

## **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:

- Provide monthly board reports/updates to Board and attendance at Board meetings located in Dublin, Ohio.
- Plan, coordinate and oversee professional development events in various locations throughout Ohio (not less than five per fiscal year) and assist in planning and coordination of training aspects of the Association's annual 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

*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 to professional development no later than 12:00 noon on Friday, March 15, 2019, to OAPT President David Oglesby at [president@oapt.org](mailto:president@oapt.org). All interested parties' information will be kept confidential. Interviews will be conducted with selected applicants on Thursday, April 18, 2019.*