



Tumalo Basin Sewer District
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Tumalo Basin Sewer District

Request for Proposal: Secretarial Duties

June 30, 2025

This document is intended to provide the necessary information for respondents to submit a detailed proposal that satisfies the requirements of Tumalo Basin Sewer District's (TBSD) secretarial support needs. The estimated time commitment is 10-15 hours per month.

Assumptions

Respondent to provide services as a 1099 contractor.

Respondent is available to be present at board meetings.

Respondent will have moderate to advanced knowledge of MS Word and Excel, file storage practices, and be familiar with (or willing to learn) the application of Oregon Public Meetings laws.

Primary goals:

Perform the role of secretary to the TBSD Board of Directors, reducing the time other board members spend on secretarial duties.

Duties to include, but not limited to:

Compliance

Advising adherence to district, county, state and federal policies, regulations, and laws

Meeting / Agenda Coordination

Prepare Agenda Packet (receive, prepare, and distribute documents)

Email Agenda to interested parties

Email press release to the media (publications and postings as required by law)

Distribute Agenda packet to Board & upload to website

Open/operate Zoom; upload recording link to website (if directed)

Post-meeting processing, signing & filing approved documents as needed

Audits

Report in Lieu of Audit for 2025. (Thereafter, audits to be performed by Basic Books.)

Website

Maintain website with latest Agenda, minutes, and updates to posted information.

Disclaimer

TBSD does not intend to: Award a contract based on the responses to this RFP.

Timeline and Selection Process

06/30/2025 RFP Issued to potential respondents and posted to website.

07/10/2025 Respondents to submit questions to rob@tumalobasinsd.org.

07/14/2025 TBSD contact to respond to any questions

07/21/2025 Respondent to submit proposal including pricing of services to rob@tumalobasinsd.org.

07/29/2025 TBSD to evaluate proposals and select preferred respondent.

08/12/2025 The TBSD Board of Directors will, at the regular monthly meeting, select one respondent for final approval.

Proposal Requirements

Respondent's verifiable qualifications, with references, for performing the duties listed in this RFP.

Respondent's hourly pricing of their services.

As a 1099 Contractor, Respondent may be required to carry Workmen's Compensation and General Liability insurances, at no cost to TBSD. Proof of Insurance would be submitted prior to selected respondent beginning work.

RFP Contact Information

Contact Name: Rob Fish

Contact email: Rob@tumulobasinsd.org

Vendors must submit proposals in PDF format via email to the RFP contact by the deadline to be considered.