



Request for Proposal

California Gymkhana Association

Proposal for General Manager
December 2021

This RFP is designed to provide information to potential bidders as to the workload, scope of activities, and responsibilities of the subcontractor. All bidders are expected to provide a preliminary transition plan as part of their proposal.

History: The California Gymkhana Association was first established in 1972. As it grew, the need for administrative services became increasingly clear. These services were initially provided by volunteers.

The man hour requirement varies, depending on time of year and workload. In a typical year, the office processes over 250 district shows, consisting of over 1,800 riders and over 70,000 individual times. This estimate varies.

While an attempt has been made to provide a complete scope of the tasks involved, this document may not be complete. Any questions may be referred to the current subcontractor, who will try to answer all questions and supply any missing information.

Structure: This document provides the following information:

1. Statement of work. This is the existing agreement between CGA and the current subcontractor.
2. Purpose and Objective. This document defines in more detail what is expected of the successful bidder, and defines the ownership of certain CGA assets.

It should be noted that the subcontractor is expected to provide their own computers and other equipment to accomplish these objectives. CGA still owns some equipment, but as it deteriorates and needs replacing, an agreement must be reached between CGA and the subcontractor as to who will pay for and own that equipment. Generally, it is advantageous to the contractor to own such equipment and depreciate it as part of their business expense. CGA, being a tax-exempt organization, has no such need and should not own equipment.

Excellent “people skills” are required of the General Manager. The General Manager should also possess a comprehensive and detailed knowledge of all the CGA Awards programs, Rule Book and Information & Regulation Manual and be familiar with the past Board of Director’s and Governing Board’s history and minutes. Also, a knowledge of some financial experience will be required. Almost all of the queries from email, phone and fax involve these areas. In addition, the General Manager is the only person the member or prospective member will have contact with and it is very important that this be a positive experience.

STATEMENT OF WORK • PURPOSE AND OBJECTIVE
updated 11/10/2021

The subcontract labor force shall consist of a General Manager whose primary function is to identify and perform those tasks required to accomplish the objectives of the CGA Governing Board and the Board of Directors. The General Manager reports directly to the Board of Governors.

CGA's workload during the winter months is somewhat lighter. During this time the General Manager will implement changes needed to improve the systems and procedures that enable the CGA Office to operate with greater efficiency. The workload is heaviest during the months March through December. During these months, the General Manager may hire temporary office staff as needed. All labor will be included in the General Manager's wages and no office or administrative labor will be billed to CGA.

The subcontractor, will work to achieve a smooth transition to any new subcontractor or employee of CGA and will provide support for the new subcontractor.

The following is an outline of the tasks to be performed to meet CGA's objectives as currently defined. The listing of the tasks is not inclusive. The intent is to indicate the relative scope of the overall effort required of the General Manager.

**COMPUTERS, SOFTWARE, SCANNER, PRINTERS,
& OTHER REQUIRED PERIPHERAL EQUIPMENT**

1. Acquire, maintain, and upgrade the equipment, hardware and software as needed for the efficient functioning of the office.
2. Research and develop new software as needed for use in both the districts and the state office. All CGA software is to be paid for by CGA and is owned by CGA.
3. All equipment, furniture and hardware not listed in the attached inventory will be purchased at the General Manager's expense and will belong to the General Manager.

Workload:

The State Office Procedures can be divided into daily, weekly, monthly, occasional and annual tasks.

ACTIVITIES TO BE ACCOMPLISHED BY THE GENERAL MANAGER

Daily

1. Take the previous days mail to the Post Office and pick up mail.
2. Process all incoming mail on a daily basis as needed including responses by e-mail and in writing. All show packets are processed daily as well.
3. Answer the phone from 10:00am to 4:00pm Monday through Friday. Respond to all phone requests as needed. Mailed responses are sent out as needed.
4. Update and maintain CGA website.

Weekly

1. Make a deposit each week of the weeks receipts (electronically) and write checks as needed.
2. Update Quick Books with the deposit and the checks written.
3. Process memberships (including new member packets, membership cards, judge cards etc.)
4. Generate Year End Awards reminder letter. (depending on software ability)
5. Generate renewal notices. (depending on software)
6. Backup all critical files

During the heaviest part of the season the membership runs and Year End Awards letters may be generated several times a week depending on the load but in any event, they are sent out a minimum of once a week. May require finding suitable replacement option if software doesn't support.

