



TETRA TECH

Request for Quotations (RFQ)

RFQ Number: BIFAD-004

Issuance Date: January 3rd, 2023

Deadline for Offers: January 20th, 2023, 5:00 PM EST

Description: Virtual and Hybrid Meeting Facilitation Services

For: Board for International Food and Agricultural Development (BIFAD) Support Contract

Funded By: United States Agency for International Development (USAID), Contract No. GS00Q14OADU138 Order No. 7200AA21M00003

Implemented By: Tetra Tech

Point of Contact: Creede Burton, creede.burton@tetratech.com

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Tetra Tech is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Tetra Tech does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Tetra Tech are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Tetra Tech will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Tetra Tech or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Tetra Tech's prohibitions against fraud, bribery and kickbacks.

Please contact Creede Burton with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Tetra Tech's US office.

Section 1: Instructions to Offerors

1. **Introduction:** The BIFAD Support Contract is a USAID program implemented by Tetra Tech. The goal of the BIFAD Support Contract is to enable BIFAD to make informed and relevant recommendations to USAID on new and emerging issues related to food- and agriculture-related research, capacity development, trade, and extension. As part of project activities, the BIFAD Support Contract requires the purchase of virtual event hosting services to support public meetings and other virtual events. The purpose of this RFQ is to solicit quotations for these services. The BIFAD Support Contract intends to award a Blanket Purchase Agreement to the winning offeror, which will form an agreement for fixed pricing of the services for various events from March 2023 until February 2024 with pre-work beginning in February 2023 and the first meeting starting in March 2023. A description of example events is included in the Scope of Work (SOW) for offerors' reference.

Offerors are responsible for ensuring that their offers are received by Tetra Tech in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 5:00 PM Eastern Standard Time (EST) on January 20th, 2023, by email. Any emailed offers must be emailed to creede.burton@tetratech.com. Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Tetra Tech.
3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 PM EST on January 13th, 2022, by email to creede.burton@tetratech.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Tetra Tech believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Tetra Tech will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Tetra Tech or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** The attached SOW contains the technical specifications of the required services. At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the BIFAD Support Contract. Individual purchase orders will be issued under the BPA, as the need arises for additional commodities/services. Any commodities offered in response to this RFQ must be new and unused. Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in US Dollars. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead.

In addition, organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

6. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). Code 937 is defined as the United States, the cooperating/recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources. Because there is not a cooperating/recipient country for this project, only businesses registered in the U.S or the countries listed as Low-Income Economies and Lower-Middle Income Economies here can be considered:
<https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, or Syria.

7. **Warranty:** Warranty service and repair is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.
8. **Taxes and VAT:** The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the United States. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the United States.
9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Tetra Tech will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. Small Businesses and HUBzone Status Businesses are preferred. The relative importance of each individual criterion is indicated by the number of points out of 100 total:
- *Price* – 40 points
 - *Small Business or HUBzone Status* – 20 points
 - *A small business is defined as a business with an annual revenue less than 16.5 million dollars.*
 - *Past Performance & References* – 40 points

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Tetra Tech reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely based on these original quotations. However, Tetra Tech reserves the right to conduct any of the following:

- Tetra Tech may conduct negotiations with and/or request clarifications from any offeror prior to award.

- While preference will be given to offerors who can address the full technical requirements of this RFQ, Tetra Tech may issue a partial award or split the award among various suppliers, if in the best interest of the BIFAD Support Contract.
- Tetra Tech may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the BIFAD Support Contract for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Tetra Tech, at its sole discretion, will make a final decision on the protest for this procurement.

11. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Tetra Tech, the BIFAD Support Contract, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Tetra Tech’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Tetra Tech’s standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The BIFAD Support Contract anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued, on an as-needed basis, at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the BIFAD Support Contract will issue a purchase order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of 6 months. The Service Providers shall furnish the commodities/services described in any purchase orders issued by the BIFAD Support Contract under the BPA. The BIFAD Support Contract is only obligated to pay for commodities/services to the extent purchase orders are issued under any BPA resulting from this RFQ.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, or Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Tetra Tech following delivery and acceptance of the goods by Tetra Tech. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Tetra Tech.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
Please indicate in this letter if your business qualifies as a Small Business or has HUBzone status.
- Official quotation, including specifications of offered services (see Section 3 for example format).
- Summary of relevant experience your firm has had in performing work similar to that described in Attachment A. Statement of Work, as well as performance references for similar projects. For each project, please include the name of the client and their contact information (current and most recent information required, within the last three years).

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations, using the tables contained in this Section 3 and submit a signed/stamped version to Tetra Tech.

