I. Objective

The USAID Bureau for Food Security (BFS), through the Feed the Future Enabling Environment for Food Security project (FTF EEFS), seeks event planning, communications, and management support for a Resilience and Food Security (RFS) Summit to take place in the DC Metro Area in June 2019. The Summit will bring together key stakeholders to examine the intersection of self-reliance, enterprise driven development models, national security, and other important development areas, and describe the role of the new Bureau for Resilience and Food Security in leading the integration of these areas to achieve greater development impact. The Summit will also serve as an opportunity for USAID staff and implementing partners to share knowledge and lessons learned around resilience, water security, nutrition, and agriculture-led economic growth.

The Summit expects to engage approximately 300-500 people through a three-day event in the DC Metro Area. A budget for the event is still being determined, and will be informed by a number of factors including the deliverables generated under this subcontract.

The purpose of this Request for Proposals is to identify and subcontract a firm to provide event-planning support, comprised of:

1) A base period (est. Nov 2, 2018 – Dec 5, 2018) for the preliminary research and site identification, and;
2) An option period (est. Dec 6, 2018 – July 15, 2019) for event logistics and implementation of the Summit.

Tasks and deliverables completed under the base period of the subcontract will serve as critical inputs for USAID BFS and FTF EEFS’s event planning process and scoping of follow-on support activities to implement the Summit under a potential option period. FTF EEFS seeks a firm positioned and interested in conducting both elements (base and option) of the subcontract.

II. Period & Location of Performance

The estimated period of performance for preliminary tasks and deliverables associated with the base period assignment is November 2 to December 5, 2018. The estimated period of performance for logistics and implementation of the summit through an option period is December 6 through July 15, 2019.

All activities will take place in the DC Metro Area.
III. Background

USAID’s current food security efforts reduce global poverty, hunger, and malnutrition and help countries drive the inclusive economic growth that enables self-reliance. Shocks and stresses, as well as conflict, frequently lead to backsliding on development gains and perpetuate a cycle of chronic vulnerability, poverty, hunger, and water insecurity. Increased focus on building resilience is needed to break this cycle, reduce recurrent need for humanitarian assistance, and accelerate progress on the journey to self-reliance. USAID has proposed the creation of a Bureau for Resilience and Food Security (RFS). RFS would seek to strengthen support to the field in order to build resilient communities and countries, enhance their well-being, and improve water security to reduce hunger, poverty, and malnutrition. The four Centers in RFS (Resilience; Agricultural-Led Growth; Water Security, Sanitation and Hygiene; and Nutrition) would serve as strategic, research, and technical-assistance resources to Washington Operating Units (OUs) and field Missions. RFS would also chair three Leadership Councils to coordinate nutrition, resilience, and water security, sanitation, and hygiene across USAID. This RFS Summit will serve as a vehicle for a formal launch of the new Bureau for Resilience and Food Security.

IV. Based Period Scope of Work & Deliverables

The scope of work includes the following tasks:

a. Engage in information gathering sessions with the FTF EEFS team and with USAID to capture objectives, goals, and parameters for planning and executing the event (via phone and in-person) to inform completion of tasks and deliverables.

b. Conduct a review of possible venues in the DC Metro Area that can host the RFS Summit in June 2019 based on required and recommended criteria as agreed with FTF EEFS and USAID. Note: Evaluation criteria and cost comparisons must include, but are not be limited to: compliance with the Federal Acquisition Regulations (FAR) (required: see USAID ADS 580.3.3.3 Cost Comparisons for the Venue); available lodging at established USAID per diem rates; required travel distance for potential attendees and overall convenience of the location. It will also reflect other factors based on best value and experience including items such as availability and type of meeting spaces, equipment, and supplies; support services included or available (e.g. catering services, technical and operational staffing, etc.); and fees.

c. Develop a presentation of top venue choices and tradeoffs and deliver to USAID and the FTF EEFS Team.

d. Provide feedback on the overarching planning process for the RFS Summit to USAID and the FTF EEFS team. This includes the review of current and past relevant scopes of work such as from the 2014 Feed the Future Global Forum, and other associated materials to advise on how best to successfully plan, manage and implement the event.

e. Draft recommended approach for conducting follow-on services – including potential support team, work plan, and associated costs – to support the design, management, and implementation of the RFS Summit, taking into account relevant shared plans and information gathered through meetings.

f. Develop list of potential participants and contact information (as available) for the RFS Summit based upon the participant list for the RFS Regional Meetings and feedback from USAID.

