

Seeking Contracted Services for Event Planning/ Professional Development Contractor

The Ohio Association for Pupil Transportation (OAPT), a nonprofit organization is seeking a dynamic individual/firm who can carry out various duties.

The individual/firm would contract with OAPT to provide event planning services for the purposes of professional development and event coordination for our membership of 400 transportation professionals. Interested parties should submit a sample of the scope of services that will be provided, approximate fee schedule, and professional references as it pertains to the scope of services.

Things to consider:

- Monthly board reports and attendance at meetings located in Dublin, Ohio
- Plan, coordinate and attend monthly professional development and yearly conference in various locations throughout Ohio
- Plan and coordinate annual trade show at yearly conference
- Work as a partner with the association and local government offices to achieve our goals to providing our membership with quality professional development opportunities
- School transportation knowledge is a plus

Interested parties are asked to submit a letter of interest, a scope of service plan, fees schedule of services provided and professional references as it pertains professional development no later than 12:00 noon on Wednesday, February 28, 2018, to OAPT President Ellen Moser at president@oapt.org. All interested parties will be kept confidential. Meetings will be conducted with interested parties as chosen by the Executive Board in Dublin, Ohio on Saturday, March 10, 2018.