REQUEST FOR PROPOSAL

Original Date Issued:   July 11, 2024

Deadline for Questions:   July 15, 2024, 5:00 PM EST

Response to Questions: July 18, 2024, 5:00 PM EST

Closing Date:  July 22, 2024, 5:00 PM EST

Anticipated Award Date: August 20, 2024, 5:00 PM EST

Reference: Agreement No. 10038-24-A-01

Subject: **Request for Proposal No**. **ICMAHO/I48 Employer of Record (EOR) /2024**

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for Employer of Record (EOR) and local payroll processing for ICMA’s locally hired staff in the Dominican Republic. 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 the Senior Program Manager Katie Bartels at [kbartels@icma.org](mailto:kbartels@icma.org). All contractual questions relating to this solicitation should be directed to [workwithus@icma.org](mailto:workwithus@icma.org) and Katie Bartels at [kbartels@icma.org](mailto:kbartels@icma.org).

All communications must include the solicitation title, **ICMAHO/I48 Employer of Record (EOR) /2024**

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,

Katie Bartels

Senior Program Manager

**PURPOSE**

ICMA seeks a qualified service provider for Employer of Record (EOR) and local payroll services to comply with local labor laws for a United States Agency for International Development (USAID)-funded project in the Dominican Republic.

**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 12,000 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 visit [www.icma.org](http://www.icma.org/).

**BACKGROUND**   
Through a cooperative agreement, the five-year USAID-funded program “Solid Waste Reduction Program (USAID/Dominican Republic -SWR” seeks to implement activities in collaboration with a wide range of stakeholders including national and local governments, private sector, communities, and civil society organizations. The program’s goal is to enhance and strengthen municipal capacity to implement the Dominican Republic’s 2020 Solid Waste Management (SWM) Law effectively, improve waste management practices, and promote the adoption of circular economy models.

In collaboration with Winrock International, the program prime, ICMA will provide SWM-related training and technical assistance (TA) to the Dominican Federation of Municipalities (FEDOMU) and Dominican Municipal League (La Liga) who will work closely with local stakeholders to implement solid waste system improvements.

ICMA will contract with a service provider to serve as Employer of Record (EOR) and provide payroll services throughout the duration of the SWR program scheduled to conclude on December 31, 2028.

Under the SWM program, ICMA intends to recruit three (3) local staff members for the following positions:

* Senior Technical Advisor, Solid Waste Policy
* Program Lead, Solid Waste and Environment
* Lead, Monitoring, Evaluation, and Learning (MEL)

The employees will be located in Santo Domingo. All three positions are budgeted with an annual salary range of USD 35,000-44,000/DOP 2,088,000-2,625,000.

**SCOPE OF WORK/DELIVERABLES**

It is expected that the selected service provider will perform the following:

1. Serve as the employer of record for the locally hired ICMA employees for the SWR program, including:

* Preparing a locally compliant employment agreement, social security registration, and enrolment.
* Providing all employer services, administering locally required benefits in compliance with local labor laws, coordinating local mandatory benefits enrollment, and managing any additional benefits offered by ICMA to employees.
* Payroll set up for new employee(s). ICMA will conduct all the recruitment processes and will provide the documentation (CV, background check) for the provider to serve as the employer of record.
* Ensuring ongoing compliance with ICMA policies and local labor laws and promptly

communicating any changes in writing to ICMA.

* Ensuring that all recommended actions align with labor laws, including providing

proper notifications in cases of employment termination.

1. Employee onboarding
2. Monthly payroll processing services including:

* Act as nominal employer for the employee
* Handle all necessary monthly payroll including:

✓ Preparation and filing of monthly tax reports with the respective local agencies

✓ Health insurance

✓ Social security insurance

✓ Transferring salary to employees every month after deductions

✓ Issuance of salary slips and annual statement of wages

* Provide ICMA monthly payroll ledgers and electronic evidence of payment to the employee and to the relevant Dominican authorities
* Provide monthly payroll invoices to ICMA

1. Expense reimbursement, when necessary and upon client’s prior approval to reimburse travel expenses to employees
2. Annual reports:

* Prepare and file annual payroll returns with the respective local agencies
* Prepare and distribute annual pay record to each employee
* Complete compliance requirements of the EOR entity

1. Employee offboarding

**SUBMISSION REQUIREMENTS**

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| --- | --- |
| 1. A.   Company Profile and References:  (25%) | Please limit Section A. to no more than two pages *(business documents, attachments/appendices will not count toward the page limit).*   1. Provide a description of your business 2. Provide your business registration. 3. Provide certified audit reports from the last 2 years. 4. Provide a finance Point of Contact for ICMA to correspond with 5. Provide the year established in the current business for the services requested in this request for proposal. 6. Provide a list of foreign non-governmental organization references that includes USAID or other United States Government agency project funded clients, including Point of Contact name and contact information. |
| 1. B.   Work Experience and Methodology:  (40%) | 1. Describe your past experience in employment termination, including the termination process, facilitating exit interviews, and processing final payments. 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. 3. Describe your past experience providing similar services to U.S. international organizations and/or U.S. international NGOs operating in the Dominican Republic. 4. Provide a detailed outline of onboarding and the monthly payroll process and what inputs will be needed from ICMA to complete the cycle. 5. Include turn-around times and details about the business technologies or tools your firm utilizes to carry out this task. 6. Confirm your firm’s ability to complete all tasks listed in section II, “**Scope Of Work/Deliverables**”. If there is any task your firm cannot complete, provide a detailed narrative to explain why. 7. Provide any other information you believe may be pertinent to our evaluation. |
| 1. Pricing:   (35%) | ICMA will consider a proposal that is either a fixed fee per employee or a percentage of salary.   1. Provide fees and estimated costs for each service requested in USD using the staffing information provided. Specifically, note whether your proposal is a fixed fee or percentage rate-based. Fixed fees proposed should include out-of-pocket expenses (e.g., bank fees). Payments to the selected EOR provider will be made from ICMA’s home office in USD Dollar (USD). 2. Respondent should also clarify whether there are any adjustments in rate if the number of employees under the agreement changes (i.e. 0-10 employees, 11-50 employees, etc.) and provide the basis for the adjustment. 3. What additional costs, if any, may we expect to be billed including taxes (VAT) and other applicable taxes and how they will be applied. |

**TYPE OF CONTRACT TO BE AWARDED**

Service Agreement

**CONTRACT TERM AND DELIVERY DATES**

ICMA expects Payroll services in this scope of work will be completed over a period of five (5) years. Final delivery dates will be negotiated upon award.

**EVALUATION AND AWARD PROCESS**   
Offers will be evaluated based upon:

1. Ability to match the submission requirements set forth in this solicitation:
2. Company Profile and References (25%)
3. Work Experience and Methodology (40%)
4. Pricing (35%)

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 [workwithus@icma.org](mailto:workwithus@icma.org) (cc: [kbartels@icma.org)](mailto:kbartels@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.

**APPENDICES (REQUIRED FORMS)**

The following Forms must be completed electronically:

[**ICMA Vendor/Supplier Form**](https://forms.icma.org/240425868576973)

[**ICMA Vendor Application**](https://forms.icma.org/240396639279067)

**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 the 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 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.

**END OF REQUEST FOR PROPOSAL**