

REQUEST FOR PROPOSAL

Original Date Issued: Friday, June 25, 2021

Closing Date: Friday, July 23, 2021

Decision Date: Tuesday, August 10, 2021

Reference: ICMA Washington, D.C.

Subject: **Request for Proposal No. ICMAHO/Annual Conference Transportation Services/2021**

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for transportation services for the 2021 ICMA Annual Conference in Portland, Oregon. ICMA anticipates awarding one (1) single award as a result of this Solicitation. ICMA reserves the right to award more or fewer awards than anticipated above.

Technical questions concerning this solicitation should be directed to Indira Fuller-Bey, ICMA Conference Planner at ifullerbey@icma.org with a copy to workwithus@icma.org. All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at workwithus@icma.org with a copy to Indira Fuller-Bey at ifullerbey@icma.org. Questions are due by July 13, 2021.

All communications must include the solicitation title, **ICMAHO/Annual Conference Transportation Services/2021**, in the subject line.

No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent's behalf) in an attempt to influence this procurement: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent not being awarded a contract.

This solicitation in no way obligates ICMA to award a contract nor does it commit ICMA to pay any cost incurred in the preparation and submission of a proposal.

ICMA bears no responsibility for data errors resulting from transmission or conversion processes. ICMA appreciates your responsiveness and looks forward to a mutually beneficial business relationship.

Sincerely,

Jeremy Figoten, CAE
Director, Conferences and Sponsorships

PURPOSE

We are currently seeking proposals for transportation services to handle, but not limited to, the logistics and requirements with relation to shuttle services for the annual meeting. Responses should address, but not be limited to, the information included in this RFP and attached information.

ABOUT ICMA

ICMA advances professional local government worldwide. Our mission is to create excellence in local governance by developing and fostering professional management to build sustainable communities that improve people's lives worldwide. ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to more than 10,000 city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ICMA is a 501(c)(3) nonprofit organization founded in 1914 that offers a wide range of [services to its members](#) and the local government community. The organization is an internationally recognized [publisher](#) of information resources ranging from textbooks and survey data to topical newsletters and [e-publications](#). ICMA provides technical assistance to local governments in developing and decentralizing countries, helping them to develop professional practices and ethical, transparent governments. The organization performs a wide range of mission-driven grant and contract-funded work both [in the U.S.](#) and [internationally](#), which is supported by federal government agencies, foundations, and corporations.

For more information regarding ICMA's programs and services, please go to www.icma.org. ICMA's Dun and Bradstreet number is 072631831.

ICMA ANNUAL CONFERENCE

The ICMA Annual Conference is the largest gathering of local government professionals in the world. The Annual Conference consists of four (4) official conference days, two (2) days of pre-conference workshops, and several networking opportunities.

- # Attendees: 5,000 – 6,000
- # Mobile Workshops- 5 workshops.
- # Sporting Events- 3 events; Shuttling needs TBD
- # Offsite receptions 1 Tuesday, maybe board dinner but all TBD

ICMA Annual Conferences

2021 ICMA Annual Conference
Oregon Convention Center
Portland, OR
October 2-6, 2021

SCOPE OF WORK

The primary goal is to find a solution that will provide daily shuttle services to and from the Oregon Convention Center from 8 of the ICMA Conference Hotels. Shuttling will also be needed for some additional activities including sporting events, networking events and mobile workshops. The new solution should be able produce and manage efficient routes for shuttles.

Conference Hotels include:

- DoubleTree by Hilton Portland walking
- Courtyard Portland Downtown/Convention Center - walking
- Crowne Plaza Portland Downtown Convention Center - walking
- The Benson Hotel
- The Paramount Hotel
- Hilton Portland Downtown
- Portland Marriott Downtown Waterfront
- Hyatt House Portland Downtown
- Hyatt Regency Portland - walking

Requirements for Transportation Services

- Company must be capable of transporting hundreds of attendees simultaneously.
- Company must be able to provide efficient and timely routes based on all day shuttling with peak hours in the morning and in the evening. Limited schedule during the day. (See draft schedule attached)
- Company must be able to provide COVID-19 safety and cleaning protocols.

