



National Committee on Uniform Traffic Control Devices

12615 West Keystone Drive * Sun City West, AZ, 85375
Telephone (623)680-9592 * e-mail: ncutcd@aol.com

Position Announcement and Request for Proposals to Provide Executive Secretary Services to the NCUTCD

Title: Executive Secretary National Committee on Uniform Traffic Control Devices (NCUTCD).

Organization: The NCUTCD is an organization whose purpose is to assist in the development of standards, guides and warrants for traffic control devices and practices used to regulate, warn and guide traffic on streets and highways. The NCUTCD recommends to the Federal Highway Administration (FHWA) and to other appropriate agencies proposed revisions and interpretations to the *Manual on Uniform Traffic Control Devices* (MUTCD) and other accepted national standards. NCUTCD develops public and professional awareness of the principles of safe traffic control devices and practices and provides a forum for qualified individuals with diverse backgrounds and viewpoints to exchange professional information. More information about the NCUTCD is available at the website (ncutcd.org).

Term of Contract: Annual contract (October 1 – September 30) renewable by the Executive Board at the Midyear Meeting.

Start Date: The selected individual or organization will begin serving as the Executive Secretary on April 1, 2020. The successful proposer will also be contracted to start partial services in Fall 2019, working with the current Executive Secretary during a transition period ending March 31, 2020.

Salary: Negotiable, expected to start at \$3,500/month (plus expenses) with no overtime and no benefits.

Hours: Variable during the year, average of 25 hours/week.

Location: Anywhere in the United States.

Duties: The Executive Secretary is a contractor who is responsible for meeting planning and logistics, organization communications, and activity coordination. The Executive Secretary answers to the NCUTCD Chair and the Executive Board. Appendix A provides a detailed description of the Executive Secretary scope of work.

Qualifications: The Executive Secretary is expected to have proficient and/or exceptional skills in email, word processing, database management, file conversions, website management, and meeting planning. The Executive Secretary is expected to attend the Annual (typically January) and Midyear (typically June) NCUTCD meetings with potential travel for selection of summer meeting locations. Knowledge of the MUTCD is desirable but not required. Appendix B provides additional information about the expectations and qualifications for the Executive Secretary position.

Proposal Submission: Individuals or organizations interested in submitting a proposal for services should submit a single PDF file containing the expected materials to chair@ncutcd.org no later than 11:59 pm Pacific time on September 1, 2019. Instructions for the proposal are provided in Appendix C.

Organization: The NCUTCD is an Equal Opportunity/Affirmative Action/Veterans/Disability organization committed to diversity.

Questions regarding the position and/or RFP can be directed to Gene Hawkins, NCUTCD Chair (chair@ncutcd.org).

**ATTACHMENT A:
EXECUTIVE SECRETARY – DETAILED SCOPE OF WORK**

The following is a list of duties the Executive Secretary is expected to fulfill.

- I. Proposals, recommendations, and Council votes
 - A. Working with the NCUTCD chair and others, receive recommendations of the technical committees and review for format and completeness. Consult with technical committee chairs on any questions.
 - B. Prepare and distribute technical committee proposed recommendations to sponsoring organizations for their review and comment.
 - C. Receive comments from sponsoring organizations, compile and sort those comments, and distribute to technical committees and NCUTCD voting membership.
 - D. Record voting actions of the Council.
 - E. Following approval by the Council, work with the NCUTCD chair and technical committee chairs to finalize NCUTCD recommendations and submit to the Federal Register Docket or to FHWA staff.
 - F. Monitor FHWA action on NCUTCD recommendations.
 - G. Monitor FHWA Federal Register rulemaking to ensure that the NCUTCD submits a recommendation on every issue of interest.
- II. Preparation and distribution of minutes and records
 - A. Prepare minutes of the Council's General Sessions. Post General Session minutes to the NCUTCD website and announce availability via e-mail to:
 - 1. Members and Associate Members
 - 2. Technical Committee Members
 - 3. Sponsors
 - 4. Other meeting attendees
 - 5. Others as required
 - B. Prepare and distribute Executive Board meeting minutes to the Executive Board.
 - C. Monitor technical committee communications to ensure timely distribution of technical committee meeting minutes to technical committee members.
 - D. Maintain other records, as required.
- III. Financial
 - A. Prepare, in consultation with the NCUTCD chair and treasurer, an annual budget for approval by the Executive Board.
 - B. Prepare budgets for Annual and Midyear meetings for approval by the Executive Board.
 - C. Keep a record of the NCUTCD's income and expenses. Provide the information to the Treasurer using a system approved by the Treasurer.
 - D. Establish and maintain, with the Treasurer, the NCUTCD checking account and other investment accounts.
 - E. Contact sponsoring organizations to seek voluntary annual contributions.
 - F. Assist the Financial Audit Committee in annual informal audit.
 - G. Prepare and submit annually, in conjunction with the Treasurer, IRS Form 990.
 - H. Prepare and submit any reports required of the NCUTCD as an incorporated organization.

