

## REQUEST FOR PROPOSAL - AMENDED

Original Date Issued: Friday, October 12, 2018 5:00pm EST  
Deadline for Questions: Tuesday, October 16, 2018 5:00pm EST  
Closing Date: Sunday, October 28, 2018 11:59pm EST  
Anticipated Award Date: Friday, November 9, 2018 5:00pm EST  
Reference: Preventing Terrorism through Community-Based Interventions  
DoS Cooperative Agreement (SLMAQM-18-CA-2041)  
Subject: Request for Proposal No. ICMAHO/I32 Monitoring and Evaluation/2018

INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION  
777 N Capitol St. NE, Ste. 500  
Washington, DC 20002-4201  
202.962.3680 | 202.962.3500 (f)  
icma.org

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for an independent, third party evaluation of the Preventing Terrorism through Community-Based Interventions Project funded by Department of State, Bureau of Counterterrorism. 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.

Respondents expressing interest in submitting proposals will be required to sign a standard Non-Disclosure Agreement (“NDA”) accessible from the RFP hyperlink on ICMA’s website or by emailing [workwithus@icma.org](mailto:workwithus@icma.org). Upon signing the NDA, Respondents must email the electronic version to [workwithus@icma.org](mailto:workwithus@icma.org) and will be provided with detailed Scope of Work to inform their submission.

Technical questions concerning this solicitation should be directed to the ICMA Director of Africa and Europe Programs, Damian George at [dgeorge@icma.org](mailto:dgeorge@icma.org) or Program Manager, Daniet Moges at [dmoges@icma.org](mailto:dmoges@icma.org). All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:workwithus@icma.org).

All communications must include the solicitation title, ICMAHO/I32 Monitoring and Evaluation/2018, 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.

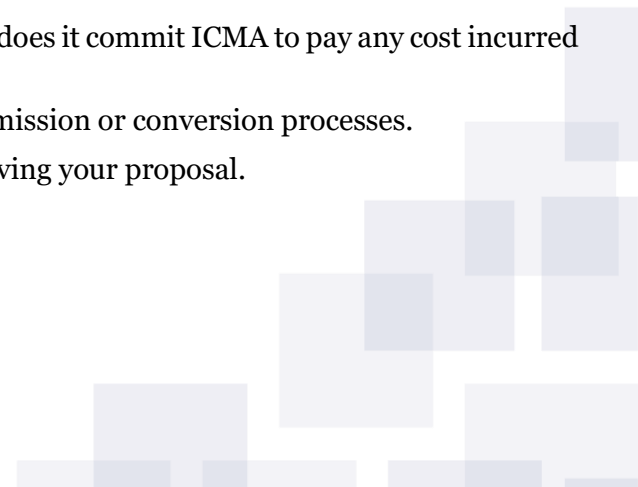
This solicitation in no way obligates ICMA to award a contract nor does it commit ICMA to pay any cost incurred in the preparation and submission of a proposal.

ICMA bears no responsibility for data errors resulting from transmission or conversion processes.

ICMA appreciates your responsiveness and looks forward to receiving your proposal.

Sincerely,

Damian George  
Director of Africa and Europe Programs



## **PURPOSE**

ICMA seeks a qualified service provider to help design a detailed M&E plan at project startup, set base lines, provide advice on data collection and analysis issues, conduct a mid-term review, and conduct an end of project evaluation.

## **ABOUT THE PROJECT**

Many developing countries with elevated levels of terrorist recruitment and radicalization lack resources for, and face other obstacles in, developing viable CVE intervention programs. These challenges can include lack of capacity, lack of political will or support, legal restrictions, fear of police surveillance, cultural stereotypes that neglect to identify women as potential perpetrators of terrorism, and broader cultural stigmas associated with mental health. Despite these constraints, there is a growing awareness that early intervention programs focusing on at-risk individuals, both men and women, are a necessary complement to broad-based terrorism prevention activities on one hand, and security-focused interdiction efforts on the other hand.

The Preventing Terrorism through Community-Based Interventions project will build the foundation to set up a community-based interventions model in Bangladesh and in Macedonia with a referral mechanism and identify, engage, and train relevant stakeholders (e.g., mental health professionals, educators, religious leaders, etc.), develop training materials tailored to national and provincial contexts, and mentor and advise individuals conducting early interventions.

