REQUEST FOR PROPOSAL

Original Date Issued: Friday January 24, 2025

Deadline for Questions: Tuesday, January 28, 2025

Closing Date: Monday, February 3, 2025. 5:00pm EST

Anticipated Award Date: Monday, February 24, 2025

Reference: SECAGD24CA0528, Subaward, FY 2024 Young Southeast Asian Leaders Initiative Professional Fellows Program (YSEALI PFP)

Subject: **Request for Information No**. **DOS/YSEALI Lodging/2025**

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for professional services for ICMA for short term lodging across the United States. ICMA anticipates awarding one (1) single award as 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 WorkWithUs at workwithus@icma.org with copies to lhagg@icma.org. All contractual questions relating to this solicitation must be submitted to Ian Swank, Grants and Contracts Administration at Iswank@icma.org. All communications must include the solicitation title, DOS/YSEALI Lodging/2025, 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,

Laura Hagg, Director, Capacity Development and Governance

**PURPOSE**

ICMA is one of the implementors of the Young Southeast Asian Leaders Initiative (YSEALI) Professional Fellows Program funded by the U.S. Department of State. The YSEALI program is a professional exchange program that provides up to 80 selected participants from Southeast Asia with the opportunity to spend 4 weeks working directly with their American counterparts in individually tailored placements across the country in the spring and fall of 2025. ICMA seeks a qualified service provider to provide temporary, furnished housing from May 2, 2025 through May 31, 2025 and from September 26, 2025 through October 25, 2025 in geographically diverse cities throughout the United States.

**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](http://www.icma.org).

**SCOPE OF WORK**

1. **BACKGROUND**
ICMA seeks a qualified service provider to provide temporary, furnished housing at the General Services Administration (GSA) daily rate for up to 80 Fellows each from May 2, 2025 through May 31, 2025 and from September 26, 2025 through October 25, 2025 in geographically diverse cities throughout the United States. Recent placements included cities such as Tallahassee FL; Annapolis and Baltimore MD; Austin, Killeen and Saginaw TX; Lansing MI; Spartanburg SC; Dubuque IA; Arcadia, CA; Rochester, MN; among many others.

**SUBMISSION REQUIREMENTS (no more than 10 pages total)**

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| --- | --- |
| Section 1. Company profile: |  * Provide a description of your business and services provided for temporary, furnished housing
* Provide the year established in the current business for the services requested in this request for proposal.
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| Section 2: References:  | * A description of the type and size of client organizations served, and a sample client list indicating the type of services rendered.
* Geographical diversity.
* At least three (3) examples of relevant work.
* The client's point of contact information should include the 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 and Process:  | * Describe the organizations you have provided services for which are funded by the federal government.
* Describe how the process works to secure rentals including the point of contact who will communicate directly with the YSEALI project team and the timeliness of securing rentals from point of request to start of the lodger’s stay.
* Describe national network of available rentals.
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| Section 4. Pricing:  | ICMA will only consider proposals that guarantee rentals at the GSA daily rate. In addition, please include cost of rental insurance if offered; cancellation fee charges and conditions; finders fee if applicable; security deposit if applicable, if utilities are included and if so how much each month; and any other fees or point of service costs. For other than transaction fee arrangement, please describe your pricing method and why this would be advantageous to ICMA. Please be advised that ICMA is cost-conscious about procuring outside services. |

**EVALUATION AND AWARD PROCESS**
Offers will be evaluated based upon:

* Ability to match the qualifications set forth in this solicitation:
	+ Applicable/relevant services: 20%
	+ Geographical footprint/network of available housing: 30%
	+ Rental rates and additional costs and fees: 30%
	+ References: 20%

**TYPE OF CONTRACT TO BE AWARDED**

Contract type will be negotiated upon the selection of a vendor.

**CONTRACT TERM AND DELIVERY DATES**

ICMA expects this scope of work to be completed beginning with the contract signature date and ending on November 1, 2025. Final delivery dates will be negotiated upon award.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 of no more than 10 pages excluding required forms
3. Completed and signed required forms

Packages must be submitted electronically to WorkWithUs at workwithus@icma.org with copies to lhagg@icma.org and 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.

**APPENDICES** **(REQUIRED FORMS TO BE SUBMITTED VIA LINK BELOW)**

[W-9](https://forms.icma.org/240425868576973)

[New Vendor Form](https://forms.icma.org/240396639279067)

**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.