



Strengthening Democratic Governance and Accountability Project (SDGAP)

Request For Proposals (RFP)

No. RFP- Colombo-TM-0003

Event Management Firm

Issue Date: June 5, 2018

WARNING: Prospective Offerors who have received this document from a source other than the (SDGAP, NO 4, Cambridge Place, Col 07 and SDGAPProcurement@dai.com, should immediately contact (SDGAP, NO 4, Cambridge Place, Col 07) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted in the project website

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Synopsis of the RFP

RFP No.	RFP – Colombo-TM-0003
Issue Date	June 5, 2018
Title	Event Management Firm
Issuing Office & Email/Physical Address for Submission of Proposals	SDGAP, No 04,Cambridge Terrace, Col 07, SDGAPProcurementinbox@dai.com
Bidders' Conference	June 12, 2018 at 3:00PM Colombo Time at SDGAP Offices DAI Global LLC No 4 Cambridge Terrace Colombo 07, Sri Lanka +94 (0) 2677787
Deadline for Receipt of Questions	June 11, 2018 by 5:00PM in writing to SDGAPProcurement@dai.com email address (prior to bidders conference)
Deadline for Receipt of Proposals	June 15, 2018 by 5pm Colombo time – Hard Copy or Electronic to SDGAPProcurementinbox@dai.com
Point of Contact	SDGAPProcurement@dai.com
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

1. Introduction and Purpose

1.1 Introduction and Eligibility to Award Fixed Price Contract

Development Alternatives, Inc. (DAI) is an international development firm based in Washington, DC. DAI was recently awarded a contract from the US Agency for International Development (USAID) for the Sri Lankan Democratic Governance Assistance Project (SDGAP) DAI invites qualified Offerors to submit proposals to serve as the event managers for the Global Parliamentarians Event that will be held in Colombo in September 2018. The following qualifications and experience are requirements for eligibility for a subcontract.

Minimum Requirements of Offeror

- Be registered in Sri Lanka as an NGO or corporation
- Qualifications of Team leader and Event Coordinators as listed below in Staffing Requirements
- Have a demonstrated experience of conducting large internationally attended events here in Sri Lanka
- Have adequate staff resources in the organization to complete the SOW
- Event coordination and facilitation.
- Experience in event logistics including equipment, supplies, room arrangement, data entry of participant data (sign in), translation, resource personal, and moderation/facilitation of the event agenda.

Preferences for Offeror

- Prior work experience working with local governance and parliamentary events.
- Experience on a USAID/Donor-funded project

1.2 Purpose

DAI, the implementer of the USAID Strengthening Democratic Governance and Accountability Project (SDGAP) in Sri Lanka, invites qualified offerors to submit proposals to help facilitate and coordinate the EvalColombo 2018 – Global Parliamentarians Event in September 2018, which is being sponsored by USAID SDGAP. EvalColombo2018 is organized by the Global Parliamentarians Forum for Evaluation hosted by the Sri Lanka parliamentarians Forum for Evaluation, Sri Lanka Evaluation Association and EvalPartners.

1.3 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.4 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order. This subcontract type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price, for values more than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than June 15, 2018 by 5.00 P.M, to be submitted to No 04, Cambridge Terrace, Col 07 in 2 hardcopies with cost and technical proposals sealed in separate envelops addressed to SDGAP procurement. Proposals can also be submitted via SDGAP’s procurement email SDGAPProcurementinbox@dai.com, if sending via email state the RFP Number and the Title of the activity in the subject line of the email. A single email can be sent but the electronic file for the cost and technical proposals NEEDS TO BE SEPARATE PDFs or electronic files. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or (insert Project Acronym) employee or other entity shall not be considered as an official response to any question regarding this RFP.

