

1. In looking at the RFP there is conflicting verbiage about travel expenses. Are all NAFTD related travel expenses, including the four trips required by the RFP, reimbursable by NAFTD or are travel related costs the responsibility of the proposer?
This would be identified in the proposal under "Contract Management."
2. As it relates to the annual conference duties, does the full conference support include things like AV, registration desk, nametags, etc. or is it more of a central Point of contact, and liaison with the host organization, vendors and presenters as well as on site general management and coordination with the host organization? Also, how many conference and events would NAFTD anticipate the selected proposer to attend and/or support?
Currently one of our entities host our annual conference and take care of the logistics. Our goal is for the Executive Director to organize the conference with local support from the host entity. The Executive Director would be solely responsible to organize the Board or special meetings under the direction of the President.
3. Will the fiduciary level required be at the bookkeeping level or the accounting level? Does NAFTD currently have a bookkeeping system or accountant in place (like quick books or a CPA) or would one need to be acquired?
The fiduciary responsibility would be at the bookkeeper/administrative level. We do not currently have an accountant. The records are maintained in a spreadsheet.
4. Would the selected contractor or organization be doing the work to reconstruct the website or simply oversee its development? If the contractor or organization is expected to be doing the work is the cost of the software, hosting and maintenance to be borne by the contractor as part of the salary or NAFTD as a reimbursement?
The contractor would oversee the development of the updated website. This would be done in collaboration with our current web host. If it was determined that the host needed to be changed the costs would be borne by NAFTD through regular approval process.
5. Does NAFTD have any current written policies or procedures now, or just the by-laws as presented on the NAFTD web site? If there are policies currently can they be shared?
NAFTD does not currently have any policies or procedures.
6. Is there a policy in place that dictates the level of bonding and insurance coverage NAFTD is requiring? If so, could you please provide that information? When is the insurance and bonding proof required to be provided? Is it upon submitting a proposal or is it required to be in place after the selection process is completed and a contract signed?
We do not have a policy for bonding and insurance coverage. The proposal should include sufficient coverage to protect the contractor and NAFTD and would need to be in place by the effective date of the contract.
7. We are asked to identify what we expect might be reimbursable. Before we can provide an accurate response, we need to know what NAFTD is providing. Do you provide the accounting system, PO Box, phone line, CPA, legal counsel, marketing materials, outside printing, web hosting, domain name, etc.?
Please refer to the "Compensation" section in the draft contract.

8. Is this RFP solely for the position of Executive Director and all expenses related to carrying out the duties outlined, or does it include organizational expenses, such as those mentioned in #7 above, being covered external to the contract for Executive Director?

The RFP is seeking an individual or organization to fulfill the roles and duties of the Executive Director. The bidder may list items which would not be included in the proposal as part of the section "Contract Management."

9. As part of the section on our "References" you request the contract award amount. This information is proprietary contractual information between two private parties we are not authorized to release. Will we be deemed non-responsive if we cannot provide this information? If so, can we provide this information in a sealed document which will remain strictly with the selection committee only.

Yes. Proprietary and/or confidential information may be provided in a sealed envelope which would only be reviewed by the selection committee.

10. Are you requesting that attachment B be signed and provided as part of the proposal or once an individual or organization has been selected and hired?

Attachment B is part of the proposal to identify any real or perceived conflict of interest.

11. Will you share with us all other questions submitted in response the NAFTD Executive Director RFP?

Yes. Any questions and answers will be posted as an addendum to the RFP and posted to NAFTD.org