

REQUEST FOR PROPOSAL

Original Date Issued: Monday, June 24, 2019

Closing Date: Friday, August 9, 2019

Answers to Questions: Wednesday, July 31, 2019

Presentation by Finalist: August/September 2019

Decision Date: September/October 2019

Subject: **Request for Proposal No. ICMAHO/Audio Visual Services/2020**

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for audio visual services for the ICMA Annual 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 ICMA Conference Planner at ifullerbey@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 with a copy to Indira Fuller-Bey at ifullerbey@icma.org. **Questions are due by July 8, 2019.**

All communications must include the solicitation title, **ICMAHO/Audio Visual 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 a mutually beneficial business relationship.

Sincerely,

Indira Fuller-Bey,
Conference Planner

PURPOSE

ICMA seeks a qualified provider (firm or individual) to provide all audio-visual services requested within this Request for Proposal if awarded.

ABOUT ICMA

ICMA advances professional local government worldwide. Our mission is to create excellence in local governance by developing and fostering professional management to build sustainable communities that improve people’s lives worldwide. ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to more than 10,000 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.

Listed below are upcoming ICMA Annual Conference dates and locations.

Dates / location:

2020 ICMA Annual Conference	Toronto Metro Convention Centre
2021 ICMA Annual Conference	Oregon Convention Center
2022 ICMA Annual Conference	Columbus Convention Center

Past History

San Antonio, Texas - October 22-25, 2017
Henry B. González Convention Center
Grand Hyatt San Antonio

Baltimore, Maryland - September 23-26, 2018
Baltimore Convention Center

Hilton Baltimore

Nashville, Tennessee - October 20-23, 2019
Nashville Convention Center
Omni Nashville Hotel

SCOPE OF WORK

An overview of the ICMA Annual Conference includes the following:

- 3,500-4,000 - Approximate # of attendees, exhibitors and guests depending on location.
- ICMA members attend for professional development and networking
- 4 official conference days / 3 days of exhibits
- Official event time: Sunday – Wednesday, pre-function events/meetings are held on Friday and Saturday
- General structure of event where audio visual and production requirements are needed is shown below:

Saturday

8am-12pm ICMA University Workshops (8-10 small meetings of 50 ppl each, rounds)
8am-5pm 6-8 Sessions/Meetings of various attendance, sizes, sets and requirements
8:30-12pm ICMA University Workshops (8-10 small meetings of 50 ppl each, rounds)
1-4:30pm ICMA University Workshops (8-10 small meetings of 50 ppl each, rounds)

Sunday

8am-12pm ICMA University Workshops (8-10 small meetings of 50 ppl each, rounds)
8:30am-2:45pm 20-30 Sessions/Meetings of various attendance, sizes, sets and requirements
12:45-2:45pm ICMA University Forums (3-4 forums of 250 ppl each, rounds)
3-5pm Opening General Session (Keynote for 2500-3000 ppl, theater)
5-7pm Exhibit Hall open, approximately 200 exhibitors

Monday

7am- 6pm 20-35 Sessions/Meetings of various lengths of time, sizes, sets and requirements
8:30am-9:30am Keynote Session (2,500-3,000 ppl, theater)
9:30am-4pm Exhibit Hall open
9:45-11am Educational Sessions I (6-7 sessions for 150-500 ppl each, hybrid)
9:45-11am Learning Lounge Sessions I (3 sessions for 50-100 ppl each, theater)
9:45-10:45am Solutions Track Sessions I (3 sessions for 150 ppl each, theater)
11:15am-12:15pm Solutions Track Sessions II (3 sessions for 150 ppl each, theater)
11:15am-12:30pm Special Sessions I (6-7 sessions for 150-500 ppl each, hybrid)
12:30-1:30pm Solutions Track Sessions III (3 sessions for 150 ppl each, theater)
12:45-2pm Educational Sessions II (6-7 sessions for 150-500 ppl each, hybrid)
12:45-2pm Mini Keynote Session (500-700 ppl, theater)
1:45-2:45pm Solutions Track Sessions IV (3 sessions for 150 ppl each, theater)
2:30-3:40pm Educational Sessions III (6-7 sessions for 150-500 ppl each, hybrid)

2:30-3:40pm Learning Lounge Sessions II (3 sessions for 50-100 ppl each, theater)
3-4pm Solutions Track Sessions V (3 sessions for 150 ppl each, theater)
4-5pm Special Sessions II (6-7 sessions for 150-500 ppl each, hybrid)

