

REQUEST FOR PROPOSAL

Original Date Issued: December 5, 2023

Closing Date: February 9, 2024

Presentation by Finalist(s): March 2024

Decision Date: April 2024

Subject: **Request for Proposal No. ICMAHO/Audio Visual Services/2025-2028
ICMA Annual Conference**

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for audio visual services for the ICMA Annual 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 the ICMA Senior Conference Manager jday@icma.org with a copy to workwithus@icma.org. All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at workwithus@icma.org with a copy to Judy Day at jday@icma.org. Questions are due by December 15, 2023.

All communications must include the solicitation title, **ICMAHO/Audio Visual Services/2025-2028 ICMA Annual Conference**, 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,

Judy Day, CMP
Senior Manager, Conferences and
Events

PURPOSE

ICMA seeks a qualified provider (firm or individual) to provide all audio-visual services requested within this Request for Proposal if awarded.

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 professional development to more than 11,000 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. ICMA’s Dun and Bradstreet number is 072631831.

Listed below are upcoming ICMA Annual Conference dates and locations.

Dates/Location:

2025 ICMA Annual Conference	Tampa Convention Center
2026 ICMA Annual Conference	Long Beach Convention & Entertainment Center
2027 ICMA Annual Conference	Metro Toronto Convention Centre
2028 ICMA Annual Conference	Location TBD

Past History:

2019 ICMA Annual Conference	Nashville, TN
2021 ICMA Annual Conference	Portland, OR
2022 ICMA Annual Conference	Columbus, OH
2023 ICMA Annual Conference	Austin, TX

SCOPE OF WORK

An overview of the ICMA Annual Conference includes the following:

- 5,000-6,000 approximate # of attendees, 200 exhibiting companies, depending on location.
- ICMA members attend for professional development and networking
- 5 official conference days/3 days of exhibits
- Official event time: Saturday – Wednesday, pre-function events/meetings are held on Friday and Saturday
- General structure of event where audio visual and production requirements are needed is shown below:

Friday

8am-5pm ICMA Executive Board Meeting (in Hotel)

Saturday

8am-2pm ICMA Executive Board Meeting (in Hotel)

8am-12pm Micro-Certification Courses (8 small meetings of 50 ppl each, rounds) – In Hotel/or CC

8am-5pm 6-8 sessions varying in size from 100-350 people - CC

8:30-12pm Micro-Certification Courses (8 small meetings of 50 ppl each, rounds) – In Hotel/CC

1-4:30pm Micro-Certification Courses (8 small meetings of 50 ppl each, rounds) – In Hotel/CC

8am-5pm Committee Meetings/ICW – Hotel/CC

Sunday

8am-12pm Micro-Certification Courses (8 small meetings of 50 ppl each, rounds) – In Hotel/CC

8:30am-2:45pm 12 session rooms varying in size from 100-350 people - CC

1:30-3:30pm Opening General Session (Keynote for 3000 ppl, theater/rounds) - CC

3:30-6:30pm Exhibit Hall open, approximately 200 exhibiting companies – CC

8am-5pm Committee Meetings/ICW – Hotel/CC

Monday

7am- 6pm 20 session rooms varying in size from 100-350 people – CC

8:30am-9:30am Keynote Session (3,000 ppl, theater/rounds) – CC

9:30am-4pm Exhibit Hall open - CC

11:30am-2:00pm Product theaters in Exhibit Hall (3 sessions for 75ppl each, theater) – CC

7am-5pm Committee Meetings/ICW – Hotel/CC

Tuesday

7am- 6pm 20 session rooms varying in size from 100-350 people – CC

8:30am-9:30am Keynote Session (3,000 ppl, theater/rounds) – CC

9:30am-4pm Exhibit Hall open - CC

11:30am-2:00pm Product theaters in Exhibit Hall (3 sessions for 75ppl each, theater) - CC

7am-5pm Committee Meetings/ICW – Hotel/CC

Wednesday

7am-12:00pm 20 session rooms varying in size from 100-350 people – CC
8:30-10:30am Closing Keynote Session (1200 ppl, rounds) - CC

The following is a list of audio visual/production requirements for which we are seeking a vendor.

- Opening/Closing/Keynote sessions with video enhancement including content capture
- Game changers (mini-keynotes) including content capture
- Micro-Certification Courses
- Breakout education Sessions including content capture
- Zoom capability for some meetings and breakout education sessions
- Product Theaters in the Exhibit Hall
- Speaker Ready Room-Presentation Management Systems
- Office Set-ups (power strips, walkie-talkies, etc.). ICMA has a provider who provides equipment for offices as well as monitors needed
- Executive Board meetings
- ICMA Pavilion

Additional items being considered for future meetings

- Digital Signage
- Audience Response Systems

Events are housed primarily in the Convention Center, while others are housed in the headquarter hotel, for the contract year. Affiliate events/ICW may choose to use ICMA's audio-visual supplier at their own expense.

General Sessions:

A total of four general sessions over four days. Room to be set for 5,000 (on Day 1, then progressively decreases) with extensive production and staging elements. Creative staff and show producer needed for the duration of the program.

Meeting Room A/V Requirements

- 12 session rooms each day: LCD projector, computer, screen package, speaker timer, podium mic, Q&A mic(s), 2 head table mics, speaker monitor, laser pointer.
- 8 session rooms each day: LCD projector, computer, screen package speaker timer, podium mic, Q&A mic(s), 1 head table mic, 1 wireless hand held mic on head table
- 15-20 Committee Meetings sets varying between hollow squares and rounds. A/V requirements LCD computer, screen package, from 1 to 10 table mics, wireless lavalier mics and standing mics.
- One Board of Directors LCD projector, computer, screen package, meeting with 28 push to talk table mics, wireless handheld mic.
- Technicians and/or floaters are required for all rooms.

