



REQUEST FOR PROPOSALS: Administrative & Communications Services

Solicitation Issue Date: May 8, 2023

Deadline for Questions: May 18, 2023, 11:59pm ET

Questions may be submitted by email to 6B01@anc.dc.gov until the deadline. Questions will be published on May 18th to www.anc6b.org, with all identifying information removed and may be modified prior to publishing.

Proposal Due Date: May 23, 2023, 9:00 p.m. ET to 6B01@anc.dc.gov

Please include "**RFP for Administrative Services**" in the email subject line.

Contact: Frank Avery, 6B01 Commissioner and Treasurer, ANC 6B – 6B01@anc.dc.gov

Revision History

Author	Date of Change	Reason for Change
Frank Avery, Treasurer	N/A	



SUMMARY OF SERVICES

Advisory Neighborhood Commission 6B is seeking an individual or organization to provide administrative services for approximately twelve hours per week and not exceed 80 hours per month. Reporting to the Chair, these services include preparing agendas and letters, maintaining digital and physical records, updating the website and social media, and assisting with meeting virtual or in-person meeting management.

ELIGIBLE RESPONDENTS

Individuals, private firms, or not-for-profit organizations may apply to provide services. All respondents will be considered contractors to the ANC and not employees of the ANC. Priority consideration will be given to entities located and-or operating within ANC 6B.

PROPOSAL FOR SERVICES

The ANC seeks to expand its capacity in two areas: administrative functions and website/communications services. Respondents may reply to one or both sets of services as outlined below.

Administrative Functions:

- Prepare monthly meeting agendas and send notices
- Draft letters and other communications
- Maintain digital and physical records
- Post notices and documents on the ANC 6B website
- Monitor the ANC 6B dc.gov email account
- Attend Executive Committee and Monthly Meetings
- Assist ANC 6B Chair, Vice-Chair, Secretary, Treasurer, and Committee & Task Force chairs in the development or distribution of materials

Website and Communications Services:

- Regularly update ANC website content and functionality
- Draft and post approved, informational social media content
- Draft and distribute email updates to an ANC mailing list
- Create basic graphic designs for ANC advertisements in local publications
- Identify and procure technical services for website enhancements

Final respondent will be provided an on-boarding guide which articulates key tasks, deadlines, work cadence, and similar information.



REMOTE WORK, OFFICE ACCESS, EQUIPMENT & SCHEDULE OF SERVICES

Remote Work & Office Access: ANC 6B currently operates in a 100% remote environment for all public meetings. However, respondent should be prepared to participate in in-person meetings should the ANC choose – or DC law require - a change to a hybrid or in-person position.

Respondents are contractors and may generally work remotely. However, the respondent will need to regularly access the ANC's offices at 700 Pennsylvania Avenue SE (The Yard Co-Work) to regularly check mail or store physical documentation in the ANC's office. Additionally, the selected respondent may use the facility anytime for work purposes through 24-hour key fob access. The Yard provides business supplies, such as access to scanners and printers at no cost, and comfortable amenities such as a kitchen and coffee as part of a co-work experience.

The ANC has a dedicated office available for use by staff or commissioners. Respondent will need to regularly access this space for mail, physical document storage, and may use the space for work.

Equipment: As contractors, respondents should plan to furnish their own equipment including a laptop, cell phone, and reliable internet at a home location. Select expenses necessary for duties specific to ANC 6B may be reimbursed at the ANC's discretion.

*Note: Qualified respondents who may need assistance in securing these items are encouraged to reply. Please note in your cover letter that you may need assistance in securing equipment. The ANC **may** be able to furnish equipment for use during the period. All equipment will remain property of the ANC.*

Schedule: Respondent will work off site and be available by telephone and/or email during normal weekday office hours and may be asked to attend Commission meetings. Other than Commission meetings and interactions with District agencies (which may include special meetings, committee meetings, and regularly-scheduled meetings), Contractor is responsible for performing work on a time and schedule of Contractor's discretion that adequately meets the deadlines and timeframes of assigned tasks from the Commission.

Respondent is asked to be available for the ANC's regularly scheduled meetings. Generally, these meetings are:

- **Required:** 7pm Commissioner meeting the second Tuesday each month (~4 hours per meeting)
- **Required:** 7pm Executive Committee meeting the final Tuesday of each month (~45 minutes/meeting)
- **Preferred:** 7pm committee meetings the first week of each month (~1 to 1.5 hours per meeting)
- **Optional:** Additional ad hoc meetings as respondent is available (~2-3 hours per month)

The ANC's currently scheduled meetings are available online at www.anc6b.org/calendar. The ANC approves its annual calendar each December for the subsequent year.

Note: The ANC takes a recess each August. There are no meetings except for the Executive Committee.



QUALIFICATIONS

Respondents should demonstrate relevant knowledge, skills, abilities, and credentials in the following areas:

- General knowledge of public meeting processes
- General knowledge of District of Columbia agencies and legislative bodies
- General knowledge of public meeting processes
- General knowledge of public meeting agenda preparation and processes
- General knowledge of the DC's Advisory Neighborhood Commissions in terms of their role
- Technical writing for the public
- Speaking in a business environment
- Use of technology to prepare and host virtual or hybrid meetings, particularly Zoom
- Use of computer programs such as MS Word, Excel, Adobe, HTML, and file sharing systems
- Ability to work with elected officials and members of the public in a patient, empathetic, and professional manner
- Ability to self-direct priorities
- Ability to manage confidential and public Information appropriately
- Ability to anticipate needs of chairs, commissioners, resident members, and ANC stakeholders.

Individuals or organizations that include 6B residents will be given preference in review. Respondents should demonstrate this connection in their cover letter.

BUDGET & PAYMENT

ANC 6B compensates contractors at \$20/hour. Respondents should plan for 40-60 hours per month **for both sections**. Additional hours may be requested and added at the mutual decision of the ANC and contractor. C

Contractors will track their own time and submit a monthly timesheet as an invoice attesting to hours worked to the Chair and Treasurer. As contractors, respondent will be responsible for setting their own work schedule and meeting deliverables.

While respondents (as contractors) are not technically eligible for paid time off or overtime, the ANC provides an accommodating schedule and will coordinate with the selected partner to ensure respondent can take time away for planned events or secure coverage in the event of unplanned (eg. Family emergency, illness).

FORMAT

Individuals should provide a cover letter, resume, and relevant past experience or credentials. Organizations should provide a cover letter, organizational profile, and resumes for key personnel working on the project.

BACKGROUND



Advisory Neighborhood Commissions (ANCs) are the most directly representative elected body in the District of Columbia, created to advise the District government and federal agencies on matters affecting their neighborhoods. ANCs are made up of Single Member Districts (SMDs) from which Commissioners are elected. ANC 6B is comprised of nine SMDs and seeks administrative services to support its mission.

ANC 6B is comprised of nine single member district commissioners who represent an area bounded roughly by the U.S. Capitol to the West, 15th St., SE to the East, East Capitol Street to the North, and SE/SW Freeway to the South. The ANC moved from 10 Commissioners to nine following the 2020 Census and subsequent updates to redistribute Single Member Districts. Potential respondents may learn more at www.anc6b.org.

Thank you for your interest in ANC 6B. We look forward to receiving your proposal.