

REQUEST FOR PROPOSALS

Original Date Issued: 12 May 2017

Closing Date: 09 June 2017, 5:00 pm, EST

Subject: Request for Proposal No. ICMAHO/ICMA Policy White Paper /2017

The International City/County Management Association (ICMA), through its Governmental Affairs and Policy Committee (GAPC) is seeking proposals to develop a policy white paper: 'Public-Private Partnerships: What Local Government Managers Need to Know.'

While municipal bonds continue to be the main source of financing for local infrastructure, local governments are exploring other, complementary financing mechanisms, including an expanded role for Public-Private Partnerships (P3 or PPP).

This white paper aims to provide an overview for local government managers on: (1) the fundamentals and structures of P3 arrangements; (2) P3 implementation considerations; (3) local government opportunities and challenges related to P3 arrangements, with examples; and (4) how local governments can build internal and external capacity to evaluate and implement P3 arrangements. The white paper should cover P3 arrangements related to local government economic and social infrastructure responsibilities¹. Particular emphasis should be placed on the potential role of P3 arrangements in small and medium-sized jurisdictions.

All proposals must be submitted electronically no later than June 9, 2017 to: Joshua Franzel, ICMA, jfranzel@icma.org. Include "Request for proposal No. ICMAHO/ICMA Policy White Paper/2017" in the subject line.

PURPOSE

This white paper is part of an ongoing series designed to (1) explore key policy issues from a local government management perspective; (2) raise new ideas and perspectives that will inform public policy discussions at the local, state, and federal levels; and (3) support federal advocacy on behalf of counties, cities, and towns.

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

¹ See Table 1 of ICMA and GFOA's 2017 white paper 'Infrastructure Financing: A Guide for Local Government Managers,' by C.Chen and J. Bartle.

professional development to more than 10,000 ICMA, 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.

ICMA provides technical and management assistance, training, online services, and publications to managers around the world. The management decisions made by ICMA's members affect more than 100 million individuals in thousands of communities—from small towns with populations of a few hundred to metropolitan areas serving several million.

ICMA is the only national organization that focuses on the needs of appointed local government managers. For more information regarding ICMA's programs and services, please go to www.icma.org.

ICMA's Dun and Bradstreet number is 072631831.

PROCESS FOR DEVELOPING THE WHITE PAPER

ICMA's GAPC and staff will supervise development of the paper by providing feedback on drafts, ensuring that key issues are addressed, and advising on management perspectives. The final paper should be no more than 15-20 pages in length and must be completed by December 29, 2017 (or earlier, if possible).

BUDGET

ICMA will pay a fixed fee of \$6,000 to the selected principal investigator. In addition, authorship of this paper provides a platform for national exposure on a major policy issue.

PROPOSAL REQUIREMENTS

Proposals should be no longer than two (2) pages and should describe:

1. The overall approach the researcher will take to develop the paper and the main components/sections and outline of the paper.
2. The researcher's academic preparation and experience with the topic.
3. Why the researcher is qualified to prepare this paper and how s/he can ensure that it meets ICMA goals.

TYPE OF CONTRACT TO BE AWARDED

Fixed price, terms and conditions to be negotiated based on respondent type (individual or organization).

CONTRACT TERM AND DELIVERY DATES

ICMA expects this scope of work to be completed by 29 December 2017 (or earlier).

EVALUATION AND AWARD PROCESS

Offers will be evaluated based upon:

Ability to match the qualifications set forth in this solicitation

- a. Technical approach (40%)
- b. Academic background and experience with the subject (30%)
- c. Qualifications and ability to meet ICMA goals (30%)

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.

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 respondent's offer will be rejected if the respondent modifies or alters the electronic solicitation documents.

Proprietary Information - Careful consideration should be given before confidential information is submitted to ICMA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. Information submitted to ICMA that the Respondent wishes to have treated as proprietary and confidential trade secret information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. However, ICMA cannot guarantee the confidentiality of any information submitted.

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.