

# Chamber of Commerce Executives of Kansas

## REQUEST FOR PROPOSALS

### Association Management & Administrative Services

### Chamber of Commerce Executives of Kansas (CCEKS)

#### Organizational Overview

The Chamber of Commerce Executives of Kansas (CCEKS) is a statewide professional association serving chamber of commerce leaders across Kansas, currently supporting 79 Chamber members. CCEKS exists to strengthen, educate, and connect chamber professionals through leadership development, professional education, networking, advocacy support, and collaborative programming. For additional information on CCEKS, visit [www.cceks.org](http://www.cceks.org).

CCEKS is governed by a volunteer Board of Directors and operates with the support of contracted management services. Following the announced departure of its current association manager, CCEKS is issuing this Request for Proposals (RFP) to identify qualified entities or individuals to assume responsibility for the day-to-day management and operational support of the organization.

#### Purpose of the RFP

The purpose of this RFP is to solicit proposals from **qualified association management firms, independent contractors, or organizations** capable of providing comprehensive management and administrative services for CCEKS.

CCEKS has historically operated under a **single management structure**, but the Board is open to **creative and efficient service models**, including:

- One full-service association management provider
- An individual contractor
- A shared or hybrid model where certain services are divided among multiple providers

Respondents are encouraged to propose the structure they believe will best support the organization's mission, sustainability, and growth.

## **Scope of Services**

Proposals should clearly address experience, capacity, and approach in each of the following service areas. Respondents should specify which services would be provided directly and which, if any, would be subcontracted or outsourced.

### **A. Board Management & Governance Support**

- Attend all scheduled Board of Directors meetings
- Work closely with the Board Chair to develop meeting agendas and annual calendars
- Prepare and distribute board packets and reports in advance of meetings
- Record and distribute accurate meeting minutes
- Maintain board records, director terms, bylaws, articles of incorporation, and governance documents
- Support strategic planning, policy development, and annual goal setting
- Provide professional guidance based on best practices in association management

### **B. Financial Management**

- Prepare and manage the annual operating budget, including event budgets
- Manage accounts receivable and payable, deposits, invoicing, and collections
- Maintain accurate financial records and general ledger
- Provide regular financial reports to the Board and Finance Committee
- Coordinate year-end financial reporting and required state and federal filings in partnership with a CPA
- Ensure transparency, internal controls, and fiscal accountability

### **C. General Operations & Administration**

- Serve as the primary administrative office for CCEKS
- Provide customer service and respond to member, sponsor, and stakeholder inquiries
- Manage correspondence, records, document storage (physical and digital), and organizational files
- Maintain organizational continuity during leadership transitions

### **D. Membership & Resource Development**

- Maintain accurate membership records and databases
- Support membership recruitment, retention, and engagement strategies
- Assist with sponsorship development and fulfillment
- Coordinate member communications, surveys, and directory updates
- Advocate for CCEKS within the chamber profession and related networks

### **E. Programming & Event Management**

- Plan, coordinate, and manage the CCEKS Annual Conference and other professional development programs

- Manage venue selection, contracts, registration, sponsorships, speakers, and on-site logistics
- Coordinate CCEKS participation in MAKO and other partner events
- Ensure consistent branding, quality, and financial oversight for all programs

#### **F. Committees & Volunteer Support**

- Coordinate committee meetings and support committee chairs
- Prepare agendas and meeting materials
- Maintain meeting records and action items
- Support volunteer engagement and leadership development

#### **G. Communications, Marketing & Technology**

- Develop and distribute member communications via email, website, and social media
- Maintain and update the CCEKS website and digital platforms
- Coordinate event marketing materials, registrations, surveys, and reports
- Ensure a professional, consistent brand presence across all communications

#### **H. Chamber Programs (as applicable)**

- Administer Chamber Blue and Chamber Solutions programs, including reporting, communications, MOUs, and compliance requirements
- Coordinate with participating chambers and partners

#### **Management Structure & Staffing**

Proposals should include:

- Description of the proposed management structure
- Identification of key personnel assigned to CCEKS
- Relevant experience with professional associations, chambers of commerce, or similar organizations
- Availability and capacity to meet CCEKS operational needs

#### **Compensation & Expenses**

Proposals should **clearly outline:**

- Proposed fee structure (monthly, annual, or other)
- Services included in the management fee
- Any additional or reimbursable expenses
- Optional service tiers or add-on services, if applicable

## **Term of Contract**

CCEKS anticipates entering into an initial contract term of **one year**, with the option to renew annually based on performance and mutual agreement. Final contract terms will be negotiated with the selected provider.

## **Proposal Submission Requirements**

Proposals should include:

1. Cover letter summarizing interest and qualifications
2. Description of proposed service model and approach
3. Detailed response to the Scope of Services
4. Organizational or individual background and relevant experience
5. Proposed fee structure and expense assumptions
6. References from similar organizations or projects

## **Submission Timeline**

- **RFP Release Date:** March 1, 2026
- **Questions Due:** March 30, 2026
- **Proposal Deadline:** April 30, 2026
- **Interviews (if needed):** May 15-June 15, 2026
- **Anticipated Selection:** August 1, 2026

CCEKS reserves the right to accept or reject any proposal and to negotiate terms with the selected respondent(s).

## **Submission Instructions**

Proposals should be submitted electronically in PDF format to:

**Candi Westbrook, CCEKS Chairman**

[president@coffeyvillechamber.org](mailto:president@coffeyvillechamber.org)

**620-251-2550**

Questions regarding this RFP may be directed to the same contact.