

REQUEST FOR PROPOSAL

Original Date Issued: July 11, 2024
Deadline for Questions: July 18, 2024 6:00 PM, EST
Closing Date: July 25, 2024 6:00 PM, EST
Anticipated Award Date: August 5, 2024

Reference: ICMA Publishing, Washington, DC

Subject: Request for Proposal No. 231.100.00/Printing/07.11.2024

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for publication printing services for ICMA in Washington, D.C. ICMA anticipates awarding one (1) award as a result of this solicitation. ICMA reserves the right to award more or fewer awards than anticipated above.

Questions concerning this solicitation should be directed to:

workwithus@icma.org

CC:

Anna Mitchell, Senior Program Manager, ICMA at amitchell@icma.org.

Subject:

231.100.00/Printing/07.11.2024

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,
Anna Mitchell, Senior Program Manager, ICMA

PURPOSE

ICMA seeks a qualified service provider to enter into a three year term Blanket Purchase Agreement (BPA) to provide printing services for ICMA, including but not limited to: ***full length textbook publications, forms, surveys, letterhead, envelopes, flyers, brochures, reports, and booklets.***

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 13,000 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.

SCOPE OF SERVICES

ANTICIPATED NEEDS

- Provide price quotes based on details provided for each individual job, as provided by ICMA through a Purchase Order Process.
- Offer paper and printing method suggestions upon request.
- Provide either hard copy or digital proofs.
- Print high-quality versions of approved proof as per individual Purchase Order.
- Deliver/ship final products to ICMA fulfillment center and/or other designated location as needed in a timely and cost-effective manner.

CAPABILITIES

- Accept final, press-ready PDFs for printing.
- Carry a wide range of paper stocks applicable to a variety of projects.
- Provide both digital and hard copy proofs when requested.
- Have the capacity to make changes to the press-ready PDFs if needed.

- Deliver/ship the final products to ICMA’s fulfillment warehouse in a timely manner.

SUBMISSION REQUIREMENTS

<p>Section 1. Company profile (no more than 2 pages):</p>	<p>1. Provide a description of your business a. Be sure to include the year established in the current business for the services requested in this request for proposal and information on company size, number of employees and annual revenue.</p>
<p>Section 2. References:</p>	<p>1. Provide a description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered. 2. Respondents should provide three (3) references as follows: a. Contact name b. phone number c. e-mail address d. website address. References will be contacted as part of the evaluation process. 3. Relevant Printwork a. If applicant has NOT worked with ICMA in the past two (2) years, please mail hard copies of least three (3) examples of relevant print work. b. If applicant has worked with ICMA, please provide a comprehensive list of the products completed.</p>
<p>Section 3. Approach (no more than 2 pages):</p>	<p>1. Please describe your capability for large-scale textbook-length printing. 2. Please describe your proofing process, and any change fees for corrections that need to be made after the press-ready PDF is submitted. 3. Please describe your firm’s mailing capabilities, if applicable.</p>
<p>Section 4. Pricing:</p>	<p>1. Please provide price quotes for items A and B listed below. If your firm does not have the capabilities to fully execute the project, please indicate that and provide a brief explanation.</p> <p>Each quote must be itemized and include all costs for the following:</p> <ul style="list-style-type: none"> • Production/setup costs (one electronic proof) • Additional charge for hard copy proof • Materials and final product (e.g., paper, cardstock, ink, etc.) • Shipping/delivery • Discounts (if applicable) • Sales Tax (as applicable)

Note: We are a sales tax-exempt organization in the District of Columbia. These items are presented for the sole purpose of price comparison, and may not reflect the exact specs of jobs sent to the winning vendor(s).

Press-ready PDFs of each sample product can be downloaded [here](#).
Please note, for items A & B below, we are looking for example quotes only, not hard copy prints.

A. Catalog:

- Stock: Cover: 100# Silk Cover Digital
Text: 70# Opaque Text Digital
- Finished size: Flat Size : 17 x 11
Final Size : 8 1/2 x 11
- Description: 4 pg cover prints 4/4 + flood satin UV outside, 44 pg text prints 4/4, bleed .125" bleed 4-sides
- Preparation: Files supplied with all elements in place in file, impose, output proof & print
- Proofs : PDF proof
- Finishing: Hinge score cover, gather text, saddle stitched bind, carton pack
- Quantities: 500, 1000, 1500, 2000

B. Full length publication:

- Pages: 204 Pages + 4 Page Cover (includes an estimated 20 pages for indexing)
- Finished Size: 7.75 x 10.5
- Cover Bleeds: .125" 4 Sides
- Paper Stock:
Cover - 100.0# Explorer Silk Cover
Text - 60.0# Williamsburg Offset, White
- Ink: Cover Perfect Bind - 4/4 4C Process UV; Text Ink - 2/2, Black and 1 PMS
- Finishing: Perfect Bind
- Quantities: 250, 500, 1000

Section 5.
Required
Forms:

The following forms are required upon submission:
 ICMA W9: <https://forms.icma.org/240425868576973>
 ICMA Vendor Application: <https://forms.icma.org/240396639279067>

TYPE OF CONTRACT TO BE AWARDED

It is anticipated that a Blanket Purchase Agreement (BPA) will be awarded with Purchase Orders (POs) issued per each specific order request.

CONTRACT TERM AND DELIVERY DATES

ICMA expects to award an agreement for a period of three (3) calendar years with a duration start date of a fully executed BPA, with the possibility of renewal at the end of the term based on mutual agreement between ICMA and the vendor.

EVALUATION AND AWARD PROCESS

Offers will be assessed based upon the evaluation criteria below:

- a. Section 1. Company profile (10%)
- b. Section 2. References (25%)
- c. Section 3. Approach (25%)
- d. Section 4. Pricing (40%)

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 10 pages
3. Signed and submitted required forms

Submissions must be sent electronically to:

workwithus@icma.org

CC:

Anna Mitchell, Senior Program Manager, ICMA at amitchell@icma.org.

Subject:

231.100.00/Printing/07.11.2024_“CompanyName”

No phone calls, please.

***If sending hard copy print samples in accordance with Section 2 of the Submission Requirements, please indicate this in your electronic submission, and mail your hard copies to:**

Tad McGalliard, c/o ICMA
231.100.00/Printing/07.11.2024
777 North Capitol Street NE, Ste 500
Washington, DC 20002

**All hard copy print samples must be delivered by July 25, 2024. Any hard copies delivered after July 25, may be excluded from the Responent's proposal package.*

Proposal packages 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 at least one award under this solicitation. It may award a agreement 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 two weeks 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.

END OF REQUEST FOR PROPOSAL