

## REQUEST FOR PROPOSAL

Original Date Issued: June 30, 2023

Closing Date: July 12, 2023

Decision Date: July 14, 2023

Subject: **Request for Proposal Brownfields 2023/Conference Medical Services**

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) is seeking proposals from eligible Respondents for Conference Medical Services for the 2023 National Brownfields Training Conference. ICMA anticipates awarding one (1) single award 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 Emily Sparks at [esparks@icma.org](mailto:esparks@icma.org) and [workwithus@icma.org](mailto:workwithus@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 a copy to Emily Sparks at [esparks@icma.org](mailto:esparks@icma.org). Questions are due by July 6, 2023.

All communications must include the solicitation title, **Brownfields 2023/Conference Medical Services**, 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,

Emily Sparks  
Brownfields Conference Director

**PURPOSE**

ICMA seeks a qualified provider (firm or individual) to provide all Conference Medical Services requested within this Request for Proposal if awarded.

**ABOUT THE NATIONAL BROWNFIELDS TRAINING CONFERENCE**

International City/County Management Association and the U.S. Environmental Protection Agency have been working together to bring you the National Brownfields Training Conference for the past twenty plus years. Offered every two years, the conference is the largest gathering of stakeholders focused on cleaning up and reusing formerly utilized commercial and industrial properties. It is a premier venue for stakeholders and ICMA members to learn, network and grow.

ICMA is the lead non-federal co-sponsor of the conference tasked with managing the logistics, educational content and marketing of the conference.

ICMA’s Dun and Bradstreet number is 072631831.

**Dates/location:** August 8-11, 2023 with pre-conference programming on August 7, 2023 at Huntington Place in Detroit, Michigan (1 Washington Boulevard, Detroit, MI 48226).

**Past History:**

2022	August 16-19	Oklahoma City Convention Center
2019	December 11 – 13	Los Angeles Convention Center
2017	December 5 – 7	David L. Lawrence Convention Center
2015	September 2 – 4	Chicago Hilton & Palmer House Hilton
2013	May 15 – 17	Georgia World Congress Center
2011	April 3 – 5	Pennsylvania Convention Center
2009	November 16 – 18	Morial New Orleans Convention Center

**SCOPE OF WORK**

An overview of the National Brownfields Training Conference includes the following:

- 2,800-3,500 - Approximate # of attendees, exhibitors and guests, in person and virtual
- Stakeholders attend for professional development and networking
- Staffing, supplying equipment and providing service for Medical Service Room, Huntington Place, Level 1, E1 Show Office.

Schedule:

- **Monday, August 7:** Set-Up, Environmental Justice Caucus
- **Tuesday, August 8:** Pre-conference Workshops, Affiliate Events, Opening Plenary and Opening of Exhibit Hall
- **Wednesday, August 9 – Friday, August 11:** 2 1/2 Days of Educational Programming, Affiliate Events and 2 Days of Exhibits

General structure of events where Conference Medical Services are to be prepared to provide service are shown below:

## **Educational Sessions**

There will be (13) simultaneous Educational Sessions. All Educational Sessions will be held at Huntington Place on Levels 100, 200 and 300 and are scheduled over (10) 60-minute and 30-minute programming blocks on Wednesday, August 9 through Friday, August 11, 2023.

On Tuesday, August 8, 2023, we will be utilizing several of the Educational Session Meeting Rooms at Huntington Place from 8:30 AM through 2:15 PM for Pre-Conference Workshops and programs.

## **Show Management Events & Affiliate Meetings**

Show Management Events & Affiliate Meetings are scheduled from Monday, August 7, 2023 through Friday, August 11, 2023 at Huntington Place. We are expecting approximately (40) Show Management Events & Affiliate Meetings during this timeframe.

## **Plenary Sessions and Green Room**

The Opening Plenary Session, Mayors Roundtable and the Keynote Presentation will be held on Level 2 of Huntington Place in the Grand Riverview Ballroom A/B. The audience will be set for 2,800 attendees. A Green Room will be provided behind the stage.

## **Offices**

There will be (7) Offices, located at Huntington Place on Levels 100 and 300.

