



Request for Proposal – Legal Services

Date: August 1, 2013
Deadline for Proposals: August 23, 2013
For additional information and questions, please contact: Diane Dinsmore, Finance Committee Chair
at info@nyswomeninc.org or 716-773-9184

Please mail proposal to: NYS Women, Inc.
c/o Diane Dinsmore, Finance Committee Chair
1022 Whitehaven Road, Grand Island, NY 14072

OR

Email to: info@nyswomeninc.org

Background

New York State Women Inc. (NYSWI) is a non-profit organization dedicated to improving the lives of working women. NYSWI currently has 550 members with annual dues collected monthly. There are currently 34 Chapters with memberships ranging from three (3) members to fifty-six (56) members. Three of these chapters are currently incorporated. The fiscal year is July 1st to June 30th of each year. NYSWI currently has two board meetings and a state conference per year. NYSWI is requesting proposals for legal services for the following list.

Fee

We are accepting proposals on a flat fee basis only

Job Specifications

1. Price per chapter to incorporate chapters not currently incorporated.
2. Investigate Group Exemption Status.
3. Clarify IRS filing status of State organization.

Qualifications

Please include your experience, resume and references.

NYSWI has the right to accept or reject any bid.