

**QUESTIONS & ANSWERS
REQUEST FOR PROPOSAL**

INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
777 N Capitol St. NE, Ste. 500
Washington, DC 20002-4201
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icma.org

Subject: Proposal No. ICMAHO/Values Statement/2018

Q&A Date: July 23, 2018

Q & A

1. How many people will be involved in the consultation process, i.e. how many staff members will we need to consult through "interviews, focus groups, surveys, etc."?
It is our intent to include all 101 employees in the process.
2. Are all staff members at the 777 North Capitol Street NE location? If not, where are the other locations?
We have 16 employees that work remotely in various states across the country; we expect to conference them into sessions as needed.
3. Does ICMA have a current or recent vision statement, mission statement, values statement?
Yes, we have all three.
4. Would you also like the service provider to work on a vision and/or mission statement?
No, we are focusing on a values statement at this time.
5. What is the anticipated start date for this project?
We anticipate a start date in the first or second week of October 2018.
6. Has a budget been set for this project, and are you willing to share the number/range with us?
No, a budget has not been finalized at this time.
7. Will answers to these questions be posted to the ICMA website or sent via e-mail? When do you anticipate the answers to be posted/sent?
Yes, answers to these questions will be posted on ICMA website by July 23, 2018.