

REQUEST FOR PROPOSAL

Original Date Issued: Monday, October 12, 2020
Deadline for Questions: Friday, November 13, 2020
Closing Date: Friday, November 20, 2020
Decision Date: Friday, December 4, 2020

INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
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Washington, DC 20002-4201
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icma.org

Subject: **Request for Proposal Brownfields 2021/Audio Visual Management, Equipment and Production Services**

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for Audio Visual Management, Equipment and Production Services for the 2021 National Brownfields Training 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 Brownfields Conference Event Administrator Nancy Bennett at schelhornbennett@aol.com with copies to Tad McGalliard at tmcgalliard@icma.org and 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 Tad McGalliard at tmcgalliard@icma.org.

All communications must include the solicitation title, Brownfields 2021/Audio Visual Management, Equipment and Production Services, 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,

Tad McGalliard
Brownfields Conference Director

PURPOSE

ICMA seeks a qualified provider (firm or individual) to provide all Audio Visual Management, Equipment and Production Services requested within this Request for Proposal if awarded.

ABOUT THE NATIONAL BROWNFIELDS TRAINING CONFERENCE

International City/County Management Association and the U.S. Environmental Protection Agency have been working together to bring you the National Brownfields Training Conference for the past twenty-one years. 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.

ICMA's Dun and Bradstreet number is 072631831.

Dates/location: September 27 – 30, 2021 at the Oklahoma City Convention Center (OKCCC), 500 S. Robinson, Oklahoma City, OK 73109 and the Omni Oklahoma City Hotel (Omni), 100 W. Oklahoma City Blvd, Oklahoma City, OK 73109.

Past History:

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:

- 2,000-2,500 - Approximate # of attendees, exhibitors and guests, in person and virtual
- Stakeholders attend for professional development and networking
- Sunday, September 26: Set-Up
- Monday, September 27: Pre-conference Workshops, Affiliate Events, Opening Plenary and Opening of Exhibit Hall
- Tuesday, September 28 – Wednesday, September 29: full day of Educational Programming, Exhibit Hall, Affiliate Events, Plenary Session
- Thursday, September 30: ½ Day of Educational Programming, Affiliate Events
- Potential Virtual aspects of conference to include: live, semi-live and prerecorded

General structure of events where Audio Visual Management, Equipment and Production Services are needed is shown below:

Educational Sessions

The (12) simultaneous Educational Sessions consist tentatively of (3) Panel Discussions, (1) Economic Redevelopment Forum (ERF) Center Stage, (4) Roundtable Conversations, (3) Topic Talks (formerly Learning Lounges), and (1) Film Series. All Educational Sessions will be held at the OKCCC on Levels 2 - 4 and the Omni on Level 2. The Sessions are currently scheduled over (10) 60-minute and 30-minute programming blocks on Tuesday, September 28 through Thursday, September 30, 2021.

On Monday, September 27, 2021, we will be utilizing several of the Educational Session Meeting Rooms at OKCCC from 9:00 AM through 3:00 PM for up to (5) Pre-Conference Workshops. Those rooms include but are not limited to: Ballroom A, Ballroom B, 302 A/B/C, 301 B/C/D, 208 A/B

Load-In/Set-Up: Sunday, September 26, 2021 at 8:00 AM. Set-By: Sunday, September 26, 2021 at 4:30 PM. Strike: Thursday, September 30, 2021 from 11:30 AM - 11:59 PM. Each programming format will be pre-set for the duration of the conference.