Questions due by June 11, 2018 by 5:00 pm Colombo time to SDGAPProcurement@dai.com

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above. Copies of questions and responses will be distributed in writing to all prospective bidders via SDGAP website <https://www.dai.com/our-work/projects/sri-lanka-strengthening-democratic-governance-and-accountability-project-sdgap>

2.4 Pre-Proposal Bidders' Conference

A pre-proposal bidders' conference will be held on June 12, 2018, beginning at 3:00 pm Colombo, at the following location: No 04, Cambridge Terrace, Col 07 in Colombo, Sri Lanka

Information of interest to all prospective Offerors will be presented. While attendance at the pre-proposal conference is not mandatory, all interested prospective suppliers are encouraged to attend in order to prepare acceptable proposals. Questions asked at the Pre-Proposal Bidder's Conference, that would benefit all bidders, shall be provided in an amendment to the RFP.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals, and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed goods and services which meets or exceeds the stated technical specifications or scope of work in Attachment A. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach and Personnel – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance and Corporate Capabilities –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

3.1 Goods and Services Specified

For this RFP, DAI is in need of the goods and services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

A total of 100 points are assigned according to the following technical evaluation criteria: 50 points – Technical Approach

20 points – Management Approach and Personnel

30 points – Past Experience and Corporate Capabilities

Technical Approach (50 points)

Points for Technical Approach will be allocated across the following criteria:

- 25 points – Demonstrating and understanding the technical requirements of the Statement of Work
- 25 points - A feasible, clear implementation approach for each step that leads to high quality and timely completion of event.

Management and Personnel (30 points)

Points for Personnel will be based on how well candidates meet or exceed the minimum qualifications outlined in Attachment A – Scope of Work. The allocation of points will be:

- 10 points - Adequate resources to complete each step and deliverable on time.
- 10 points – Team leader and Program Coordinators and proposed staff meet qualifications and experience
- 10 points – Ability to provide qualified local governance resource personnel, data entry personnel, simultaneous translation and multimedia services, photographers and event rapporteurs along with event organizers.

Past Experience (20 points)

Points for Past Experience (Use Past Performance Form in Attachment D) will be allocated equally across the criteria below:

- 10 points - Demonstrated experience in conducting large scale events
 - Experience in event logistics including equipment, supplies, room arrangement, data entry of participant data (sign in), translation, resource personal, and moderation/facilitation of the event agenda.
- 5 points - Demonstrated experience and success in conducting similar event facilitation and coordination as identified in Attachment A- Scope of Work.
- 5 points – Prior work experience working with local governance and parliamentary events.

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria which are stated in the table below.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach	See Above for details of sub-criteria	50 Points
Management Approach & Personnel Qualifications	See Above for details of sub-criteria	30 Points
Corporate Capabilities & Past Performance	See Above for details of sub-criteria	20 Points

Total Points	100 points
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Please note that top bidders could be invited to come in and present proposals to SDGAP and partners.

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Proposal, for firm-fixed price awards. The budget will be used to evaluate cost reasonableness only. Payments will be made based on specified deliverables as defined in Section 6 of this RFP. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services are not eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence (Ex. Business Registration) of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.

5. Ability to comply with required or proposed delivery or performance schedules. (past experience of similar complex projects)
6. Have a satisfactory past performance record. (past experience of similar complex projects)
7. Have a satisfactory record of integrity and business ethics. (internal controls of the organization)
8. Have the necessary organization, experience, accounting and operational controls and technical skills. (past experience of similar complex projects).
9. Have the necessary production, construction and technical equipment and facilities if applicable. (level of affiliation with the original supplier)
10. Be qualified and eligible to perform work under applicable laws and regulations. (legal acceptance and registration).

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed. Inspection & Acceptance

No.	Deliverables	Percentage	Due Date
1.	<p>Delivery and Acceptance of detailed Report on the following:</p> <p>Work plan for event planning process including event planning tool that will be used, plan to target invitees and participating stakeholders. Workplan for event execution to include:</p> <ul style="list-style-type: none"> - Venue Layout - Schedule of Events - Date and time - Staffing Plan - Security considerations - Risks and assumptions - <p>(Hard and Soft Copy)</p>	20%	TBD in final contract
2.	<p>Delivery and Acceptance of detailed Report on the following:</p> <ul style="list-style-type: none"> - Pre-Conference Media Plan <p>Name of the newspaper, campaign schedule</p> <ul style="list-style-type: none"> - Staffing CVs or Contracts for Event Logistics and Resources needed - Meeting Notes from Coordination meetings - Training and On-boarding report of resources and staff for day of event 	30%	TBD in final contract

