



IBPSA-USA Association Management Services

Request for Proposals

Submissions due: Rolling basis with earliest decision January 9, 2026

ABOUT IBPSA-USA:

[IBPSA-USA](#) is the United States regional affiliate of the International Building Performance Simulation Association ([IBPSA](#)) and a registered 501(c)(3) nonprofit organization with a network of around 6,000 professionals. IBPSA-USA's mission is to advance and promote the science of building simulation in order to improve the design, construction, operation, and maintenance of new and existing buildings in the United States. To do so, the organization actively engages in academic and professional training and knowledge sharing through chapters, committees, conferences, seminars, academic scholarships, and educational programs aimed at professionals and students alike.

Information about IBPSA-USA is provided in [Exhibit A: Association General Information](#).

SCOPE OF WORK:

IBPSA-USA seeks an experienced Contractor to work with the organization to develop its strategic and financial plans and provide day-to-day administrative, accounting, and conference event management support to successfully execute its mission. Bidders may propose to cover the entire scope (provided in Exhibit B) or specific portions (e.g., accounting).

A detailed description of desired general administrative, financial management and fundraising, and project administrative tasks is provided in [Exhibit B: IBPSA-USA Association Management Description of Services](#).

FORMAT FOR SUBMITTALS:

1. **Summary:** Proposal summary describing the bidder's overall experience, approach, and understanding of the goals and objectives of the RFP. (up to 3 pages)
2. **Relevant Experience:** Description of bidder's past relevant experience and capabilities of the proposing team along with 2-3 brief examples of relevant work. Including websites and other work products is strongly encouraged. Relevant work products may be included in Appendices. (up to 3 pages not including Appendices)
3. **Key Personnel:** Specifically identify the personnel to be assigned to this effort, including proposed roles, titles, related qualifications, and past relevant experience. A primary contact who will lead the effort for the proposer must be identified. Their experience relevant to the project must be described along with how they will make use of other staff to support their work. (1-2 pages)
4. **Budget:**

- **Required:** Provide a not-to-exceed annual fee and itemized budget based on the Administration, Accounting, and Conference Event Management scopes defined in Exhibit B. ("Project Administration" is compensated through a fixed percentage.)
 - **Optional:** Proposers can include hourly rates for work beyond the scope of work specified and/or compensation proposals other than fixed annual fee.
5. **References:** Include 3 client references along with contact information.
 6. **Resumes:** Provide resumes for key personnel.

EVALUATION OF SUBMITTALS:

IBPSA-USA will evaluate all submittals to determine which Bidder has the experience and qualifications that are best suited for this role. The following criteria will be used in selecting the winning proposal:

- **Bid quality (50%):** Contractor's understanding of the service requirements as outlined in the proposal, as well as an explanation of key issues and challenges and how to address them.
- **Contractor's experience/qualifications and staffing plan (30%):** Contractor team's demonstrated qualifications performing similar work, staff depth of experience, and availability of staff resources to deliver required services.
- **Cost (20%):** Contractor's cost competitiveness through the use of appropriate staff.

Percentages represent the approximate relative importance of the categories. IBPSA-USA may use a multi-step bidding process to select the successful Bidder. The first step will be an evaluation of each Bidder's proposal using the evaluation criteria described above. Those Bidders whose proposals which are technically acceptable and whose prices are competitive may be invited to participate in subsequent steps in the selection process such as: interview(s) with key candidate personnel, meeting(s) to discuss the scope of work, identification of cost reduction ideas, and negotiations over Contract price and terms.

CONTRACT TERM:

Unless otherwise expressly stated, any Contract awarded pursuant to this RFP will be for a base term of one year. In addition, IBPSA-USA shall have the unilateral option to extend the term on a year to year basis for a term not to exceed two additional years.

COMPENSATION:

IBPSA-USA has allocated approximately \$140k for 2026 management costs, including the entire scope described in Exhibit B and \$40k currently earmarked for SimBuild 2026 as a separate contract. Bids exceeding this budget should include plans for procuring additional funding to support the effort.

SUBMISSION SCHEDULE:

IBPSA-USA will review submissions as they are received and may make a decision or schedule interviews no sooner than **January 9, 2026**. IBPSA-USA will continue to accept proposals until the selection process is complete.