The Audio Visual Management, Equipment and Production Services Contractor is to provide:

TOTAL NEEDS	(3) PANEL DISCUSSIONS (1) ECONOMIC REDEVELOPMENT FORUM CENTER STAGE
4	3000 Lumen Projector
4	Screens of Appropriate Size
4	Laser Pointers
4	Wired Microphones at Standing Lectern
8	Wired Microphones at Head Table
4	Wired Microphone on Stand in the Audience
4	Laptop Computers w/ DVD ROM, CD Combo, USB ports, presentation mouse, cord/cables and speakers to sound
	(4) ROUNDTABLE CONVERSATIONS
4	Wireless Microphone at Standing Lectern
4	Wireless Microphone on Stand in the Audience
4	Flipcharts with Adhesive Paper and Multi-Colored Markers
	(3) TOPIC TALKS
3	3000 Lumen Projectors
3	Screens of Appropriate Size
3	Laser Pointers
3	Wireless Microphones at Standing Lectern
3	Laptop Computers w/ DVD ROM, CD Combo, USB ports, presentation mouse, cord/cables and speakers to sound
	(1) FILM SERIES
1	3000 Lumen Projector
1	Screen of Appropriate Size
1	Wired Microphone at Standing Lectern
1	Wired Microphone on Stand in the Audience
1	Laptop Computers w/ DVD ROM, CD Combo, USB ports, presentation mouse, cord/cables and speakers to sound

Show Management Events & Affiliate Meetings

Show Management Events & Affiliate Meetings are scheduled from Monday, September 27, 2021 through Thursday, September 30, 2021 at the OKCCC and Omni. Any Audio Visual Management, Equipment and Production Services requests and costs from Show Management will be placed on the AV Master Account. The Affiliates will be at their own expense and made directly with the Audiovisual Contractor, including labor. We are expecting approximately (40) Affiliate Meetings & Show Management Events during this timeframe. Contracted OKCCC and Omni meeting space can be seen on the attached Meeting Space Grid.

On Monday, September 27, 2021, Show Management will be utilizing space at the Omni from 3 – 4:15 PM for (10) Regional Open Houses. Those rooms include but are not limited to: Meeting Room 1, Meeting Room 9, Meeting Room 10, Junior Ballroom 1 – 4, Grand Ballroom 1 – 3, Grand Ballroom 4, Grand Ballroom 5, Grand Ballroom 6, Grand Ballroom 7, and Grand Ballroom 8. Set-Up: Sunday, September 26, 2021 at 8:00 AM. Set-By: Monday, September 27, 2021 at 12noon. Strike: Monday, September 27 after 4:30 PM. Any additional equipment requested, other than what is noted below will be at the expense of each Region.

The Audio Visual Management, Equipment and Production Services Contractor is to provide:

TOTAL NEEDS	(10) REGIONAL OPEN HOUSES
10	3000/4000 Lumen Projectors
10	Screens of Appropriate Size
10	Wired Microphones at Standing Lectern
10	Wireless Microphone on Stand in Audience
10	Laptop Computers w/ DVD ROM, CD Combo, USB ports, presentation mouse, cord/cables and speakers to sound
	(3) MOBILE WORKSHOPS
3	Portable Microphone/Sound Systems for Tour Communication
	(2) SPECIAL EVENTS: First Timers, Redevelopment Rodeo, Awards Event
2	3000 Lumen Projector
2	Screen of Appropriate Size
2	Wired Microphone at Standing Lectern
4	Wired Microphones at Head Table
2	Laptop Computer w/ DVD ROM, CD Combo, USB ports, presentation mouse, cord/cables and speakers to sound

Plenary Sessions, Green Room, Lunch & Learn and Power Breakfast

The Opening Plenary Session, both Keynote Sessions, the Lunch & Learn and Power Breakfast will be held on Level 1 of the OKCCC in Hall D, 58,140 sq. ft.

The audience will be set for 2,800 attendees in rounds of (6-8) with (5) rounds in the front row for speakers and VIP’s. The room will be set with a center aisle and 2 cross aisles. The OKCCC will build a stage utilizing risers. All staging drape will be provided by the Decorator. The biodegradable stage set, including lectern, will be provided by the Audio Visual Management, Equipment and Production Services Provider.

Load-In/Set-Up: Sunday, September 26/Monday, September 27, 2021 at 8:00 AM. Set-By: Monday,

September 27, 2021 at 2:30 PM. Strike: Thursday, September 30 after 9:00 AM.

A Green Room, with direct access to the stage, will be created behind the stage in Hall D.

