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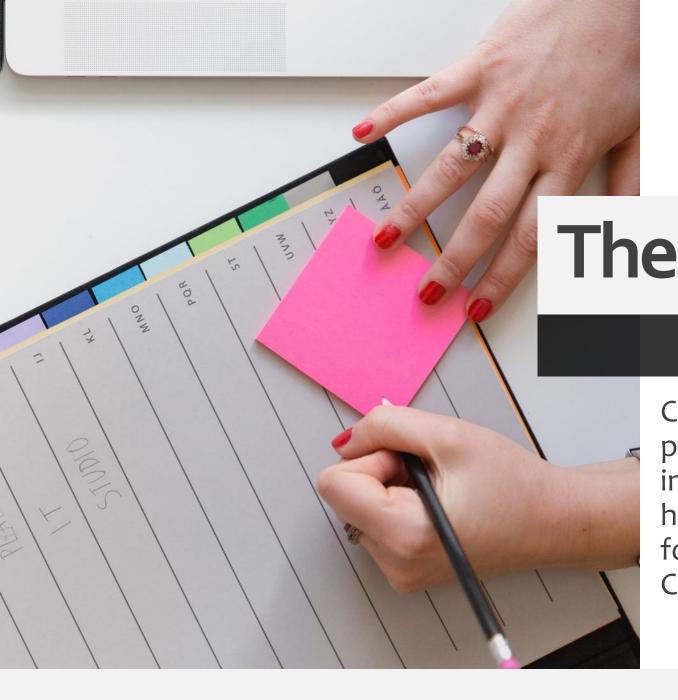
Jon Toy

Jared Wright



- Founded in 1986
- Professional association of parking administrators, practitioners, suppliers, vendors and consultants formed for the purposes of acquiring knowledge; encouraging professional development; providing mutual support, and creating an environment for professional interaction.
- Membership is open to government bodies, authorities, colleges, universities, hospitals, airports, corporations, other types of businesses and individuals associated with the parking industry, and to others supporting the organization's objectives.





The Opportunity

Conference/Event Management Services

CPMA seeks an experienced meeting planner to support the Board of Directors in planning, managing/executing and handling post-conference responsibilities for CPMA's 2022 and 2023 Annual Conferences.



## Scope of Work (pages 3-7)

The Event Manager will report directly to the Board of Directors, the meeting planner works under the guidance of the Executive Committee (i.e., President, Vice President, Secretary and Treasurer) and the Conference Committee Chair.

- Conference Management
- Vendor Management
- Exhibit Hall Management
- Supplier/Sponsor/Volunteer
  Management
- Volunteer Support

- Event Budget Management
- Entertainment
- Sponsor Fulfillment
- Marketing
- Post Event Support
- CPMA Membership Database
- Board of Directors Retreat/Nomination Process





	Selection Criteria
40 Points	Project Approach, Understanding of Project Objectives
30 Points	Demonstrated Experience in Similar Projects, including evaluation of client references
20 Points	Management, Organization, and Skill/Experience of Key Team Members.
10 Points	Experience working with Comparable Parking, Mobility, Transportation and/or other similar industry associations.
10 Points (Bonus)	Other Factors as determined by the Selection Panel (Examples: Knowledge of CPMA requirements and processes, knowledge of issues local to the parking, mobility and transportation industry, industry best practices, adoption and utilization of technology, etc.)

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- 1. Provide an electronic copy in PDF format of your submittal.
- 2. Please limit response to twenty (20) single-sided or 10 double-sided pages. Font size shall be no less than 10pt.
- 3. Submittal proposals/responses should be emailed to the following CPMA Board officers on or before the submittal deadline of January 7, 2022 at 3:00p.m.

Thomas Leathers, CPMA President at Thomas.Leathers@durhamnc.gov

Clint Joy, CPMA Secretary at Clint.Joy@carolinatime.net

CPMA reserves the right to accept or reject any and/or all proposals, and to grant final acceptance to the proposal that best meets the needs and interests of CPMA, as determined by CPMA in its sole discretion.

## Proposal submittals must include the following sections.

- 1. Letter of Interest
- 2. Project Organization/Individual
- 3. Profile(s) of Company or Team
- 4. Key Staff Member Resume(s)
- 5. Project Approach and Schedule
- 6. Reference Projects
- 7. Non-Collusion Affidavit