Bidders are invited to provide optional notice of intent to propose at their earliest convenience. Bidders may submit questions about this RFP at any time, and responses to questions will be made available to all Bidders who have provided notice of intent.

All submission material and inquiries should be sent to
Dr. Nathaniel Jones <president@ibpsa.us>

Exhibit A: Association General Information¹

Association Name: International Building Performance Simulation Association - USA

Acronym: IBPSA-USA

Contact: Nathaniel Jones, Board President <president@ibpsa.us>

Website: <https://ibpsa.us/>

Organization

Primary geographic scope of your association? National (USA)

Primary industry or profession served by your association? Building simulation practitioners (energy, daylight, computational fluid dynamics, etc.), sustainability consultants, mechanical engineers, architects, researchers, academics, software developers, policy makers

Primary type of membership in your association? Individual

IRS tax status of your association? 501(c)(3)

Membership

Total number of current members? 300

Number of mailing list recipients? 6,000

Number of potential members? 10,000

Does your association have chapters? Yes, 13 <https://www.ibpsa.us/chapters/>

Classes of membership in association: <https://www.ibpsa.us/membership-account/membership-levels/>

- Student - \$30
- 1-year membership - \$120
- 2-year membership - \$200
- Membership Bundles - \$500-\$6400

Board of Directors

Number of members on board of directors? 14 regular, 1 student

<https://www.ibpsa.us/about/board-of-directors/>

Number of board meetings each year? 11 virtual meetings, 1 in-person meetings (in normal times)

Does your association have an executive committee? Yes, meeting virtually 12 times per year.

Financial Management

Association's approximate annual budget for 2026:

Total Income: \$408k

- SimBuild 2026: \$276k
 - Registrations: \$216k
 - Sponsorships: \$60k
- Events excluding SimBuild 2026: \$22k
- Project Contracts: \$67k
- General Sponsorships and member dues: \$43k

¹ Based on "[Association RFP Background Information](#)" form from [ASAE](#)

Total Expenses: \$408k

- SimBuild 2026: \$220k
 - Direct expense: \$187k
 - Event Management: \$40k
- Events excluding SimBuild 2026: \$21k
- SimBuild 2027 Event Management: \$27k
- Project Expenses: \$40k
- Association Management: \$79k
- Other expenses: \$14k

Month in which fiscal year begins? January

Amount of unobligated reserves at end of last fiscal year? \$62k

How often are association's financial statements prepared? In current practice, monthly report prepared for Board of Director meetings, official statements annually.

Services, Programs, and Activities

Which current services, programs, and activities are offered to the association's membership?

- Chapter Programs/Assistance
- Conferences
- Continuing Education Credits
- Training, webinars, and in-person meetings
- Sponsored projects
- Committees and Working Groups: For more information, see <https://www.ibpsa.us/committees/>

Lobbying

Does the association regularly retain or employ a lobbyist? No

Management Staff

Is the association currently being managed by an association management company? Yes, since 2013 (currently [Nonprofit Resources](#))

Is the company aware of the search? Yes

Has a request for proposal (RFP) been developed for this search? Yes

What is the deadline to respond to the RFP? January 9, 2026, or when filled

What is the anticipated start date for the new association management company? Between January 12 and February 1, 2026

Your preferred method of contact? Email

Meetings, Conferences, and Tradeshows

Please list all meetings, conferences, and tradeshows produced by/for association each year:

- SimBuild conference (300 - 400 attendees in even years, 200 - 300 attendees in odd years)
- Semiannual Meetings (in conjunction with external events in January and June, 30 - 50 attendees)

- Chapter and regional events (10 - 50 attendees)
- Career fair (15-20 employers, 200+ candidates/attendees)
- Multiple webinars every month (20 - 60 attendees). For examples, see <https://www.ibpsa.us/calendar/>

Does association management typically attend meetings, conferences, or shows other than those it produces? Occasionally, as determined by the Board.

Communications

Does the association produce a newsletter? Yes, monthly email newsletter and monthly events listing

Does the association produce a magazine or newspaper? No

Does the association produce a membership directory or roster? Yes, online member directory

Approximately how many times a year are bulletins or other mailings sent to members? Special announcements are sent to the mailing list 2-3 times per month

Who is responsible for producing the publications? Communications Committee and Association Management staff

Who is responsible for producing the membership directory? Membership Committee and Association Management staff

Exhibit B: IBPSA-USA Association Management Description of Services

The Contractor will perform the duties for IBPSA-USA as outlined below.

