



**The National Association of State Contractors Licensing Agencies
(NASCLA)
&
NASCLA Publications Inc.**

**Request For Proposal
Book Publishing Company to Write & Update
Business Management and Law Guides for Contractors**

BACKGROUND OF NASCLA

The National Association of State Contractors Licensing Agencies (NASCLA) was formed in 1962 as a not for profit organization. The association is composed of states that have enacted laws to regulate the business of contracting. It is dedicated to the mutual assistance of the member states in striving for better regulation of the construction industry to protect the health, safety, and welfare of the general public.

The association's membership is comprised of state and local contractor licensing agencies, construction firms, construction trade associations and others associated with the construction industry.

In 1990, the NASCLA Board of Directors voted to develop a national contractor's business management guide. The NASCLA Board of Directors felt that the use of a common guide would not only help provide a basic understanding of business management subjects to license applications, but also could promote the standardization of licensing examinations, aid in reciprocity agreements among states, and reduce the reference materials required of license exam candidates.

PURPOSE OF REQUEST FOR PROPOSAL

NASCLA is seeking a publishing company who can write and update the Business Management and Law Guides for Contractors.

NASCLA would enter into a 5 to 7 year agreement with the company that is selected to publish and update the Business Management and Law Guides for Contractors.

The Business Management and Law Guides for Contractors are designed to provide an overview of business management subjects for contractor examination candidates applying for a license. It is also written to act as a reference guide for commercial licensed contractors.

The guide is divided into two major sections. Part one deals with business and project management subjects relevant to all contractors. Part two focuses on the unique commercial contracting requirements for a specific state.

The Appendices at the end of the guide provide the full text of the statutes and rules that control the major activities of commercial contracting in a specific state, as well as other relevant information.

The association currently has 16 publications. One complimentary copy of the Business Management and Law Guide is available upon request.

MANDATORY PROPOSAL REQUIREMENTS

- **One Original and 5 Copies of the Proposal**
- **Cover Letter**
- **Table of Contents**
- **Consultants Qualifications & Client Reference List**

Each proposal should describe its company philosophy, its key players, its past experience/qualifications and the past experience/qualification of staff assigned to the project. Explain why you believe your company is qualified to perform the work described in this RFP. Previous projects similar to the current project should be discussed. References will be checked.
- **Workplan / Timeline**

The proposal should outline proposed tasks and activities, including a work plan and schedule for completion of deliverables.

- **Cost Proposal**

The proposal should include a breakdown of costs for deliverables, general book maintenance and annual updates.

NASCLA PUBLICATIONS, INC. REFERENCE LIST

Basic Business and Project Management for Contractors. Total number of books sold last year was 505 books.

Business and Project Management for Contractors, Alabama General Contractor. Total number of books sold last year was 644 books.

Business and Project Management for Contractors, Alabama Home Builders. Total number of books sold last year was 1,060 books.

Business and Project Management for Contractors, Connecticut. Total number of books sold last year was 767 books.

Business and Project Management for Contractors, Georgia. Total number of books sold last year was 972 books.

Business and Project Management for Contractors, Louisiana. Total number of books sold last year was 1,090 books.

Business and Project Management for Contractors, Maryland. Total number of books sold last year was 3,860 books.

Business and Project Management for Contractors, Mississippi. Total number of books sold last year was 340 books.

Business and Project Management for Contractors, North Carolina Electrical. Total number of books sold last year was 537 books.

Business and Project Management for Contractors, North Carolina General. Total number of books sold last year was 1,929 books.

Business and Project Management for Contractors, North Carolina Plumbing Heating and Fire Sprinkler. Total number of books sold last year was 853 books.

Business and Project Management for Contractors, Virginia. Total number of books sold last year was 4,190 books.

Business Management and Law for South Carolina, Commercial Contractors. Total number of books sold last year was 1,332 books.

Business Management and Law for South Carolina, Residential Builders. Total number of books sold last year was 1,180 books.

Business Management and Law for South Carolina, Manufactured Housing. Total number of books sold last year was 66 books.

Maryland Home Improvement Salesperson Reference Manual. Total number of books sold last year was 1,484 books.

RFP CONTACT PERSON

Responses and questions should be sent or directed to the following official contact person:

Angie Whitaker, Manager
NASCLA
7500 East Butherus Drive, Suite 105
Scottsdale, Arizona 85260
Phone: (866) 948-3363
Fax: (480) 948-4117
angie@nascla.org

SUBMISSION OF PROPOSAL

An original and 5 copies of the consultant's proposal must be received no later than 3:00 PM (EST), Friday, April 1, 2005.

Proposals not received by the date and time specified will be rejected. Incomplete or late proposals will not be considered. NASCLA reserves the right to refuse all bids.

Proposal must be submitted to:

Angie Whitaker, Manager
NASCLA
7500 East Butherus Drive, Suite 105
Scottsdale, Arizona 85260