



To: Offerors

Date: October 19, 2023

From: Integrated Natural Resource Management (INRM) Activity; Implemented by DAI Global LLC

Subject: Request for Proposals (RFP) INRM-035: Event and Venue Management for USAID's Asian Grey Timber Analysis to Reduce Grey and Illegal Timber

Due: 5:00PM Eastern Standard Time (ET) on **November 10, 2023**

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's INRM project funded by the United States Agency for International Development (USAID). DAI invites you to submit a proposal for the work as described in the attached Statement of Work. We anticipate issuing a single firm fixed price subcontract between \$15,000 to \$20,000 USD for this work.

- I. **RFP Process and deadlines:** This solicitation will result in the award of a fixed price purchase order.
1. **Intention to bid** – Please email [INRM\\_Procurement@dai.com](mailto:INRM_Procurement@dai.com) copying [Charlotte\\_Teeling@INRMproject.com](mailto:Charlotte_Teeling@INRMproject.com) if you are intending to bid to ensure that you receive all amendments to the RFP.
  2. **Submission of Questions** – Questions must be submitted no later than **5PM ET on October 27, 2023** via email to [INRM\\_Procurement@dai.com](mailto:INRM_Procurement@dai.com) copying [Charlotte\\_Teeling@INRMproject.com](mailto:Charlotte_Teeling@INRMproject.com).
  3. **Submission of Proposal** – Proposal must be submitted no later than **5PM ET on November 10, 2023** via email to [INRM\\_Procurement@dai.com](mailto:INRM_Procurement@dai.com) copying [Charlotte\\_Teeling@INRMproject.com](mailto:Charlotte_Teeling@INRMproject.com). The subject line of the email should be your organization name, followed by "Submission under INRM-035: Event and Venue Management for USAID's Asian Grey Timber Analysis to Reduce Grey and Illegal Timber". Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization's Unique Entity ID if you have one. Please limit file submissions to 10 megabytes or less. Proposals must be submitted in English.
- II. **Composition of Proposal:** Your organization's proposal should comprise (1) a Technical Proposal and (2) a Cost Proposal that should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a Word document of no more than five (5) pages, 12-point font minimum. Submissions in Word or PDF are acceptable, although PDF is preferred along with an accompanying Word document. Please provide a copy of your cost proposal in Excel format. A cover page

will be considered a non-counting page, should the offeror choose to include one. No additional annexes or documentation are requested now.

### **Part 1 – Technical Proposal**

The technical proposal is composed of the following three (3) sections:

1. **Technical Approach** – The offeror will detail their approach to fulfilling the accompanying Statement of Work (SOW). The approach will clearly indicate how the proposed activities will result in the successful completion of all deliverables and milestones. The offeror should describe how they will ensure a wide audience for the event, including attracting representatives from key stakeholder groups, and their plan for promoting the event. The offeror should provide details on the proposed event space including audio-Visual equipment available and proposed methods for hybrid/virtual participation in the event. In this section, the offeror shall also include a detailed timeline.
2. **Institutional Capacity** – The offeror should provide details about the experience, expertise, or capacity of their firm planning, promoting, and hosting similar events.
3. **Personnel and Staffing** - Offeror should include details of personnel who will be assigned to activities as proposed in the technical approach, as well as a clear management plan for the development, review, and submission of all associated deliverables.

In addition to the above, please include CV(s) of any individuals proposed in the staffing plan to conduct this activity. CV(s) will not be counted as part of the four-page limit and the format may be PDF or Word.

### **Part 2 – Cost Proposal**

The contract type for the presumptive subcontract will be a Firm Fixed Price Purchase Order, awarded by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Cost proposals shall consist of a budget in Excel with traceable, transparent formulas and must include notes/assumptions related to budget inputs.

Offerors are also required to submit a Budget Narrative (Word or PDF, 3-page maximum) summarizing key assumptions and inputs in the budget. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror's technical approach. All cost and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits cost analysis.

- I. **Evaluation of Proposal:** DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offeror will provide the greatest

overall benefit to USAID in response to the requirements stated in this RFP. 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. 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. Proposals will be evaluated against a stated number of factors, including the overall proposed approach, past performance, specific qualifications in the identified sectors and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations. 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. **Technical Proposal:** The Technical Proposal will be scored and evaluated separately from the cost proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal. The Technical Proposal will be evaluated against the following criteria:
  - i. **Technical Approach (40 Points):** Points for this section will be awarded based on the information presented in the technical approach. The offeror will be scored based on its presentation of a clear approach which reflects the requirements of this specific activity but also incorporates the offeror's competencies. Points will be given for the following technical areas:
    - Technical approach clearly indicates how the proposed activities will result in the successful completion of all deliverables and activities.
    - Proposed technical approach understanding of how to plan and host an engaging hybrid event.
    - Proposed approach demonstrates offeror's understanding of how to attract and engage a mix of private sector actors, development organizations, and government actors.
    - Adequate event space and audio-visual equipment to host a large high profile hybrid event.
  - ii. **Institutional Capacity (40 Points):** Points for this section will be based on information presented in the corresponding section and any submitted past performance case studies. The offeror should demonstrate their:
    - Experience in designing and facilitating events of a similar size and scope
    - Experience in working for USAID or other donors, taking into account their motivations and interests.
    - Experience working with civil society and non-government organizations, taking into account their motivations and interests.

a. **Management Plan / Staffing Structure (20 Points):** Points for this section will be based on the qualifications of proposed staff, clear delineation of the roles and responsibilities of each proposed staff and the demonstrated efficacy and clarity of the management plan. The offeror should demonstrate their proposed staff's:

- Management plan for proposed activities, including clearly defined technical roles and delineation of responsibilities for each proposed staff
- Qualifications and experience of staff to assess and deliver a quality event

b. **Cost Proposal:** Cost will be evaluated separately from the technical approach, with due consideration for realism, price reasonableness, and allowability consistent with US Government cost principles. Evaluation for this section will be dependent upon all information presented by the Offeror in their deliverable table and supporting cost information, as well as its alignment with the proposed technical approach.

