

## REQUEST FOR PROPOSAL

Original Date Issued:	July 16, 2020
Deadline for Questions and part one of documents:	July 28, 2020
Deadline for part two of documents:	August 12, 2020
Anticipated Award Date:	August 21, 2020
Reference:	Psychosocial Services Provision for Community Resilience Initiative
Subject:	Request for Proposal No. ICMAHO/I32 Psychosocial Services/2020

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

The International City/County Management Association (ICMA) seeks proposals from eligible respondents for provision of psychosocial services for the Community Resilience Initiative. 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.

Respondents expressing interest in submitting proposals will be required to sign a standard Non-Disclosure Agreement (“NDA”) accessible from the RFP hyperlink on ICMA’s website or by emailing [workwithus@icma.org](mailto:workwithus@icma.org). Upon signing the NDA, Respondents must email the electronic version to [workwithus@icma.org](mailto:workwithus@icma.org) and will be provided with detailed Scope of Work to inform their submission.

Any technical questions concerning this solicitation should be directed [workwithus@icma.org](mailto:workwithus@icma.org) by the deadline for questions noted above. All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:workwithus@icma.org).

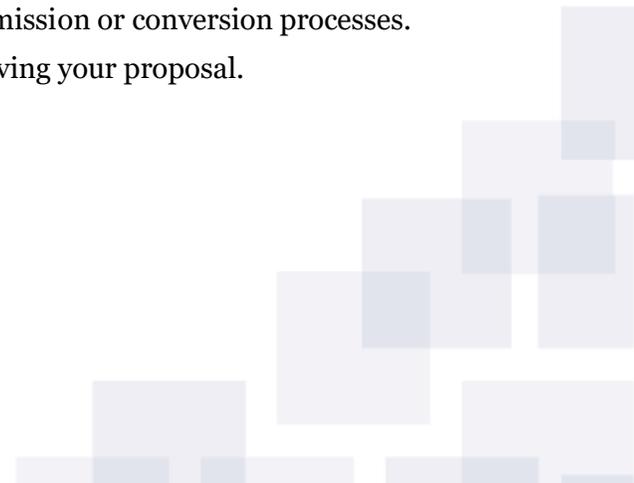
All communications must include the solicitation title, ICMAHO/I32 Psychosocial Services/2020, in the subject line.

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 receiving your proposal.

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## **PURPOSE**

ICMA seeks expertise in counseling to contribute to the Community Resilience Initiative (CRI) project goals related to the well-being of the project's youth (18-24 year old) beneficiaries. These goals include: improved critical thinking and analytical skills, improved life skills, decrease in level of frustration, increase in help-seeking attitudes and behaviors, increase in feelings of support and care, increased self-confidence and feelings associated with well-being, decrease in attitudes and behaviors condoning violence, improved knowledge of resources and assistance available to community youth.

ICMA seeks a well-established, experienced Dhaka-based provider of counseling services (hereafter, 'service provider') to deliver group and individual counseling services to the project's youth beneficiaries and take part in other project activities where their expertise is required.

## **ABOUT ICMA**

ICMA is an association of more than 12,000 local government practitioners committed to the pursuit of excellence in government administration and enhancing the performance of local government worldwide. Since beginning to work internationally in 1989, ICMA has gained an in-depth understanding of the challenges of improving governance world-wide, carrying out more than 400 assistance programs on five continents. ICMA fosters a community-oriented approach to addressing problems, aiming to develop healthy communities. This approach emphasizes youth and citizen engagement and creation of mutually beneficial partnerships between government, civil society and the private sector – all of which combine to create more resilient communities.

## **ABOUT THE PROJECT**

The Community Resilience Initiative (CRI) piloting project will provide peer-to-peer mentorship and delivery of psychosocial services while building skills, self-confidence, and trust. It seeks to enhance the well-being of youth through programming that connects them to community resources, enhances their positive social support network, and builds their potential to contribute positively to their communities.

## **SCOPE OF WORK**

A full scope of work will be provided to interested parties, who will be required to sign a non-disclosure agreement before acquiring.

## **SUBMISSION REQUIREMENTS**

Documents related to this procurement will be done in two phases.

- Interested parties will submit a company profile (section 1), past performance and references (section 2), and a non-disclosure agreement (see section 5), **which will be due no later than July 28, 2020, 17:00 Eastern Daylight Time (EDT New York/Washington DC).**
- Those organizations that submit these documents will receive a full scope of work. Prospective organizations will then be able to submit a implementation approach (section 3), budget (section 4), and other required documents (section 5), **which will be due no later August 12, 2020, 17:00 EDT**