Tuesday

8am-4:40pm 15-25 Sessions/Meetings of various lengths of time, sizes, sets and requirements
8:30-9:30am Keynote Session (2,500-3,000 ppl, theater)
9:30am-2pm Exhibit Hall open
9:45-10:45am Solutions Track Sessions VI (2 sessions for 150 ppl each, theater)
11am-12pm Solutions Track Sessions VII (2 sessions for 150 ppl each, theater)
11am-12:15pm Educational Sessions IV (6-7 sessions for 150-500 ppl each, hybrid)
11am-12:15pm Learning Lounge Sessions III (3 sessions for 50-100 ppl each, theater)
12:30-1:45pm Special Sessions (6-7 sessions for 150-500 ppl each, hybrid)
12:45-1:45pm Solutions Track Sessions VIII (2 sessions for 150 ppl each, theater)
2-3:10pm Educational Sessions V (6-7 sessions for 150-500 ppl each, hybrid)
2-3:10pm Mini Keynote Session (500-700 ppl, theater)
3:30-4:40pm Educational Sessions VI (6-7 sessions for 150-500 ppl each, hybrid)
3:30-4:40pm Learning Lounge Sessions IV (3 sessions for 50-100 ppl each, theater)

Wednesday

7am-2:30pm 6-10 Sessions/Meetings of various lengths of time, sizes, sets and requirements
8:30-10:30am Closing Keynote Session (2,500-3,000 ppl, theater)
10:45-12:45pm ICMA University Forums (3 forums of 250 ppl each, rounds)

**Each keynote and 2-3 sessions during each educational session time block will be streamed live. A company is currently secured to stream sessions.*

The following is a list of audio visual/production requirements for which we are seeking a vendor.

- Opening/Closing/Keynote sessions with video enhancement including live recording and streaming video
- Mini Keynotes
- Pre-Session Courses/Workshops
- Program Sessions/Meetings
- Learning Lounge Sessions
- Virtual Conference Sessions
- Speaker Ready Room-Presentation Management Systems
- Office Set-ups (computers, walkie-talkies, etc.)
- Board meetings

Additional items being considered for future meetings

- Digital Signage
- Digital Display Services
- Attendee Tracking and Management System

- Audience Response Systems

Events are housed primarily in the Convention Center, while others are housed in the headquarter hotel, for the contract year. Guest Activities and Ancillary events may choose to use the audio-visual supplier.

Staff Office A/V Requirements (6 days)

- 8 computers & monitors
- 4 printers
- Internet Router/hubs/cables
- 2 Photocopiers (B&W and Color)

General Sessions:

A total of four general sessions over four days. Room to be set for 4,000-5,000 with extensive production and staging elements. Past speakers include: Doris Kearns Goodwin, Dan Pink, etc.

Vendor will also source pre-show entertainment for all 4 sessions and provide speaker suggestions.

Meeting Room A/V Requirements

- 10 breakout meeting rooms (for a total of 60 sessions over 6 days) various room sets for 50-1,000 with standard A/V sets including screens (depending on room size), LCD, laptop, podium mics, wireless lavalier mics, table mics, audio and video recording
- 15-20 Committee Meetings sets varying between hollow squares with perimeter seating and rounds. A/V requirements from 1 to 10 table mics, wireless lavalier mics and standing mics.
- One Board of Directors meeting with 4 head table mics, audio recording, 4 floor mics and LCD package.
- Technicians required in all rooms.

Exhibit Hall (250-300 exhibiting companies)

- AV for presentations/sessions held in Solutions Theatres
- Official A/V provider for exhibitors (order form to be provided for exhibitor service kit)

Vendor must demonstrate the ability to:

- Develop and implement floor plans and schematics for all events.
- Live within accurate budgets
- Manage on-site technical and labor issues
- Develop and adhere to production schedule/plan

ICMA will cover the cost of a limited amount of hotel rooms for vendor staff.

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. Provide the year established in the current business for the services requested in this request for proposal.3. Please provide a copy of your annual report and include information on company size, number of employees and annual revenue.4. 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.5. List the company's scope of services
Section 2: References:	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">1. At least three (3) examples of relevant work;2. At least two (2) organizations to which you recently submitted unawarded bids;3. 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	<ol style="list-style-type: none">1. Do you have remote offices in any of the future cities?<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 for each city.3. How many shows have you serviced at the 3 locations listed below in the past 5 years?<ol style="list-style-type: none">a. Toronto Metro Convention Centreb. Oregon Convention Centerc. Columbus Convention Center4. Do you currently serve as the official AV Company for any of the above properties?<ol style="list-style-type: none">a. If yes, which cities?5. Do you currently serve as the in-house AV Company for any of the future headquarter hotel properties mentioned above?

a. If yes, which cities?

6. How do you assist clients with staying within budget?

7. What other types of services/products do you provide that may be of interest to ICMA?

Planning the Event:

8. Can the company can meet the event's specific equipment requirements with its own equipment?

a. If no, list the types and amounts of equipment that would need to be outsourced:

b. List all other companies with which the company customarily subcontracts. List additional company names as necessary.