III. **Offeror's Agreement with Terms and Conditions:** The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and price proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. To see a list of terms and conditions please go to this [link](#). DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or price). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including Representations and Certifications compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,

DAI INRM Team

INRM\_Procurement@dai.com

## Leveraging USAID's Asian Grey Timber Analysis to Reduce Grey and Illegal Timber Scope of Work for Event Venue and Management

### Background

The Integrated Natural Resource Management (INRM) activity provides demand-driven support services and technical assistance for USAID Missions, Bureaus, and Independent Offices across a wide array of environmental and natural resource management issues. INRM covers the full range of environmental issues USAID works on and is jointly managed by multiple USAID Divisions within the Bureau for Development, Democracy, and Innovation.

USAID's Bureau for Asia commissioned INRM to conduct an analysis on grey, laundered, and illegal timber in forest product commodity chains in the Asia-Pacific Region. The Asian Grey Timber Analysis (AGTA) seeks to inform a targeted, strategic approach to increasing timber trade traceability and transparency while disincentivizing illegal trade. Grey timber causes a range of negative impacts within the timber industry. The AGTA provides in-depth data on the scale and magnitude of grey timber in the Asia-Pacific region to help stimulate conversation in the industry on ways to reduce its prevalence.

### Purpose

INRM is supporting USAID's Bureau for Asia to organize a half-day event to facilitate conversation and promote action to address grey, laundered, and illegal timber in the Asia-Pacific region. The event will introduce key findings from the AGTA and catalyze discussion between stakeholder groups on ways to leverage the findings of the analysis. The target audience for this event includes:

- an Interagency working group focused on illegal logging, including State, DOJ, and others
- U.S. agencies led by Customs and Border Patrol focused on green trade
- government officials from Asia-Pacific countries
- private sector organizations involved in the production, trade, or purchasing of timber products
- environmental NGOs and CSOs
- USAID staff working on forestry and related environmental issues

Each of the audience groups will bring distinct perspectives on the impacts of grey timber and approaches to reducing its prevalence. The event will seek to capture these views and encourage subsequent action relevant to each actor.

To these ends, INRM is seeking the services of a suitable venue in Washington, D.C. to host and facilitate a half-day event for 60 to 100 participants.

The event is anticipated to take place in **March or April 2024**.

### Scope of Work and Activities

The specific scope of work and objective of this assignment will be to provide a conferencing facility and event facilitation for a successful half-day event for approximately 60 to 100 participants. The event will involve presentations in plenary and might involve breakout groups to discuss specific issues. The event might aim to

accommodate virtual attendees for at least some of the sessions, therefore the venue should have the capability to host virtual participants.

## Activities

Some specific activities for the event include:

- Pre-event:
  - Event planning and logistics in coordination with INRM and USAID/Asia, including deciding on the format and agendas for various sessions
  - Support with identifying relevant people and organizations to invite
  - Manage the invitation process and promotion of the event through newsletters, listserv emails, and social media
  - Creation of a post-event blog post featuring key insights of the AGTA
  - Coordination with keynote speaker(s), panelists, and presenters, including reviewing their presentations prior to the event and ensuring they meet the requirements of the INRM Branding and Marking Plan
  - Other preparations as needed
- Day of event:
  - Event management and preparation of venue, including stage, seating, and rooms or space for breakout discussions
  - Providing moderation for all events
  - Providing audio/visual equipment and staff
  - Providing IT support for virtual participants
  - Providing green room and support for speakers
  - Providing drinks and snacks to guests
  - Support with any printing needs, including speaker notes, agendas for internal use, etc.
  - Other event day support as needed
- Post-event:
  - Distribution of follow-up emails to participants (and others who weren't able to attend)
  - Distribution of the blog post

## Timeline

The event will ideally take place during the **second half of March 2024** (exact date TBD). The event venue should be prepared to start promotion and other preparations for the event in **January 2024**.

## Deliverables

- Final workplan detailing timeline for event planning
- Half-day event agenda, attendance sheets, geo-tagged photographs of the event, and post-event survey
- Printed materials as needed, such as speaker notes, agendas, or other materials for speakers, panelists, or event team
- Social media promotional plan and post-event summary of engagement metrics (e.g., # of likes, shares, and comments)

- Blog post of 800 to 1,000 words featuring key insights of the AGTA study published on the venue organization's website

### Payment Schedule

Payment	Deliverables	Due Date	%
1	Workplan detailing key actions and milestones for the event	2 weeks after contract signing	10
2	Social media promotion plan Draft agenda including description of event format and potential speakers Draft invite list	6 weeks before event	30
2	Final agenda including description of event format and confirmed speakers  Final invite list  Speaker materials and presentations in compliance with INRM Branding and Marking Plan	2 weeks before event	30
3	Final event agenda, attendance sheets, geo-tagged photographs of the event, and post-event survey results  Post-event summary of engagement metrics (e.g., # of likes, shares, and comments)  Blog post of 800 to 1,000 words featuring key insights of the AGTA study published on the venue organization's website	1 week after event	30
<b>Total</b>	--	--	<b>100%</b>

Attachment A: INRM Branding and Marking Plan

[https://drive.google.com/file/d/1XeJ-owHxXj6cqzZ\\_ZDviOqdoZ9deVEpv/view?usp=sharing](https://drive.google.com/file/d/1XeJ-owHxXj6cqzZ_ZDviOqdoZ9deVEpv/view?usp=sharing)