	- Branding Plan for the event (Hard and Soft Copy)		
3.	Delivery and Acceptance of Final report which should include the following: <ul style="list-style-type: none"> - Photos of the event - Participant data (sign in sheets) - Meeting notes from Facilitation and Speaker events - Lessons learned and recommendations for future events (Hard and Soft Copy)	50%	TBD in final contract
	Grand Total	100%	

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and
<http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

8.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI

will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1-503-597-4328 , via the DAI website, or via email to Ethics@DAI.com . DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Attachment A: Scope of Work for Services or Technical Specifications

Event Management – Global Parliamentarian Event – EvalColombo 2018

Period of Performance: a maximum of 3 months

Program Description

SDGAP is a three- year project (September 2016 – September 2019) that is supporting democratic governance, reform, and accountability in Sri Lanka through the strengthening of country systems and processes in the areas of transparency and public accountability, financial management, and policy reform and implementation. The project objectives include:

- Increase the transparency and accountability of the GSL,
- Improve its effectiveness and efficiency in the delivery of public services,
- Bolster its capability to communicate with the public,
- Strengthen GSL ability to incorporate public participation in policymaking, and
- Reduce opportunities for, and incidences of, corruption in public sector institutions.

SDGAP continues to work with selected government ministries, commissions and agencies, as well as Parliament and other relevant non-government organizations to achieve the following results:

- **Task One:** Strengthening Sri Lanka’s Public Accountability Systems (including oversight bodies such as Parliament and independent Commissions including the Right to Information Commission, CIABOC and the Police Commission)
- **Task Two:** Improving Strategic Planning and Communication, Policy Reform and Implementation (including through work with key ministries including Ministry of Planning)
- **Task Three:** Increasing Political Participation of Women and Underrepresented Groups in Democratic Governance (including at local levels)

EvalColombo2018 is organized by the Global Parliamentarians Forum for Evaluation hosted by the Sri Lanka parliamentarians Forum for Evaluation, Sri Lanka Evaluation Association and EvalPartners. Strengthening Democratic Governance and Accountability Project of the USAID will be sponsoring certain aspects of the event. The organizers need the services of an Event Manager/ Company to perform tasks specified in the ToR given below.

EvalColombo 2018:

EvalColombo 2018 is the first ever parliamentarians global event to promote evaluation culture to be hosted in Sri Lanka. The forum will be an excellent opportunity for parliamentarians, the evaluation community and development partners to initiate a dialogue on greater use of evaluation and evidence based decision making within legislature. Parliamentarians from across the globe who are committed to evaluation will join evaluation experts, international delegates and renowned speakers to ensure a rich discussion on developing stronger monitoring and evaluation frameworks, evidence based decision making and accountability in the government. It is expected that around 150 international delegates will attend the event including around 100 parliamentarians from different countries.

Key objectives of the event are:

- Reaffirm the importance of using evidence as part of good governance Raise awareness on the role of parliaments and parliamentarians in driving the SDGs agenda
- Promote dialogue between parliamentarians, government, evaluation practitioners, and civil society to encourage their joint use of evaluations for decision making
- Agree on way forward compiled in the Colombo Declaration including country commitments for National Evaluation Policies/ Systems and Voluntary National Review

The event will be held from 17-19 September in Colombo. The first two days will be held at the Hilton Hotel Colombo and the concluding session on the last day will be held at the Parliament of Sri Lanka.