9. What percentage of the equipment to be used for this event is owned by the company?

10. What percentage of back-up equipment does the company customarily take to the event site?

11. The company can meet the event's specific staffing requirements with its own staff:

a. If no, supplemental staff is supplied by:

12. How would the company and its staff participate in planning meetings?

13. Who would accompany the event organizer on site visits? Provide names and titles.

14. What is the charge, if any, for staff to accompany the event organizer on site visits?

15. How many months in advance of an event does the company customarily participate in site visits?

16. Who would be responsible for travel costs to a location for planning purposes more than 12 months prior to the event?

17. Will you provide scale floor plans for audiovisual setups at no cost?

18. What is your policy for charging for backup equipment in meeting rooms?

19. What is your pricing policy on discount schedules and/or multiple-day equipment use?
20. What is your policy on charging for equipment on setup days?
21. Describe charges, if any, for transportation of equipment from source to meeting site.
22. Will there be any other service charges associated with the delivery/service of equipment such as radios, computer equipment etc.?
23. Applicable taxes?
24. Describe the type, quality, and average age of inventory.
25. Provide diagram and complete estimate including labor for keynote session in Exhibit Hall FG of the Metro Toronto Convention Centre in Toronto based on the following:
 - Stage Set: roughly 24'x56'x48" with podium
 - Theater style seating for 3000 people
 - Appropriate Audio Package to include podium microphone and appropriate wireless microphone for keynote speaker
 - Appropriate Video Package to include 2 cameras, 2 screens and confidence monitor for presenter
 - Appropriate Lighting Package
 - Propose stage set design

*Keynote is video and audio recorded and streamed live
26. Please describe special considerations (i.e., discounts, complimentary concessions) you are willing to provide to ICMA based on the volume of business that ICMA and its ancillary partners will require at annual conference
27. Please list any specialty items, etc., and the potential cost savings to ICMA.
28. Will your company be prepared to service exhibitor needs?
29. Do you provide an exhibitor rebate that can be applied to final invoice? If so, how much?

30. Various ancillary groups (separate from ICMA) are permitted to hold meetings and social functions during our annual conference. Are you prepared to provide service to these groups and provide separate billing?

31. Would ICMA receive any discounts/rebates if these other groups utilize your services?

32. What size store room is required onsite?

Speaker Ready Room:

33. Do you offer a speaker content management system? If so, please describe system and services.

34. What charges, if any, are associated with the speaker ready room?

35. What equipment does the company provide?

36. What should ICMA expect to provide in speaker ready room?

37. How many persons would staff the speaker ready room?

Costs & Services:

38. Explain the company's method for discounting equipment and/or labor:

39. Explain all other costs you foresee as part of this event:

40. Describe other services the company provides, addressing the method of billing for these services:

41. Describe the company's payment policy, including any deposits required and how any discrepancies are handled:

Labor:

42. Describe the source of labor for each facility housing the Annual Conference

- a. Toronto – Metro Toronto Convention Centre
- b. Portland – Oregon Convention Center
- c. Columbus – Greater Columbus Convention Center

**Current Labor rates for the following:
Project Manager, Technical Staff, Etc., (all that apply)**

	Project Manager Hourly Rates	Title Hourly Rates	Title Hourly Rates
--	---------------------------------	-----------------------	-----------------------

Straight Time	a.			
	b.			
	c.			
Overtime	a.			
	b.			
	c.			
Double Time	a.			
	b.			
	c.			
Minimum Call	a.			
	b.			
	c.			
Penalty Time	a.			
	b.			
	c.			

- Describe the type of work (jurisdiction) to be performed by each union (if applicable).
- Set-up Charges (if any)?

- Teardown Charges (if any)?

- Re-set Charges (if any)?

- Load-in and Load-out charge (if any)?

43. Based on ICMA's meeting program, please outline the number of supervisory personnel that you will schedule for each of our facilities. Also, delineate each supervisor's responsibilities and note where supervisors would be employees of your company or local contracts?

**Please propose how expenses for personnel are assigned
(Indicate "Company" or "Association")**

Travel/

Housing

Meals/Expenses

	<p>Account Executive _____</p> <p>Project Manager _____</p> <p>Supervisor _____</p> <p>Technical Staff _____</p> <p>Insurance Coverage:</p> <p>44. Indicate the types and levels of insurance the company carries:</p> <p>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>45. Share any additional services or products not officially requested in this proposal that could be of use or interest to ICMA.</p>
<p>Section 4. 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>If proposing a transaction fee arrangement, provide your proposed transaction fee for each of the transaction types anticipated under this scope of work.</p> <p>For other than transaction fee arrangement, please describe your pricing method and why this would be advantageous to ICMA.</p> <p>Please be advised that ICMA is cost-conscious about procuring outside services.</p>

CONTRACT TERM AND DELIVERY DATES

ICMA expects to award a three-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 (5%)
 - b. section 2 (5%)
 - c. section 3 (45%)
 - d. section 4 (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 30 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 copy to ifullerbey@icma.org. Place "ICMAHO/Audio Visual Services/2020" 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)

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.

REQUIRED FORMS