- IV. Meeting planning and management
 - A. Solicit bids from hotels to serve as host for the Annual (January) meetings.
 - B. Recommend to the Executive Board the hotel to serve as host for the Annual (January) meetings.
 - C. Negotiate agreements with the hotel hosting Annual (January) meetings for approval by the Executive Board.
 - D. Coordinate pre-meeting arrangements with the local state host for the summer (Midyear) meetings. Provide information on past summer meetings including: meeting room requirements, number of registered attendees, and nightly sleeping room pickup by NCUTCD and AASHTO registrants.
 - E. For Annual and Midyear meetings:
 - 1. Schedule function rooms and coordinate all other hotel arrangements.
 - 2. Arrange food functions.
 - 3. Determine luncheon fees based on food function costs.
 - 4. Manage on-site activities and work with hotel staff at meetings.
 - 5. Review NCUTCD's hotel charges and initiate payment.
 - 6. Prepare and distribute meeting announcement.
- V. Meeting registration
 - A. Announce meetings and opportunity to register.
 - B. Receive and process pre-meeting registrations.
 - C. Prepare meeting materials for registrants.
 - D. Organize and operate at-meeting registration desk.
 - E. Deposit registration fee income into NCUTCD bank account.
- VI. Preparation of agendas
 - A. Prepare, in consultation with the NCUTCD chair, the agendas for General Sessions of the Council.
 - B. Coordinate with the NCUTCD chair the invitations to FHWA representatives and others to be on General Session program.
 - C. Prepare, in consultation with the NCUTCD chair, the Executive Board agendas.
 - D. Monitor technical committee and FHWA information to promote adherence to NCUTCD deadlines.
- VII. Membership
 - A. Solicit interest of individuals in serving on the NCUTCD.
 - B. Respond to inquiries about serving on the NCUTCD.
 - C. Distribute technical committee applications to new Members and Associate Members and others interested in serving on technical committees.
 - D. Distribute completed applications to technical committee chairs and seek their recommendations for appointments.
 - E. Present recommendations of the technical committee chairs to the Executive Board for approval of appointments.
 - F. Advise technical committee applicants of the Executive Board's action on their request for appointment.