Exhibit Hall (200 exhibiting companies)

- AV for presentations/sessions held in 2 Product Theatres includes LCD projector, large monitor vs a screen, computer, podium mic.
- Official A/V provider for exhibitors (order form to be provided for Exhibitor Service Kit).

Vendor must demonstrate the ability to:

- Develop and implement floor plans and schematics for all events.
- Produce and adhere to an accurate budget.
- Manage on-site technical and labor issues.
- Develop and adhere to production schedule/plan.

Pre-Conference Site Inspections:

- ICMA will conduct a minimum of 2 pre-conference site inspections with vendor. All costs associated with to be covered by vendor
- ICMA will cover the cost of a limited number of hotels rooms/per diems during the Annual Conference.

SUBMISSION REQUIREMENTS:

Section 1. Company profile:	Please limit to no more than two pages. CV's or résumés will not count toward the page limit. <ol style="list-style-type: none">1. Provide a description of your business2. Provide the year established in the current business for the services requested in this request for proposal.3. Please provide a copy of your annual report and include information on company size, number of employees and annual revenue.4. CV's or résumés 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.5. List the company's scope of services
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Section 2: References:	A description of 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">1. At least three (3) examples of relevant work;2. At least two (2) organizations to which you recently submitted unawarded bids;3. 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
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Section 3:
Approach

1. Do you have remote offices in any of the future cities?
 - a. If yes, which cities?
2. Will you require the use of a sub-contractor?
 - a. If yes, name company for each city.
3. How many shows have you serviced at the 3 locations listed below in the past 5 years?
 - a. Tampa Convention Center
 - b. Long Beach Convention & Entertainment Center
 - c. Metro Toronto Convention Centre
4. Do you currently serve as the official AV Company for any of the above properties?
 - a. If yes, which cities?
5. How do you assist clients with staying within budget?
6. What other types of services/products do you provide that may be of interest to ICMA?

Planning the Event:

7. Can the company can meet the event's specific equipment requirements with its own equipment?
 - a. If no, list the types and amounts of equipment that would need to be outsourced:
 - b. List all other companies with which the company customarily subcontracts. List additional company names as necessary.
8. What percentage of the equipment to be used for this event is owned by the company?
9. What percentage of back-up equipment does the company customarily take to the event site?
10. Can the company meet the event's specific staffing requirements with its own staff:
 - a. If no, supplemental staff is supplied by:
11. How would the company and its staff participate in planning meetings?
12. Who would accompany the event organizer on site visits? Provide names and titles.
13. What is the charge, if any, for staff to accompany the event organizer on site visits?
14. Will you provide scale floor plans for audiovisual setups at no cost?

15. What is your pricing policy on discount schedules and/or multiple-day equipment use?
16. What is your policy on charging for equipment on setup days?
17. Describe charges, if any, for transportation of equipment from source to meeting site.
18. Will there be any other service charges associated with the delivery/service of equipment such as radios, computer equipment etc.?
19. Describe the type, quality, and average age of inventory.
20. Provide any show looks or renderings for a keynote you would like to share.
21. Please describe special considerations (i.e., discounts, complimentary concessions) you are willing to provide to ICMA based on the volume of business that ICMA and its affiliate partners will require at annual conference
22. Will your company be prepared to service exhibitor needs?
23. Do you provide an exhibitor rebate that can be applied to final invoice? If so, how much?

Speaker Ready Room:

24. Do you offer a speaker content management system? If so, please describe the system and services.
25. What charges, if any, are associated with the speaker ready room?
26. How many would staff the speaker ready room?

Costs & Services:

27. Explain the company's method for discounting equipment and/or labor:
28. Explain all other costs you foresee as part of this event.
29. Describe the company's payment policy, including any deposits required and how any discrepancies are handled:

Labor:

Current Labor rates for the following:

- A. Tampa Convention Center
- B. Long Beach Convention & Entertainment Center

C. Metro Toronto Convention Centre

Project Manager, Technical Staff, Etc., (all that apply)

		Project Leads/Producer Hourly Rates	Project Manager Hourly Rates
Straight Time	a.		
	b.		
	c.		
Overtime	a.		
	b.		
	c.		
Double Time	a.		
	b.		
	c.		
Minimum Call	a.		
	b.		
	c.		

- Load-in and Load-out charge (if any)?

30. Based on ICMA's meeting program, please outline the number of supervisory personnel that you will schedule for each of our facilities. Also, delineate each supervisor's responsibilities and note where supervisors would be employees of your company or local contracts?

**Please propose how expenses for personnel are assigned
(Indicate "Company" or "Association")**

	<u>Travel/</u>	<u>Housing</u>	<u>Meals/Expenses</u>
Account Executive	_____	_____	_____
Project Manager	_____	_____	_____
Supervisor	_____	_____	_____
Technical Staff	_____	_____	_____

**Section 4.
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.



	<p>If proposing a transaction fee arrangement, provide your proposed transaction fee for each of the transaction types anticipated under this scope of work.</p> <p>For other than transaction fee arrangement, please describe your pricing method and why this would be advantageous to ICMA.</p> <p>Please be advised that ICMA is cost-conscious about procuring outside services.</p>
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CONTRACT TERM AND DELIVERY DATES

ICMA expects to award a four-year term. 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 (5%)
 - b. section 2 (5%)
 - c. section 3 (45%)
 - d. section 4 (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 30 pages excluding CV’s or resumes

Packages must be submitted electronically to Representative, Grants and Contracts Administration at workwithus@icma.org with a copy to jday@icma.org. Place “**ICMAHO/Audio Visual Services/2025-2028 ICMA Annual Conference**” in the subject line. 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 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.