

**SCOPE OF WORK FOR
Pacific Augmentation Team (PAT)
Civil Affairs Subject Matter Expert Exchange
Colombo, Sri Lanka**

1. CONFERENCE PERIOD:

- a. From Tuesday 9 September 2014 through Friday 19 September 2014.

2. CONFERENCE PURPOSE:

- a. To host and conduct Civil Affairs Subject Matter Expert Exchange (SMEE); an international gathering of Civil Affairs military planners, from the Sri Lankan Armed Forces, Nepalese Armed Forces, Maldivian Armed Forces, Bangladeshi Armed Forces and United States Pacific Command (USPACOM).
- b. The workshop provides a forum to improve the ability of nations and the humanitarian community to better respond to major crises such as large scale disasters or other events which threaten regional stability.

3. DELEGATION COMPOSITION:

- a. 55 uniformed delegates from 5 nations as well as four instructors from the US Naval Post-Graduate School

4. CONFERENCE AND WORKSHOP FACILITIES:

- a. The facility must be located in Colombo, Sri Lanka.
- b. Due to multinational attendees with VIP status, the hotel must have a minimum of a 4-star hotel rating.
- c. Conference requirements mandate the facility has available sleeping rooms for approximately 15 persons and have experience accommodating and servicing high-level government conferences and groups.
- d. As the Sri Lankan Armed Forces and USPACOM will be the host to a number of very high-level distinguished delegates from the Government of Sri Lanka, the United States and foreign countries, the highest level of service and quality standards must be assured.

- e. Conference facilities and workshops must be available 24-hours per day, excepting Saturday and Sunday, or at the times indicated below, for the various facilities as specified, at a single rate charge.
- f. Requirements to be provided by the vendor to USPACOM are as follows:
 - (1) Secretariat / Administration Room:
 - a. Required 24-hours per day for nine (9) days, from 0800 Tuesday 9 September 2014 through 1700, Friday 19 September 2014. There will be no requirement for the room on Saturday or Sunday.
 - b. Capable of seating 55 personnel in boardroom style table and seating, ensuring each attendee has adequate table space located in front of them.
 - c. Controlled access and exclusive use by the event organizers are required for secure storage of equipment and materials.
 - d. Wireless Internet network connectivity between each of the rooms must be available.
 - e. At least 1 network printer (to be provided by event organizers) will need to be located in this room.
 - f. Surge protectors should be provided for two electrical outlets in the room.
 - (2) Two (2) Break-out Rooms for Workshop Syndicates:
 - a. Required 24-hours per day for nine (9) days, from 0800 Tuesday 9 September 2014 through 1700, Friday 19 September 2014. There will be no requirement for the room on Saturday or Sunday.
 - a. Minimum size of approximately 120 square meters.
 - b. Capable of seating approximately 25 personnel in U-shape or similar seating configuration.
 - c. Flip chart and projection screen required in the room.
 - d. Wireless Internet network connectivity between each of the rooms must be available.
 - e. Surge protectors should be provided for two outlets in the room.

(3) Main Conference Room:

- b. Required 24-hours per day for nine (9) days, from 0800 Tuesday 9 September 2014 through 1700, Friday 19 September 2014. There will be no requirement for the room on Saturday or Sunday.

- 1. Projection screen and audio system-capable.

- 2. One (1) podium with wireless microphone.

- a. The Main Conference should be able to accommodate the flags of Sri Lanka and the United States on flag stands (poles) with a minimum room ceiling height of 9 ft

- b. Event organizers will provide flags.

- c. Podium area requires a backdrop which is able to accommodate a banner of approximately 3 meters in width and 2 meters in height, which contains the event information for display as follows:

**Pacific Augmentation Team Sri Lanka-Maldives
Civil Affairs Seminar
9-29 September, 2014
Colombo, Sri Lanka**

- h. Internet Service: Dedicated high-speed Internet access is required with a minimum speed of 2 mbps. If this cannot not be accommodated through the hotel, indicate what level of Internet access the hotel can provide and name the contracting vendor that will able to provide the network bandwidth that we need.

- i. All room costs shall be individually broken out with summation to indicate total costs or costs based on per head meeting package fee.

5. CONFEREE BILLETING:

- a. The reservation information regarding arrival and departure of workshop attendees will be provided by the event organizers to the vendor in the final seven (7) days prior to the start of the workshop.

