

**Embassy of the United States of America in the Dominican Republic
Department of Commerce**

Scope of Work

1. Schedule of services: Event Management Svces. for Customs Prog. Workshops
2. Selection Criteria: Lowest-Priced Technically Acceptable.
3. Period of Performance: February 20, 2014 to September 28, 2014
4. Place of Performance: Santo Domingo, DN; Dominican Republic

5. General Scope of Work:

The U.S. Department of Commerce (DOC) is seeking the services of an event management or planning company (the Contractor) to assist in the planning and execution of the Customs and Border Management Reform Program activities to be held in The Dominican Republic and the United States. At least one individual assigned to the events shall be bilingual (English and Spanish). The activities primarily include a two-day workshop tentatively scheduled for March 2014 and a visitor exchange to a U.S. port tentatively scheduled for June 2014.

The workshop in The Dominican Republic will consist of a series of presentations, panel discussions, and roundtable sessions for 100-150 guests to be held in a local conference room.

The visitor exchange will consist in the travel of 10-20 Central American officials to the United States (city to be determined) for 3-4 days of presentations, roundtables, business meetings, and port facilities tours.

The DOC seeks to engage the Contractor to manage the day-to-day logistical work involved in organizing the program activities. The Contractor will function as the in-country coordinator for the event and take the lead on the ongoing communication and follow-up necessary to execute the events. The Contractor will work in careful coordination with the DOC throughout the process.

Following the detailed Scope of Work:

1. **Invitations (Both events):** Starting 6 weeks before each event, Contractor is required to prepare an invitation list in collaboration with the DOC. Invitations will be prepared and sent by the Contractor four weeks before each event. The Contractor will be responsible for tracking RSVPs, following up with non-responders, and communicating participant status to the DOC on a weekly basis.
2. **Speaker confirmation and logistics (Both events):** The Contractor will assist the DOC in preparing the event agenda, inviting and confirming speakers, confirming on-site visits (for the visitor

education exchange), and obtaining and distributing electronic copies of speaker materials and presentations.

3. **Translation and Printing (Both events):** As necessary, the Contractor will coordinate with a translation service provider for the translation of 10-15 presentations, agendas, invitations and other relevant documents between English and Spanish for each event following all applicable U.S. Government procurement regulations. Contractor shall provide proof that all translations will be done by a certified translator. The Contractor will be responsible for paying for and coordinating with a printing service to obtain 150 color agendas (approx. 300 pages), 150 participant name tags, and 150 black and white speaker biographies and orientation documents (approx. 450 pages) for the in-country workshop and 20 copies of the same set of documents for the visitor exchange event (approx. 100 pages).
4. **Event Logistics (In-country Workshop only):** The Contractor will oversee the set-up of a conference room in Santo Domingo for the in-country workshop. The DOC will contract and pay for the conference space. The Contractor will oversee and ensure the conference space includes the necessary audiovisual setup for PowerPoint presentations, microphones for presenters and participants, a podium for presenters, tables for a panel at the front of the room, tables for participants, easels and paper for 5 working group tables, 200 pens, notepads, and water bottles for participants, 4 coffee breaks (2 per day), and 2 lunches (1 each day). The DOC will cover all associated costs for these items.
5. **Travel Logistics (Visitor Exchange to U.S. only):** The Contractor will be responsible for guiding 10-20 travelers through visa and passport processes, obtaining necessary travel information, and confirming flight itineraries with participants. The DOC will be booking and paying for the flights of each invitational traveler. The Contractor will be responsible for ensuring the hotel reservation process goes smoothly and all participants have reserved their rooms. Participants will be reserving their hotel rooms with their personal credit cards and DOC will reimburse travelers at the conclusion of the event. Contractor will be responsible for tracking hotel reservations, and dealing with questions from participants about the travel and hotel logistics. Contractor is required to obtain payment guarantee by each guest prior to confirming hotel reservations, otherwise, Contractor is responsible for that expense.
6. **Transportation (Visitor Exchange to U.S. only):** The Contractor will oversee transportation logistics with a ground transportation company to bring exchange participants to their appointments while in the U.S. DOC will contract for and pay for the transportation services.

7. **Interpretation (Both events):** The Contractor will oversee successful simultaneous interpretation service at each event following all applicable U.S. Government procurement regulations. DOC will contract and pay for the interpretation services.
8. **Day-of Coordination (Both events):** The Contractor shall be present for the complete duration of each event to resolve any day-of issues and ensure smooth event execution. At least 3 members of the contractor's staff will be present at the workshop in Santo Domingo, and one member of the Contractor's staff will attend the visitor exchange in the U.S. The Contractor's proposed fees shall include the costs of travel, room, and board for this one member to attend the visitor exchange in the United States. The Contractor will be responsible for taking event minutes and preparing a summary report of each event in both English and Spanish.
9. **Program Results and Follow-up:** The Contractor will follow-up with event participants on a monthly basis after the conclusion of the visitor exchange to obtain information on participant progress in meeting program goals and indicators. The Contractor will be responsible for preparing a final report at the close of the program highlighting progress and results of the program participants. This will be a 5 page report in both English and Spanish. DOC will have final review of the document before distribution to participants.
10. **Media Outreach:** Contractor will prepare 5 press releases (1 before and after each event and 1 at the conclusion of the program) in both English and Spanish for distribution to the Dominican and U.S. media. Contractor will submit each press release to the DOC for review and clearance prior to distribution.
11. **Terms of payment:** Contractor will receive 45% of proposed fees after the successful completion of the In-Country Workshop (expected March 2014), 45% of proposed fees after the successful completion of the Visitor Exchange (expected June 2014), and the remaining 10% proposed fees at the conclusion of the program (expected September 2014).