Tasks for the event manager:

The event manager is expected to perform following tasks which are clarified in the Tentative Agenda Outlined 10.2 Annex 1:

1. Coordinate guest rooms for delegates at the Hilton Hotel and hotels in the vicinity. The delegates are expected to pay for rooms directly. The event manager's task is to coordinate with the hotel. The organizers will provide confirmed participants list and their accommodation requirements during the period of performance of the Event Firm's Contract.
2. Arrange conference logistics including equipment (laptops/ projectors/ pointers/ flip chart boards, marker pens etc for the Ball room and breakout rooms) and room arrangements. It is expected that the awarded firm will hire and coordinate the equipment. Ensure support to speakers/ facilitators including their name boards/ uploading presentations.
3. Coordinate transportation as specified in the annex 1. SDGAP will hire a transport company separate from this Event Firm contract and cover the cost. This cost is not to be covered by the awarded event firm.
4. Arrange information/ registration desks and assign volunteers for that. The information desk should also have a computer with internet and a printer with A4 papers if delegates need quick printing services.
5. Manage volunteers for the entire event. The organizers will identify volunteers and help to train them. The cost event manager will have regarding this is one day training (moderate venue and meals) other than coordination of volunteers only. (Example Scopes of work of the types of volunteers needed and roles can be found in 10.3 Annex 2)
6. Hire a photo/ videographer and ensure key moments are captured with high quality photos. (Criteria for Photography and Videography can be found in 10.3 Annex 2)
7. Coordinate venue arrangements for the welcome dinner as specified in the Annex 1. Coordinate seating and protocol arrangements for the lunch at Water's Edge.
8. Design conference materials and provide the final design in print quality to organizers. The organizers will provide the text, logos and necessary graphics to the event manager. Make necessary clarification to the printer where needed.
9. Coordinate the media campaign with the organizers, which includes one media conference in late August or beginning of September and working together with media for continues dissemination of news about evaluation (print media articles and electronic media interviews with parliamentarians). The event manager should consider costs for coordination of the media campaign, transportation, stationery and other expenses leading up to the media campaign only. All costs of the media conferences will be covered by SDGAP/organizers.

10. Necessary coordination as needed for the event in consultation with the organizers.
11. If needed manage event rapporteurs, multimedia/IT services, resource personnel, data entry personnel, simultaneous translators for Sri Lankan participants, and moderators if applicable. If the event firm cannot find event support staff as listed in the Annexes to this, SDGAP could recommend personnel when applicable.
12. Attend meetings with organizers pre and post event.

10.2 Annex 1: Tentative timeline of tasks and the agenda for Event

Time	Session	Venue	Tasks for the event manager
June	Please include		
July onwards	Attend meetings with organizers regarding event management		
July onwards	Media campaign		Coordinate the media campaign for the organizers which includes one media conferences (will be funded by organizers, not awarded firm) and working together with media for continues dissemination of news about evaluation. <u>The event manager should consider costs for coordination of the media campaign only (will just coordinate with constant consideration and approval from organizers), transportation, stationery and other expenses leading up to the media conference to assist with coordination.</u> All cost of the media conferences will be covered by organizers.
August	Training of volunteers and event support staff	TBD	Organize the training. Conduct sessions on their expected roles. The organizers will conduct sessions on the event. The event manager should budget for the (moderate) venue and meals of the training.
15 th (may be needed) and 16 th September	Airport transfers	Airport to Hilton Hotel/ other surrounding hotels	Coordinate airport transfers for parliamentarians coming from other countries. The organizers will hire a transport company and pay for transportation. The organizers will provide arrival/ departure details to the event manager. Only coordination is expected from the event manager to ensure the airport transfers are smooth.
16 th September onwards	Welcome and information	Hilton Hotel	Set up welcome and information desk at the Hilton hotel. Assign volunteers to the desk. The information desk should also be able to direct delegates for services regarding their travel if needed (ticket change, side tours, hotel booking etc). The event manager may get a service of a travel company for this (at their own cost). The information desk should also have a computer with internet and a printer with A4 papers if delegates need quick printing services.