## **Exhibit Hall**

The Exhibit Hall will be held on Level 200 of Huntington Place in Hall D.

The hall will be set with (125) 10'w x 10'd booths, a (40) board poster session, an area for food & beverage purchases and round tables for seating.

## **Medical Services Labor**

The Conference Medical Services Contractor will be provided at rates inserted on the attached worksheet.

## **On-Site Staff Support**

One (1) medic staff person to be on-site for all setup, meeting days and dismantle, Monday, August 7, 2023 through Friday, August 11, 2023.

## **Conference Medical Service Reporting**

The Medical Services Contractor agreed to provide ICMA a detailed daily service recap to include, but not limited to:

- # of individuals treated each day and approximate time of treatment
- Type of treatment: ie: band aid, aspirin, ice. Did treatment involve an AED?
- Was Show Management informed of any treatment(s)?
- Was an ambulance called for assistance?

**SUBMISSION REQUIREMENTS:**

<p><b>Section 1:</b> Company Profile</p>	<p>Please limit to no more than two pages. CV's or résumés will not count toward the page limit.</p> <ol style="list-style-type: none"><li>1. Provide a description of your business</li><li>2. CV's or resumes of key personnel-in a leading paragraph, please indicate how much time each person(s) will devote to this project and what other projects this person (s) undertake at the same time.</li></ol>
<p><b>Section 2:</b> Approach</p>	<ol style="list-style-type: none"><li>1. Do you have remote offices in Illinois, Indiana, Michigan, Minnesota, Ohio, or Wisconsin?<ol style="list-style-type: none"><li>a. If yes, which cities?</li></ol></li><li>2. Will you require the use of a sub-contractor?<ol style="list-style-type: none"><li>a. If yes, name company.</li></ol></li><li>3. How many shows have you serviced in Huntington Place in the past 5 years?</li><li>4. Do you currently serve as the official Medical Services Contractor for the above property?</li><li>5. How do you assist clients with staying within budget?</li><li>6. What other types of services/products do you provide that may be of interest to ICMA?</li></ol> <p><b>Planning the Event:</b></p> <ol style="list-style-type: none"><li>7. Please describe how your firm will be ready to start with essential key tasks including:<ol style="list-style-type: none"><li>a. Providing a listing of first aid equipment you will supply</li><li>b. Does your first aid equipment include several COVID tests?</li><li>c. Will you provide standard wheelchairs?</li><li>d. Working with local Labor</li><li>e. Other</li></ol></li><li>8. Various ancillary groups (separate from ICMA) are permitted to hold meetings and social functions during this conference. Are you prepared to provide service to these groups?</li></ol> <p><b>Costs &amp; Services:</b></p> <ol style="list-style-type: none"><li>9. Describe the company's payment policy, including any deposits required and how any discrepancies are handled:</li></ol> <p><b>Labor:</b></p> <ol style="list-style-type: none"><li>10. Are there any specific insurances you carry for medical services?</li></ol> <p>Indicate the types and levels of insurance the company carries:</p>

	<p>11. Errors &amp; Omissions Insurance:</p> <p>Workers Compensation Insurance:</p> <p>Commercial Liability Insurance:</p> <p>Commercial Automobile Liability Insurance:</p> <p>Other:</p> <p><b>Additional Services and Products:</b></p> <p>12. Share any additional services or products not officially requested in this proposal that could be of use or interest to ICMA.</p>
<p><b>Section 3.</b> Pricing</p>	<p>1. On the attached worksheet, provide an itemized listing of your proposed pricing. State where there may be extra fees for either customizations or extra services.</p>

**CONTRACT TERM AND DELIVERY DATES**

ICMA expects to award a one event term.

**EVALUATION AND AWARD PROCESS**

Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
  - a. section 1 (10%)
  - b. section 2 (45%)
  - c. section 3 (45%)

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 15 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](mailto:workwithus@icma.org) with copies to [esparks@icma.org](mailto:esparks@icma.org) with subject line “**Brownfields 2023/Conference Medical Services**” in the subject line. 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.

**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 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 vendor 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 SDB'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 (HUB Zones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.