Monthly

1. Reconcile Bank Statement.

Yearly

1. Send out District Contracts, personnel updates and status reports.
2. Support the State Sponsored Shows; Jamboree, Northern and Spring Classic, State Championship Finals and the Annual Convention & Awards Banquet as needed, including printing and distributing entry forms, collecting ride fees, ordering awards, arranging advertising, equipment, personnel, and facilities as needed.
3. Make all necessary arrangements including meeting rooms, banquet rooms, meals and ordering all awards for Convention.
4. Make meeting space reservations for Board of Director and Board of Governor meetings as well as prepare and distribute agendas for all Board of Directors and Governing Board meetings.
5. Attend all Board of Governor meetings, take minutes and maintain Board of Governor correspondence file. (Currently Board of Governors meetings are held via Zoom)
6. Approve and pay for renewals of Arena Liability Insurance policy, Directors and Officers Liability Insurance Policy. Submit all show date additions and cancellations to the insurance throughout the show season.
7. File correct forms with the State Franchise Tax Board, and IRS. CPA will prepare taxes each year by May 1st. General Manager will provide the supporting documents to the CPA to prepare the taxes.

As Needed

1. Update and print Rule Books, Information Manuals.
2. Maintain and update all state office procedures

General:

The California Gymkhana Association State Office exists only to serve the CGA members, riders and Board of Governors.

The State Office provides record keeping and documentation of memberships, times, Judges, Districts and awards programs.

In addition, the State Office provides advertising of the district shows, processes and deposits all funds and handles the ordering and payment of all awards.

The State Office provides the main support for the five State Sponsored CGA functions that occur each year. They are: Jamboree, The Southern and Northern Spring Classics, The State Championship Finals and the Annual Convention and Awards Banquet.

The State Office does not make policy but only implements policy as directed by the Governing Board and Board of Directors. The State Office has no authority to make exceptions or alter policy in any manner. Any requests to change, alter or grant exceptions must be made to the Board of Governors.

Daily Tasks

- *Pickup mail from PO Box. Open and process daily mail.
- *Read, respond to Email, Phone messages as well as answer phones.
- *Process Memberships, Awards, change of Address's and Change of registrations.
- *Post District Shows and print reports to send back to the districts.
- *Send out rider reports as requested by E-mail.
- *Send out apprentice Judge cards, Queen Contest applications (Feb. to June.) and any other requests from members as requested.
- *Send out forms to the districts as requested.
- *Do basic housekeeping chores.
- *Update the CGA Web Page.

Weekly Tasks

- *Prepare and send out membership packets.
- *Prepare and send out year-end award invitations. (Depending on software ability)
- *Back up all critical files.
- *Prepare and send out membership renewal notices. (Depending on software ability)
- *Update Web page with current Awards and ROC standings.

Monthly Tasks

January

- *Print out Year End Reports and Balance Sheet from QuickBooks and contact CPA to file CGA Tax Returns.
- Send 1099s (Include any Jackpot/Match Race/ Record Breakers/ Supreme Awards payments totaling more than \$600 for the fiscal year. Use QuickBooks to generate report).

February

- *Make sure you have the website updated to include entry forms and write ups for Northern and Southern Classics.

March

- *Make final revisions to State Show Premium, Entry Forms and Rider Letter. Send to printer in April or May for printing.
- *Arrange for Northern & Southern Classic Awards, Ribbons.
- *Verify Arena rental dates and contract for State Show
- *Assist State Show Managers in all phases of preparation for the show.

April

- *Start file for Northern & Southern Classic entries
- *Finalize State Show Awards, Souvenirs, Ribbons etc.
- *Print State Show Premium booklet and entry forms.

May

- *Begin State Show file. Entries will start arriving this month.
- *Order awards and ribbons for fall Jamboree.
- *Process State Show entries.
- *Start State Championship Show file, U-Barn and Large Corral log.
- *Provide checks, show files, etc. to Secretary of Spring and Northern Classic.
- *Mail State Show Packet to all CGA Memberships.