The Audio Visual Management, Equipment and Production Services Contractor is to provide:

TOTAL NEEDS	PLENARY SESSIONS (Hall D)
1	Diagram of Plenary Session seating, stage and green room
1	Biodegradable stage set, including lectern
1	D'San "Perfect Cue" Dual Wireless Speaker Cue System
1	D'San Speaker Timer (With Podium Stoplight)
1	D'San Digital Speaker Timer (With Single 4" LED Display)
2	Scaffold Towers
	Folson Graphics Switching System
1	Screen Pro Plus (1604) Multi-Screen Switcher
1	Screen Pro Plus Multi Screen Controller
2	20" LCD Flat Screen Displays
4	Exgron 1x6 RGBHV Distribution Controller
	Power Point Graphics System
1	Pentium IV Desktop
2	20" LCD Flat Screen Displays
2	HP Deskjet Ink Jet Printers
2	A/B Switch – 5 Port Hub
1	Playback Pro/Mac Laptop
	Camera Package
2	Sony D-50 Video Cameras
2	Sony TX7 Camera Control Unit
	Video Projection Equipment
4	18k Lumen Projectors
4	Panasonic ER-D76Le1 1.5-2.0:1 Zoom Lens (D7700)
1	JRW DownStage Plasma Monitor Stand
2	Altinex RGS Hum Suppressor
2	Sharp 39" LCD Monitors
2	9x16 Fast Fold Screens
3	11x29 Truss Frame Screen
	Misc Video Equipment
1	Leitch Still Store Main Frame/Control Panel
1	Folsom Image Pro Scan Converter w/SDI
	Audio Equipment
3	Shure Mc-412 Cardioid Podium Microphones
12	Wireless lavalier microphones
3	Wireless handheld microphones with on-off switches
2	Audio Processing Systems to include: power conditioner, Whirlwind Audio DA, Sabine Audio Equalizer/MC, Shure Wireless Mic UHF
1	SB250 Crest Subwoofer Amp Rack with /X-over
1	JBL 4887 Vertec Line Array Amp Rack with 2-QSC 6.0 Amplifier and 1-

	QSC 9.0 Amplifier
1	Lot of Cable/Rigging
1	Marantz CDR-420 Portable Burner
1	Clearcom 2 Channel Intercom Base Station
12	Beyer DT-108 Single Muff Headsets
12	Clearcom Single Channel Beltpacks
1	Telex VRT700 Single Ch Wireless Interco
	Lighting Equipment
6	MAC 2000 Performance
10	26 Degree Leko
20	36 Degree Leko
10	Wide Body Leko
10	Mac 2K Profile II
2	MAK 2K Performance
1	48 Channel Dimmer
1	Grande MA Ultra Lite Controller with UPS
	Power and Rigging Equipment
1	100 Amp 3/o Audio PD with Feeder & Tails
1	100 Amp 3/o Video PD with Feeder & Tails
1	200 Amp 3/o Lighting PD with Feeder & Tails
2	Distro Rack with Feeder & Tails
4	Genie ST25 Supertower Lift
1	Scissor Lift 28' (3 days)
16	Tomcat 12"x12"x10' Upstate Truss

Exhibit Hall

The Exhibit Hall will be held on Level 1 of the OKCCC in Halls A/B/C, 142,590 sq. ft. We will not be utilizing all this space, and have plenty of space to be creative.

The hall will be set with (125) 10'w x 10'd booths, a (40) board poster session, an area for food & beverage purchases and round tables for seating and a Brownfields Block USA Structure.

Load-In/Set-Up: Sunday, September 26 and Monday, September 27, 2021 at 8:00 AM. Set-By and Show-Ready: Monday, September 27 at 3:30 PM. Strike: Wednesday, September 29 after 2:00 PM.

