

LFA Management Company Interview Guidelines

1. Ask each company for a technology solution demo - providing examples, member portals, website, forms, interfaces for MAC to see and discuss.
2. Walk through the RFP with each company focusing on these two questions:
 - (a) How do these services offered meet LFA needs. What don't we need? (This will involve going through their written proposal response compared with our RFP).
 - (b) How is pricing determined? By area of service? By estimated hours
 - (c) Get clarity on parts of contract proposals that DO NOT meet our RFP requirements (ex: one year contract; a contracted price without major \$++ disallowing us to budget for contracted services)
 - (d) How can we best move forward with a somewhat hybridized version of a strategy that involves combination of LFA staff, board responsibilities and management company?
3. Area of focus questions: Russ on finance; Ellen and Emily on governance; Audrey on seasonal programming and park management; Clark on Lake maintenance and IT; Basil on membership.
4. Transition plan