## **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 11,000 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.

As a mission-based organization, ICMA is in the business of developing sustainable excellence through locally-driven, holistic solutions, with citizen participation at its core. With 101 years of experience supporting resilient communities, our violence-prevention and CVE support activities are designed to encourage and demonstrate the value of partnership, information sharing and coalition-building to achieve maximum ongoing impact.

For more information regarding ICMA's programs and services, please go to [www.icma.org](http://www.icma.org).

ICMA's Dun and Bradstreet number is 072631831

## **SCOPE OF WORK**

Scope of Work will be provided upon receipt of signed NDA (see RFP cover page for instruction)

### **I. DELIVERABLES**

Below are the key deliverables:



- M&E framework with baseline and indicators
- Technical guidance on on data collection and analysis issues
- Midterm Review
- Final Evaluation

### **SUBMISSION REQUIREMENTS**

Section 1. Company profile:	Please limit to no more than two (2) pages. CV's or resumes will not count toward the page limit. <ol style="list-style-type: none"> <li>1. Provide a description of your business</li> <li>2. Provide the year established in the current business for the services requested in this request for proposal.</li> <li>3. Please provide a copy of your annual report and include information on company size, number of employees and annual revenue.</li> <li>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) will undertake at the same time.</li> </ol>
Section 2: References:	Please limit to no more than two (2) pages to describe 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: <ol style="list-style-type: none"> <li>5. At least three (3) examples of relevant work;</li> <li>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.</li> </ol>
Section 3. Approach:	Please limit to no more than five (5) pages to outline your technical approach and methodology for: <ol style="list-style-type: none"> <li>7. Developing a detailed realistic M&amp;E plan taking into account available program resources, ensuring it will be a useful management tool and will contribute to knowledge on implementation of this type of project.</li> <li>8. Setting baselines that are accurate and relevant to the actual project activities and objectives.</li> <li>9. Conducting a mid-term review based on 1 and 2 that will usefully inform the second half of the project.</li> <li>10. Conducting a final project evaluation that will contribute to knowledge on implementing this type of project.....</li> </ol>
Section 4 Pricing:	Please limit to no more than five (1) page to outline the proposed budget. ICMA will consider a proposal that is fixed-priced with an expected contract value of \$40,000 - \$50,000 .
Section 5 Required Forms:	Completed and signed W-9 (W-8 if outside the USA) Completed and signed New Vendor Form

**TYPE OF CONTRACT TO BE AWARDED** This is a fixed-priced contract with an expected contract value of \$40,000 - \$50,000 .

**CONTRACT TERM AND DELIVERY DATES**

ICMA expects the initial baseline and M&E plan to be completed within 1 month. Final delivery dates will be negotiated upon award.

**EVALUATION AND AWARD PROCESS**

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value to ICMA (Tradeoff).

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ICMA reserves the right to waive immaterial deficiencies at its discretion.

The Offerors are encouraged to offer their best terms and prices with the original submission. ICMA reserves the right to award under this solicitation without further negotiations and conduct any of the following:

- ICMA may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFP, ICMA may issue a partial award or split the award among various offerors, if in the best interest of ICMA.
- ICMA may cancel this RFP at any time.

Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
  - a. section 1 (30%)
  - b. section 2 (10%)
  - c. section 3 (35%)
2. price (25%)

**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 10 pages excluding CV's or resumes and required forms
3. Completed and signed required forms

Packages must be submitted electronically to Director of Africa and Europe Programs, Damian George at [dgeorge@icma.org](mailto:dgeorge@icma.org) or Program Manager, Daniet Moges at [dmoges@icma.org](mailto:dmoges@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.

### **GENERAL CONDITIONS**

Late submissions and submissions lacking the appropriate completed forms will not be considered. Faxed submissions will not be accepted. Submissions 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 Offeror. ICMA takes no responsibility for effective delivery of the electronic document.

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 submissions 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.

The Offeror 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 Offeror 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.

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

Offeror must disclose any financial or organizational interest – as an employee, consultant, business partner, investor, shareholder, borrower, lender, beneficiary, board member or trustee – in an actual or potential competitor, contractor, sub-contractor, customer, client, vendor, donor or recipient of ICMA, that might produce a conflict of interest or the appearance of a conflict of interest should this contract be awarded.

Offeror 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.

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.

United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Offeror under any award resulting from this RFQ must ensure compliance with these laws.