North Lake Street
Boyne City, MI 49712
mcain@boynecity.com

*Materials must be received no later than 5:00 p.m. Eastern on Monday, August 29, 2022 for consideration.*

The MME Board of Directors reserves the right to negotiate further details regarding the scope of services and final fee structure.

Questions regarding this Request for Proposals may be directed to:

Christian Wuerth, Vice-President
Michigan Municipal Executives
cwuerth@villageofmilford.org

The MME Board anticipates consideration of submissions a decision regarding this matter to be complete prior to November 2022.