

REQUEST FOR PROPOSAL

Original Date Issued: June 19, 2018

Revised: June 21, 2018

ICMA Informational Webinar: July 10, 2018, Noon

Closing Date: July 31, 2018

Anticipated Award Date: August 15, 2018

Subject: **Request for Proposal No. ICMAHO/Local Government Research Fellowship/2018**

Scope of Opportunity

ICMA is the leading association of local government professionals dedicated to creating and sustaining thriving communities throughout the world. Our mission is to advance professional local government through leadership, management, innovation, and ethics. 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. Through this exciting opportunity, we will select up to four subject matter experts that will form the inaugural cohort of ICMA Local Government Research Fellows. Each of the selected fellows will be tasked with conducting research that will complement the work of ICMA's internal research team. Fellows will also be able to leverage our robust network of more than 12,000 ICMA members, local government experts, and other individuals and organizations throughout the world who inform and apply ICMA's publications, data and information; peer and results-oriented assistance; and training and professional development activities.

Potential research topics may include, but are not limited to, issues of:

- Civic engagement
- Diversity, equity & inclusion
- Infrastructure development and financing
- Performance analytics
- Local government innovation
- Public health (e.g., the opioid crisis)
- Creating more resilient communities
- Economy and community development
- Smart Cities/technology, cybersecurity
- Sustainability

ICMA Points of Contact

Technical questions concerning this solicitation should be directed to Tad McGalliard, Director, Research and Policy at tmcgalliard@icma.org or Laura Goddeeris, Director of Survey Research at lgoddeeris@icma.org. Webinar will be hosted by Webex; [interested parties can RSVP here](#).

Expectations

Fellowships will be awarded for the initial period of October 1, 2018 to September 30, 2019. During that time, fellows will be expected to develop an original research report on their topic of focus and its application to local government management. Reports should be developed based on an appropriate methodology tapping ICMA's network of local government stakeholders, such as a survey, interviews, focus groups and/or other approaches. Collectively these reports will yield a new series of seminal resources on the local government profession, offering guidance to practitioners and other interested entities. Fellows will also be expected to leverage results of their research in the submission proposals or requests for funding. Fellows will also prepare additional outreach and communication materials to be disseminated through ICMA's external communication channels and through internal training and education of staff on the fellow's research topics.

Fellowship Benefits

- A total stipend of \$25,000 plus a \$5,000 budget to travel to ICMA's annual conference and/or other travel needs associated with your proposed research
- Identification as an ICMA Local Government Research Fellow, actively promoted through ICMA's website and communications channels
- Access to the thousands of local government leaders within ICMA's network as both research subjects and consumers of results and recommendations
- Access to networking opportunities with ICMA members, staff, other research fellows, and partners

Submission Requirements

Applicants should submit proposals of **four (4)** pages or less that contain the following sections:

1. **Contact Information.** Each proposal should contain your full contact information including phone and email.
2. **Description of Research and Other Activities.** In these paragraphs please describe the topic of your proposed research activities, keeping in mind the priority areas listed above in this RFP. This section should also include information about a proposed methodology for conducting your proposed research; a description of why you are interested in working with ICMA; a description of your proposed outputs/deliverables from your research. Each fellow will be required to prepare at least one substantial content piece resulting from their work. The content piece could be a stand-alone report; a web based data visualization or story map; a video compilation, etc. ICMA will work with selected fellows to confirm expected deliverables. Selected fellows will also be expected to submit one or more proposals for external funding to continue or advance their research, leveraging the results of the fellowship research. Finally, fellows should identify a series of internal and external outreach that is based on their research. A session at ICMA's annual

conference is required, but other options for additional research may include webinars offering through ICMA University; articles for ICMA publications as well as other journals, magazines, and websites; podcast or video interviews to be hosted by ICMA; in-house presentations for ICMA staff, members, and stakeholders.

3. **Qualifications Statements.** In this section please include a brief biographical summary of your major experiences and qualifications. This section should also include brief summaries of prior research and writing (or other outputs) that are derived from your work on your proposed topic area as an ICMA Local Government Research Fellow. You may attach a resume as well. Attached resumes do not count towards the 4-page limit of your proposal response. Please do not submit any additional materials besides your proposal and resume.

Evaluation and Award Process

Proposals and qualifications will be evaluated by a committee of ICMA staff and members. Scoring of each proposal will be weighted as follows: description of research (75%) and qualifications (25%). Scoring may not be the only criteria used to select proposals as our goal is a wide range of topics and diversity in backgrounds and specialties. ICMA reserves the right to make final selections based on the best fit for this new program.

Submission Instructions

Respondents may be invited by ICMA to submit additional information to clarify portions or their original submission. Depending on the number of quality proposals, ICMA may also invite respondents to participate in brief conference call interviews before final selections are made for the Local Government Fellowship Program.

Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of ICMA.

Packages must be submitted electronically to Representative, Grants and Contracts Administration at workwithus@icma.org with a subject line noting the RFP, ICMAHO/Local Government Research Fellowship/2018, in the subject line.

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 12,000 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.

The ICMA logo is located in the bottom right corner of the page. It consists of the letters "ICMA" in a bold, blue, sans-serif font. The letters are slightly shadowed, giving them a three-dimensional appearance as if they are floating above a light blue grid pattern that covers the bottom right portion of the page.

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.

General Conditions

Proposal Submission - Late proposals will not be accepted. Faxed proposals will not be accepted. If changes are made to this solicitation, notifications will be posted on ICMA's website. ICMA takes no responsibility for effective delivery of the electronic document.

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. 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 respondent 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.