ESSENTIAL RESPONSIBILITIES:

Work collaboratively and closely with the Board of Directors to perform the following:

Administration

The contractor will work with IBPSA-USA board and volunteer members to provide administrative services for the organization including the following tasks:

- **General Administration**
 - Procure appropriate insurance:
 - General liability
 - Directors and officers liability
 - Legal
 - Annual corporate report and fee to the State of Virginia
 - Engage legal counsel as-needed
- **Board support**
 - Manage the board member nomination and election process
 - Work with executive committee to on-board new board members
 - Attend board and executive committee meetings
 - Manage access and edit rights of file storage sites (removing old board members, adding new board members)
 - Facilitate strategic planning and support its implementation
 - Review policies established by the Board
 - Ensure policies are followed
- **Committee organizational support**
 - Ensure essential committees are active and performing their functions:
 - Executive Committee
 - Finance & Development Committee
 - Communications Committee
 - Projects Committee
 - Membership & Chapters Committee
 - Maintain committee mailing lists and email aliases
 - Attend committee meetings as needed

- **Sponsorship and fundraising**
 - Develop leads on potential sponsors
 - Support the development of sponsor prospectus
 - Secure sponsorships and track fulfillment of sponsorship package benefits
 - Collect sponsorship materials including logos, commercials, email outlines, social post drafts, and branding
 - Secure annual renewals of existing sponsors
- **Marketing and communications**
 - Coordinate with the communications committee
 - Maintaining and responding to email and PO box mail
 - Support and respond to external inquiries
 - Ensure IBPSA-USA brand policies are followed
 - Manage social media presence (with volunteer support)
 - Monthly association newsletter and monthly events email
 - Collecting content
 - Formatting the newsletter
 - Emailing newsletter out to members
 - Email blasts
 - Sending other emails to membership as needed (approximately 3 per month)
 - Website management and maintenance
 - Ensure website information is up-to-date, including: board members list, committees, events, video content
- **Event management (excluding SimBuild)**
 - Manage web-conferencing and calendars for:
 - Public webinars and other online events (approximately 24 per year)
 - Board meetings
 - Committee meetings
 - Semi-annual meetings
 - Venue sourcing (with volunteer support)
 - Publicity and sponsor development
 - Ticket sales
 - Presence at related events (with volunteer support)
 - Assist with Professional Development or Continuing Education tracking with affiliated organizations
- **Membership management**

- Respond to membership inquiries
 - Respond to membership emails
 - Maintain member directory
 - Ensure descriptions of membership levels are up-to-date and clear
- **Chapter support**
 - Process chapter financial requests
 - Maintain chapter mailing lists and email aliases
 - Support chapter events
- **Security and file management**
 - Protected file storage for all internal documents, logistics, and contracting, logistics
 - Maintain an organizational password manager
 - Shared with Executive Committee
 - Update whenever any roles change (approximately annually)
 - Manage access to association email addresses
- **Project administration**
 - The contractor will provide support to manage externally funded projects, paid as a percentage of project income, including:
 - Invoicing client organizations throughout the duration of a project
 - Support Project Execution Committees (PECs) to:
 - Post RFPs for subcontractors
 - Collect and distribute RFP responses
 - Pay PEC-approved subcontractor invoices
 - Manage project document storage and user access

Accounting Services

IBPSA-USA will consider proposals which include accounting services, but may elect to manage a separate accounting contract. If providing accounting services, these may include:

- Accounting (e.g., Quickbooks)
- Financial aspects of activities administration (e.g., review contracts, invoicing, payments)
- Budget support
- Security and file management of financial items
- Tax filing management
- Manage or assist with required financial/corporate reporting
- Attend periodic Finance and Development Committee meetings
- Audit management

Conference Event Management

IBPSA-USA will consider proposals which include event management of an annual SimBuild conference (2027 and beyond), but may elect to manage a separate event management contract. If providing event management services, the following is sought:

- **General planning and logistics**
 - Create and manage event budget (with volunteer support)
 - Coordinate volunteers for conference planning and on-site work
 - Manage dashboard and planning tools
 - Attend monthly Steering Committee check-in calls
 - Provide two (2) to three (3) staff to manage on-site logistics