# **EXAMPLE TERMS & CONDITIONS**

## **PURCHASE ORDER TERMS**

### **Purchase Order Number**

The Purchase Order Number on page one must appear on all packages, delivery documents, invoices and correspondence.

### **Payment Terms**

Payment shall be linked to the timely delivery and approval of the described services or supplies. In case the services or supplies are not delivered on the Deliver By Date, ICMA is under no obligation to accept the services or supplies.

Vendor will provide payment information including bank account and wire instructions as requested by ICMA.

Invoice shall be paid by ICMA within thirty (30) days of invoice submission subject to acceptance of services or supplies.

Electronic submission (email) of invoices shall be sent to\_\_\_\_at \_\_\_\_\_with a copy to\_\_\_\_\_at\_\_\_\_\_.

### **Acceptance of Terms**

Acceptance of this Order by Vendor may be made by signing the acknowledgment copy hereof or by partial performance hereunder, and any such acceptance shall constitute an unqualified agreement to all terms and conditions set forth herein unless otherwise modified in writing by the parties. Any additions, deletions or differences in the terms proposed by Vendor are objected to and hereby rejected, unless Buyer agrees otherwise in writing. No additional or different terms and conditions proposed by the Vendor in accepting this Order shall be binding upon Buyer unless accepted in writing by Buyer and no other addition, alteration or modification to, and no waiver of any of the provisions herein contained shall be valid unless made in writing and executed by Buyer and Vendor. Vendor shall perform in accordance with the Description/Quantity schedule set forth in this Order and all attachments thereto.

### **General Relationship**

Nothing contained in this contract shall be construed to (a) create the relationship of principal and agent, employer and employee, joint venture, or partnership between ICMA and the Vendor; and Vendor agrees that in all matters relating to this Order it shall be acting as an independent contractor and shall assume and pay all liabilities and perform all obligations imposed with respect of the performance of this Order.



Sell shall have no right, power or authority to create any obligation, expressed or implied, on behalf of Buyer and/or Buyer's customers and shall have no authority to represent Buyer as an agent.

### **Subcontracts and Assignments**

Vendor agrees to obtain Buyer's approval before subcontracting this Order or any substantial portion thereof; provided, however, that this limitation shall not apply to the purchase of standard commercial supplies or raw materials. Further, this Order shall not be assigned or delegated by Vendor without the prior written consent of Buyer.

### **Termination for Convenience**

Either party may terminate this Order, in whole or in part, at any time for any reason whatsoever upon 10 days' written notice to the other party. Upon termination, the Buyer shall pay the Vendor only for work performed and documented expenses incurred by the Vendor prior to the date of termination. Under no circumstance shall Buyer be liable for any other damages whatsoever, including loss of anticipated profit on account of such termination. Notwithstanding any partial termination of services, Vendor shall continue to perform and complete any remaining services required.

### **Termination for Default**

Buyer may, by written notice of default to Vendor, terminate the whole or any part of this Order in any one of the following circumstances:

Vendor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

Vendor fails to perform any of the other provisions of this Order or so fails to make progress as to endanger performance of the Order in accordance with its terms, and in either of the circumstances specified in this subpart (a)(i) does not cure such failure within a period of 10 days (or such longer period as Buyer may authorize in writing) after receipt of notice from the Buyer specifying such failure;

Vendor becomes insolvent or the subject of proceedings under any law relating to bankruptcy or the relief of debtors or admits in writing its inability to pay its debts as they become due; or

Vendor fails to provide Buyer, in writing, within a reasonable time after demand by Buyer, adequate assurances of performance by Vendor.

### **Changes and Modifications**

The Buyer may at any time, by written order, make changes within the general scope of this order in any one or more of the following: (a) description of services to be performed; (b) period of performance; and (c) place of performance. If any such change causes an increase or decrease in the cost of, or the time required for performance of any part of the work under this contract, the ICMA Contracting Officer shall make an equitable adjustment in the order price, the delivery schedule, or both, and shall modify the order.

The Vendor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order.

## **Confidentiality**

The Vendor shall maintain the confidentiality of any information regarding applicants, project participants, and persons responding to any questionnaire or survey, and member of their families that may be obtained through questionnaires, application forms, interviews, tests, reports from public agencies, or other sources. Such information shall be divulged only as authorized in writing by the technical monitor identified in this Order or an Officer of ICMA.

