

Describe your company, school, or association's ability to provide online education (Note: The ability to provide online education is not a requirement to become an Authorized Provider).

- ☐ A brief biography of the lead individual who would be assigned to the Certification Program.
- 6. A sample of the Continuing Education Certificate the Applicant will issue if approved by ☐ along with the name, title, contact information, and sample signature of the individual(s) who will sign the certificates.
- 7. Any questions the Applicant would want answered after reading the RMAI Receivables Management Certification Program Governance Document and its appendices. Please note that this question is to elicit questions to help RMAI in the operation of the Certification Program.
- 8. Two (2) completed and signed copies of RMAI [Authorized Provider License Agreement](#). Please note that the completion of the Authorized Provider License Agreement does not indicate that the Applicant has been approved as an Authorized Provider. The Applicant will know they have been approved when contacted by RMAI staff and provided a RMAI countersigned copy of the Authorized Provider License Agreement.

V. ADMINISTRATIVE MATTERS

The following are the terms and conditions for those companies, schools, and associations who wish to respond to this RFP:

1. Right to Reject Any or All Proposals

RMAI reserves the right to reject any or all proposals for any reason, and/or request clarification or information submitted by any Applicant responding to this RFP during the evaluation process and at any time while designated as an "Authorized Provider". ☐ may reject any responses which are conditional, incomplete, or that contains any material deviations from the RFP requirements. Finally, ☐ reserves the right to modify its requirements based on responses to this RFP.

☐ Ownership of Replies

All materials submitted in response to this RFP become the property of ☐ and may at any time prior and/or subsequent to the notification of the intent to award contract be reviewed and evaluated by any persons. These materials may be returned only at RMAI's option and at the Applicant's expense. One copy of the proposal shall be retained for official RMAI files.

☐ Contact for Information

Verbal communication with ☐ employees concerning this RFP is not binding on RMAI. Inquiries regarding this RFP may be made to:

Shannon Parod
RMAI
1050 Fulton Avenue, Suite 120
Sacramento, CA 95825
☐ mail: sparod@☐.org
☐ 482-2462

4. License Agreement Requirements

Awarding the Applicant an “Authorized Provider” designation for providing continuing education credits will require execution of a license agreement with RMAI. License Agreements will only be entered into with companies, schools, and associations that are RMAI “Affiliate” or “Law Firm” Members prior to the execution of the agreement.

5. Submission of Proposals

This is an open RFP and Applicants may submit proposals up and until such time that this RFP has been removed from the RMAI website. The Applicant should email a copy of their proposal to the designated RMAI contact person identified in paragraph 3 above clearly marking in the subject line "Education Provider RFP Submission".