June

- *Verify Convention location arrangements. Publish the Agenda for State Show Board Meeting.
- *Do a random drawing for Queen and court. Publish Queen and Princess results. Send letters to all that participated to let them know the outcome.
- *Process State Show entries.

July

- *Process State Show entries.
- *Finalize State Show entries.
- *Prepare script for Grand Entry.
- *Attend State Show (10 days). Act as Office Manager and Administrator.
- *Set up and reserve dates for following year's State Show with facility where show will be held.

August

- *Close out prior season and start files for new season.
- *Order Year-end awards no later than Aug. 15th.

September

- Advertise the Convention Location and contact number for reservations on the website.
- Arrange for delivery to the CGA Office of all awards no later than the last week of October. This is essential in order to allow enough time for inventory.
- Send letter to all ROC & Senior Elite recipients inviting them to convention.
- Reserve DJ for Convention dance.
- Open Officer and Director nominations 90 days before elections and close nominations 45 days before elections. Mail absentee ballots to all members over the age of 12 that request them either by mail or email.

October

- Inventory all awards. Make sure everything is correct, spelling of names on jackets, wording on buckles, bracelets etc.
- Start seating chart for convention and keep track of dinner orders. Assign tables on first come best table basis.

November

- Finalize Convention arrangements with hotel, verify suites for President and rooms for Announcer for Awards.
- Create Awards lists for announcer, and awards secretaries.
- Attend Convention and act as Convention Chairperson.

December

- Mail out awards that were not given out at Convention for the members that have sent in the postage fees.
- Begin revising forms & brochures for State Show.
- Revise and update all documents & procedures approved at Convention including all new Board of Governors and Board of Directors elected at Convention.

Occasional Tasks

- Update, Revise and Reprint the Rule Book and Information & Regulations
- Revise CGA forms (membership, year-end, etc.).
- Update and revise Policy & Procedure Manual as necessary
- Make all BOG meeting arrangements and reservations.

Annual Tasks

- Review past season. Make recommendations to Governors and Directors for possible improvements in CGA programs and policies.
- Review financial status. Prepare paperwork for CPA to file tax returns. Make recommendations to Governors and Directors for possible revisions to fee schedules.

For reference, the current CGA office occupies approximately 400 square feet and requires approximately 1000 square feet of storage space for archives, documents and equipment. There are also 2 trailers and 2 arena groomers that will need to be stored so it is the responsibility of the General Manager to make arrangements for that.

Please send all questions and responses to BOG @ tfit4life@aol.com

Attachment A –

Inventory of Computers, scanners, copiers, printers and office furniture belonging to CGA as of August 1, 2020.

Office Furniture

One gray metal five drawer file cabinet. One tan metal four drawer file cabinet. One metal, legal size four drawer, tan file cabinet. One metal, legal size three drawer, tan file cabinet. Large gray metal storage cabinet.

Office Equipment

One Brother HL-L2320D laser printer. One Acer laptop computer. One double axel 16 foot cargo trailer and one double axel 12” cargo trailer registered to CGA. One cash register. Miscellaneous letter holders, crates, file boxes, in-out bins, paper, envelopes, folders, hanging files, lamps and office supplies.

State Show Equipment

Stall Panels, arena gates and panels, 2 arena groomers, radios, sound system, misc. arena event equipment.

Software Owned by CGA

1. Adobe PageMaker 7.0
2. Windows 98 (Second edition) (Old version no longer used)
3. TRPRO (OCR scanning software), also known as Expervision.
4. DBase for Windows, 5.0
5. MSPublisher (Old version no longer used)
6. MSWorks (Old version no longer used)
7. In-house DBase software used for report generation and database maintenance. These programs are owned and copyrighted by CGA.
8. In-house ‘C’ programs, used for district software and in-house maintenance. These programs are owned and copyrighted by CGA.
9. HP Deskscan software. (Old version no longer used)
10. Corel Paint 5 (image manipulation software). (Old version no longer used)
11. Norton Virus Scan software (Old version no longer used)
12. AOL 7.0 and 8.0. (Old version no longer used)
13. Quickbooks (financial software)
14. Miscellaneous software that came bundled with machines, not used for CGA.
15. Microsoft Visual C

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