

## REQUEST FOR PROPOSAL

Original Date Issued: February 8, 2022

Deadline for Questions: 5:00 PM EST February 15, 2022

Closing Date: 5:00 PM EST February 24, 2022

Anticipated Award Date: 5:00 PM EST March 7, 2022

Reference: Agreement No. 21-21112A-TIB.O-2105

Subject: Request for Proposal No. ICMAHO/I43Payroll/2.04.2022

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for employment of record and local payroll processing for ICMA in India. 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 the Sr. Program Manager at [mpreslan@icma.org](mailto:mpreslan@icma.org) with copy to ICMA's Project Finance and Operations Manager at [ahernandez@icma.org](mailto:ahernandez@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), with copy to [ahernandez@icma.org](mailto:ahernandez@icma.org)

All communications must include the solicitation title, ICMAHO/I43Payroll, in the subject line.

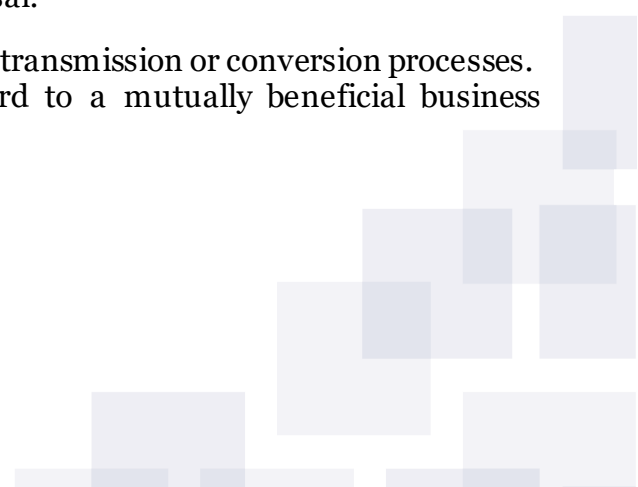
No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (either directly by the Respondent or indirectly through a lobbyist or other person acting on the Respondent's behalf) in an attempt 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,

Astrid Hernández,  
Project Finance and Operations Manager

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 a qualified service provider for employment of record and local payroll processing to comply with local labor laws for a USAID-funded project in India.

## **ABOUT ICMA**

ICMA advances professional local government worldwide 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 13,000 ICMA members who are city, town, and county managers and other local government staff and experts. 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](http://www.icma.org).

ICMA's Dun and Bradstreet number is 072631831

## **SCOPE OF WORK**

### **I. BACKGROUND.**

Through a cooperative agreement, the five-year USAID/India-funded "Central Tibetan Administration Capacity Building and Sustainability Initiative (CTA-CBSI)" seeks to build the Central Tibetan Administration's (CTA) capacity to be more effective and sustainable in delivering services to Tibetans and achieving community self-reliance.

The program has two key objectives:

- Strengthened Central Tibetan Administration Leadership and Planning
- Improved Management Systems of CTA and Settlement Institutions.

The program will be implemented in a phased approach and will support CTA in developing strategic plans to address policy needs, strengthening governance systems and processes, implementing new digital management systems, generating economic

opportunities and conducting citizen outreach activities, including specific youth and women’s engagement components and diaspora outreach.

As a major subcontractor to National Democratic Institute (NDI), ICMA will lead the implementation of Objective 2 and in line with the Country Development Cooperation Strategy of the U.S. Agency for International Development in India, NDI and ICMA will prioritize strengthening institutional systems, processes, and capacity of the CTA and Settlement Institutions as a means to increase the self-reliance of Tibetan communities and contribute to USAID’s Special Objective: Economic and Cultural Resilience of Tibetan Communities in India and Nepal Strengthened.

ICMA will contract with a service provider to serve as employer of record and provide complete payroll services throughout the duration of the Project which currently has an end date of August 15, 2026, Under the specific USG project, ICMA will hire five (5) Indian local staff as listed below:

<b>Position</b>	<b>Estimated Monthly Gross Salary USD</b>
Staff #1	\$ 5,000.00
Staff #2	\$ 3,900.00
Staff #3	\$ 2,750.00
Staff #4	\$ 2,900.00
Staff #5	\$ 1,600.00
<b>Total estimated monthly payroll</b>	<b>\$ 16,150.00</b>

Staff will be based in Dharamshala, Himachal Pradesh.

ICMA expects to finalize the recruitment process and onboard the staff on April 1, 2022

## II. DELIVERABLES

1. Serve as the employer of record for the staff ICMA needs to hire for the CTA-CBSI project, this includes preparing a locally compliant employment agreement, as well as coordinating local mandatory benefits enrollment, and any additional benefit ICMA will offer to staff, and payroll set up for employee(s). ICMA will conduct all the recruitment process and will provide the documentation (CV, background check, and Biodata) for the provider to serve as employer of record.
2. Monthly payroll processing services:
  - Act as nominal employer for the employee
  - Handle all necessary monthly payroll including:

- ✓ Preparation and filing of monthly tax reports with the ITO
  - ✓ Health insurance
  - ✓ Provident Fund
  - ✓ 13-month bonus payment at the end of each project year
  - ✓ Transferring salary to employees every month after deductions
  - ✓ Issuance of salary slips
  - Provide ICMA monthly payroll ledgers and electronic evidence of payment to the employee and to the relevant Indian authorities
  - Provide payroll invoices to ICMA
3. Expense reimbursement, when necessary and upon client's prior approval to reimburse travel expenses to staff
  4. Annual reports:
    - Prepare and file annual payroll returns
    - Prepare and distribute annual pay record to each employee
    - Complete compliance requirements of the EOR entity
  5. Employee off boarding

**III. SUBMISSION REQUIREMENTS**

<p>1. A. Company profile:</p>	<p>Please limit to no more than two pages.</p> <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. Provide a list of foreign NGO references that includes USAID or other USG agency project funded clients.</li> </ol>
<p>1. B. Work Experience and Methodology:</p>	<ol style="list-style-type: none"> <li>4. A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered.</li> <li>5. Describe your past experience providing similar services to U.S international organizations and/or U.S. international NGOs operating in India.</li> <li>6. Provide a detailed outline onboarding and the payroll process and what inputs will be needed from ICMA to complete the cycle. Include turn-around times and the business technologies your firm utilizes.</li> <li>7. Confirm your firm's ability to complete all tasks listed in section II, Deliverables. If there is any task your firm cannot complete, provide a detailed narrative to explain why.</li> </ol>

	8. Provide any other information you believe may be pertinent to our evaluation.
2. Pricing:	<p>ICMA will consider a proposal that is either a fixed fee per staff, or a percentage of salary.</p> <p>9. Provide fees and estimated cost for each service requested in USD. Specifically note whether your proposal is fixed fee or percentage rate based. Fixed fees proposed should include out-of-pocket expenses (e.g., bank fees).</p> <p>10. What additional costs, if any, may we expect to be billed</p>

**TYPE OF CONTRACT TO BE AWARDED**

TBD

**CONTRACT TERM AND DELIVERY DATES**

ICMA expects Payroll services in this scope of work will be completed over a period of four (4) years. 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 (15%)
  - b. section 2 (35%)
2. price (50%)

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 seven (7) pages not including required forms

### 3. Completed and signed required forms

Packages must be submitted electronically to Project Finance and Operations Manager at [ahernandez@icma.org](mailto:ahernandez@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 and time stated on the top of page 1 will be rejected.

#### **APPENDICES (REQUIRED FORMS)**

W-9 or W-8, as applicable  
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 by March 7, 2022 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.