

**ARIZONA PHYSICAL THERAPY ASSOCIATION
REQUEST FOR PROPOSAL
Association Management Services**

The Arizona Physical Therapy Association is accepting proposals for management of the Association. A Letter of Interest is required before the complete packet will be provided to parties interested in submitting a proposal.

The Letter of Interest should include an introduction of the submitter, brief resume, and a contact person along with their contact information. The letter should be restricted to one page. Once the Letter of Interest is received by the Arizona Physical Therapy Association, a complete packet will be sent to the contact person.

All questions from interested parties will be collected and answered in one comprehensive document and shared with all parties who submitted a Letter of Interest.

The Association will consider all forms of management including association management companies, hired staff, and contracted staff.

Important Dates

February 15, 2012	Deadline to submit Letter of Interest
February 22, 2012	Deadline to submit Questions
February 29, 2012	Answers to questions provided
March 7, 2012	Deadline to submit Proposal
March/April	Interviews
May, 2012	Decision

Association Description

The Arizona Physical Therapy Association (AzPTA) is a non-profit 501(c)6 association servicing the interests of the physical therapy industry in the state of Arizona. Chartered in 1949, the Association has a membership of 1500 physical therapists, physical therapist assistants, and students. The organization is a chapter of the American Physical Therapy Association.

Board and Governance

BOD: 11 members, 22 committees

Programs and Activities

2 state conferences per year, approx 200 attendees. Various programming throughout the year

Publications

1 monthly and 1 quarterly electronic newsletter

Database

Affiniscape online Associations solution

Additional Information

It is estimated that 1.5-1.75 full-time equivalents are necessary for the management of the association.

Submit the Letter of Interest by the deadline to azptaresumes@gmail.com .