



Digital Frontiers
Modification 01
to
Request for Proposals (RFP)

No. 2023-06

Democratizing Digital Event Facilitation

Issue Date: April 11, 2023

1. Purpose

Modification 01 adds Attachment G to this RFP, consisting of responses to questions and requests for clarifications received by April 19, 2023.

Modification 01 also updates the SOW to add the following activity to the services requested by this RFP:

“Vendor will select a venue and manage relations with venue vendors, including catering and audio visual equipment, and work with vendors to troubleshoot any issues that may arise during the workshop.”

Please note: Offeror is expected to provide catering services and secure a venue for the event.

2. Attachment G: Responses to Questions and Requests for Clarification

1. Who are the targeted audience or attendees?

Primarily, USAID/Kenya Staff in Nairobi but also USAID/Washington and USAID Mission Staff in Sub-Sahara Africa will also be invited

2. How many people are you targeting?

30-50 people

3. Are they local or International?

Local and International USAID staff. International staff will be in charge of arranging their own travel.

4. Where will it be Hosted (the exact location) in Nairobi?

Per this modification, the vendor is in charge of securing a venue. The final decision on the venue can be made in conjunction with Digital Frontiers and the selected offeror at kickoff.

5. What is the tentative date in July

The week of July 31st

6. Do you prefer to host it Indoors or outdoors?

Indoors

7. Is it accessible for all or paid to attend?

Accessible only to USAID Staff

8. When do we expect the draft materials to be provided by the Digital Frontier Event communication specialist from

As soon as the contract is signed, Digital Frontiers will share all materials drafted to date for the event

9. On the time frame and reporting; it's mentioned the period of reporting to be three to 4 months, starting from which month?

The anticipated start date is in June, therefore the period of performance will be tentatively June – September.

10. From the brief USAID are to provide the venue, will this include the standard conference set up i.e., workshop materials, and stable internet?

Per this modification, the vendor is in charge of securing a venue. The final decision on the venue can be made in conjunction with Digital Frontiers and the selected offeror at kickoff. The budget must include the venue cost and the selected vendor will be asked to provide 3 quotes to support the cost listed in the budget. The ceiling for this contract has been increased to accommodate this change, we apologize for any inconvenience it may have caused.

11. Will USAID provide security?

Please see answer to Question 10

12. Will it be suitable for those with physical disabilities?

Please see answer to Question 10

13. Will USAID and Digital Frontiers provide the streaming platform? And what is the preferred platform?

The vendor will provide the virtual hosting platform. The preference is to use Zoom, Google Meet or Microsoft Teams.

14. Will you need the services of a sign language interpreter during the session?

No

15. Will we have break-out sessions?

Yes, this will include 1-2 break-out sessions

16. Those who are to receive a physical invitation, are they all within Nairobi?

We anticipate sending virtual invitations

17. What is the physical invite package/format? i.e. card, booklet, etc?

Please see answer to Question 16

18. How many meals are to be served per day?

Refreshments in the morning and lunch in the afternoon

19. Will the delegates attending physically need transport service?

No

20. What is the tentative date of the event after contract confirmation?

The week of July 31st

21. How many guests will be attending the workshop?

30-50 people

22. Are we expected to provide the costings for any 3rd party suppliers that we might want to include like audiovisual or live-stream vendors?

Yes please include costing for all elements of the event including 3rd party suppliers

23. Could you please clarify whether providing audiovisual or live-streaming services is part of the scope of work outlined in the proposal? If it is, are we required to provide costings for any 3rd party suppliers needed to fulfil those services?

Yes, this will be a hybrid event. Please provide costing for all elements of the event including 3rd party suppliers.

24. Kindly also confirm if we are required to provide catering costs.

Yes, please provide costs for catering and venue

25. What is your preferred or authorised live-streaming platform? Are we at liberty to propose one?

The vendor will provide the virtual hosting platform. The preference is to use Zoom, Google Meet or Microsoft Teams, however vendors may propose one.

26. Will the event have breakout rooms? If there are breakout rooms will they be live-streamed?

Yes

27. Will there be an event website for the live stream?

No

28. Can you share a draft program for us to understand how many virtual speakers will be there?

We will share the draft program with the selected vendor

29. Can we type Sam.gov into the browser to register?

Yes, all offerors must be registered in SAM.gov to be selected for award.

30. Are we confined to the template you've given us for the budget or can we use our own template?

Please use our template but feel free to add whatever you need to tailor it to your needs.

31. We shall be unable to join the live brief on the 18th of April, could you share a recorded link?

All questions and answers from the live brief have been added to this modification

All other RFP terms remain unchanged.

The deadline for submission of proposals remains May 10, 2023, no later than 5pm EST, to DigitalFrontiers@dai.com