Subject: Response to Questions related to Society for International Affairs Business Management Function Request for Proposal

Question: Regarding Board Meetings, how many are conducted in-person vs conference call?

Answer: As addressed in ARTICLE III of the Society's Bylaws, "the Board may hold regular, annual or special meetings at such time and places as the Board determines." As a matter of practice, the Board holds these meetings on a monthly basis. Whether or not meetings are conducted virtually or in person will depend upon other activities scheduled for a particular month. However, for planning purposes:

- In a "Non-Election" year, the Board requires an in-person meeting at the beginning of the calendar year (in conjunction with our Volunteer Recognition Luncheon) and in the fall as part of our annual planning offsite.
- In an "Election" Year, two to three additional In-Person meetings are required each spring for the purpose of Board and officer elections.
- All additional monthly meetings may be conducted virtually. However, as a convenience the Board strives to capitalize on opportunities to conduct in-person meetings in conjunction with other events (e.g., conferences and seminars) where the collective Board is gathered.

Question: Regarding other meetings, your RFP says attend other conferences and seminars (assume outside of SIA). How many of each? Local vs not?

Answer: On an annual basis, SIA hosts or conducts a number of conferences, forums, seminars or other events. While the volume or frequency of events may vary dependent upon the regulatory environment and needs of our membership, the following represents a standard year.

Q1:
- Annual "Volunteer of the Year and Speaker of the Year" Lunch with adjacent one-day seminar
- Multi-Day Winter Basics Conference (Outside the Washington DC area)

Q2:
- Multi-Day Spring Advanced Conference (Outside the Washington DC area)
- Spring one-day Seminar (Outside the Washington DC area)
- Volunteer Appreciation Golf Tournament (Local Washington DC area)

Q3:
- Multi-Day Summer Basics Conference (Local Washington DC area)
- Fall one-day Seminar (Local Washington DC area)
- Volunteer Appreciation Event (Local Washington DC area)

Q4:
- Fall Advanced Conference (Local Washington DC area)
- Volunteer Appreciation Holiday Party (Local Washington DC area)

There is no requirement or expectation to attend conferences and seminars outside SIA.

Question: Software: We see on your website that you use Wild Apricot membership software. Would that move with you to the new management company?
Answer: Yes.

Question: Financials: Can you please send us your recent full year financial statement and balance sheet. This gives us a picture of the size of the organization and resources required.
Answer: SIA will not provide financial statements and balance sheets as part of this process. Sufficient information regarding the size of the organization and resources required is available as part of the published RFP and though the SIA website.

Question: Staff: How many FTE vs PTE do you currently employ?
Answer: SIA is an All-Volunteer organization. We do not directly employ any Full or Part Time employees.

Question: Regarding the Strategic Plan, what is the date of your current one?
Answer: The Strategic Plan is for the 2018-2020 Board of Directors and is dated September, 2018.

Question: We see that you have a Job Posting service. How many postings a month?
Answer: The volume of Job Postings varies from month to month. For planning, estimate 10 per month

Question: Regarding the Consultant Directory, is this an annual contract per company? Are these automatic renewals or is staff required to seek them and sell to them?
Answer: Each consultant registers with SIA to be listed in our Directory on an Annual Basis. While SIA may advertise this service in Newsletters or other means, there is no significant work increase related to marketing of this service. The Directory posting is not automatically renwed.

Question: Scholarship Program: Are these annual and how many submissions?
Answer: Yes, the SIA Scholarship Program is an Annual Program. The total number of applications received each year varies but traditionally does not exceed 15 applicants.

Question: Regarding Product Sales, is this done by staff or outsourced?
Answer: The vast majority of product sales consists of educational publications. The execution of processing and filling of orders for these publications, as well as other products is the responsibility of the business manager function

Question: Regarding Newsletter (print or electronic), do you have a regular correspondence with members? If so please forward a sample.
Answer: General newsletters are published and distributed electronically to our membership on a monthly basis. Additional announcements related to specific activities or upcoming events are also distributed on a much more frequent basis for the purpose of marketing and sharing important event-related information as required.

Question: For each conference:
-    Is one a major conference and one secondary, or both the same but on different coasts?

- How many days?
- How many attendees?
- How many speakers and who picks and communicates with the speakers?
- Are there sponsors and/or a trade show element? If so how many, etc.?
- Can you forward some of your marketing pieces on this or last year's meetings?

Answer: SIA currently holds four conferences per year. The Fall and Spring conferences are advanced sessions, and the Winter and Summer conferences are "basics" (beginners) events. There are no Sponsor or Trade Show elements associated with these conferences. The number of speakers at each conference varies greatly based upon the agenda topics being addressed. The Conference Committee assigned to each conference, in coordination with the Board of Directors identify and select speakers for each conference.

Conference	Location	Duration (Days)	Planned # of attendees	Speaker Make-up
Winter Basics	Non-Local	3	175	Typically the Board partners with the U.S. government speakers. Minimal additional industry speakers
Spring Advanced	Non-Local	2	275	Usually more hands-on and industry focused with more industry speakers talking about best practices and methods and less U.S. government speakers.
Summer Basics	Local DC Area	3	200	Typically the Board partners with the U.S. government speakers. Minimal additional industry speakers
Fall Advanced	Local DC Area	2	600	Expect this conference to have more government speakers and less industry speakers.