16 th September onwards	Photography and video filming	Entire event	The event manager to <u>hire a photo/ videographer and cover the whole event</u> in consultation with the organizers. It is expected to capture important moments with high quality photos.
16 th September	Preparation	Hilton Hotel	Place strands, backdrop etc
17th September 2018 Hilton Hotel Colombo			
8.00- 9.00	Registration	Lobby area of the Ball Room	Set up the registration desks and assign volunteers for registration. Conference bag, name badges and materials will be provided by organizers, no cost for materials to the event manager. Ensure the Back Drop is placed properly.
9.00-10.00	Inauguration	Ball Room	Set up the Ball Room for the inauguration. Ensure logistical arrangements for the inauguration including the national anthem and protocols are met. The set up should include two screens (to be provided by the hotel), a laptop and a projector. <u>The event manager should budget for projectors, laptops, pointers, flip chart boards etc.</u> Necessary materials will be provided by the hotel/ organizers, no cost for materials to the event manager.
10.00-10.30	Coffee break	Lobby area of the Ball Room	Assign volunteers to direct delegates for the coffee/ snacks
10.30 -12.00	Key note speeches	Ball Room	Ensure equipment (Projector, laptop, pointers etc)/ sounds are in place and functional properly for the key note speeches. This is followed by questions and answers session. Assign volunteers with mics to help participants to ask questions.
12.00-13.30	Lunch	Restaurant	Assign volunteers to direct delegates for the lunch
13.30-15.00	Panels (two parallel panels at the same time)	Ball Room and a break out room	Ensure venues are ready for panels. Ensure equipment (Projector, laptop, pointers, flip chart boards etc)/ sounds are in place and functional properly for the panels. This is followed by questions and answers session. Assign volunteers with mics to help participants to ask questions.
15.00-15.15	Coffee break	Lobby area of the Ball Room	Assign volunteers to direct delegates for the coffee/ snacks
15.15-17.00	Regional group meetings (6-7 groups)	Ball Room (2-3 groups) and break out rooms	Ensure equipment, stationery, flip chart boards/ sounds (if needed) are in place and functional properly for the group meetings. Ensure facilitators (will be assigned by organizers) are ready for facilitation. Ensure rapporteurs are ready. Assign volunteers to help the group work.
19.00-22.00	Welcome dinner Cultural show	Hilton Hotel or Temple Trees (venue to be confirmed)	Ensure the venue is properly arranged for the dinner, cultural show and the awards ceremony. Ensure sounds etc work properly. Arrange the stage (provided by the hotel) for the cultural show and the awards

	Awards Ceremony		ceremony. Arrange the dancing/ singing group for the cultural show in consultation with organizers. <u>The event manager should budget for the cultural show group.</u> If the dinner is at Temple Trees, coordinate buses to transfer delegates from and to the hotel. The organizers will arrange and pay for busses.
18th September 2018 Hilton Hotel Colombo			
9.00-9.30	Recap day 1	Ball Room	Ensure the Ball Room is ready for the Recap
9.30-11.00	Key note speeches	Ball Room	Ensure equipment (Projector, laptop, pointers etc)/ sounds are in place and functional properly for the key note speeches. This is followed by questions and answers session. Assign volunteers with mics to help participants to ask questions.
11.00-11.30	Coffee break	Lobby area of the Ball Room	Assign volunteers to direct delegates for the coffee/ snacks
11.30-13.00	Panels (two parallel panels at the same time)	Ball Room and a break out room	Ensure equipment (Projector, laptop, pointers, flip chart boards etc)/ sounds are in place and functional properly for the panels. This is followed by questions and answers session. Assign volunteers with mics to help participants to ask questions.
13.00-14.00	Lunch	Restaurant	Assign volunteers to direct delegates for the lunch
14.00-15.30	Regional group meetings (6-7 groups)	Ball Room (2-3 groups) and break out rooms	Ensure equipment, stationery, flip chart boards/ sounds (if needed) are in place and functional properly for the group meetings. Ensure facilitators (will be assigned by organizers) are ready for facilitation. Ensure rapporteurs are ready. Assign volunteers to help the group work.
15.30-15.45	Coffee break	Lobby area of the Ball Room	Assign volunteers to direct delegates for the coffee/ snacks
15.45-17.00	Plenary session	Ball Room	Set up the Ball Room for the plenary session. Ensure logistical arrangements including equipment and sounds.
19th September 2018 Parliament, Sri Jayewardenepura			
7.30	Leaving for the parliament	Hilton Car Park	Coordinate buses to transfer delegates from and to the hotel. The organizers will arrange and pay for busses. Instruct participants to be ready for departure on time. Assign volunteers to direct delegates and assign one volunteer for each bus to travel with delegates. The organizers will arrange security clearance and identification details of all delegates with the parliament.
8.30	Arrival at the parliament	Parliament gate and entrance	Ensure delegates are received accordingly. Assign volunteers to direct delegates.

