



**Brownfields 2027/2029 Registration & Housing Services RFP Q&A**

**\*Updated March 17, 2026**

**Deadline for Questions:** Wednesday, March 25, 2026

1. **It appears the contracted block is not calculating correctly. Can you confirm the nightly contracted inventory and total? Based on the nightly numbers, I'm calculating a total of 5,680.**
  - a. Yes, you are correct – the total is 5,680. There was a mistake in the formula when adding the final hotel in that was most recently contracted. The RFP has been updated accordingly online:

**2027 Block**

	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
Contracted	173	943	1543	1573	1325	116	7	5,680

2. **Can you please confirm the average commissionable hotel rate for the 2027 contracted hotels?**
  - a. Hotel 1 – 2,283 room nights (50% @ \$269/50% @ prevailing govt. per diem rate) | 80% attrition
  - b. Hotel 2 – 1,045 room nights (70% @ \$259/30% @ prevailing govt. per diem rate) | 70% attrition
  - c. Hotel 3 – 882 room nights (50% @ \$259/50% @ prevailing govt. per diem rate) | 75% attrition
  - d. Hotel 4 – 1,121 room nights (50% @ \$239/50% @ prevailing govt. per diem rate) | No attrition
  - e. Hotel 5 – 349 room nights (75% @ \$209/25% @ prevailing govt. per diem rate) | 80% attrition
3. **How many additional hotel contracts does ICMA anticipate needing for 2027?**
  - a. At this time, none. There is always a chance we'll be looking for additional block(s) of per diem rooms as it is a necessity for many of our registrants to attend.
4. **Is ICMA looking for support to source a destination and hotel contracts for 2029? If so, what is the timeline for this project?**
  - a. It's possible. ICMA hopes to have the 2029 conference RFP posted by early summer. Most assistance will likely come in the form of assistance with contract negotiation/finalization once the location has been selected by ICMA and EPA.
5. **How many sub-blocks do you historically require?**
  - a. Typically, 4-5. ICMA will submit a rooming list for each.
6. **What types of registrants typically utilize sub-blocks (i.e. attendee groups, exhibitors, etc.)?**
  - a. Typically, it is just Staff, Vendors, VIPs, and Travel Scholarship recipients.
7. **Do you require detailed final pickup for each sub-block, or is final pickup for the entire event per hotel sufficient?**
  - a. Final pickup for the entire event per hotel is sufficient.
8. **Do you have international registrants? If yes, what percentage of your total registrants is represented by international destinations?**
  - a. Yes, 1.93% on average for the last three conferences.



- 9. Are all the registrations processed via online website? If no, what other methods do you collect registrations from and what is the est. percentage of each?**
  - a. All registrations are processed via online website; however, some participants will complete the registration form itself and submit to the registration provider for manual input/processing (~5%). If they are going this route, it's likely they'll also require POs/invoices/etc. to have a check cut and mailed in for payment.
  
- 10. What is the current process for onsite registration (i.e. self-registration or staffed registration counter)?**
  - a. Staffed registration counter.
  
- 11. Do you currently use session tracking devices to count attendance at workshops/events?**
  - a. We do not.
  
- 12. Do you currently use access control scanning to allow guests to enter ticketed events vs. collecting physical tickets?**
  - a. We do not.
  
- 13. Would you be interested in learning more about our session tracking and access control services? If yes, how many concurrent sessions would you want to track attendance and how many ticketed events do you support on average?**
  - a. Yes. Cost and manpower are our biggest obstacles for these services, but we are open to hearing options. The three primary pre-registration/ticketed program types we offer are:
    - i. Brownfields University (10 concurrent sessions)
    - ii. Mobile Workshops (10-12 sessions, not necessarily concurrent)
    - iii. Offsite Community Reception
  - b. If this is added to your proposal, please show as an a la carte option so it is not wrapped up in the full proposal cost.
  
- 14. Do you currently offer lead retrieval services to your exhibitors, and would you be interested in us presenting our lead services? If yes, how many exhibiting companies attend and how many of those exhibitors historically purchase lead retrieval?**
  - a. Yes. We average close to 100 exhibitors but, typically, 10% or less purchase lead retrieval.
  
- 15. Do you offer lead retrieval devices for exhibitor rental, or do you prefer a mobile app only option?**
  - a. Both have been offered.
  
- 16. Will there be an opportunity to demo our site to you and any other stakeholders?**
  - a. Yes, after initial review of all proposals if selected as a finalist.
  
- 17. Are the government per diem room rates commissionable as well?**
  - a. Yes.
  
- 18. Is there any rebate payable to ICMA that should be deducted from the group rate prior to calculating commission?**
  - a. No, we do not have any rebates contracted for the 2027 conference.



- 19. For express badge printing onsite, have you typically used a set number of registration stations in the past? We are happy to mirror that approach or recommend a suggested number based on your anticipated total registrant count.**
- a. Typically, we have set (8) stations, but we are open to any new suggestions based on use of your own systems/software + our anticipated registration count. Limited staffing required – in the past, we have had (2) staff from the registration vendor assisted by other ICMA staff.
- 20. Do you currently utilize a membership database for your association, and are you looking to integrate that into the registration process?**
- a. This conference does not require integration with ICMA's membership database.