

REQUEST FOR PROPOSAL

Original Date Issued: Friday, August 23, 2019

Deadline for Questions: Friday, August 30, 2019 (6:00 PM, EST)

Closing Date: Tuesday, September 10, 2019 (6:00 PM, EST)

Anticipated Award Date: Monday, September 16, 2019

Reference: ICMA, Washington, DC

Subject: **Request for Proposal No. ICMAHO/ICMA Printing/2019**

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for professional services for ICMA in Washington, D.C. ICMA anticipates awarding three (3) awards 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 Erika White, Creative Lead, ICMA (ewhite@icma.org). All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at workwithus@icma.org.

All communications must include the solicitation title, ICMAHO/ICMA Printing/2019, 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 look forward to a mutually beneficial business relationship.

Sincerely,

Erika White, Creative Lead, ICMA

PURPOSE

ICMA seeks a qualified service provider to provide printing services for ICMA, included but not limited to: 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 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.

ICMA's Dun and Bradstreet number is 072631831

SCOPE OF WORK

I. PROCESS

- Provide price quotes based on specs for each individual job, as provided by ICMA
- Offer paper and printing method suggestions upon request
- Provide either hard copy or digital proof
- Print high-quality version of approved proof
- Deliver final deliverables to ICMA in a timely and cost-effective manner

DELIVERABLES:

Requirements for the printer services contractors may include:

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

- Have the ability to quickly deliver the final products to ICMA’s Washington, DC office

SUBMISSION REQUIREMENTS

Section 1: Company profile:	<p>Please to no more than two pages. CV’s or resumes will not count toward the page limit.</p> <ol style="list-style-type: none"> 1. Provide a description of your business 2. Provide the year established in the current business for the services requested in this request for proposal. 3. Please provide information on company size, number of employees and annual revenue. 4. CV’s or resumes of key personnel- in a leading paragraph, please indicate how much time each person(s) will devote to this contract and what other projects this person (s) undertake at the same time.
Section 2: References:	<p>A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered.</p> <p>Respondents should provide references as follows:</p> <ol style="list-style-type: none"> 1. The contact information should include the contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process. 2. 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.
Section 3: Approach:	<ol style="list-style-type: none"> 1. Please describe your capabilities for both offset and digital printing. 2. Please describe your capabilities for large format and signage printing. 3. Please describe your proofing process, and any change fees for corrections that need to be made after the press-ready PDF is submitted. 4. Please describe your firm’s mailing capabilities, if applicable.
Section 4: Pricing:	<p>Please provide price quotes for items A-F listed under deliverables. If your firm does not have the capabilities to fully execute the project, please indicate that and provide an 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 (e.g., paper, cardstock, ink, etc.) • Sales tax • Shipping/delivery • Discounts (if applicable) <p>Note: 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).</p>

Press-ready PDFs of each sample product can be downloaded at <https://www.dropbox.com/sh/c2lqv93m8bqi3ds/AABZZNA1dHb2iPbwUDQP SmsRa?dl=0>. **Please note, we are looking for quotes only, not hard copy prints.**

A. Letterhead:

- 1 page, single sided
- 8.5" x 11"
- CMYK with bleeds
- Stock: 80# dull text or similar
- Quantities: 200, 500, and 1000

B. Catalog:

- 40 pages plus cover (44 pages total)
- 6" x 9"
- CMYK with bleeds
- Cover stock: 80# gloss cover
- Text stock: 70# dull text
- Saddlestitch
- Quantities: 500, 1500, and 4000

C. Flyer:

- 1 page, double sided
- 8.5" x 11"
- CMYK with bleeds
- Stock: 100# dull text
- Saddlestitch
- Quantities: 100, 500, and 1000

D. Postcard:

- Double sided
- 11" x 7"
- CMYK with bleeds
- Stock: 100# gloss cover
- Quantities: 500, 1000, and 5000

E. Embossed Certificate:

- Single sided
- 11" x 8.5"
- No bleeds
- Blue foil embossed
- Stock: 100# Neenah Linen Solar White Cover or similar
- Quantities: 500, 1000, and 1500

F. Renewal Notice (Printing and Mailing):

- CERTIFICATE: Single sided, 8.5 x 11", no bleeds, full color, mailing address printed on each (sample NOT included)

	<ul style="list-style-type: none"> • ENVELOPE: #10 Window Envelope, 1-color • FOLD so that address is visible and STUFF into envelope • MAIL stuffed envelopes using ICMA's indica • Quantity: 1500 and 6000 <p><i>Please be advised that ICMA is cost-conscious about procuring outside services.</i></p>
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TYPE OF CONTRACT TO BE AWARDED

Upon award ICMA will determine the contractual vehicle for implementation of services.

CONTRACT TERM AND DELIVERY DATES

ICMA expects to award a contract for a period of 1 (one) calendar year, with the possibility of contract renewal at the end of term.

EVALUATION AND AWARD PROCESS

Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
 - a. section 1 (20%)
 - b. section 2 (20%)
 - c. section 3 (20%)
2. price (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 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 a subject line noting the RFP title and number found on page one of this solicitation (ICMAHO/ICMA Printing/2019). No phone calls please.

If sending hard copy print samples, please indicate this in your electronic application, and mail your hard copies to: Paloma Ferreira, c/o ICMA, 777 North Capitol Street NE, Ste 500, Washington, DC 20002

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. 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.