9.00	Tour of the Chamber	Chamber	NA
10.00-12.00	Parliament event	Committee Room 1	Ensure arrangements at the Committee Room 1 (organizers will pay directly to the parliament supplier). Ensure the national anthem and the oil lamp is ready. Place the banner accordingly.
12.00	Transfers for the lunch	Parliament to the Water's Edge	Coordinate transportation
12.30	Lunch	Water's Edge	Ensure seating arrangements and protocols are followed. The organizers will provide seating plan and protocol information.
14.30	Excursion	Galle Fort	Coordinate transportation and places to visit. Organizers will arrange and pay for buses and snacks for delegates. Interested delegates join the excursion to the Galle Fort. Others will return to Hilton hotel. It is needed to coordinate buses accordingly).
14.30	Return to Hilton	Water's Edge to Hilton Hotel	Coordinate transportation
Note	In all sessions		Ensure speakers/ facilitators name boards are placed properly. Ensure presentations are collected from speakers/ facilitators and uploaded before the session and tested that it is functioning (propose to assign one volunteer to take care of this throughout the event). The organizers will provide details of speakers/ facilitators including if they have a presentation.
After the event			Provide a brief report regarding the event management.

10.3 Annex 2: Example Scopes of Work for Event Management Support Volunteers/Support Staff

10.3.1 Event Rapporteurs Scope of Work

Event Rapporteurs Services Requested:

Before the Event

- Be familiar with the agenda, speakers, their names, titles, and brief bios.
- Discuss with the Program Lead/Program Officer before the event to define the requirements and plan or strategy they will use to report on the event.

During the Event

- Take note on the main findings, conclusions and recommendations of each presentation.
- Take note of key statements and recommendations from the event.
- Take note of Issues/Constraints raised.

- Take note of those questions/remarks from the floor, which could be of interest for consideration, as well as of the replies from the speakers.

After the Event

- Prepare the Rapporteur report using the notes taken during the event.
- Submit the report within one week of event to Program Lead/Program Officer for review and feedback by Program Lead.
- Revise the report based on the feedback by the Program Lead.
- Submit the final report to Program Lead/Program Officer.

All Final Reports need to be prepared and submitted in ENGLISH and when defined prior to event in local language (Sinhala/Tamil)

10.3.2 Multimedia and Simultaneous Translation Services Scope of Work

Multimedia and Simultaneous Translation Services Requested:

Before the Event

- Setup a Sound system with necessary speakers based on the size of the audience expected.
- Provide a Podium with Microphone, Microphones for Head Table, and FM Microphones for each table.
- Setup Sound-proof booths for Trilingual Simultaneous translations (English, Sinhala, and Tamil) with necessary Microphones and Headphones.
- Provide Headphones for participants to listen to Trilingual Simultaneous translations (English, Sinhala, and Tamil) as per the requirements.
- Provide Multi-media Projectors, Projector Screens, and Laptops with Clickers as per the requirements.
- Provide long Cables to connect Multi-media Projectors and Sound system to Laptops at the Podium and the table for Resource personnel.
- Provide necessary number of technical personnel to attend to the equipment and systems.
- Provide Simultaneous Translators for Trilingual translation (English, Sinhala, and Tamil).
- Provide Video/Voice Recording if needed.
- Have a backup Multi-media Projector and Cables.

During the Event

- Monitor and control the functioning of Sound system, Microphones, Headphones, Multi-media Projectors/Screens, Laptops, and Cables.
- Hand-over Headphones and FM Microphones to participants as appropriate.