SUBMISSION REQUIREMENTS:

Section 1. Company profile:	Please limit to no more than two pages. CV's or résumés will not count toward the page limit. <ol style="list-style-type: none">1. Provide a description of your business2. Provide the year established in the current business for the services requested in this request for proposal.3. Please provide a copy of your annual report and include information on company size, number of employees and annual revenue.4. CV's or résumés of key personnel-in a leading paragraph, please indicate how much time each person(s) will devote to this project and what other projects this person (s) undertake at the same time.5. List the company's scope of services6. Tell us what makes your business stand out in the industry.
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<p>Section 2: References:</p>	<p>A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered</p> <p>Respondents should provide references as follows:</p> <ol style="list-style-type: none"> 1. At least three (3) examples of relevant work; 2. At least two (2) organizations to which you recently submitted unawarded bids; 3. The contact information should include the contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process
<p>Section 3: Approach:</p>	<ol style="list-style-type: none"> 1. Describe the organizations you have provided transportation services to that were similar to the needs of ICMA and demonstrate your business’s ability to manage large-scale conferences in all stages of the event (pre-event, during event, and post-event). 2. How has your business provided exclusive care in managing complex logistics (mapping out routes) and shuttle services for other organizations? 3. What technologies will your business utilize in managing ICMA’s transportation needs? 4. Provide an example or explain how your company will approach transportation services for the annual conference? 5. How will your business ensure consistent service to ICMA? 6. System must be capable of handling transporting hundreds of attendees simultaneously. 7. What are your COVID-19 Safety and Cleaning Protocols? 8. What additional incentives can your company offer ICMA?
<p>Section 4. Pricing</p>	<p>Please provide a price list for all services described above and for those services described above and for those services that you believe may be of value to the success of our annual conference. Please be advised that ICMA is cost-conscious about procuring outside services. Please define the period for which pricing is valid.</p>

CONTRACT TERM AND DELIVERY DATES

The contract will be in effect commencing October 1, 2021 through October 6, 2021. ICMA reserves the right to postpone this decision if deemed necessary. Final delivery dates will be negotiated upon award.

EVALUATION AND AWARD PROCESS

Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
 - a. section 1 (5%)
 - b. section 2 (5%)
 - c. section 3 (45%)
 - d. section 4 (45%)

ICMA reserves the right to award under this solicitation without further negotiations. The respondents are encouraged to offer their best terms and prices with the original submission.

INSTRUCTIONS TO THE RESPONDENTS

Respondents interested in providing the services described above should submit a proposal following the prescribed format in the Submission Requirements section of this RFP. Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of ICMA. Respondents who do not follow the prescribed format may be deemed non-responsive. A letter transmitting the proposal must be signed by an officer of the firm authorized to bind the respondent as required by this solicitation.

1. Transmission letter
2. Package no more than 30 pages excluding CV's or resumes and required forms
3. Completed and signed required forms

Packages must be submitted electronically to Representative, Grants and Contracts Administration at workwithus@icma.org with a copy to ifullerbey@icma.org. Place “**ICMAHO/ Annual Conference Transportation Services/2021**” in the subject line. No phone calls please.

Applications received after the closing date stated on the top of page 1 will be rejected.

APPENDICES (REQUIRED FORMS)

W-9
New Vendor Form

GENERAL CONDITIONS

Proposal Submission - Late proposals and proposals lacking the appropriate completed forms will be returned. Faxed proposals will not be accepted. Proposals will not be accepted at any other ICMA location other than the email address above. If changes are made to this solicitation, notifications will be sent to the primary contact provided to ICMA from each Respondent. ICMA takes no responsibility for effective delivery of the electronic document. The vendor offer will be rejected, if the vendor modifies or alters the electronic solicitation documents.

Contract Award - ICMA anticipates making one award under this solicitation. It may award a contract based on initial applications without discussion or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. ICMA may request additional data or material to support applications. ICMA expects to notify Respondents in approximately one month from the proposal due date whether your proposal has been selected to receive an award.

Limitation - This solicitation does not commit ICMA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. ICMA reserves the

right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in ICMA's best interest.

Disclosure Requirement - The Respondent shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States and shall describe circumstances for each.

When a Respondent is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of ICMA after the award of a contract, ICMA may exercise its stop-work right pending further investigation or terminate the agreement.

No Gifts - It is ICMA's Policy that no gifts of any kind and of any value be exchanged between respondents and ICMA personnel. Discovery of the same will be grounds for disqualification of the Respondent from participation in any ICMA's procurements and may result in disciplinary actions against ICMA personnel involved in such discovered transactions.

Equal Opportunity - In connection with the procurement of the specified services, the firm warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation, sexual orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

Small and Disadvantaged Businesses - ICMA shall use good faith efforts to provide contracting and procurement opportunities for SBD's. SDB categories include minority business enterprises (MBE), woman-owned business enterprises (WBE), small veteran and disabled veteran owned businesses, Historically Black Colleges and Universities (HBCUs), predominantly Hispanic Universities (HACUs), small businesses in Historically Under-utilized Zones (HUBZones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.