

CALL OF PROPOSALS TO ESTABLISH A SECRETARIAT FOR THE INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE (ISIAQ)

ISSUED BY THE ISIAQ BOARD OF DIRECTORS (BOD) on 8th August 2007

The intention of this letter is to invite your Organization to consider undertaking the management and operation of the ISIAQ Secretariat and to provide cost estimates based on the following performance specifications. The expected start date of the Secretariat services would be 1st January 2008 and the term of contract would be three (3) years initially, and renewable every 3 years through mutual agreement.

BID PERIOD

Your proposal and quote should be submitted in softcopy to either of the following 2 persons by 21th December 2007.

1. Jenny Su (Secretary of ISIAQ BOD) - email: hjsu@mail.ncku.edu.tw
2. Kwok Wai THAM (President of ISIAQ BOD) - e-mail: bdghead@nus.edu.sg.

Any inquires related to bid package may be directed to:

Secretary of ISIAQ BOD

Jenny Su, ScD

Email: hjsu@mail.ncku.edu.tw

Your bid package(s) must be submitted through email to the Secretary of ISIAQ BOD.

The following information and documents must be submitted in non-editable PDF format:

1. Name, address, contact information and description of organization including relevant experiences and facilities assigned to the Secretariat.
2. Staffing proposed with a description of administrative person(s) and supervisor(s) assigned to the Secretariat, including their resumes.
3. Description of services to be provided along with the proposed cost structure. ISIAQ is interested in understanding the pricing structure of bidders for comparison based on current size of the Society and its future projections. Therefore, bidders should explain their cost structures according to the following categories:
 - a. Overall and projected cost for each of the next five (5) years based on current membership levels. Details in spreadsheets should separately display personnel, fringe benefits rates and cost, supplies, equipment, expendables, communication cost, travel, rental fees, administration fees, over head rates and cost,
 - b. Separation of overall fixed cost from variable cost (expressed as cost per member)
4. References supporting the organization performance and integrity of personnels
5. Examples of relevant services (web links would be preferred)

BACKGROUND AND SCOPE OF WORK

PERFORMANCE SPECIFICATIONS FOR THE SECRETARIAT OF THE INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE

The International Society for Indoor Air Quality and Climate (ISIAQ) is an international, independent, multidisciplinary, scientific, non-profit organization whose purpose is to support the creation of healthy, comfortable and productivity-encouraging indoor environments ([www. ISIAQ.org](http://www.ISIAQ.org)). Over the last few years, ISIAQ membership has fluctuated around 400 +/-50 members. An active program for attracting members is anticipated for 2008/09 with the intention of increasing membership to 500. The ISIAQ Board of Directors (BOD) expects the Secretariat to play a prominent role in the active and continuous promotion of membership.

For the last 6 years, the Secretariat of ISIAQ has been located in Espoo, Finland and has been under the direct supervision of, and is associated with, the Finnish Society for Indoor Air Quality (FISIAQ), in conjunction with Blackwell Publishing. Our Journal, Indoor Air, overseen by Blackwell Publishing is offered as part of the membership fee, which also includes online access.

It is now the intention of the ISIAQ BOD to request for new bidders to manage and operate the ISIAQ Secretariat with an expanded scope of work. It is expected that the bidders are professional managing organizations or companies. The Secretariat may potentially be relocated from its current location in Espoo, Finland. The cost for relocating files, records and bank accounts will not be included in the bids.

The activities that the Secretariat will be required to conduct and be responsible for as part of the contract services are as follows:

(A) MANDATORY SCOPE OF WORKS

(1) MEMBERSHIP

- Promoting membership and management of the associated financial transactions.
- Maintaining an electronic membership database (the membership database is currently kept in EXCEL 1997 spreadsheet format).
- Sending notices for membership renewal and reminders (if necessary, up to four notices), commencing one month prior to the expiration of the membership and each four weeks after the date until the membership is renewed, dropped, or the full number of four notices has been sent.
- Reporting to the ISIAQ BOD on the membership statistics for at least once a year to the entire ISIAQ BOD or as requested by the President of ISIAQ and the Treasurer up to a maximum of four times per year.
- Sending updates of membership list to the Journal as needed or minimum once every four (4) months.

(2) FINANCIAL OPERATIONS AND RECORDS

- Opening and managing a dedicated ISIAQ bank account to perform ISIAQ financial transactions. The manner of conducting the transactions (using direct bank transfers, credit cards or cheques, or a choice of currency) would have to be flexible given the internationally-oriented memberships.
- Conducting financial operations including: collecting membership fees, collecting fees from publication sales, checking incoming invoices, and other transactions relating to the functioning of the Secretariat.
- Keeping the financial books or statements according to professional accounting standards related to the above financial operations.
- Preparing the necessary documentations to assist in the budget reports and the annual audit of the Society.
- Promoting, selling and delivering ISIAQ publications deposited in several locations in the world (this involves collecting payments, sending a publication either directly or through local couriers, and ensuring the receipt of the publication).
- Promoting and selling advertisement slots available through the ISIAQ Newsletter and the Indoor Air Journal and managing all the financial transactions involved.

(3) COMMUNICATIONS

- Communicating with the President of ISIAQ and members of the ISIAQ BOD or their designees on a regular basis. This includes participating in and taking minutes of the monthly conference calls, preparing quarterly and annual reports, participating (possibly in person) in the annual general assembly of ISIAQ. The travel cost associated with participation in the annual general assembly must be proposed in accordance to the ISIAQ Conferences to be convened in Baltimore in October 2007 (if applicable, pending appointment), Copenhagen, Denmark in 2008 and Syracuse, NY, USA in 2009.
- Assembling, editing and electronically distributing the ISIAQ Newsletters for four (4) times a year at a regular intervals following the instructions and approvals of the ISIAQ BOD members or the appointees. The mode of dissemination is electronic, with links and archivals in the ISIAQ website. The service includes journalistic responsibilities in obtaining articles, preparing final layout of the Newsletter that must also consist of information related to ISIAQ conferences, events, and latest news. Other information that could be included, but not limited to, are the following: employment opportunities, titles and abstracts of recent PhD theses, books reviews, advertisements for equipment, services, etc, which are relevant to the indoor environment.
- Receiving all ISIAQ correspondence, managing the distribution of correspondence materials to the respective ISIAQ BOD members and personnel, and handling all issues related to membership inquiries, such as status, payments, renewals, cancellations, change of address, etc.
- Maintaining and periodically upgrading the ISIAQ website contents and features in conjunction with the ISIAQ BOD instructions.

(B) OPTIONAL ITEMS

(1) MARKETING

- Development of marketing strategy and marketing materials to advance the mission of the Society. This includes marketing plans, marketing packages, web content and active response to website enquiries.

(2) CONFERENCE AND CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMS SUPPORT

- provide support to conference organisers (of Healthy Buildings and Indoor Air series,) via maintenance of participant database, web-based paper management system, programming (eg liaison with ISIAQ Taskforces, seminars, etc which are to be convened in / or back-to-back with the conferences) and marketing and coordination of CPD-type activities.

(C) ADDITIONAL CONSIDERATIONS (not requiring cost estimates)

It is envisaged that in the future the range of activities may be extended to include other aspects of activities and administration of the Society. If additional duties are required, a reasonable fee shall be negotiated between the parties based on the actual cost of the services plus a reasonable management fee reflecting the contractor's actual costs.

It would be expected that an organisation undertaking the function of the ISIAQ Secretariat will appoint one person that will be responsible for the overall task and who will be the direct contact person for the ISIAQ BOD. The President of ISIAQ shall be the official contact point for the BOD.