## REQUEST FOR PROPOSAL

Original Date Issued: January 15, 2025

Closing Date: February 14, 2025

Decision Date: February 28, 2025

Subject: **Request for Proposal No. ICMAHO/Brownfields Conference Decorator**

**Management/2025-2029**

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for Decorator Management, Furnishings and Equipment Services for the 2025-2029 National Brownfields Training Conferences. 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 Benjamin Powell at [bpowell@icma.org](mailto:bpowell@icma.org) with copies to [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 Benjamin Powell at [bpowell@icma.org](mailto:bpowell@icma.org).

All communications must include the solicitation title, **ICMAHO/Brownfields Conference Decorator Management/2025-2029** 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 Decorator Management, Furnishings and Equipment Services requested within this Request for Proposal if awarded.

**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.

## ABOUT THE NATIONAL BROWNFIELDS TRAINING CONFERENCE

International City/County Management Association and the U.S. Environmental Protection Agency have been working together to present the National Brownfields Training Conference for the past two decades. 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.

For the 2025 National Brownfields Training Conference, ICMA is sharing convention space with the Solar Farm Summit (SFS). They will provide their own furnishings list and will be contracted and billed separately. This RFP is specific to the brownfields conference and does not include SFS’ exact furnishing requirements. Part of their requirements include an activation space in the Exhibit Hall to potentially include a petting zoo, solar demonstrations projects, and one stage, as well as additional registration space.

The Solar Farm Summit website is <https://solarfarmsummit.com/>. Contact information will be provided upon proposal acceptance.

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.

**Dates/location**:

August 5-8, 2025, McCormick Place, 2301 S. Dr. Martin Luther King Jr. (MLK) Drive  
Chicago, Illinois 60616

The 2027 and 2029 conference locations are TBD but will take place within the continental United States

## Past History:

## 2023 August 7-11 Huntington Place Detroit

## 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:

* Approximately 2,000-2,500 in-person attendees, exhibitors and guests
* Stakeholders attend for professional development and networking
* Monday, August 4: Set-up
* Tuesday, August 5: Pre-conference Workshops, Affiliate Events, Opening Plenary and Opening of Exhibit Hall
* Wednesday, August 6- Thursday, August 7: Full day of educational programming, Exhibit Hall, Affiliate Events, Plenary Session
* Friday, August 8: Half day of educational programming, Affiliate Events

General structure of events where Decorator Management, Furnishings and Equipment Services are needed is shown below:

## Show Management Events & Affiliate Meetings

Show Management Events & Affiliate Meetings are scheduled from Monday, August 4, 2025 through Friday, August 8, 2025 at McCormick Place. Any Decorator Management, Furnishings and Equipment Services requests and costs from Show Management will be placed on the Decorator Master Account. The Affiliates will be at their own expense and made directly with the Decorator Management Contractor, including labor. We are expecting approximately (40) Affiliate Meetings & Show Management Events during this timeframe. Contracted McCormick Place meeting space can be seen on the attached Meeting Space Usage.

## Plenary Sessions and Green Room

The Opening Plenary Session and both Keynote Sessions will be held in the Arie Crown Theater on Level 3, with fixed seating.

Load-In/Set-Up: Monday, August 4/Tuesday, August 5. Set-By: Tuesday, August 5 at 10 AM. Strike: Friday, August 8 after 9:00 AM.

Permanent Green Room spaces are provided with the Arie Crown Theater.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

|  |  |
| --- | --- |
|  | **PLENARY SESSIONS (Arie Crown Theater)** |
| 7 | Stage chairs without casters |
| 7 | Small drink end tables - white |
| 1 | American Flag in sturdy stand |
| 1 | Illinois Flag in sturdy stand |
| 1 | Matching sturdy stand for EPA Flag (EPA Flag to be provided by EPA). All flag stands are to match. |
|  | Black velour stage pipe and drape |
| 3 | 9’h x 3’w One-sided back lite Plenary Speaker Panels |

## Exhibit Hall

The Exhibit Hall will be held on Level 3 of McCormick Place Lakeside Center in Hall D1, 150,000 sq. ft.