The deliverables include:

a. Participation in at least two 1-2 hour work sessions (meetings or calls) to be scheduled within one week of award. Summary notes for sessions noting action items submitted within 2 days of completion of the session.

b. Summary assessment of at least five possible venues for the RFS Summit, based on agreed upon required and recommended evaluation and selection criteria, in the form of a brief narrative and matrix that incorporate the pros and cons of each option.

c. In-person delivery and copy of PowerPoint presentation on top venue choices, including justification of selections based on event objectives and provided assumptions.

d. Draft proposal for follow-on services to support the design, management, and implementation of the RFS Summit, taking into account the budget, scope, and objectives of the event. Proposal will include SOW, potential support team, work plan, and associated costs.

e. Final revisions of the above proposal, based on feedback from USAID BFS and the FTF EEFS team.

f. Spreadsheet of potential participants for the RFS Summit based on suggestions provided by USAID and relevant meetings.
V. Contract Mechanism

The award will be issued as a Time and Materials (T&M) contract. All overhead costs and profit must be factored into quoted daily labor rates. Other direct costs are reimbursable based on USG regulations and Fintrac policy. Applicants must set forth full, accurate, and complete information as required.

VI. Option Period

Exercise of the approximately 7 month option period is dependent on mutual agreement to do so by the firm and Fintrac. To ensure adequate planning to enable completion of the optional period deliverables, Fintrac will notify the firm within one month of the completion of the base period if it intends to exercise the option period. The firm must respond within 15 days of Fintrac’s notification if it agrees to implement the option period.

The ultimate scope of work and deliverables for the option period will be defined, if exercised. It is expected they will include but will not be limited to the following illustrative services and deliverables around preparation, execution, and follow-up for the event: arranging and managing venue contracts and audio/media/recording related needs, travel and hotel logistical coordination for select participants, support to the event agenda development planning process, coordination with speakers on select preparations, management of invitation process and communication with participants on logistics across event life cycle, event registration and run-of show and schedule, development of web based content about the event for existing platforms, development and dissemination of key event related communications/social media, and post-event wrap up including invoice close-out, thank you notes, communication and dissemination of select event content including summary reports, etc.

VII. Proposal Submission Requirements

Proposals shall not exceed 8 pages in length. The cover page for the proposal, budget notes, annexes, and additional attachments will not be counted in the 8-page limit. The proposal should include each of the components described below to achieve the Section IV. Base Period Scope of Work and Deliverables.

a. Draft Work Plan: The draft work plan should detail primary tasks necessary to fulfill all deliverables associated with the SOW, and should be presented in the style of a Gantt chart with a one page narrative describing your plan. Tasks should be presented on a weekly timeline, with week 1 commencing immediately following the signing of the contract. Applicants are encouraged to include notes and comments that provide additional details related to activity deadlines and/or methods, and how staff will be utilized and managed. Relationships with vendors or proposed teaming should be noted if not all work will be completed by the applying firm.

b. Proposed Staffing Plan: Applicants must provide the names, positions, and qualifications of candidates to fill the staffing positions noted below and required to complete the deliverables for this subcontract. Applicants should provide at least one proposed staff member for each position/level below. Curriculum vitaeas (CVs) – including years of experience and highest degree attained – must be provided as annexes for all staff that are named in the proposal.

Senior Event Activity Lead, Level 1. The senior activity lead will oversee the inputs and contributions of the event planning specialist and project assistant. They will ensure clear communication and accountability to the FTF EEFS team and USAID. The person in this position should be experienced in high profile strategic communications and event planning. Experience also will include areas such as knowledge management and/or communications, learning events, client management, project management, high attention to detail, and proven record delivering high quality results according to time sensitive deadlines under high profile settings. Experience working with USAID and USG client experience, and relevant complex activities with larger institutions, strongly preferred. Must meet level 1 educational and experience qualifications (see Annex 1).