- VIII. Membership records
 - A. Prepare and maintain membership/distribution lists for:
 - 1. Council Members
 - 2. Council Associate Members
 - 3. Technical committee members
 - 4. Affiliate Members
 - 5. Executive Board
 - 6. Sponsoring Organizations
 - 7. Technical committee leadership
 - 8. Interested Parties
 - 9. Attendees at previous NCUTCD meetings
 - 10. FHWA contacts
 - B. Maintain record of members' participation in NCUTCD meetings.
- IX. Maintain NCUTCD records
 - A. Keep documentation of all actions of the Council and the technical committees for retrievability.
 - B. Keep organizational records including by-laws, operating procedures, articles of incorporation, and membership
 - C. Keep records of Annual and Midyear meetings, including: hotel costs, attendance, sleeping room pick-up, and number of luncheons served.
- X. Website, social media, and information technology
 - A. Assist NCUTCD webmaster in maintain and updating the NCUTCD website.
 - B. Post announcements and other messages to NCUTCD social media accounts.
 - C. Coordinate information technology needs of members and meeting attendees, including:
 - 1. Hardware and software for presentations in general sessions and technical committee meetings.
 - 2. Assist with wireless or other internet connections at meetings as directed by the Executive Board.
 - 3. Provide access to hardware such as power strips, projectors, and other technology-related needs at meetings.
 - D. Troubleshoot and resolve information technology problems as needed.
- XI. Correspondence and other
 - A. Correspond to implement actions of:
 - 1. The Council
 - 2. The Executive Board
 - 3. Technical committees.
 - B. Respond to Federal Register Notices as directed by NCUTCD chair;
 - C. Respond to general inquiries in coordination with the NCUTCD chair.
 - D. Assist and support task forces and special committees formed by the Executive Board.
 - E. Prepare Annual Report of the NCUTCD's activities.
 - F. Carry out other directives of the Executive Board and NCUTCD chair.
 - G. Give notice, as required, for any NCUTCD business.

**APPENDIX B:
BACKGROUND INFORMATION ABOUT THE EXECUTIVE SECRETARY**

The Executive Secretary is the only paid position in the NCUTCD. As such, the Executive Secretary has the responsibility for helping organize and coordinate the many activities of the NCUTCD volunteer members and the involvement of the NCUTCD sponsoring organizations. The Executive Secretary's primary role is to maintain the operational efficiency of the NCUTCD.

The NCUTCD was established in 1980, although it traces its lineage back to 1932 and the establishment of the Joint Committee on Uniform Traffic Control Devices. During the almost 40-year history of the NCUTCD, there have been four Executive Secretaries as indicated below:

- Jonathan Upchurch, 1979-1988
- Woody Rankin, 1989-1995
- Harry Skinner, 1995-1998
- Bob Garrett, 1998-present

The NCUTCD desires an Executive Secretary that will fill the position for several years to provide the level of continuity needed in a volunteer organization.

Over its history, the position has shifted from one that was primary responsible for handling and coordinating the distribution of many paper documents. With advances in information technology, the next Executive Secretary is expected to demonstrate adequate skills and abilities in information technology, modern communication capabilities, and website maintenance.

Information about the NCUTCD is available on the website (ncutcd.org). The proposer is expected to be familiar with the NCUTCD Bylaws and Operating Procedures.

Recent past experience is that the Executive Secretary spends approximately 1,300 (25×52) hours per year providing Executive Secretary services. The budget for all non-labor costs in the FY 2019 contract are shown below.

Secretariat budget for Operating Costs: October 1, 2018 through September 30, 2019

Rent	\$0.00
Supplies	\$300.00
Postage	\$200.00
Telephone, Fax, Internet access	\$1,800.00
Photocopying	\$50.00
Printing (letterhead, envelopes, etc.)	\$50.00
Local Travel Costs (Use of Auto)	\$600.00
Total Operating Cost	\$3,000.00

Executive Secretary airfare, lodging, shipping and other travel costs to the Annual and Midyear meetings are covered through separate budgets for those meetings. Those costs are not to be included in an Executive Secretary services budget.

The current Executive Secretary has prepared an extensive operations notebook, which will be made available to selected proposers after the evaluation of the initial proposals.

The NCUTCD will provide the successful proposer with the following upon execution of the contract:

- Access to the on-line membership database.
- Budgets for the NCUTCD and its meetings for the past five years.
- Minutes of Executive Board meetings for the past five years.
- Additional information is currently available on the NCUTCD website (www.ncutcd.org).

ATTACHMENT C: PROPOSAL INSTRUCTIONS

Individuals or organizations interested in submitting a proposal for services should submit a single PDF file containing the expected materials to chair@ncutcd.org no later than 11:59 pm Pacific time on September 1, 2019. While not required, individuals or organizations are strongly encouraged to register their interest in the position by emailing the NCUTCD chair so that they can be informed of RFP revisions and/or answers to questions.