The hall will be set with (approximately 200) 10’w x 10’d booths, a (40) board poster session, an area for food & beverage purchases, round tables for seating.

Load-In/Set-Up: Monday, August 4/Tuesday, August 5, 2025. Set-By and Show Ready: Tuesday, August 5 at 3:30 PM. Strike: Thursday, August 7 after 2:00 PM.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

|  |  |
| --- | --- |
|  | **OFFICIAL DECORATOR PROVIDER TO EXHIBIT HALL** |
|  | Will supply Decorator furnishings, freight and service to the exhibitors |
| 125-200 | Will supply back 8’h x 10’w pipe and drape and side 36’h x 10’l pipe and rail |
|  | Will provide ID sign for each booth |
| 40 | 8’w x 4’ high two-sided poster boards |
|  | Will provide necessary electronic order forms for the Service Kit at no charge |
| 1 | Entrance Unit – Exhibit Hall Entrance |
| 2 | Plants for Base of Entrance Structure |
|  | Aisle Carpet |
|  | **OBLR EXHIBIT HALL (Hall D1, Booth # TBD)** |
|  | Freight Pick Up Delivery and Return |
| Complimentary | Upgraded Padding in OBLR Booth |
| Complimentary | OBLR Booth Set-Up and Tear Down |
|  | **ICMA BOOTH PACKAGE** |
| 2 | 6’l x 30”w tables |
| 2 | Stools |
| 1 | 42” pedestal table |
|  | **EPA BOOTH PACKAGE** |
| 10 | Furniture Package: 6’ table, 2 side chairs, carpet, ID sign, back/side drape |

## Exhibitor & Affiliate Post Show Reporting

The Decorator Management, Furnishings and Equipment Services Contactor agrees to provide ICMA detailed post show exhibitor and affiliate recaps to include (but not be limited to), the following information at no charge:

\_Labor (Total Hours)

\_Equipment (Total Volume)

\_Specialty Rental Items (Total Volume)

\_Exhibitor Freight (Total lbs)

\_ Show Management Freight (Total lbs)

## Greening Initiatives

A priority has been placed on increasing the environmental performance of the Brownfields Conferences. The continued task for the 2025 Conference involves developing and implanting a waste reducing and recycling strategy for reducing and recovering the large volumes of waste materials generated during move-in, meeting dates and move-out of the Conference.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

|  |  |
| --- | --- |
|  | All signage will be 100% recyclable |
|  | Greening coordinator to oversee advance and on-site actions. The coordinator will be 1 of the 2 on-site staff |

## Offices

Four of the (9) Offices, located at McCormick Place be in need of various Decorator Management, Furnishings and Equipment Services. Load-In/Set-Up: Monday, August 4, 2025 at 8:00 AM; Set-By: Monday, August 4, 2025 at 2:30 PM. Strike: by Friday, August 8, 2025 at 11:59 PM.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

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| --- | --- |
|  | **ICMA Show Office and Storage (TBD E255)** |
| 1 | Locking 2-drawer file cabinet with keys |
| 1 | Small refrigerator |
| 1 | Standing one-sided whiteboard with multi colored markers and an eraser |

|  |  |
| --- | --- |
|  | **Office of Brownfields & Land Revitalization/Regional**  **Administrators Office (TBD E254)** |
| 1 | Locking 2-drawer file cabinet with keys |
| 1 | Small refrigerator |
| 3 | Upholstered chairs |
| 1 | Round cocktail table |

|  |  |
| --- | --- |
|  | **Office of Land & Emergency Management (TBD E253D)** |
| 1 | Locking 2-drawer file cabinet with keys |
| 1 | Small refrigerator |
| 3 | Upholstered chairs |
| 1 | Round cocktail table |

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| --- | --- |
|  | **VIP Office (TBD)** |
| 1 | Locking 2-drawer file cabinet with keys |
| 2 | Upholstered chairs |
| 1 | American flag in sturdy stand |
|  | 10’ w x 8’h, Black velour drape and pipe |
| 1 | Executive desk, minimum of 5’ |

## On-Site Staff Support

A minimum of (2) staff persons to be on-site for all setup conference days and dismantling, Monday, August 4 through Friday, August 8, 2025.