After the Event

- Remove all equipment used for the event with due consideration to the venue.
- Hand over the Video/Voice recordings to SDGAP, if used.

10.3.3 Resource Personnel Services Scope of Work

The resource person will lead a session of training/workshop/discussion on various topics. S/he will prepare training/workshop/discussion material and share with SDGAP a presentation on the same at least 10 working days prior to the program and carry out the relevant session on the day of event. In addition, s/he will be available throughout the program to add substance to the discussions and answer any questions especially related to the material presented based on his/her area of expertise.

The deliverables include training material, presentation material, and the delivery of the lecture/workshop/discussion. The resource person will provide a short report on her/his observations of the training program within 3 days of the event.

10.3.4 Data Entry Personnel Scope of Work

The main purpose of the event data entry personnel is to register the participants into SDGAP's Fulcrum data management system on the day of the event (and subsequent days) using an SDGAP Tablet (which will be loaned to the firm during the event). Registering of the participants will happen within the first half hour of the event. This SDGAP tablet will have installed a software called Fulcrum. Fulcrum is a digital data collection software which has the facility to provide accurate timely data to SDGAP.

Fulcrum is a multi-platform form builder that allows you to build and deploy forms via web or mobile platforms (both iOS and Android). A user creates a data collection application with data fields via a web-based platform, then publishes the application to be deployed for data collection on a smart phone. The application enables the user to collect data and generate aggregated reports.

With an intuitive interface and an extensive amount of survey features, this data collection app helps the user to quickly and efficiently create forms and surveys to monitor and manage SDGAP activities. Some of the features include:

- Skip Logic
- Calculation Logic
- Offline Data Collection
- Online Dashboard
- Automated Reports
- Geo-located tagging
- Drag & Drop Editor
- Form Sections
- Parent/Child Forms
- Data Events

DAI / SDGAP will hire a local event management firm to conduct data entry for SDGAP events in the registration of each assigned event. The event management firm's data entry personnel will be trained prior to events on how to use the Fulcrum application and what information is needed on participants. The Fulcrum application and SDGAP tablet are property of SDGAP and will be loaned out to the event management firm to execute the data entry scope of work of future RFPs.

The Data Entry Specialist will play a critical role in receiving and processing event related data for the SDGAP Team. After each event hosted by SDGAP the Data Entry Specialist will work closely with the Program team, Training and Capacity Development Specialist, and Monitoring and Evaluation staff to transfer data collected into Fulcrum. The specific tasks under this assignment include, but are not limited to:

- Compiling and organizing data previously collected

- Converting paper file data into digital records within Fulcrum
- Transferring data collected in various form to Fulcrum
- Creating forms using the Fulcrum App
- Working closely with the SDGAP team to generate necessary reports

Additional Event tasks:

1. Being trained on SDGAP Tablet and Fulcrum system by SDGAP prior to event
2. Pre-preparation for the event by knowing the type of the event, target audience, and time of the event implementation.
3. To be present at the event location one hour prior to the given registration time of the event.
4. Keep the number of tablets updated / Pre-prepared for the event as per the number of audience.
(Example: The ratio of data entry personnel needed based on tablets: up to 30 participants -one data entry person with one SDGAP tablet, 30 -59 participants 2 SDGAP Tablets with two personnel, 60 -100 participants - 3 SDGAP tablets with 3 personnel).
5. Register the participants in given timeframe defined in the agenda as they arrive to the event by getting required information from the participants and entering into SDGAP tablets.
6. Ensure the accuracy of data and to be accountable for data entered as guided by SDGAP.

Data Entry Deliverables and Timeline

Deliverables	Timeline
1. Training on SDGAP Tablets	Up to one day before first event
2. Preparation of event information and data on SDGAP tablets along with charging tablets for event	Up to 4 hours prior to the event.
3. To be presence at the event location with required number of tablets and data entry personnel	One hour prior to the registration start.
4. Collection and entering of data	In given registration time slot of the event agenda.
5. Synchronized data in given frequent intervals	Done as soon as possible after the registration is completed. In given frequent interval as given in the Agenda.

