



Request for Proposals
California Gymkhana
Association

May 1, 2025

Proposal for General Manager

Section 1 – Introduction

The California Gymkhana Association is soliciting bids for the General Manager position. The General Manager is responsible for running the main office and is the first point of contact with members, vendors and contractors. The General Manager ensures that all show reports are submitted, reviewed and reconciled, all reporting for awards programs is completed, and is the liaison to the Board of Governors. They facilitate any and all administrative tasks for the organization and are responsible for supporting the organization and its members. 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.

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

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, but the need for a qualified and dedicated subcontractor was apparent, and the organization created the General Manager position. 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.

Section 2 – Term

The General Manager position is required to open for bid every 4 years, so the term of the bid should be 4 years.

Section 3 - General Scope of Work

The duties of the General Manager are broad and may change based on the needs of the Organization. Scope of work includes but is not limited to:

1. Perform daily tasks as outlined in Attachment 1 “Statement of Work, Purpose and Objective”
2. Perform weekly tasks as outlined in Attachment 1 “Statement of Work, Purpose and Objective”
3. Perform monthly tasks as outlined in Attachment 1 “Statement of Work, Purpose and Objective”
4. Perform yearly tasks as outlined in Attachment 1 “Statement of Work, Purpose and Objective”
5. Update and print rulebooks and manuals as needed
6. Maintain and update staff procedures
7. Attend all Board of Governors (BOG) and Board of Directors (BOD) meetings
8. Act as recording secretary for BOG meetings, and provide meeting minutes to the BOD
9. Revise and update forms as necessary
10. Excellent “people skills” are required of the General Manager.
11. 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.
12. Financial/bookkeeping or accounting experience is required. Almost all of the queries from email, phone, text and fax involve these areas.

Please note, as mentioned previously the scope of work for the General Manager is broad, and there is no way to accurately communicate all duties and expectations in this document, there may be additional tasks and duties not outlined in this document.

Section 3 – Bid Structure

All submitted proposals should include the following information:

1. Introduction, including the bidder’s experience and history with the Organization
2. Bid Term – The bid term should be 4 years
3. Statement of Qualifications & Experience
 - a. This should include how the bidder plans to meet the infrastructure needs for the state office. This includes whether you have office space, storage space etc.
4. Statement of Subcontractor Objective – please detail why you want this position
5. Salary requirement

Section 4 – Submittal & Review

Completed bids should be submitted no later than **May 31st 2025** via email to the Chairman of the Board of Governors, Timmi Lemen at Tfit4life@aol.com. All complete bids will be forwarded to the full BOG for their review. Once a selection has been made, the BOG will forward their selection to the BOD who will vote to accept the recommendation. The BOG will then contact the selected bidder to complete the selection process.

Section 5 – Questions

For any questions on the application process or clarification of the scope of work, please contact the current General Manager at CGAState@gmail.com or 916-698-1866.

Attachments:

Attachment 1 – Statement of Work, Purpose and Objective