

February 2024

## Request for Proposal - Meeting Programmer and Facilitator for Associated Pest Services (Nonprofit Association)

Associated Pest Services is seeking a skilled meeting programmer and facilitator to plan and lead our twice annual meetings.

You are cordially invited to submit a proposal for providing meeting programming, meeting facilitation, membership benchmarking, and executive coaching services to the Associated Pest Services (APS) group. APS is a non-profit organization serving elite members within the pest control industry.



### About Associated:

Associated Pest Services comprises a network of distinguished family-owned and operated regional pest management firms, standing as some of the foremost entities in the pest control industry. With a collective workforce encompassing thousands of skilled pest management professionals and generating combined annual revenues of hundreds of millions of dollars, our association embodies excellence and expertise. Our success is rooted in the transparent exchange of ideas and the sharing of best practices among members. What sets Associated apart is the distinctive manner in which member firms engage in unparalleled mutual learning and networking, creating a unique platform.

Associated Pest Services hosts 2 meetings each year. Each meeting program lasts 2 - 2.5 days. The first meeting or "Winter Meeting" is held the first week of February. The second meeting or "Summer Meeting" is held at the end of July. Meetings are held at destination sites. APS has a meeting

management company that coordinates venues, A/V needs, food, receptions, excursions etc. This position is strictly for the meeting programming portion of our conference.

### Upcoming meetings:

- Summer Meeting 2024 - July 23-26, 2024 - Victoria, British Columbia, Canada
- Winter Meeting 2025 - February 4-7, 2025 - St. Kitts, West Indies

We invite you to join our effort and commitment to protect and enhance the culture, integrity, energy, and ultimately the success of our Associated membership.

### APS Objectives:

To help member pest control companies grow by providing high-quality educational sessions, leading best business practices, and providing economic insights while driving healthy collaboration and engagement during each meeting.

To achieve our purpose and objectives, we require comprehensive program planning and meeting facilitation services that will help us achieve our strategic priorities, enhance member engagement, and ensure the long-term sustainability of our association.

### Facilitator Scope of Services:

- Meeting Program/Agenda Development:
  - The facilitator will collaborate closely with the executive board and program committee to understand the vision for the meeting and align meeting themes and relevant meeting topics accordingly.

- Utilize extensive networking and industry knowledge to identify and secure relevant and engaging speakers that align with the meeting's objectives and resonate with the diverse interests of Associated Pest Services members.
- Coordinate speaker presentation materials and vet speakers for appropriate delivery and interaction with members.
- Get speaker contact information to Prime Management for travel arrangements and billing.
- Present final agenda to board and prime management for final approval and meeting website.
- Benchmarking Services - Engage association members effectively, ensuring a high response rate for comprehensive benchmarking of membership companies; adept at translating survey findings into insightful presentations for association meetings, facilitating informed discussions and decision-making.

- **Facilitation Skills:**

- Passionate and Engaged Facilitation.
- Ability to read the room and respectfully and appropriately encourage and inspire healthy dialogue and discussion.
- Employ dynamic facilitation techniques to maintain high energy levels throughout the meeting.
- Encourage active participation and input from all members during discussions and sessions.
- Implement strategies to break down barriers and promote a culture of openness and collaboration.

- Uphold a commitment to a high-quality meeting culture by setting and maintaining standards for participation and professionalism.
- Reporting and Evaluation:
  - Conduct post-meeting evaluations to gather feedback on the facilitation and overall meeting experience.
  - Provide regular progress reports to the program committee.

## Proposal Submission:

Please submit your proposal electronically to [jen@callmccauley.com](mailto:jen@callmccauley.com) and [jim@primemanagement.net](mailto:jim@primemanagement.net) by March 29th, 2024.

- Include relevant experience, credentials, references, and any other qualifications.
- Outline your proposed approach to managing our associations meeting programs and achieving our objectives. Include strategies, methodologies, and best practices you intend to employ.
- Present a timeline and overview outlining the key milestones and deliverables.
- Present a detailed cost breakdown for the services you will provide.

### Conclusion:

The selected meeting facilitator will play a pivotal role in ensuring the success of Associated Pest Services' twice annual meetings by combining expertise in program development with passionate and engaging facilitation skills.

All information provided in response to this RFP will be treated as confidential and used solely for the purpose of evaluating the proposals. Any proprietary information should be clearly marked as such.

We appreciate your interest in partnering with our organization. If you have any questions or require further clarification, please contact Jen McCauley, APS President at 360-791-8462 or [Jen@callmccauley.com](mailto:Jen@callmccauley.com).