## **Inspection**

All goods supplied and services performed shall be subject to inspection and test by Buyer, its agents and its customers at all reasonable times and places, whether during or after manufacture as to goods, or performance as to services, and notwithstanding the terms of delivery or payment or, as to goods, that title has not yet passed to Buyer or its customers. In the event goods or services are not in accordance with the specifications and instructions of Buyer, Buyer may require prompt correction, repair replacement or re-performance thereof at Buyer's option and Vendor's sole expense. If Vendor is unable to accomplish the foregoing, then Buyer may procure such goods or services from another source and charge to Vendor's account all costs, expenses and damages associated therewith.

## **Data Rights**

The Vendor shall furnish to ICMA copies of all written products (papers, manuscripts, and notes), data, or any other information or materials (e.g., photographs, graphic presentations, manuals or log, work or processing instructions) compiled, produced, or resulting directly from performance of the work. The Vendor hereby transfers all rights, title and interest worldwide to any such written product, data, or any other information or materials to ICMA.

A manuscript prepared under this Agreement shall be a work made for hire within the meaning of the Copyright Act of 1976. ICMA shall hold all rights to the manuscript without limitation and may register the copyright in its name. Upon request, ICMA may decide to transfer publication rights to the Vendor, but such transfer must be authorized in writing and signed by a center director or officer of ICMA. The Vendor shall credit ICMA as instructed if such publishing is authorized.

In the event that any work under this Agreement is pursuant to a contract or grant from a government agency or other sponsor to ICMA, any relevant provisions from the contract or grant shall be deemed to be incorporated in this Agreement: (a) in such manner as to make the Vendor subject to the obligations imposed by such provisions; and (b) to the extent necessary to enable

ICMA to perform its obligations under the grant/contract and to enable the contracting/granting agency to enforce its rights there under.

## **Indemnification**

Each party shall be acting as independent contractors in the performance of this work, and shall be responsible for the payment of claims for loss, personal injury, death, property damage or otherwise arising out of any act or omission of their respective employees or agents in connection with the performance of this work for which they may be held liable under applicable law. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this contract. Nothing contained herein shall be deemed an express or implied waiver of the sovereign immunity of the Buyer or the Vendor.

## **Governing Laws**

This Order shall be governed by and construed in accordance with the laws of the District of Columbia, U.S.A., without regard to its conflict or choice of law provisions.

## **Dispute Resolution**

In case of a dispute regarding the interpretation of any part of this Order, the parties shall use their best efforts to arrive at a mutually acceptable resolution.

The Vendor shall proceed diligently with its performance of the work under this Order pending the final resolution of any dispute arising or relating to this Order. The Buyer shall continue to pay the Vendor for its performance under the Order except for those items related to the dispute.

## **Order of Precedence**

In the event of an inconsistency or conflict between provisions of this Order, the inconsistency or conflict shall be resolved by giving precedence in the following order:

1. Purchase Order and any purchase descriptions contained therein.
2. Purchase Order Standard Terms and Conditions and Exhibits thereto.
3. Specifications and/or drawings.
4. Other provisions when attached

## **Compliance with Policies**

Vendor has access to, read and agrees to abide by [ICMA's Code of Conduct](#). Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.

## **Compliance with US Executive Orders**

U.S. law prohibits transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. By signing this purchase order, you agree that you are in compliance with the US Executive Order prohibiting terrorism financing.

## **Force Majeure (Impossibility)**

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, pandemic/epidemic illness or outbreak or curtailment of transportation facilities which prevents of at least 25% of the attendees from arriving for the first scheduled day of the event – to the extent that such circumstance makes it illegal or impossible for the OKCCC to provide, or for groups in general to use, the OKCCC facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis

## **Entire Agreement**

This Order, including all documents incorporated herein by reference, shall constitute the entire agreement and understanding between the parties hereto and shall supersede and replace any and all prior or contemporaneous representations, agreements or understandings of any kind, whether written or oral, relating to the subject matter hereof.