



U.S. ROUTE 66 Centennial Commission

INVITATION FOR RFP

U.S. ROUTE 66 CENTENNIAL COMMISSION - ADMINISTRATIVE ASSISTANCE

The U.S. Route 66 Centennial Commission extends an invitation for firms and individuals to submit proposals for contractual administrative support. This is a unique opportunity to play a significant role in the Commission's operations and contribute towards a monumental celebration across eight states.

ABOUT THE COMMISSION

The U.S. Route 66 Centennial Commission is an esteemed body, established by the United States Congress, charged with orchestrating the centennial anniversary celebration of the iconic Route 66 in 2026. The Commission comprises representatives nominated by the governors of the eight states Route 66 passes through, alongside representatives from the United States Department of Transportation, and the Majority and Minority Leaders of the House and Senate.

The Commission's main duties involve recommending strategies for festivities, honoring and celebrating items, as well as pinpointing the most suitable Federal Government entities to execute these suggestions.

COMMISSION MEMBERS. The following members were appointed by President Biden

Commissioner	Organization	Current Title/Position	Nominated by:
Rod Reid (Chair)	Shepherd Hills Factory Outlets	Co-Owner	Governor Parson
Jen Paul Schroer (Vice-Chair)	New Mexico Tourism Department	Cabinet Secretary	Governor Lujan Grisham
Caroline Beteta	Visit California	President & CEO	Governor Newsom
Danielle Blackshear	Federal Highway Administration	Transportation Specialist	US Secretary of Transportation
Mark Falzone	Scenic America	President & CEO	US Secretary of Transportation
Tim Gatz	Oklahoma Dept. of Transportation	Secretary of Transportation	Governor Stitt
Debbie Johnson	Miles Partnership	Sr. Vice President	Governor Ducey
Dale Oglesby	Kansas Route 66 Association	Member	Governor Kelly
Joan Sestak	University of Illinois - Springfield	Director of Community & Gov Relations	Senator Schumer
Julianna Stratton	State of Illinois	Lieutenant Governor	Governor Pritzker
William Thomas	Route 66 Road Ahead Partnership	Road Ahead Chair	House Minority Leader McCarthy
Trait Thompson	Oklahoma Historical Society	Executive Director	Senate Minority Leader Mitch McConnell
Michael Wallis	Route 66 Alliance	Co-founder, Route 66 Alliance	House Speaker Nancy Peolsi
Richard Ware	Amarillo National Bank	Chairman	Governor Abbott

The administrative support role will work directly with the esteemed members of the Commission, as well as have direct communication and assist the four National Working groups (National and Local Events Celebration; International and National Marketing; Infrastructure; Commemoratives and Publications - which consist of commissioners and key stakeholders from each state).

Additionally, the role will require direct communication with private and state leaders from Arizona, California, Illinois, Kansas, Missouri, New Mexico, Oklahoma, and Texas. Plus, communication and networking with national organizations such as Brand USA, Miles Partnership, and other decision-makers on state, county, and local levels of each state.



Rod Reid (Chair)

Invitation for Proposal (RFP)

Organization: Route 66 Centennial Commission

Contracted Support for Route 66 Centennial Commission and National Working Groups

Release Date: 08/14/23

RFP Closing Date: 08/28/23

1. Introduction:

The Route 66 Centennial Commission (referred to as “The Commission”) invites you to submit a proposal for a contracted position. This role is integral to the operations of the Commission and its four national working groups, providing much-needed assistance in administration, communications, research, event and meeting coordination, minutes transcription, and web content and social media management.

2. Scope of Work:

The successful applicant or organization will:

2.1. Administrative Support:

- Deliver robust clerical and administrative support to the Commission and its working groups.
- Handle correspondence, file management, and data management.
- Assist in scheduling, calendar management, and other related administrative tasks.

2.2. Communications:

- Act as a central point of contact for external and internal inquiries.
- Develop and disseminate newsletters, announcements, or bulletins.
- Draft, proofread, and edit official communications.

2.3. Research:

- Conduct research on subjects relevant to the Commission's initiatives and programs.
- Compile, analyze, and present findings to the Commission.

2.4. Meeting & Event Coordination:

- Coordinate and schedule meetings for the Commission and its working groups.
- Manage logistics for virtual and in-person events, including booking venues, arranging equipment, and coordinating attendees.
- Ensure the availability and setup of all required materials and equipment for each meeting or event.

2.5. Minutes Transcription:

- Attend all official Commission and working group meetings.
- Accurately transcribe meeting discussions and decisions.
- Distribute meeting minutes to relevant stakeholders promptly.

2.6. Web Content & Social Media Management:

- Collaborate with the web firm to maintain the Commission's website with the latest and relevant information.
- Plan, create, and post commissioner updates on the Commission's social media channels.
- Monitor social media accounts for engagement and respond to inquiries or comments as necessary.

3. Qualifications:

The ideal candidate/organization should:

- Have proven experience in administrative support, event coordination, and social media management.
- Demonstrate excellent written and verbal communication skills.
- Be familiar with the objectives and initiatives of the Route 66 Centennial Commission.
- Possess the ability to work independently and manage multiple tasks concurrently.

4. Proposal Submission:

We invite interested candidates/organizations to submit a comprehensive proposal that includes:

- Detailed information about qualifications and experience relevant to the scope of work.
- Proposed rate (estimated 20 hours per week).
- At least two references from previous similar roles or projects.
- Any additional services or expertise that could be beneficial to the Commission, even if not explicitly mentioned.

5. Evaluation Criteria:

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- The cost-effectiveness of the proposal.
- Demonstrated understanding of the Commission's needs and objectives.

6. Contact:

For any queries or clarifications regarding this RFP, please reach out to:

Contact Name: Joe Leong
 Contact Email: route66commission@gmail.com
 Contact Phone: (505) 629-9509

This RFP serves as a basic framework and can be tweaked to suit the specific needs and requirements of the Route 66 Centennial Commission. Fiscal agent: Scenic America.