**Registration**

Attendee and exhibitor registration will be located in the Ballroom Pre-Function on Level 3 of McCormick Place.

Load-In/Set-Up: Monday, August 4, 2025. Set-By: Monday, August 4, 2025, at 2:30 PM. Strike: Friday, August 8 by 11:59 PM.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide the following as listed below. Registration and printer counters and their graphics, 6’ draped and topped tables, Gas lift chairs, and wastepaper baskets will be provided complimentary.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

|  |  |
| --- | --- |
|  | **REGISTRATION (Ballroom Prefunction)** |
| 8 | (7) Standard 6’ registration counters and (1) ADA 6’ registration counter |
| 8 | Printer counters |
| 8 | Printer counter graphics |
| 8 | Kick panel graphics |
| 8 | 6’ draped and topped tables |
| 8 | Gas lift chairs with no arms, high backs and with casters |
| 8 | Wastepaper baskets |
| 2 | 36”h x 6’ l sections of side-rail |
| 8 | Stanchions with ropes |
| 2 | Lanyard Racks |
| 1 | 8 x 4 Poster Board |

## Signage

## Graphic files will be provided for all signs and banners. The company will be responsible for production of all 100% recyclable signs, for assembly and placement of all signs and banners ordered.

## Load-In: Monday, August 4, 2025. Placement by: Monday, August 4, 2025 at 4:00 PM. Strike: Friday, August 8, 2025 by 11:59 PM.

## The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

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| --- | --- |
|  | **SIGNS** |
| 6 | 22”w x28”h one-sided with clear pockets |
| 43 | 22”w x 28”h, single sided |
| 4 | 1/2M w x 96”h, Single Sided (1/2 Meter) |
| 2 | 3Mw x 96”h Conf at a Glance Boards, Single Sided |
| 1 | 4-Sided Fabric Tower |
| 1 | Graphic Wall for Plenary Sessions |
| 20 | 11”w x 14”h Logo Paddles on long sticks (Lollipop Signs) |
| 2 | Meter Signs – Single Sided |
| 20 | 22”w x 22”h Podium Signs |
|  | **MOBILE WORKSHOPS** |
| 3 | 5 ’h x 4’w structure, 2-sided |
| 8 | 5’h x 4’w signs to go on structure to identify Mobile Workshop Title and Bus # or meet area |
|  | **LETTERS** |
| 7 | 5’h x 3’w one-sided, up lite three dimensional cut out letters : B F 2 0 2 5 |
|  | **EQUIPMENT** |
| 30 | Easels |
| 4 | Chrome Double Sided Holders, 22”w x 28”h |
|  | **EXHIBIT HALL SIGNS** |
| 1 | 1/16th scale of BF 2025 floor plan, 3’w x 3’h |
| 8 | Aisle signs, 4’w x 8’h, double sided |
| 20 | 8 ½” w x 11”h Easel Back Sign |
|  | **EXHIBIT HALL BANNERS** |
|  | Single Sided, per sq ft |
|  | Double Sided, per sq ft |
|  | **EXHIBIT HALL CARPET LOGO** |
| 1 | 9’x9’ |
|  | **CLINGS** |
| 6 | Main entrance Doors |
| 2 | Registration Columns |

## Show Management Freight and Material Handing

## Freight will be picked up and returned to the EPA and ICMA Offices in Washington, DC at a discounted rate off the standard shipping rates. Material handling will be provided at a discount rate and the first 10,000 lbs will be handled at no charge.