The Audio Visual Management, Equipment and Production Services Contractor is to provide:

	(1) BROWNFIELDS BLOCK USA
4	80-98" LCD Screens
	OFFICIAL AUDIO VISUAL PROVIDER TO EXHIBIT HALL
	Will supply AV product and service to the exhibitors
	Will provide necessary electronic order forms for the Service Kit at no charge

Exhibitor & Affiliate Post Show Reporting

The Audiovisual Management, Equipment and Production 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)

Virtual Events

As it is unknown if there will be continued restrictions by Government placed on person-to-person meetings and events in September of 2021, we must consider Live, Semi-Live or Pre-recorded aspects to the Conference. Those aspects include, but are not limited to: Plenary Sessions, Educational Programming, Virtual Exhibit Hall, and Poster Sessions. With the ability to: Chat Q&A, Breakout Rooms, Password/Passcode Protection, CEU Accreditation, Branded to Organization, Dual Window – PPT and Video, On demand content, Mobile Ap, Multi Speaker Delivery, Mobile Friendly. While we do not ask for Virtual pricing to be included on the pricing worksheet, we do ask that you describe your Virtual capabilities in your proposal.

Greening Initiatives

A priority has been placed on increasing the environmental performance of the Brownfields Conferences. The continued task for the 2021 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 Audio Visual Management, Equipment and Production Services Contractor is to provide:

13	Electronic Sign Boards outside Educational Meeting Rooms (3 Panels, 1 ERF, 4 Roundtables, 3 Topic Talks, 1 Film, 1 Special Events: First Timers/Rodeo)
1	Electronic Sign Board with sponsor notifications in Registration Area
1	Biodegradable stage set for the Plenary Session.

Offices

Four of the (8) Offices, located at the OKCCC and Omni will be in need of various Audio Visual Management, Equipment and Production Services. Load-In/Set-Up: Sunday, September 26, 2021 at 8:00 AM; Set-By: Sunday, September 26, 2021 at 2:00 PM; Strike: Thursday, September 30, 2021 by 11:59 PM

The Audio Visual Management, Equipment and Production Services Contractor is to provide:

	ICMA Show Office and Storage (205 A/B)
20	Radios with ear pieces with appropriate number of chargers
1	Color Copier with ability to staple and filled with 8 1/2"x11" white paper
1	Color Printer linked to personal laptops via WiFi. Printer filled with 8 1/2"x11" white paper

	Office of Brownfields & Land Revitalization/Regional Administrators Office (206 A)
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2	Desktop computers and monitors w/ DVD ROM CD Combo, USB ports, keyboard mouse, cord/cables
1	Black/White laser printer linked to both computers. Printer filled with 8 1/2"x11" white paper

	Office of Land & Emergency Management (206 B)
1	Desktop computer and monitor w/DVD ROM CD Combo, USB port, keyboard mouse, cord/cables
1	Black/White laser printer. Printer filled with 8 1/2"x11" white paper

	VIP Office (207 A)
1	Desktop computer and monitor w/ DVD ROM CD Combo, USB port, keyboard mouse, cord/cables
1	Black/White laser printer. Printer filled with 8 1/2"x11" white paper

On-Site Staff Support

A minimum of (6) staff persons to be on-site for all setup, meeting days and dismantle, Sunday, September 26, 2021 through Thursday, September 30, 2021.

Deliverables

The contractor shall perform the following Audio Visual Management, Equipment and Production Services for the 2021 National Brownfields Training Conference at the Oklahoma City Convention Center (OKCCC), 500 South Robinson, Oklahoma City, OK 73109 and Omni Oklahoma City Hotel, 100 W. Oklahoma City Blvd., Oklahoma City, OK 73109, September 26 - 30, 2021.

Task	Description
1	Participate in at least (2) site visits to Oklahoma City, OK (November 2020, April and possibly August)
2	November 2020 work with Technical Manager on identifying standard meeting room sets
3	January, 2021 work with Senior Program Manager on the Plenary Session Stage Design
4	February 2021, participate in Team Kick Off for Conference Greening.
5	March 2021, present ideas to ICMA on biodegradable/recyclable materials to be used
6	April 2021, provide Exhibit Management Provider an electronic version of AV order form for exhibitors
7	May 2021, present General Session Floorplan and room diagrams to OKCCC and Omni for approval, keeping in mind social distancing protocols
8	June 2021, AV Certificate of Insurance is due to OKCCC
9	June 2021, begin communicating with Affiliate Meeting Requestees regarding additional AV needs including the Brownfields Block USA

