

REQUEST FOR PROPOSAL



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

Original Date Issued: Friday, October 26th, 2018
Pre-Proposal Call: Friday, November 9th, 2018 12 p.m. EDT
Closing Date/Time for Offerors' Questions: Friday, November 16th, 2018
Closing Date/Time for Receipt of Proposals: Friday, November 30th, 2018 12 p.m. EDT
Anticipated Award Date: Friday, December 14th, 2018 12 p.m. EDT
Reference: ICMA Washington, DC

Subject: **Request for Proposal No. ICMAHO/ICMA DataSphere/2018**

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents to provide a white-label, single go-to platform to store, manage, visualize, find, use and share urban data across the U.S. and abroad. The accompanying data catalog and associated data management capabilities should include public safety, mobility, energy, IoT, transit, education, policy, and performance. The platform should offer a dynamic monetization module for external customer usage and management. ICMA anticipates awarding one (1) single award as the result of this solicitation.

Technical questions concerning this solicitation should be directed to the ICMA Chief Technology and Innovation Officer, at workwithus@icma.org. All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration, at workwithus@icma.org on or before the date and time listed in the header of this solicitation. ICMA will provide written responses to all questions received by the Closing Date/ Time for Offeror Questions via electronic mail. All communications must include the solicitation title, ICMAHO/ICMA DataSphere/2018, 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,

Xavier Hughes, Chief Technology & Innovation Officer

PURPOSE

ICMA seeks proposals to provide a robust and future-proof, white-label data aggregation, analysis, management, visualization, and reporting platform and warehouse, with the ability to monetize on all accompanying data sets and products.

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. BACKGROUND

ICMA supports and empowers its 3,500+ member communities across the world. Currently, each of our County/City member data is spread across the entire internet, within individual open data portals, with no one go-to consolidated and trusted place to search, compare, analyze, visualize and report out.

II. SOLUTION

ICMA seeks a technology solution that would allow us to provide a white-label, single go-to platform to store, manage, visualize, find, use and share urban data across the U.S. and abroad. The accompanying data catalog and associated data management capabilities should include:

- Public Safety (311, 511, 911, etc.)
- Mobility (Docked and dockless bikes, e-scooters, etc.)
- Energy (Solar and wind power, energy consumption, etc.)
- Internet of Things (Vehicles, home appliances, and other items embedded with electronics, software, sensors, actuators, etc.)
- Transit (Bus, Metro, etc.)
- Healthcare (Health trends, life expectancy, outbreaks, etc.)
- Planning and Land Use (Planning, development, ownership, etc.)
- Operations/Performance (Objectives and Key Results (OKRs) and Key Performance Indicators (KPIs))
- Elections (Results, polling districts, council pay, and structure, etc.)
- Ability to Monetize (Flexible monetization and pricing structure)

- Ability to compare performance data across jurisdictions; the ability to select jurisdictions for comparison (by population size, region, budget size, etc.)
- The ability for all data should be identifiable by the community or local government (Federal, State, Regional, Local).
- Ability to enter other indicators (discrete, non-public).

SUBMISSION REQUIREMENTS

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|--------------------------------|---|
| Section 1: Company profile: | 1. Please limit to no more than two pages. CV's or resumes will not count toward the page limit. <ol style="list-style-type: none"> 1. Provide a description of your business. 2. Provide the year established in the current business. 3. Provide a copy of your annual report, if available, and include 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 will devote to this contract and what other projects this person will undertake at the same time. |
| Section 2: References: | 2. A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered. Respondents should provide references as follows: <ol style="list-style-type: none"> 5. At least three (3) examples of relevant work 6. 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. |
| Section 3: Approach: | 3. <ol style="list-style-type: none"> 7. Describe the organizations for whom you have provided services which had similar issues to the ones currently faced by ICMA. 8. Describe how you would conduct installation and deployment of the platform. 9. Describe how you would aggregate all listed required data and ensure of its reliability and validity. 10. Describe implementation plan. Define clearly what your role would be and what would be expected of ICMA staff. Quantify level of effort needed from ICMA staff as clearly as possible. 11. Describe rollout plan, training, and ongoing support (if needed). |
| Section 4: Pricing: | 4. ICMA will consider a proposal that is either a fixed-fee level of effort rate subject to a maximum not to exceed fee or other arrangement fair and favorable to ICMA. Describe your pricing method and why this would be advantageous to ICMA. Please be advised that ICMA is cost-conscious about procuring outside services. |
| Section 5: Required forms | 5. Completed and signed W-9 Completed and signed ICMA Vendor Form |

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 20 pages excluding CV's or resumes and required forms



3. Completed and signed required forms, section 5.

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 the cover page of this solicitation.

Applications received after the closing date stated on the top of the cover page of this RFP will be rejected.

No phone calls, please.

TYPE OF CONTRACT TO BE AWARDED

TBD

PRE-PROPOSAL MEETING

To address technical and contractual questions, there will be a pre-proposal conference call on Friday, November 9th, 2018 at 12 p.m. EDT. Written notification of participation in the conference call should be directed to workwithus@icma.org no later than Friday, November 2nd. Call-in instructions will be provided thereafter. This meeting is intended to provide all parties with equal access to information.

CONTRACT TERM AND DELIVERY DATES

ICMA expects this scope of work to be completed within 3 months. 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 (20%)
 - b. Section 2 (20%)
 - c. Section 3 (35%)
2. price (25%)

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is judged to be the best value based on a tradeoff basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. ICMA reserves the right to waive immaterial deficiencies at its discretion.

ICMA reserves the right to award under this solicitation without further negotiations. The Offerors are encouraged to offer their best terms and prices with the original submission. It is anticipated that award will be made solely on the basis of these original proposals. However, ICMA reserves the right to conduct any of the following:

- ICMA may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFP, ICMA may issue a partial award or split the award among various offerors, if in the best interest of ICMA.

- ICMA may cancel this RFP at any time.

GENERAL CONDITIONS

Late submissions and submissions lacking the appropriate completed forms will not be considered. Faxed submissions will not be accepted. Submissions 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 Offeror. ICMA takes no responsibility for effective delivery of the electronic document.

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 submissions 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.

The Offeror 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 an Offeror 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.

It is ICMA's Policy that no gifts of any kind and of any value be exchanged between Offerors and ICMA personnel. Discovery of the same will be grounds for disqualification of the Offeror from participation in any ICMA's procurements and may result in disciplinary actions against ICMA personnel involved in such discovered transactions.

Offeror must disclose any financial or organizational interest – as an employee, consultant, business partner, investor, shareholder, borrower, lender, beneficiary, board member or trustee – in an actual or potential competitor, contractor, sub-contractor, customer, client, vendor, donor or recipient of ICMA, that might produce a conflict of interest or the appearance of a conflict of interest should this contract be awarded.

Offeror 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.

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.

United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Offeror under any award resulting from this RFQ must ensure compliance with these laws.