- **Sponsors & Exhibitor Management**
 - Support the development of sponsor prospectus
 - Secure sponsorships and track fulfillment of sponsorship package benefits
 - Collect and manage sponsor assets (logos, videos, email/social content, branding)
 - Serve as primary liaison to ensure a high-quality sponsor and exhibitor experience
 - Distribute a post-event exhibitor/sponsor survey
 - Conduct post-event follow-up, thank-you communications, and future partnership outreach

- **Attendee & Presenter Support**
 - Serve as primary point of contact for attendees and presenters (pre-event and on-site)
 - Manage on-site registration and badge distribution
 - Deliver concierge-level attendee experience
 - Distribute post-event attendee survey
 - Assist with PD/CEU tracking in coordination with affiliated organizations
 - Manage reimbursement payments for scholarship recipients (if applicable)

- **Hotel**
 - Source location & venue of the event at least 18 months in advance (no cost to IBPSA-USA; commission paid by hotel)
 - Serve as primary hotel liaison before and during the event
 - Manage menus, BEOs, room layouts, and staff rooming block
 - Coordinate AV requirements with hotel and AV vendor
 - Manage hotel expenses, concessions, branding, signage, and service delivery
 - Review final invoices and process vendor payments

- Oversee equipment return and clean-up of staff/staging areas
- **Vendors**
 - Identify, contract, and manage vendors (AV, registration, mobile app, entertainment, gifts, awards, posters)
 - Set up and manage event management software (preferred vendor: ConfTool)
 - Coordinate vendor planning, on-site execution, and payments
 - Ensure vendor deliverables are met
 - Conduct post-event budget analysis
 - Coordinate presentation poster printing (if applicable)
- **PR & Marketing**
 - Copywriting (with volunteer support) and production of up to 20 individual campaigns related to the event. (e.g., save the date, call for submissions, session info, event highlights, post-event recap)
 - Post creation and publish posts to LinkedIn in conjunction with email campaigns
 - Suggest branding for onsite hotel
 - Coordinate media and marketing partnerships
 - Post live at the event on social platforms
- **Sessions & Scheduling**
 - Assist the Steering Committee and Scientific Committee in session and speaker coordination
 - Manage room assignments and session schedules (with volunteer support)
 - Communicate with speakers regarding selection, schedules, and logistics (with volunteer support)
 - Manage speaker AV needs and special requirements
 - Collect speaker agreements, bios, headshots, and presentations (with volunteer support)
 - Issue visa letters and invitations as needed
 - Support pre-conference workshops, tours, or hackathons (if applicable)
 - Manage speaker queuing and timekeeping for general sessions
 - Collect session attendance data and analytics
- **Website & online platform**
 - Maintain and update the event website
 - Coordinate attendee registration
 - Set up text notification system or push-notifications on app for attendees

- Manage mobile app content, text alerts, and push notifications
- Upload and manage post-event presentation materials

COMPENSATION AND PERFORMANCE REVIEWS

Compensation

Compensation for Administration and Financial Management will be paid through a fixed price contract, paid in 12 monthly installments. Compensation for Project Administration will be a fixed percentage of project income, payable to the contractor no later than 30 days of receipt of income by IBPSA-USA. Modifications to the contract shall be granted by the Board of Directors to accommodate increased project funding throughout the year.

The contractor shall cover the costs of the following services under this contract:

- Accountant services (including tax filing)
- Administrative services

IBPSA-USA shall cover the following costs:

- Insurance fees
- Legal fees

Additional Project Subcontracts: Some projects will also subcontract support beyond the tasks listed above under "Project Administration" under a separate contract for specific tasks at the direction of the PEC and with approval of the Board of Directors. The Association Management Contractor can apply to Project RFPs, but negotiations for this work will be independent of the Association Management contract. Examples of such additional tasks include:

- Mandatory attendance at project meetings
- Research and development tasks
- Project marketing tasks beyond typical website updates and social media postings
- Meeting and event planning and management
- Subcontractor management

Annual Budget: The contractor may find the scope of the listed responsibilities is greater than the budget allows. If this is the case, the contractor shall:

1. Work with the Executive Committee to identify priorities and determine if any low priority responsibilities can be deferred or accomplished through recruitment of member volunteer effort, and/or
2. Identify and secure new funding sources to justify an increased budget



Any request for additional budget requires Board approval.

Performance Reviews

The Executive Committee will conduct annual performance reviews with the contractor.