**REQUEST FOR PROPOSAL**

Original Date Issued: DATE 10/31/2022

Deadline for Questions: DATE 11/4/2022

Closing Date: DATE 11/9/2022

Anticipated Award Date: DATE 11/16/2022

Subject: **Request for Proposal ICMA\DOE\ SolSmart 2.0**

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for professional services for ICMA. ICMA anticipates awarding four (4) single awards as a result of this solicitation. ICMA reserves the right to award more or fewer awards than anticipated above.

Any questions concerning this solicitation should be directed to the ICMA Senior Program Manager, Scott Annis, [sannis@icma.org](mailto:sannis@icma.org).

All communications must include the solicitation title, ICMA\DOE\SolSmart 2.0in 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,

Scott Annis, Senior Program Manager

**PURPOSE**

ICMA has entered into a cooperative agreement with the Department of Energy (DOE) to manage and provide technical assistance under the SolSmart 2.0 program. Under this cooperative agreement, ICMA will provide direct technical assistance to communities across the United States to help local governments adopt best practices to reduce solar soft costs, and achieve national recognition through designation within the program.

ICMA is seeking service providers to provide services in the areas listed below and support the SolSmart program. Entities eligible for selection include for profits and nonprofit organizations, individuals, community-based organizations, and academic institutions. Successful organizations will be those whose qualifications include experience in one or more of the following areas.

* **Solar Soft Costs**
* **Outreach to County Governments on a National Scale**
* **Outreach to Regional Organizations of Local Governments on a National Scale**
* **Planning and Zoning**
* **Solar Plus Technologies**
* **Familiarity with the SolSmart Program**
* **Energy Code Development**

**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. 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**

1. **BACKGROUND**

ICMA has entered into a cooperative agreement with the Department of Energy (DOE) to manage the technical assistance provided by the SolSmart program. Since 2016, the SolSmart Program has helped local governments (LGs) reduce soft cost barriers to solar market development and made it easier for residents to install residential solar energy systems. The next phase of the SolSmart Program will expand LG participation, incorporate new technologies and topics, and further accelerate the deployment of solar energy, while advancing key priorities around equitable energy access and environmental justice (EJ). The new SolSmart program will set a goal of designating at least 500 new communities, for an overall goal of designating 1,000 SolSmart communities across the United States between 2016-2027. ICMA is seeking service providers to support this effort for six months from November 2022 through April 2023.

1. **ANTICPATED TASKS AND DELIVERABLES**

**Service providers will not need to provide all of the following services, but should describe in their approach which services they are able to provide.**

* Provide direct technical assistance to counties based on SolSmart criteria
* Conduct and support outreach to counties on a national scale
* Provide expertise and support to ICMA on the modified county designation pathway
* Conduct planning and zoning reviews of potential SolSmart designees
* Provide technical expertise to other SolSmart team members around planning and permitting
* Provide expertise and support to ICMA on the regional designation pathway and a new tier above gold
* Provide expertise and guidance as ICMA develops their regional organization designation strategy
* Conduct and support outreach to regional organizations of local governments on a national scale
* Contribute technical expertise as needed for other portions of the program, budget permitting, such as input to the Annual Resource Plan, TA playbook, or other areas as needed.

**SUBMISSION REQUIREMENTS**

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| Section 1. Company profile: | 1. Provide a description of your business 2. 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. Approach: | Describe your experience and qualifications that demonstrate the skills and capacity to perform the scope of work. |
| Section 3. Pricing: | ICMA will consider a proposal that is either a transaction level, fixed-fee, level of effort rate subject to a maximum not to exceed fee or other arrangement fair and favorable to ICMA. Budgets should contain enough LOE for six months of services and include supporting costs. Budgets should not exceed award ceilings. Award ceilings will be as follows:  Award for Planning and Zoning. Anticipated Award amount of$17,700  Award for Regional Local Government. Anticipated award amount of $5,700  Award for Regional Local Government. Anticipated award amount of $5,700  Award for County. Anticipated award amount of $15,700  Please be advised that ICMA is cost-conscious about procuring outside services. |

**TYPE OF CONTRACT TO BE AWARDED**

ICMA anticipates issuing Service Agreements. The final contract type will be determined upon award.

**CONTRACT TERM AND DELIVERY DATES**

ICMA expects this scope of work to be completed within 6 months. 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
   1. section 1 (25%)
   2. section 2 (55%)
   3. section 3 (20%)

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. Submission package should no more than 2 pages excluding budget and CV’s or resumes

Packages must be submitted electronically to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:ikaushansky@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**

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 four awards 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 week 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.