- 1) PAT planners will provide a rooming / name list to the hotel at that time.

a. Sleeping rooms:

- 1) Approximately 15 conference attendees will require sleeping rooms.
- 2) Staggered arrivals of participants include attendees who will arrive as early as Monday, 08 September 2014 at 1430 and depart as late as Saturday, 30 September 2014.
- 3) The costs of the sleeping rooms shall be borne by the individual attendees registered with reserved rooms and shall not be at the cost of the United States Government.
- 4) Any meals, phone calls, room service, mini-bar, internet or other charges incurred by the individual will be settled by the individual with the hotel upon check out.
- 5) The cost for these rooms shall not be included as part of the costs of the conference package, but rather provided as a separate estimate of costs for payment by individual conference attendees.

- b. Non-smoking floors: Hotel must have a sufficient number of non-smoking floors / rooms for accommodating approximately 80% of the attendees who are staying at the hotel.

6. GENERAL REQUIREMENTS:

- a. The facility needs to guarantee that there will be no construction / renovations on its premises during the dates of this conference, which would in any way, interfere with or detract from the conference.
- b. The facility will provide sleeping rooms for attendees that are traveling from abroad for this conference (approximately 25 rooms).
- c. Any meals or coffee / tea break beverages and snacks, or other similar items provided by the vendor to the conference will be considered as non-severable items provided by the vendor to the workshop attendees, and not be subject to any additional cost incurred by the United States Government.
- d. As such, proposals and contracts shall indicate that any meals or coffee / tea break beverages and snacks and other similar items shall be provided as non-severable items of the meeting package that are provided at no additional cost above the basic cost of the facilities, and that the meeting

package costs are unchanged whether meals and coffee / tea break beverages and snacks are provided or not.

- e. Any “upgraded” sleeping rooms provided to workshop attendees are provided by the vendor at the same basic cost as standard rooms and any proposals and contracts shall indicate that such rooms are not complimentary (i.e. similar to gifts), but rather indicate that any “upgraded” sleeping rooms are at no cost to the United States Government and not connected in any fashion with the meeting package.

7. MEETING AND BREAK REQUIREMENTS:

- a. All meeting rooms will have an unobstructed view of the speaker.
- b. Under no circumstances may sound from an adjoining room or other areas of the facility interfere with the presentations and workshop sessions.
- c. Actual meeting room layouts will be coordinated with site management, subsequent to contract award.

8. FOOD AND DRINK REQUIREMENTS

- a. Food and drinks will be served at three times each full day of the seminar. The food and drinks will come at no cost to the attendees and will be included in the initial cost proposal of the Seminar.
- b. On all days the food and beverage schedule will be as follows:
 - i. 1000-1020, coffee, tea and water will be served to accommodate all 55 attendees. Small food items will be served to accommodate all 55 attendees. The foods will be light in nature and be able to be consumed without utensils. Recommended foods include cookies, crackers, sliced fruit and coffee cake. Attendees will have the option to choose Halal, Kosher or Vegetarian foods in accordance with their individual beliefs and dietary restrictions.
 - ii. 1200-1300: Lunch will be served in the main dining area. The lunch will be a buffet style meal that includes all of the basic food groups to include coffee and tea. There will be an option for the attendees to have either traditional local Sri Lankan fare, or a continental style of food. The seating arrangement will be able to accommodate approximately 60 personnel in the event that US Embassy personnel or other VIPs wish to partake in a lunch meal with the attendees. The tables will not have

assigned seating to encourage casual exchange amongst the participants. Attendees will have the option to choose Halal, Kosher or Vegetarian foods in accordance with their individual beliefs and dietary restrictions.

iii. 1500-1520: coffee, tea and water will be served to accommodate all 55 attendees. Small food items will be served to accommodate all 55 attendees. The foods will be light in nature and be able to be consumed without utensils. Recommended foods include cookies, crackers, sliced fruit and coffee cake. Attendees will have the option to choose Halal, Kosher or Vegetarian foods in accordance with their individual beliefs and dietary restrictions.

9. POINT OF CONTACT:

For non-contractual questions regarding meeting room size, layout, specifications, or technical issues (internet connectivity, power requirements, etc.) please contact Mr. Michael Reed at: reedmr@state.gov or Mr. Joseph Parfitt at: parfittja@state.gov. For questions regarding the Purchase Order or contracting, please contact Mr. Sanjay Maivahanan at mailvahanansd@state.gov.