Type of Contract:

The NCUTCD will negotiate terms and conditions of a contract with the successful proposer. The NCUTCD seeks to negotiate a salary plus expense reimbursement contract with an upper limit on expenses. For expense reimbursement, the proposer must utilize an accounting system which directly tracks all costs (identified in the proposal) to this activity. Estimates of cost items are not acceptable. The proposer must certify, in their proposal, that their accounting system will allow all charges to be tracked and accounted directly.

Position Restrictions:

The following restrictions are placed on the person who will assume the position of NCUTCD Executive Secretary:

- The individual cannot serve as a Member, Associate Member, or technical committee member of the NCUTCD while serving as the Executive Secretary.
- The individual cannot provide expert witness services in lawsuits related to traffic engineering or traffic control devices.
- Approval of the Executive Board is required for any outside employment by the Executive Secretary.
- A requirement that the contractor shall agree to obtain NCUTCD approval of any change in the individual serving as Executive Secretary.

Proposal Content:

A responsive proposal is expected to include:

- The proposer's name and contact information.
- Two references. References should be able to address the proposer's abilities in fulfilling the Executive Secretary position.
- A statement indicating the address from which the proposer would fulfill the Executive Secretary's responsibilities.
- A CV or resume describing the proposer's professional career.
- If appropriate, a description of the proposer's prior experience with the NCUTCD and specific expertise in the traffic control device field.
- A proposed budget indicating expected expenses.
- Conflicts of interest, including any other sources of employment in which the proposer may be engaged while serving as Executive Secretary.
- A statement indicating the uncommitted time that the Executive Secretary can make available for the Scope of Work.

- Descriptions addressing the proposer’s qualifications and experience, location for conducting NCUTCD business, resources the proposer has available for performing the work, succession planning, and a budget.

Qualifications and Experience

The proposer shall describe their qualifications and experience in each of the following areas.

- Association management.
- Planning, organizing and managing meetings and conferences, including seeking proposals from hotel facilities, negotiating contracts, and meeting budgeting.
- Service on and/or knowledge of the NCUTCD and its management and operations.
- Database software.
- Word processing and PDF software.
- Spreadsheet software, including customized sorting.
- Website development and management.
- Other duties as described in Appendix A.

Location:

The physical location of the contractor can be anywhere in the United States. The proposer shall identify where the NCUTCD’s office will be established.

Available Resources:

The contractor shall provide the necessary personnel, facilities, equipment, and supplies to perform the Scope of Work specified in this proposal. Indicate the available resources the proposer has available to perform the scope of work, including office space, computer, telephone, photocopying, support personnel, etc.

Succession Planning:

The proposer shall describe how the Executive Secretary would be fulfilled for the remainder of the contract if the Executive Secretary became incapacitated or otherwise unable to serve.

Budget and Certification:

The proposer shall prepare a proposed budget to carry out the Scope of Work in the form similar to that shown in Table 1. The proposer must budget if there will be a charge for rental of space. The proposer shall include the amount of any fee, in addition to actual costs, in the budget. A proposal will be considered incomplete unless a budget is included. The proposer may add and/or delete budget categories as appropriate to reflect individual/organization practices.

RFP Questions and/or Modifications:

Interested individuals or organizations can submit questions regarding the RFP or Executive Secretary position to chair@NCUTCD.org. All answers to submitted questions will be distributed to all individuals or organizations who have registered their interest with the NCUTCD chair by email. Any revisions to the RFP will be distributed to the list of registered individuals.

Table 1. Proposed Budget

Category	Item	Subtotal	Total
Salary/Wages			
	Executive Secretary		
	Support Staff		
Operating Costs			
	Rent		
	Supplies		
	Postage		
	Communications		
	Photocopies		
	Printing		
	Local travel		
	Other		
	Total		
Overhead	(overhead rate and base)		
Total			

Proposal Submission:

The proposal shall be submitted by email as a single PDF document. Only one file will be reviewed from each proposer. The file shall be emailed to chair@ncutcd.org no later than 11:59 pm Pacific time on September 1, 2019.

The NCUTCD reserves the right to reject any and all proposals, and to select a provider based upon a combination of qualifications and cost.