

REQUEST FOR PROPOSAL

Original Date Issued: 04/26/2022

Deadline for Questions: 5/10/2022

Closing Date: 5/18/2022

Anticipated Award Date: 6/2/2022

Subject: **Request for Proposal No. ICMAHO/Board Agenda Management System/2022**

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for Board Agenda Management Software for ICMA in Washington, D.C.

All **contractual** questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at workwithus@icma.org. All other questions concerning this solicitation should be directed to Amber Snowden at workwithus@icma.org

All communications must include the solicitation title, **ICMAHO/Board Agenda Management System**, 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 look forward to a mutually beneficial business relationship.

Sincerely,

Amber N. Snowden
Special Advisor to the Executive Director

A decorative graphic in the bottom right corner of the page, consisting of several overlapping, semi-transparent squares in various shades of blue and grey, arranged in a grid-like pattern.

PURPOSE

ICMA seeks to obtain proposals for a Board Agenda Management System in a Software as a Service (SaaS) platform.

ABOUT ICMA

ICMA advances professional local government worldwide. Our mission is to advance professional local government through leadership, management, innovation, and ethics. ICMA provides member support, data and information, peer and results-oriented technical assistance, and training and professional development to more than 12,000 ICMA members, 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

SCOPE OF WORK

I. Background

ICMA does not feel its current platform for Board Agenda Management and Documentation meets our evolving technical needs. Our current subscription includes licenses for an unlimited number of users; however, ICMA's needs can be met with 35-40 licenses. The current platform is used both by ICMA's main governing body – the ICMA Executive Board, as well as by the Board's four standing committees, to manage their separate meeting agendas. In the future, with a more robust system, ICMA would also like to use the system for archiving of important association governing documents. The current system is not adaptive for mobile devices and does not have a mobile app; additionally, the system does not include a one-step process for creating a PDF of a "board book" – this process must be done manually with a professional Acrobat license.

II. Scope / Core Requirements:

- Agenda Builder
- Meeting scheduler
- Virtual / Hybrid meeting options
- Polls, Surveys and Voting
- Document management - Centralized "Hub" for all repositories
- Archiving and ease of search and retrieval
- Secure SaaS platform compliant with international standards (GDPR, CCPA, HIPAA etc)
- Capabilities for Agenda management for Board and other Committee meetings.
- Mobile application and/or adaptive for mobile devices (tablets, smart phones)
- Electronic signing abilities (Built-in eSignature capabilities)
- User Friendly - Easily create, edit, and manage meeting minutes, agenda, etc
- Reporting
- Import of data from other platforms

III. Deliverables:

- Comprehensive Board Agenda Management system
- Implementation and Configuration
- Data Migration (optional; dependent on pricing)
- Integration with Zoom
- Documentation and Training

SUBMISSION REQUIREMENTS

Section 1: Company profile:	<p>1. Please limit to no more than two pages. CV's or resumes will not count toward the page limit.</p> <ol style="list-style-type: none"> 1. Provide a description of your business 2. 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 resumes of key personnel- in a leading paragraph, please indicate how much time each person(s) will devote to this contract and what other projects this person (s) undertake at the same time.
Section 2: References:	<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. Respondents should provide references as follows:</p> <ol style="list-style-type: none"> 5. At least three (3) examples of relevant work; 6. 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.
Section 3: Approach:	<ul style="list-style-type: none"> • Describe your approach to implementing ICMA's scope and how you will be working with ICMA • Describe experience providing similar services to other organizations

Section Pricing:	<p>4. ICMA will consider a proposal that is, fixed-fee, level of effort rate subject to a maximum not to exceed fee or other arrangement fair and favorable to ICMA.</p> <p>Please be advised that ICMA is cost-conscious about procuring outside services.</p>
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TYPE OF CONTRACT TO BE AWARDED

Fixed Yearly subscription* price + Initial one time Implementation cost

*Subscription price to include Phone and Web support at least during normal business hours of 8am – 5pm EST USA. Respondents to provide details of their **Service Level Agreement (SLA)** included with the proposal.

CONTRACT TERM AND DELIVERY DATES

ICMA expects this scope of work to be completed by the end of July 2022. Final delivery dates will be negotiated upon award and assessment of scope of work.

EVALUATION AND AWARD PROCESS

Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
 - a. section 1 (20%)
 - b. section 2 (20%)
 - c. section 3 (35%)
 - d. section 4 price (25%)

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 20 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 subject line noting the RFP title and number found on page one of this solicitation. 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.