Event Planning Specialist, Level 2. The Event Planning Specialist supports the planning and execution of the scope of work, including site selection, desk research and vendor communications. The person in this position will need to have an overall understanding of the Summit’s focus and strategic goal, as well as the ability to navigate the business functions of event planning and management. Must meet level 2 educational and relevant experience qualifications (see Annex 1).
Program Assistant, Level 4. Program Assistant can take the form of interns or entry-level personnel. While experience related to the event planning preferred, it is not required. Must meet level 4 educational and relevant experience qualifications (see Annex 1).

c. **Summary Budget:** Applicants must submit a detailed budget and cost notes using the provided template in Annex 2; costs should be reasonable and based on fair, current market prices for proposed goods and services. The budget must include and is not limited to the categories provided. All budgets should include the following:

i. Break down of level of effort (LOE) and associated costs of labor services at each level/position required to accomplish the SOW, within the following limits:
   - **Senior Event Activity Lead:** Up to 10 days of LOE
   - **Event Specialist:** Up to 15 days LOE
   - **Program Assistant:** Up to 15 days LOE

ii. Minimal other direct costs (ODCs) – for example for printing, taxis, and communication – should be included as necessary.

iii. Cost notes in a separate word document explaining assumptions used to derive budget numbers. The cost notes must address the allocability and realism of all levels of effort, materials, and travel costs.

d. **Examples of Past Events Supported:** Summary of past events of similar scope supported noting client served, estimated budget of event, clarification of the type of services included in their event support, dates, location, URL link, or agendas as available. Applicants should include any additional information or documents that demonstrate proven qualifications to perform the work under this subcontract. If applicants have supported US government events in the past, they are encouraged to highlight these experiences.

e. **References:** Three references for similar scopes of work completed successfully in the last 5 years, including contact information. Applicants are encouraged to include references for those activities/events highlighted in component d. Examples of Past Events Supported (see above). Fintrac may contact applicants and/or their client references by phone or email for clarification of experience or other aspects of their work prior to the award.

f. **Small Business Status:** Applicants should indicate in their application if they identify as a small business. The North American Industry Classification System (NAICS) code for this acquisition is 561920. The small business size standard is $11 million.

Additional required components of all proposals:

a. Title Page, including name of organization, contact information, date.

b. Signature by authorized representative.

VIII. **Response Information**

Applicants have an opportunity to request clarifications related to this RFP. Questions must be submitted by e-mail only to EEFS@fintrac.com no later than 5pm EST on October 25, 2018. Inquiries and answers to inquiries will be shared with all bidders via email and through the updated RFP at https://bit.ly/2D13CxD on October 26, 2018.

All responses to this RFP must be received no later than 5pm EST on October 30, 2018. Proposals should be submitted electronically to the following email address: EEFS@fintrac.com in both Word and PDF formats. Budgets should be submitted in Excel, as per the template attached in Annex 2. Receipt of submitted applications will be confirmed via e-mail.

IX. **Evaluation & Selection Criteria**

Eligible applicants will meet the following minimum requirements:

1. Capacity to complete the SOW within the fee structure provided.
2. Successful past performance of event planning work of similar magnitude and scope.
3. Prior and current experience in event planning support, execution, and management for in-person large scale events (i.e. between 250-500 people), including client and vendor contract management, communications, budget management, and proven systems sufficient to adhere to USG requirements.

