



INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
777 N Capitol St. NE, Ste. 500
Washington, DC 20002-4290
202.962.3680 | 202.962.3500 (f)
icma.org

REQUEST FOR PROPOSAL

Original Date Issued: June 19, 2018

Deadline for Questions: June 22, 2018 - 5:00 PM ET

Closing Date: June 26, 2018 - 5:00 PM ET

Anticipated Award Date: July 2, 2018 5:00 PM ET

Reference: Agreement No. 217729-ICMA-01

Subject: Request for Proposal No. ICMAHO/I27Registration/06192018

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for legal registration and payroll services for ICMA in Guatemala. 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 Sr. Program Manager atrenderos@icma.org with a copy to workwithus@icma.org. All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at workwithus@icma.org. Technical and contractual questions received after the deadline for questions listed above will not receive responses from ICMA. Answers to questions received by ICMA shall be posted on ICMA's RFP webpage and directly emailed to respondents who submitted questions.

All communications must include the solicitation title, ICMAHO/I27Registration/06192018, 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,

Cintya Renderos, Sr. Program Manager

PURPOSE

ICMA seeks a qualified service provider for legal registration, payroll processing, processing of local payroll taxes and social contributions to comply with local labor laws for a USAID-funded project in Guatemala.

ABOUT ICMA

ICMA advances professional local government worldwide 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 who are city, town, and county managers and other local government staff and experts. 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. BACKGROUND

USAID/Guatemala's Creating Economic Opportunities (CEO) project assists in the creation of local economic opportunities with the goal of reducing irregular outward migration from the Western Highlands region and Guatemala City. In collaboration with Palladium, the project prime, ICMA will help to promote investment, financial mobilization, productive infrastructure development, workforce solutions, and small and medium-sized enterprise (SME) growth to create jobs and economic opportunities in Guatemala by working with municipalities to build economic planning capacity.

ICMA will contract with a service provider to fully register ICMA as a legal entity in Guatemala in order to hire around 5-6 full-time Guatemalan staff under the specific USG project and provide complete payroll services throughout the duration of the Project which currently has an end date of January 18, 2023.

II. DELIVERABLES

1. Facilitate the registration of ICMA as a legal entity/foreign NGO in Guatemala for the purpose of implementing a US government funded project.
2. Advise ICMA on employment, labor, tax and other matters relevant to international NGOs starting operations in Guatemala.
3. Work closely with ICMA to review all necessary documents required for continuous registration in the country and representation of ICMA to the relevant local authorities.
4. Facilitate payroll processing and submission of all required documentation to maintain registration status with local tax authorities by completing the following tasks and others as may be required by Guatemalan labor laws:
 - Review and confirm payroll calculations including:
 - Register employee in the Social Security system
 - Calculation and Payment of Employee Benefits, including severance
 - Control of Wage Advances
 - Income Disability
 - Income and calculation of holidays
 - Request for Maternity Allowance
 - Any other registration, authorizations and calculation required by local labor law
 - Make payment to employees
 - Automatic payment of payroll after approval of client
 - Automatic generation of payroll invoices
 - Make payment to relevant Guatemalan authorities to include employee and employer contributions.
 - Provide ICMA with evidence of payment to relevant Guatemalan authorities
 - Provide payroll invoices to ICMA
 - Provide ICMA with electronic and physical proof of payment to each employee including:
 - Monthly detailed report of each employee payment
 - Sending electronic or physical proof of payment to each employee.

III. SUBMISSION REQUIREMENTS

| | |
|------------------------------|---|
| 1. A. Company profile: | Please limit to no more than two pages. 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. Provide a list of foreign NGO references that includes USAID or other USG agency project funded clients. |
|------------------------------|---|

| | |
|---|--|
| <p>1. B. Work Experience and Methodology:</p> | <p>4. 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>5. Describe your past experience providing similar services to U.S international organizations and/or U.S. international NGOs operating in Guatemala.</p> <p>6. Provide a detailed outline of the registration process and provide a realistic time estimate for completion of process.</p> <p>7. Provide a detailed outline of the payroll process and what inputs will be needed from ICMA to complete the cycle. Include turn-around times and the business technologies your firm utilizes. Include all government mandatory registration, authorizations and calculations.</p> <p>8. Confirm your firm’s ability to complete all tasks listed in section II, Deliverables, item 4. If there is any task your firm cannot complete, provide a detailed narrative to explain why.</p> <p>9. Provide any other information you believe may be pertinent to our evaluation.</p> |
| <p>2. Pricing:</p> | <p>ICMA will consider a proposal that is either a transaction level, fixed-fee, level of effort rate subject to a maximum not to exceed fee or other arrangement fair and favorable to ICMA.</p> <p>10. Provide fees and estimated hours for each service requested. Specifically note whether your proposal is fixed fee or hourly rate based. Fixed fees proposed should include out-of-pocket expenses (e.g., travel expenses, telephone charges, postage charges and other expenses associated with providing services). Hourly rate proposals should itemize any ancillary costs.</p> <p>11. What additional costs, if any, may we expect to be billed (e.g. value-added taxes, early release fees)</p> <p>Please be advised that ICMA is cost-conscious about procuring outside services.</p> |

TYPE OF CONTRACT TO BE AWARDED

TBD

CONTRACT TERM AND DELIVERY DATES

ICMA expects country registration to be completed in one (1) month, Payroll services in this scope of work will be completed over a period of four (4) and a half years. 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 (56%)
2. price (34%)

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 seven (7) pages not including 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. No phone calls please.

Applications received after the closing date and time stated on the top of page 1 will be rejected.

APPENDICES (REQUIRED FORMS)

W-9 or W-8, as applicable
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 by July 2, 2018 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 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 (HUBZones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.