



REQUEST FOR PROPOSAL

To create a system of continuing education programs on relevant topics that would enhance career development for NABE members

National Association for Business Economics
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November 3, 2008

NABE Education Initiative

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I. Introduction

The National Association for Business Economics invites you to submit a proposal to create a system of continuing education programs on relevant topics that would enhance career development of NABE members.

The NABE Board of Directors will oversee the project and select the proposal.

II. Background

Founded in 1959, NABE is an “individual membership” organization that represents about 2,300 members and has 35 affiliated chapters throughout the country. NABE is dedicated to the professional development of its members, and its mission is to provide leadership in the use and understanding of economics. NABE’s website can be found at www.nabe.com.

NABE currently has a number of education-related activities, and more information about these can be found on NABE’s website:

- NABE annual meeting and policy conference
- Statistics Committee—reports and advisories on economic statistics
- Professional development seminar
- Skills seminars
- Surveys of the macro-economy, industries, and economic policy issues
- *Business Economics*, NABE’s quarterly refereed journal
- Teleconferences with experts on economic topics
- Web Content: podcasts, blogs
- Roundtables that hold sessions at NABE meetings

Since 2000, NABE has undertaken a series of education-related activities including:

- Expansion of NABE offerings to include the professional development seminar
- Increasing website content including more information and resources for professionals
- The "Best in Class" on economic statistics advisory services and advocacy for quality improvements
- Establishment of media seminar and increasing visibility of NABE surveys
- Creation of the NABE Foundation dedicated to supporting education programs
- Alliance with CalTech and creation of forecast aggregation experiments
- Creation of affiliate partnerships: Risk Management Association and CFA Institute
- Introduction of NABE and Roundtable teleconferences on current issues
- Elements of the Get Connected program

Why does NABE want to undertake an education initiative now?

- NABE members are baby boomers and will begin retiring at higher rates than prior years
- Entry-level economists are increasingly nestled in non-economics, "functional" or business units in nonfinancial companies
- Information technology is increasingly important for NABE's existing and potential members
- Individuals with graduate degrees in economics might need life-long learning tools to prepare them for changing dynamics over the next decades:
 - Global environment is changing fairly rapidly
 - Technology innovation, including new econometric techniques
 - Financial innovation
 - Labor market sourcing patterns

Questions for which the NABE leadership seeks guidance include:

- Could practicing professionals benefit from learning tools and a comprehensive training program on a focused topic? Some examples might include (list would be dependent on survey results):
 - Economics and structured credits
 - Globalization – focus on emerging markets and commodities
 - Business economics – from analysis and results to implications and communications in a business setting
 - Risk management (in partnership with RMA): tools and how to use in a business setting
- Would this bring more credibility and enhance the profession of business economics? Would entry-level practitioners benefit from such a program?

III. Scope of Work

The scope of work will consist of the following tasks:

(1) Survey NABE members to gauge interest in specific training topics and with the intent of identifying a global body of knowledge that all entry-level business economists should know and a body of knowledge that would be continually updated to keep more advanced professionals current in their field.

(2) Hold a one-day offsite for NABE leaders that is led by a professional consultant in the field. Purpose would be to review the survey results and coalesce on the knowledge and training content for various professional career stages.

(3) Develop a training program that meets the needs of entry-level and more experienced NABE members by focusing on relevant topics for the business economics profession and using the results of (1) and (2) above. Program should identify points in the program at which certificates of achievement should be awarded; this would be “curriculum-based” certification with no ongoing requirements. Also, define how this program would fit into NABE’s current educational offerings and the role of the NABE Foundation in the program.

(4) Explore with the CFA Institute a partnership for providing business economics content for the CFA economics curriculum using the information developed from the above three tasks.

IV. Proposal Guidelines

Evaluation and selection of a consultant will be based on the written information as requested and outlined here.

1. Letter of Transmittal
Include a letter of transmittal signed by yourself or an authorized representative of the firm.
2. Profile
 - Provide a brief history of your company and your background.
 - State the number of years your company has been in business.
 - Provide a client list and indicate how many clients were of a size and scope of activity comparable to NABE.
 - Provide three references with contact names and phone numbers.
3. Proposal
 - Steps you would take to plan and implement the proposal.
4. The Bid
 - Develop a bid based on the “Scope of Work” indicating your fees for each of the three tasks.
 - Provide a schedule for completing the tasks.
 - Give the additional costs that would be associated with this contract, if any.

V. Instructions

All communications relative to this RFP should be directed to Susan Doolittle, 202-463-6223, doolittle@nabe.com.

1. Key Dates:

RFP Issue Date	November 3, 2008
Proposal Due Date	December 5, 2008
Notification of Selected Firms To Interview	December 12, 2008
Interviews with Selected Firms (via teleconference)	December 15-19, 2008
Selection of Final Firm	December 23, 2008
Start date	January 5, 2009

2. Replies

Please e-mail your proposal to Susan Doolittle, NABE Executive Director, (doolittle@nabe.com) by **December 5, 2008**. Use Microsoft Word or a pdf format for attachments.

3. All supporting materials and documentation should be included with the proposal.
4. NABE reserves the right to accept or reject any or all bids, to take exception to these RFP specifications, or to waive any formalities. NABE specifically reserves the right to negotiate a contract with the selected firm.
5. The firm selected will be chosen based on ability to provide service and benefit to NABE. The contract will not be automatically awarded to the lowest bidder. The contract will be awarded to the firm that best meets the following criteria:
 - Experience
 - Quality and completeness of the proposal
 - Cost effectiveness

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