

Cummings & Associates, Inc.

Management Firm Selection Checklist

- Select Consultant
- Develop Schedule
- Appoint Ad Hoc Committee
- Review Community History
- Define the Community
 - Location
 - Characteristics
 - Amenities
 - Controlling Documents
 - Governance
 - Vision
 - Mission
 - Goals
 - Issues
- Verify Management Approach
 - Agent
 - Contract
 - Employer
- Define Scope of Work
 - Administrative Services
 - Architectural/Covenants Administration
 - Communication Services
 - Community Services
 - Facilities & Grounds Maintenance/Administration
 - Financial Services
 - Membership Services
 - Organization and Staffing
 - Other
- Define Management Firm Qualifications
 - Experience
 - Staff
 - Professional Designations
 - Current Portfolio
 - General Liability Insurance
 - Errors & Omissions Insurance
 - Fidelity Bond Coverage
 - Firm Accreditation
 - References
 - Samples
- Develop Draft Contract
- Define Evaluation Criteria and Process
- Prepare Request for Bid
- Identify Potential Firms
- Mail RFP to Three to Five Firms
- Conduct On-Site Bidders Conference

- Receive and Review Proposals for Completeness
- Evaluate Proposals
- Conduct Background Checks
- Select Best Two or Three
- Visit Short List Candidate Firms
- Interview Selected Firms
- Analyze Bids
- Conduct Follow-up Interviews, if required
- Select the Firm that best Meets Criteria
- Notify Selected Firm
- Negotiate Contract
- Notify Remaining Firms
- Announce Selection to the Community
- Welcome New Management Firm
- Assist in Transition

Cummings & Associates, Inc.
Suite 210, 3801 Mount Vernon Avenue
Alexandria, Virginia 22305
703.625.4000