



AGRSS Council
800 Roosevelt Road Bldg C, Suite 312
Glen Ellyn, Illinois 60137

**REQUEST FOR PROPOSAL: AGRSS
AUTO GLASS REPLACEMENT SAFETY STANDARD-
COMMUNITY AWARENESS PROGRAM (CAP) ADMINISTRATOR**

AGRSS Council, Inc. is seeking a person or entity to manage multiple AGRSS CAP events on an annual basis. Please review this request for proposal (RFP) and provide your written proposal to the address provided on the last page of this document under the heading, "DEADLINES, SUBMITTAL AND APPROVAL, for accomplishing the activities identified **NO LATER THAN MONDAY, JUNE 30TH, 2008, AT 5 P.M. CDT.**

CAP BACKGROUND

The AGRSS Community Awareness Program was developed and piloted in 2007. The purpose of CAP is to deliver a two day event within a target community that focuses on the importance of safe auto glass installation.

Multiple presentations and interviews are conducted with various audiences, spanning such groups as community based associations and clubs, news media, insurance companies, law enforcement, government officials, business groups, commissioners, councils, and more. The intention is to bring additional relevance to the AGRSS Standard, AGRSS registered companies and create a brand-awareness to all consumers. AGRSS registered companies share in the development and delivery of CAP, along with the AGRSS Board of Directors. While the event takes two full days to complete, it requires 120 days of team work by at least 4 AGRSS registered glass companies to adequately prepare.

Costs associated with CAP are divided equally among the AGRSS registered companies who participate in the event. History has proven this to be a very valuable program differentiating AGRSS registered companies within the communities in which they serve. Our intention is to expand the CAP program which will require the contracting of a paid CAP administrator who will organize, plan, manage and orchestrate each event.

CAP ADMINISTRATOR'S POSITION DESCRIPTION

1. To solicit CAP participation of AGRSS registered companies. Receive, through the AGRSS Secretariat, CAP Applications from interested AGRSS registered companies and process for approval. This will require the analysis of electronically submitted applications followed by phone interviews of candidates to confirm accuracy of data and commitment to the program. Once an application

- has been submitted, it will be the responsibility of the CAP administrator to solicit and secure a preferred minimum of 4 AGRSS Registered companies prior to any CAP event being approved by the AGRSS Board of Directors. The CAP administrator will be responsible for inviting all AGRSS registered companies operating within the same community to participate.
2. While reporting to the AGRSS Secretariat, for operational and administrative purposes, the CAP administrator will work with the AGRSS Board of Directors and make recommendations for specific CAP events. Such recommendations take place following the CAP administrator's initial review and approval of the CAP Applications.
 3. Upon AGRSS Board approval for a CAP event, the CAP administrator will then begin the process of attaining CAP Agreements from each approved CAP applicant.
 4. Upon attainment of CAP agreements from each approved CAP applicant, the CAP administrator will set a calendar and begin the process of organizing the CAP event. A face-to-face kick-off meeting is first to be conducted with all approved CAP companies attending. Subsequent conference calls are orchestrated by the CAP administrator to monitor progress by participants. The CAP administrator will continue to keep the AGRSS Board informed of progress and organize participants from the AGRSS Board of Directors to help with the CAP event.
 5. The CAP administrator will return to the designated city for CAP event to manage and emcee the event, which will require at least two days to complete.
 6. The CAP administrator ensures that AGRSS Secretariat receives all bills and income, provides authorization for AGRSS to pay such bills and that payments are made by participating AGRSS registered companies, as agreed upon. The CAP administrator insures that budgets are met for each CAP event.
 7. CAP administrator then initiates follow-up programs by each participating company and monitors progress through conference calls.
 8. A minimum of two CAP events per year have been set as a goal.
 9. The CAP administrator will be required to work within the confines of a contract, set forth by the AGRSS Board of Directors which will include confidentiality/non-disclosure provisions. The remaining language will provide the requirements set forth for both the CAP Administrator and the AGRSS Board of Directors.

COMPENSATION STRUCTURE

The CAP administrator will be paid by AGRSS Council Inc. on a fixed fee basis per each event. In addition to the per-event-fee amount, the CAP administrator will be reimbursed for reasonable travel related expenses.

REQUIRED INFORMATION FROM CAP APPLICANT

Note: It should be understood by the CAP administrator applicant that AGRSS Council, Inc. feels it important to secure the services of an individual or entity having a well established knowledge of, and reputation within, the auto glass replacement industry as well as a firm commitment to the AGRSS standard, the AGRSS registration program and AGRSS itself. Further considerations will be based upon candidate's ability to demonstrate the skills of team building, public presentations, organization and administration.

1. Provide history of involvement within AGR industry. This should include other entities for which you work, or have worked, in the auto glass industry or related industries;
2. Define rolls filled that would help validate your ability to work well in team building, administration, organization and public speaking;
3. Disclose any circumstances or situations that exist that may represent a conflict of interest, or the perception of such a conflict, in fulfilling the role of AGRSS CAP administrator;
4. Having reviewed the contents of this RFP and attached CAP Workbook, share your level of interest toward securing this position with AGRSS and any special considerations that should be taken into account in making you the best candidate for this position;
5. Taking into account the amount of work and time involved in fulfilling the role of CAP Administrator, define the contracted-flat- fee amount that you would require for compensation per CAP event (note that travel expenses related to each CAP event will be fully reimbursed in addition to the contracted amount paid). In addition, define the length of time that your contracted amount would remain in effect;
6. Include pertinent experience in community organizations, marketing, publicity, etc.;
7. Please take the liberty to provide any additional information that you desire for AGRSS to take into consideration;
8. References;

NOTE: Any questions you may have concerning the submittal of your proposal should be directed to Mr. Rick Church via email to rick@agrss.com. Requests for a copy of the CAP handbook should also be directed to Rick Church.

DEADLINES, SUBMITTAL AND APPROVAL

1. Completed proposal must be received no later than Monday, June 30th, 5:00 P.M. CDT.
2. Proposal may be submitted by either hard copy-mail or via email to the following addresses:
 - a. Hard-copy mail: AGRSS
800 Roosevelt Rd. Bldg C-312,
Glen Ellyn, IL 60137

Attention: Rick Church

b. email: rick@agrss.com

3. Candidates will be notified by July 15, 2008 of the status of their proposal
4. Candidates may be contacted for further information or requested to attend an interview.