<p>Section 1. Company profile</p>	<p>Please limit this section to no more than three pages. Attachments such as CVs, reports, etc. will not count toward the page limit.</p> <p>1.1 Provide a description of your organization and year established. Please include Legal Entity Information - Incorporation Number/NGOAB Registration Number/Trade License Number, etc. and TIN Number and VAT/BIN Number, or exemption. Describe the range of services provided by the organization, management structure, organization's web site address, and any other information deemed relevant.</p> <p>1.2 Please provide a copy of your annual report as an attachment and/or provide information on company size, number of employees, annual revenue and financial management practices and related certificates.</p>
<p>Section 2. Past Performance and References</p>	<p>Please limit to no more than two pages:</p> <p>2.1 A description of the types of client organizations served, services provided to them, as well as a sample client list indicating the type of services rendered. Note any work that combined group-based counseling with individual counseling or family counseling, case-based management for a group of individuals, work with youth, intervention processes, work focused on prevention of violence, or work with similar goals to those listed in the Purpose section of this RFP. Note any work delivering services in the two pilot communities named in this RFP, neighboring communities, or similar communities. Describe any work where the organization was part of a consortium for a project, or where collaboration with several organizations was a vital aspect of the work.</p> <p>2.2 Provide at least three references for clients from the last three years for whom work was performed that is most similar to this assignment, highlighting relevance to this assignment. The contact information should include the contact name of the individual qualified to give the reference, phone number, e-mail address, website address, and date of provided work. References will be contacted as part of the evaluation process.</p>
<p>Section 3. Implementation Approach:</p>	<p>Please limit this section to no more than seven (7) pages. Attachments such as guidelines or policies do not count toward this limit.</p> <p>3.1. Describe how you would conduct the tasks described in the Scope of Work, commenting on any special skills, experience or approach that your organization would bring to each task or to the tasks collectively.</p>

	<p>3.2. Note who would work on developing the curriculum and who would deliver it, and how it will be made relevant and interesting to the youth audience, while contributing to the specific goals for the youth noted in the Purpose section of the RFP. Describe who would conduct assessment at enrollment, during the programming and at exit, and what existing tools will be used or what new tools will be developed to assess status and measure progress related to the specific goals for the youth noted in the Purpose section of the RFP, and any other measures deemed relevant by the service provider. Describe who would provide one-on-one counseling to those who are assessed to require it, where these sessions could take place, and how youth could be encouraged to gain a more positive view of counseling and utilize the opportunity for individual or family counseling. Explain how case-based management would be conducted, and what professional standards will be followed for data security and confidentiality, referencing any specific policies or guidelines addressing these issues the organization follows (please attach). Describe who would be best suited to contribute to training delivery for the multidisciplinary governance body engaged in the project and for trainings for the youth mentors, noting any experience and skills in delivery of particular topics of relevance to these two audiences. Comment on considerations for following a “do no harm” approach, any risks foreseen and any mitigation measures you would take or suggest be taken in the project.</p> <p>3.3 Management plan for this assignment - please indicate what responsibilities/tasks and how much time each person(s) will devote to this contract, and what other responsibilities (outside of this project) the person will have at the same time. Note plans for ensuring redundancy particularly for those who will be engaged with youth beneficiaries to avoid interruption in services and trust-building and familiarity with more than one individual of the organization who is qualified to deliver the services. Also note involvement of senior level individuals for supervision and any role they would play in the various tasks under 1-7 of the Scope of Work (see instructions for accessing SoW). Indicate who would coordinate the various tasks from the service provider side.</p> <p>3.4 Please provide CVs or resumes of key personnel who will be engaged on this project if awarded, including those providing overall supervision and those responsible for financial management.</p>
Section 4 Pricing:	ICMA will consider a proposal that is fixed-priced with an expected contract value not to exceed \$40,000. Please include budget in the form attached, adding any lines as necessary.
Section 5 Required Forms:	Non-Disclosure Completed and signed W-8 form Completed and signed ICMA New Vendor Form



**TYPE OF CONTRACT TO BE AWARDED** This is a fixed-priced contract with an expected contract value not to exceed 40,000

**CONTRACT TERM AND DELIVERY DATES**

The contract is anticipated to cover a period from August 2020 to May 2021. Work described in the Scope of Work will begin immediately upon award in mid August, starting with development of curriculum for group discussion sessions (draft due in early September) which the service provider will use to deliver during in-person group sessions anticipated to start Oct 1 2020 and run through March 30, 2021. Starting in August, the service provider will also participate in trainings and in meetings that will at first be conducted virtually and in small groups and later in-person according to the original plan, taking into consideration public health guidance.

**EVALUATION AND AWARD PROCESS**

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value to ICMA (Tradeoff).

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.

The Offerors are encouraged to offer their best terms and prices with the original submission. ICMA reserves the right to award under this solicitation without further negotiations and 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.
- Only registered Bangladeshi organizations are eligible for this award.

Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
  - a. section 1 (15%)
  - b. section 2 (25%)
  - c. section 3 (40%)
2. price (20%)

**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 12 pages excluding CV's or resumes and required forms
3. Completed and signed required forms
4. Attached budget

Packages must be submitted electronically to [workwithus@icma.org](mailto: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 stated on the top of page 1 will be rejected.

### **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 a 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 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.

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.