



## **Digital Frontiers**

Modification 01

to

Request for Proposals (RFP)

No. 2023-12

Global Digital and Regulatory Policy Workshop

Issue Date: November 6, 2023

Modification Issue Date: November 15, 2023

## 1. Purpose

- a) Modification 01 adds Attachment I to this RFP, consisting of responses to written questions and requests for clarifications received by November 13, 2023:

### Attachment I: Responses to Received Questions

1. We noted the “virtual call-in option” for participants who can’t travel to the workshop. Are there any video-conferencing or call-in technologies which are off-limits or preferred?

*Offerors are welcome to propose video-conferencing technology solutions they would think would work best.*

2. Will the intention be for virtual attendees to participate in all the same activities as the in-person attendees, including networking with other virtual or in-person attendees, or might virtual participants expect a less engaged experience (e.g., observing sessions and asking questions but no special ability to interact with fellow participants)?

*Virtual attendees would not be expected to network with in-person attendees. They would observe sessions and ask questions and may chat with other virtual participants.*

3. Approximately how many people would you expect to attend virtually?

*We do not have an estimate at this time. We would not expect more than 100 virtual attendees.*

4. Are there accessibility and interpretation needs that should be factored into the planning? Would said accessibility and interpretation needs be covered by the Offeror or DAI?

*We do not foresee any interpretation needs at this time. However, in choosing a venue, it would be important to consider accessibility for outside attendees. This is usually something that can be confirmed when identifying a venue.*

5. Can nearby locations outside of Washington D.C. be considered?

*Given USAID is located in Washington D.C. in addition to the DAI team, this would be ideal to hold the conference within the immediate DMV area. DAI will work with USAID to bring in international-based consultants, so a central location with easy access to transportation and hotels would be important.*

6. Will this event be invite-only, or will it be posted where anyone could register to attend?

*To be determined. However, given the tailored nature of this event, the team is likely to determine this will be an invite-based event to ensure the right ICT policy experts are in the room.*

7. Do you anticipate hosting concurrent breakout sessions during the workshop?

*This will be determined during the agenda setting process, but offerors can assume two (2) breakout rooms for budgeting.*

8. What tasks, if any, are expected to be covered by DAI/USAID during the 1-day workshop?

*DAI and USAID would be expected to moderate and facilitate some sessions. DAI staff may be able to provide minimal logistical support and assist with on-site decision making during the workshop if it is necessary.*

9. Should the offeror include estimated costs for a venue, catering, photography services, and AV equipment in their budget?

*Yes.*

10. If the workshop is envisioned as a 1-day hybrid event, would it be possible to provide a more detailed explanation of what is meant by this sentence: "Offerors should use their previous experience and knowledge to recommend the number of convenings within the budget. A variety of convenings (sizes, lengths, and virtual verse in-person) should be included in costs."

*The sentence as written is not applicable to this Scope of Work and should be disregarded. Offerors should rely on their past experience implementing hybrid events to inform the nature and quantity of required ODCs for this activity.*

11. Does DAI or USAID have a specific idea in mind regarding the type of venue for hosting this event?

*A standard conference or workshop venue with a main room and breakout rooms that can accommodate virtual call participation.*

12. During the event, how much will you want the group to stay in plenary vs breakout rooms?

*This will be determined during the agenda setting process.*

13. For those attending virtually, will they only need access to the plenary room, or if breakout sessions/rooms are needed, will these also need to be streamed?

*Breakout rooms would also need to be streamed for virtual participants.*

14. Are you open to applications from consortia?

*Yes, proposals from consortia will be accepted and will not be penalized under the RFP evaluation criteria.*

15. Attachment C: Budget and Budget Narrative Template: Assumes a Cost Reimbursable or Time and Materials (T&M) basis and not a FFP Deliverable Based proposal.

*FFP cost proposals are acceptable under this RFP. Offerors are free to use their own templates and methodologies for FFP cost proposal development, including but not limited to cost-to-price buildups. The selected offeror's cost proposal will be reviewed for reasonability during proposal evaluation and verified during pre-award.*

16. Under Section 4, Instructions for the Preparation of Cost Proposals, it states: Per 2 CFR 700.13, for-profit Offerors must exclude profit from cost proposals.

*This RFP has been reclassified as a procurement contract under a cooperative agreement and not as a contracted subaward. Therefore 2 CFR 700.13 will not apply to this activity and proposals will not be negatively evaluated due to the inclusion of profit or fee. All RFP references to CFR prohibitions against profit should be disregarded.*

All other RFP terms remain unchanged.

The deadline for proposals remains December 4, 2023, 5pm EST, emailed to [DigitalFrontiers@dai.com](mailto:DigitalFrontiers@dai.com)