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| --- | --- |
|  | Pick up at EPA and ICMA Offices for movement to Chicago, IL Advance Warehouse or McCormick Place |
|  | Movement from Chicago, IL Advance Warehouse to McCormick Place |
|  | All Material Handling including: at EPA, ICMA, at the Warehouse, on Show Site, including Tote Bag Inserts, Tote Bags and movement of bags to Registration Storage Area |
|  | Movement from McCormick Place to EPA Offices in Washington, DC |
|  | Movement from McCormick Place to ICMA Offices in Washington, DC |

## Statement of Work

The contractor shall perform the following Decorator Management, Furnishings and Equipment Services for the 2025 National Brownfields Training Conference at the McCormick Place, 2301 S. Dr. Martin Luther King Jr. (MLK) Drive, Chicago, Illinois 60616 from August 5-8, 2025.

| **Task** | **Description** |
| --- | --- |
| 1 | Participate in at least (2) site visits to Chicago, IL |
| 2 | Work with ICMA to develop sketches for: Registration (to include headers, kick panels and hard wall graphics, if necessary, registration area, foyer and public space, offices, Plenary Session(s), and specialty meeting rooms. |
| 3 | Provide ICMA with catalogue for both standard and specialty furniture as noted in the RFP Worksheet. Please note: all upholstered furniture must be free of tears, stains and other unacceptable signs of wear and be free of plastic coverings. Executive Desk must be of executive quality. |
| 4 | Receive conference graphics and theme files from ICMA |
| 5 | Provide warehouse shipping address, preferred labels, 1st and last dates the warehouse will accept freight, as well as the 1st date show site at McCormick Place will accept freight to ICMA |
| 6 | Present General Session carpeting Floorplan and room diagrams to McCormick Place for approval |
| 7 | Begin communicating with Affiliate Meeting Requestees regarding additional decorator needs |
| 8 | Provide ICMA with needs for Decorator Office: ie: tables, chairs, set |
| 9 | Assist ICMA with development of Production Schedule |
| 10 | With ICMA participate in conference call for streamlining actions between the exhibit hall and furnishings and services outside the exhibit hall. |
| 11 | Coordinate with ICMA regarding ship dates for Show Management Freight, as well as process for tagging Show Management Freight and for identification and communication of advance warehouse freight. Send Project manager email notices for all freight shipments received, identifying shipments by shipper, sender, content, where they are to go and number of boxes. |
| 12 | Prepare to accept Function Book from ICMA |
| 13 | Prepare to accept signage order |
| 14 | Provide names of Decorator on site team to Housing Manager |
| 15 | July 2025, participate in on-site turn over meeting with ICMA |
| 16 | Coordinate with McCormick Place on dock assignments and restrictions for load-in |
| 17 | Prepare to receive ICMA on-site Production Schedule |
| 18 | Ensure timely and professional freight pick up at EPA and ICMA for ground to Chicago, IL |
| 19 | August 4, 2025, deliver all conference furnishings, equipment, signage and freight as noted on the Function Sheets, diagrams and freight grids. |
| 20 | August 4, 2025, begin set up of registration graphics, clings, chairs, etc as per Registration Function Sheets and diagrams. |
| 21 | August 4, 2025, by 2:30 PM registration area to be set |
| 22 | August 4, 2025, by 2:30 PM set up of pipe & drape, tables, chairs, desks, flags, upholstered chairs, file cabinets, refrigerators, etc as per Office Function Sheets and diagrams. All offices to be set, dusted and event ready by 2:30 PM |
| 23 | August 4, 2025 and August 5, 2025 by 10 AM, Pipe and drape set in Plenary Hall along with all furnishings and drape for Green Room |
| 24 | August 4, 2025 and August 5, 2025, by 3:30 PM Exhibit hall show ready per Fire Marshall approved diagram |
| 25 | August 4, 2025, coordinate with sign coordinator to inventory all signs and banners. Review projected placement locations and dates for placement. Place all directional signage by 4:30 PM. |
| 26 | August 4, 2025, by 4:30 PM, With sign coordinator and pull and place signs for Tuesday August 5 programming |
| 27 | August 4, 2025, participate in Pre-Conference Meeting |
| 28 | August 4, 2025, move Registration Bags from Freight Dock to Registration Office and Registration back tables |
| 29 | August 5, 2025, participate in daily key team meeting with planning team |
| 30 | August 5, 2025 by 4:30 PM, with sign coordinator pull and place signs for Wednesday August 6 programming |
| 31 | August 5, 2025, coordinate with registration on the moving of registration bags from office to registration area |
| 32 | August 6, 2025, by 4:30 PM with sign coordinator pull and place signs for Thursday August 7 programming |
| 33 | August 6, 2025, Coordinate with McCormick Place on dock assignments and restrictions for load-out |
| 34 | August 6, 2025, participate in daily key team meeting with planning team |
| 35 | August 7, 2025, by 4:30 PM, with sign coordinator pull and place signs for Friday August 8 programming |
| 36 | August 7, 2025, participate in daily key team meeting planning team |
| 37 | August 7, 2025, after 2:00 PM and before 11:59 PM begin move-out of exhibit hall. Space left clean and clear. |
| 38 | August 8, 2025, after 9 AM and before 11:59 PM begin move-out of all equipment in Plenary Session and Green Room |
| 39 | August 8, 2025, prepare and review final invoice with ICMA |
| 40 | August 8, 2025, ensure timely and professional freight pick at McCormick Place for ground transportation to EPA and ICMA Washington, DC offices |
| 41 | August 8, 2025, after 11:30 AM and before 11:59 PM begin move-out of all equipment, furnishings and signs in offices, registration, affiliate meeting space and meeting space at the McCormick Place. Recycle program materials. All space left clean and clear. |
| 42 | Provide ICMA, a post show exhibitor and affiliate recaps to include: Total Labor Hours, Total Volume for Equipment and Total Volume for Specialty Rental Items, Exhibitor Freight and Show Management Freight. |
|  |  |