Task	Description
10	In early June, 2021, provide Technical Manager with needs for AV office: ie: tables, chairs, set
11	June, 2021, Senior Program Manager will advise if there will be taping of the Plenary Session(s)
12	July, 2021, with Technical Manager participate in conference call for streamlining audio visual equipment, services and personnel between the exhibit hall and educational programming and show management events. Determine meeting clusters
13	July, prepare to accept Function Book from Technical Manager
14	July 2021, participate in on-site turn over meeting with Technical Manager
15	July/August 2021 assist Technical Manager with development of Production Schedule
16	July/August, 2021, provide names of AV on site team to Housing Manager
17	August 2021, work with Senior Program Manager on development of a Plenary Session Rehearsal Schedule
18	Late August 2021, receive scripts from Technical Manager and any special needs of speakers
19	Late August 2021, coordinate with OKCCC and Omni on dock assignments and restrictions for load-in, September 26-27, 2021
20	August 2021, prepare to receive Technical Managers on-site Production Schedule
21	September 26-27, 2021, deliver all conference audio visual and office equipment as noted on the Function Sheets, diagrams and freight grids.
22	September 26, 2021, begin set-up of equipment in Offices as per Registration Function Sheets and diagrams.
23	September 26, 2021, begin set up of plenary session, educational meeting rooms, affiliate meeting rooms, Brownfields Block USA, Show Management events as per Function Sheets and diagrams and all exhibitor orders in the Exhibit Hall
24	September 26, 2021, participate in Pre-Conference Meeting with OKCCC and Omni
25	September 26, 2021, all electronic signage outside meeting rooms being used on Monday, September 27, 2021 set by 4:30 PM
26	September 26, 2021, all Pre-Conference Training Rooms and Affiliate Meeting Rooms with Monday, September 27, 2021 functions to be set by 4:30 PM
27	September 27, 2021, participate in daily key team meeting with Technical Manager, Senior Program Manager and OKCCC& Omni CSM
28	September 27, 2021, participate in On-Site Staff meeting regarding Audio Visual equipment in the various meeting room types and use of radio communication
29	September 27, 2021, by 2:30 PM Plenary Session set and ready for Monday, September 27, 2021 4:30 PM start of Opening Plenary. All names rehearsed

Task	Description
30	September 27, 2021, all educational meeting rooms, affiliate meeting rooms and Show Management Rooms not utilized on Monday, September 27, 2021 to be set and ready by 4:30 PM
31	September 27, 2021, all electronic signage outside meeting rooms not being used on Monday, September 27, 2021 set by 4:30 PM
32	September 27, 2021, conduct rehearsal and produce Opening Plenary Session. Save audio and visual and hard scripts of the session
33	September 28, 2021, coordinate with OKCCC and Omni on dock assignments and restrictions for load-out on September 30, 2021
34	September 28, 2021, Plenary Session set and ready for Tuesday, September 28, 2:00 PM start of Plenary. All names rehearsed
35	September 28, 2021, conduct rehearsal and produce Plenary Session. Save audio and visual and hard scripts of the session.
36	September 28, 2021, participate in daily key team meeting with Technical Manager, Senior Program Manager, OKCCC and Omni CSM
37	September 29, 2021, Plenary Session set and ready for Wednesday, September 29 2:00 PM start of Closing Keynote Session. All names rehearsed
38	September 29, 2021, conduct rehearsal and produce Closing Keynote Session. Save audio and visual and hard scripts of the session.
39	September 29, 2021, participate in daily key team meeting with Technical Manager, Senior Program Manager, OKCCC and Omni CSM
40	September 29, 2021, after 2:00 PM and before 11:59 PM begin move-out of all AV equipment in exhibit hall. All tape removed and space left clean and clear.
41	September 29, 2021, after 2:00 PM and before 11:59 PM begin move-out of all equipment in Plenary Session. All tape removed and space left clean and clear.
42	September 30, 2021, present Senior Program Manager with electronic copy of all Plenary Session audio and visual tapings
43	September 30, 2021, prepare and review final invoice with Technical Program Manager and Senior Program Manager
44	September 30, 2021, after 11:30 AM and before 11:59 PM begin move-out of all equipment and electronic signboards in offices, registration, affiliate meeting space and meeting space at the OKCCC and Omni. All tape removed and space left clean and clear.
45	Provide Technical Manager, a post show exhibitor and affiliate recaps to include: Total Labor Hours, Total Volume for Equipment and Total Volume for Specialty Rental Items.