10.3.5 Photographer Personnel Scope of Work

DAI seeks an event firm to manage event photographer(s) to capture highly professional, high-resolution photos of events and related activities linked to the project's main task areas, and various stakeholders, from government to civil society organizations and beneficiaries. Tasks include capturing photographs related to SDGAP's three main task areas. This can include but should not be limited to (1) event photography (2) photography used for communication and outreach campaigns, such as portraits, close-ups and action shots depicting different stakeholders, in different environments, used to reinforce messaging around the topics of governance, accountability, transparency and gender mainstreaming in

Sri Lanka. Final products will help meet visibility requirements through use in press releases, human interest/success stories, social media and multi-media content. The photographer will be expected to coordinate with the SDGAP team as required; capture photographs on site in agreed locations; carry out final selections and editing before providing files to SDGAP; provide high-resolution image files, shot at maximum resolution; provide full captions describing the photos and credits adequately embedded in the metadata of the image/video file.

TECHNICAL STANDARDS/REQUIREMENTS of future Purchase Order deliverables

1. Original image file format
2. Please shoot at highest resolution possible. The minimum acceptable resolution is 2000 x 3000 pixels or 12 megapixels with zero compression; preferred is 3000 x 4000 pixels or above.
3. Do not compress JPEGs for transmission unless source locations are excessively slow.
4. Except for clear mistakes, please keep all exposures and provide a broad edit for SDGAP edits
5. Maintain images in the sequence in which they were shot, so the shoot logic can be easily traced
6. Do not overly process any original image files beyond standard techniques; using what would be possible in an analogue darkroom as a guide.
7. Captions must be provided by embedding them directly into each image (in the IPTC fields), together with credit, copyright and other relevant information.
8. All subjects related to human interest pieces/outreach campaigns should be identified by what they do. Names for all people are NOT necessary, however, names, and ages of children should be included if a story is related to them.
9. Names of places are essential, including whether the location is a village, town, district, etc.
10. Collection of photo release forms from participants or individual subjects. SDGAP will provide form template during PO signing and prior to PO release.

Factors for Consideration on photographers

Responders are expected to provide the following

- The vendor can prove that they have technical resource (experienced human resources) to perform the work outlined above.
- Five past performance descriptions illustrating relevant experience delivering the required and similar types of products and services.
- Digital portfolio
- Experience in event photography with a minimum of five years of work experience
- Experience working with development/aid agencies
- Editorial and production awareness
- Awareness of ethical photography of under-represented groups, including women and children

10.4 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

DAI Global LLC,.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

10.5 Attachment C: Price Schedule

Example Activity Budget will be Provided along with RFP for the detailed price proposal for this scope.

	A	B	C	D	E	F	G	H	I
1	RFP Price Cost Schedule/Budget								
2									
3									
4									
5									
6	Code	Description	Volume		Frequency		Unit Cost	Total Cost	Budget Notes
7			Quantity	Unit	Duration	Unit			
8	A	Personnel							
9	I	Project Staff							
10	1.1							LKR 0.00	
11	1.2							LKR 0.00	
12	1.3							LKR 0.00	
13	1.4							LKR 0.00	
14	1.5							LKR 0.00	
15	TOTAL PERSONNEL COST							LKR 0.00	
16	B	Program Cost							
17	I	Materials							
18	1.1							LKR 0.00	
19	1.2							LKR 0.00	

10.6 [Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Please visit http://www.dnb.com/solutions/government/duns-number-request-guide.html](http://www.dnb.com/solutions/government/duns-number-request-guide.html)

10.7 [Attachment E: Self Certification for Exemption from DUNS Requirement](#)

**Self - Certification for Exemption from DUNS Requirement
For Subcontractors and Vendors**

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier

Full Name of Certifier (Last Name, First/Middle
Names):

Title of Certifier:

Date of Certification (mm/dd/yyyy):

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

10.8 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.9 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.