Selection will be based on the best value, given technical capacity, qualifications of the proposed firm and staffing team, and financial feasibility (cost realism, reasonableness, allowability, and allocability).
Proposals will be evaluated by a selection committee and scored using the following evaluation criteria with a total overall maximum point value of 100:

a. Proposed work plan and approach (15)
b. Cost/budget reasonableness, allowability, and allocability given services to be provided (20)
c. Successful past event experience of a similar nature by lead firm (large events and complex or large institutional clients) (20)
d. Proposed staffing team expertise (background, years of experience, etc.) (20)
e. Pre-formed team or single firm to accomplish the set of tasks (10)
f. Prior experience with USG and/or USAID (10)
g. Small business status (5)

FTF EEFS reserves the right to accept or reject any bid received without giving reasons and is not bound to accept the lowest bidder. Issuance of this Request for Proposals does not constitute a contract or commitment on the part of FTF EEFS. Award of the contract to a winning firm does not bind FTF EEFS to award a contract for follow-on services to that same firm.
## Annex 1: Labor Category Experience and Educational Requirements Table

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>Level</th>
<th>Education and Experience Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Academic Degree AND Years of Relevant Work Experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Event Activity Lead</td>
<td>1</td>
<td>Ph.D AND 8, JD AND 10, MS/MA/MBA AND 12, BS/BA AND 15</td>
</tr>
<tr>
<td>Event Planning Specialist</td>
<td>2</td>
<td>PH. D AND 4, JD AND 5, MS/MA/MBA AND 6, BS/BA AND 8</td>
</tr>
<tr>
<td>Project Assistant</td>
<td>4</td>
<td>Some College/BS/BA or higher AND 0-5 (intern, entry-level)</td>
</tr>
</tbody>
</table>
Annex 2: Budget template

See next page
<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Unit</th>
<th>No</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Line Item 1: Time</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. Labor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Event Activity Lead, Level 1</td>
<td>person days</td>
<td>up to 10</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Event Planning Specialist, Level 2</td>
<td>person days</td>
<td>up to 15</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Program Assistant, Level 4</td>
<td>person days</td>
<td>up to 15</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>CLIN 1 Subtotal (Time)</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Contract Line Item 2: Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. Transportation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Misc. Travel Costs - STTA Ground</td>
<td>taxis/ parking fees per round trip*</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>B. Other Direct Costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications (phone etc)</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Printing</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>CLIN 2 Subtotal (Materials)</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Time &amp; Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Note:** *estimated rate to/from work location to USAID Ronald Reagan Building DC*
Annex 3: Responses to Questions

Q: Aside from the on-site site inspections, venue presentation and event days, will you allow remote work outside of the DC Metro area?

A: The scope of work of this subcontract requires frequent in-person meetings and site visits in the DC Metro Area; however, additional remote work from the subcontractors’ place of business will be required to complete the deliverables. Firms located outside the DC Metro area are not disqualified from competing, but the winning firm will be expected to attend all in-person meetings and site visits as required. In addition, while travel per diem (M&IE) may be an allowable cost under the subcontract, these costs may affect the price competitiveness of an application, which will be considered during the evaluation and selection process.

Q: Has this event taken place previously? If so, what other locations and when did it take place?

A: This is the first Resilience and Food Security Summit. However, there was a Global Feed the Future Forum in May 19-21, 2014 that was similar in nature. More details are available here.

Q: Is there flexibility on the dates within the month of June?

A: Yes. The dates have not been set yet for June and will be finalized in consultation with USAID.

Q: Will selected vendor also manage the event onsite and work with facility ahead of time?

A: Should the option period be exercised, we expect the firm will handle managing the majority of logistics around the event onsite and with the facility ahead of time.

Q: Will selected vendor procure other vendors as required?

A: Should the option period be exercised, we expect the selected firm will have a high degree of interaction and management of event related vendors including likely procuring some of them directly. Procurements handled by the subcontracted firm will be required to comply with relevant USG procurement regulations.

Q: Will selected vendor maintain the budget, timeline and other internal documents?

A: Should the option period be exercised, we expect the selected firm will maintain and provide management support to the event activity including aspects related to event budgets, task timelines and other internal documents.

Q: Will selected vendor procure the food and beverage, AV equipment, room sets, etc.?

A: Should the option period be exercised, we expect the selected firm will support arranging and/or procuring food, AV equipment and room set up, either through the selected venue or independently. Procurements handled by the subcontracted firm will be required to comply with relevant USG procurement regulations.