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. 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	<ol style="list-style-type: none">1. Do you have remote offices in Oklahoma, Arkansas, Louisiana, New Mexico or Texas?<ol style="list-style-type: none">a. If yes, which cities?2. Will you require the use of a sub-contractor?<ol style="list-style-type: none">a. If yes, name company.3. How many shows have you serviced in Oklahoma, Arkansas, Louisiana, New Mexico or Texas in the past 5 years?4. Do you currently serve as the official Audiovisual Management, Equipment and Production 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 maybe of interest to ICMA? <p>Planning the Event:</p> <ol style="list-style-type: none">7. Planning for the National Brownfields Training Conference during the unprecedented Novel Coronavirus offers unique challenges. Please describe how your firm will be ready to start with essential key tasks including:<ol style="list-style-type: none">a. Finalizing Plenary Session stage and room setb. Working with local Laborc. Describe your virtual capabilitiesd. Other8. How would the company and its staff participate in planning meetings?9. What is the charge, if any, for staff to accompany the event organizer on site visits?10. Please list any specialty items, etc., and the potential cost savings to ICMA.

	<p>11. 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?</p> <p>12. Would ICMA receive any discounts/rebates if these other groups utilize your services?</p> <p>13. What size store room is required onsite?</p> <p>Costs & Services:</p> <p>14. Describe the company's payment policy, including any deposits required and how any discrepancies are handled:</p> <p>Labor:</p> <p>15. Indicate the types and levels of insurance the company carries:</p> <p>16. Errors & Omissions Insurance:</p> <p>Workers Compensation Insurance:</p> <p>Commercial Liability Insurance:</p> <p>Commercial Automobile Liability Insurance:</p> <p>Other:</p> <p>Additional Services and Products:</p> <p>17. Share any additional services or products not officially requested in this proposal that could be of use or interest to ICMA.</p>
<p>Section 3. Pricing</p>	<p>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.</p>

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
 - a. section 1 (10%)
 - b. section 2 (45%)
 - c. section 3 (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 with copies to schelhornbennett@aol.com and tmcgalliard@icma.org with subject line "**Brownfields 2021/ Audio Visual Management, Equipment and Production Services**" 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)

Provide your IRS W-9 form
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 individuals.

REQUIRED FORMS



Leaders at the Core of Better Communities

Vendor Information

Vendor Name, TIN/SSN, Address, State, Zip Code, Phone, Fax, Contact, Email

Invoice Remittance Address

same as above

Address, State, Zip Code, Phone, Fax, Contact, Email

- Corporation, Partnership, Medical Corporation, Non-Resident, Sole Proprietorship/Independent Contractor, Government Entity, Tax Exempt Organization under IRS (501) Rules, 1099, American Indian Owned, Veteran Owned Business, HUB Zone Firm*, Service Disabled Veteran Owned, Small Business, Disabled, Large Business (500+), Nonprofit Organization, Disadvantaged Business**, Sheltered, Woman Owned Business, Foreign Supplier, Limited Liability Company, Historically Black College/University

* FAR Clause 52.219-1(d) (2) Under 15 U.S.C 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9 or 15 of the Small Business Act or any other provision of Federal law that specifically references sections 8(d) for a definition of program eligibility, shall: (i) Be punished by imposition of fine, imprisonment or both; (ii) Be subject to administrative remedies, including suspension and debarment and (iii) Be ineligible for participation in programs conducted under the authority of the Act. **Hub Zone and Small Disadvantaged Business must provide a copy of their certificate with this form.