## 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.   1. Provide a description of your business 2. 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. |
| **Section 2:** Approach | 1. Do you have remote offices in Michigan, Illinois, Indiana, Minnesota, Ohio, or Wisconsin?    1. If yes, which cities? 2. Will you require the use of a sub-contractor(s)?    1. If yes, name company. 3. How many shows have you serviced in Michigan, Illinois, Indiana, Minnesota, Ohio, or Wisconsin in the past 5 years? 4. Do you currently serve as the official Decorator Management, Furnishings and Equipment Services Contractor for any of the Convention Centers in the states noted above? 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:  1. How would the company and its staff participate in planning meetings? 2. What is the charge, if any, for staff to accompany the event organizer on site visits? 3. Please list any specialty items, etc., and the potential cost savings to ICMA. 4. 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 and provide separate billing? 5. Would ICMA receive any discounts/rebates if these other groups utilize your services? 6. What size store room is required onsite?   **Costs & Services:**   1. Describe the company’s payment policy, including any deposits required and how any discrepancies are handled:   **Labor:**   1. Indicate the types and levels of insurance the company carries: 2. Errors & Omissions Insurance:   Workers Compensation Insurance:    Commercial Liability Insurance:  Commercial Automobile Liability Insurance:  Other:    **Additional Services and Products:**   1. Share any additional services or products not officially requested in this proposal that could be of use or interest to ICMA. |
| **Section 3.** Pricing | 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. |

## CONTRACT TERM AND DELIVERY DATES

ICMA expects to award a one-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
   1. Company Profile (10%)
   2. Approach (45%)
   3. Pricing (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 [bpowell@icma.org](mailto:bpowell@icma.org) and [esparks@icma.org](mailto:esparks@icma.org) with “**ICMAHO/Brownfields Conference Decorator Management/2025-2029”** 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 individual