Quote for Scenario 1: Virtual Event Services				
Line Item	Description and Specifications (See SOW for detailed Descriptions of Tasks)	Items and Specifications Offered (Please elaborate on your specific services as applicable)	Unit Price USD	Total Price USD
Pre-Event Preparation	Event design and participant engagement advice			
	Meeting production support: Including Online Tools and Dry Run			
	Registration page			
	Briefing material preparation			
During Event	Tech support during meeting			
	Breakout rooms			
	Accessibility Services			
Post Event	Notetaking, reporting and synthesizing (e.g. chat transcript, Q&A transcript, transcript with no timestamps)			
	Meeting recording video and edited SRT File			
	Basic video editing (e.g. audio or visual issues)			
	Premium video editing (e.g., name tags, animated lower thirds)			
Other	Live American Sign Language (ASL) services			
	Translation services			
	Creative “visual” notetaking			
Subtotal:				
Other Costs (Describe: _____) :				
GRAND TOTAL USD:				

Quote for Scenario 2: hybrid event services				
Line Item	Description and Specifications (See SOW for detailed Descriptions of Tasks)	Items and Specifications Offered (Please elaborate on your specific services as applicable)	Unit Price USD	Total Price USD
Pre-Event Preparation	Event design and participant engagement advice			
	Meeting production support: Including Online Tools and Dry Run			
	Registration page			
	Briefing material preparation			
During Event	In-person tech support during meeting			
	Breakout rooms			
	Accessibility Services			
Post Event	Notetaking, reporting and synthesizing (e.g. chat transcript, Q&A transcript, transcript with no timestamps)			
	Meeting recording video and edited SRT File			
	Basic video editing (e.g. audio or visual issues)			
	Premium video editing (e.g., name tags, animated lower thirds)			
Other	Live American Sign Language (ASL) services			
	Translation services			
	Creative "visual" notetaking			
Subtotal:				
Other Costs (Describe: _____) :				
GRAND TOTAL USD:				

When quoting the best price for the services listed above and described in the SOW, the offeror should specify if the cost of the services is based on a fixed unit price, labor hours, or other pricing method. If costs are estimated using labor hours, the offeror should include the number of hours and hourly rate used. If costs for a specific task differ based on length of meeting, the offeror should provide pricing for both 60- and 90-minute meetings.

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: BIFAD Support Contract
Washington, D.C

Reference: RFQ No. BIFAD-004

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Tetra Tech or BIFAD Support Contract staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Tetra Tech’s prohibitions against fraud, bribery, and kickbacks.

[Please indicate here if your business qualifies as a Small Business (annual revenue less than 16.5 million dollars) or has HUBzone status.]

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

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Attachment A: Scope of Work (SOW)

Project Name:	Board for International Food and Agriculture Development (BIFAD) Support Contract
Contract No.:	Contract Number: GS00Q14OADUU138 Task Order: 7200AA21M00003
Scope of Work Title:	BIFAD Virtual and Hybrid Meeting Facilitation Services – 2023

Background

Tetra Tech is the prime contractor for the Board for International Food and Agriculture Development (BIFAD) Support Contract. The purpose of the BIFAD Support Contract is to enable BIFAD to make informed and relevant recommendations to USAID on new and emerging issues related to food- and agriculture-related research, capacity development, trade and extension. The Support Contract will achieve this purpose through the objectives of working with USAID to provide logistical and administrative support, as well as technical and engagement support, to the BIFAD. The contract shall be the primary mechanism for implementation of the Support for the BIFAD Secretariat of the (BIFAD) Program.

BIFAD is a presidentially appointed board of seven members who primarily represent the U.S. academic community. The Board’s primary directive is to provide advice and counsel to USAID on agriculture and higher education issues pertinent to food insecurity in developing countries. The Board’s activities vary by year, but generally include two to four public meetings, as well as commissioned studies focused on new or emerging issues in food and agriculture. Tetra Tech provides technical support in identifying top issues, as well as support for related dissemination activities such as panels and discussions. BIFAD will host 4-5 hybrid and virtual public meetings per year.

BIFAD Support contract encourages vendors to quote for one or both of the event types described below, depending on the vendor’s physical location and capabilities.

Purpose of Services

In 2023, BIFAD will potentially host a series of hybrid and virtual events with details such as dates and meeting length to be confirmed. For the purposes of comparing quotes equitably among vendors, please quote for the following example events:

Scenario 1: Virtual- Only Event: Virtual events up to 2.5 hours in length will be hosted on Zoom webinar or a platform to be confirmed with meeting organizers for up to 500 virtual participants with flexibility to increase depending on monitoring registrations. The Service Provider ensures optimal audio and visual presentation and provides technical support throughout the event. More complex virtual events will include the use of breakout rooms for smaller group engagement and an online collaborative working tool (e.g., Mural, Jamboard, etc).

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Attachment A: Scope of Work (SOW)

Hybrid events: Hybrid events will include 6-8 hours of programming at a location to be determined. The Service Provider will work with venue points of contact in person to set up audio and visual equipment to broadcast the program and presentations, ensuring optimal audio and visual presentation and providing technical support on Zoom webinar or other platform confirmed with meeting organizers. The online event will host up to 500 virtual participants with flexibility to increase depending on monitoring registrations. More complex will include the use of in-person or virtual breakout rooms for smaller group engagement and an online collaborative working tool (e.g., Mural, Jamboard, etc).

The Tetra Tech team seeks a service provider to support USAID and BIFAD's objectives for BIFAD-led or co-hosted virtual events for March 2023 to February 2024. The events described above are examples of the two types of events anticipated during this time, but this Request for Quotations is intended to establish a Blanket Purchase Agreement to fix pricing with the selected offeror for services through February 2024.

Capabilities

The Service Provider will have the following general capabilities:

1. **For all vendors, virtual online meeting hosting:** The platform to be used will be confirmed as soon as possible with the client but options generally considered are WebEx, Blue Jeans, or Zoom. The Service Provider must have had successfully produced and executed large virtual meetings using the selected platform. The Service Provider must have access to a license, either their own or through the BIFAD Support Contract or USAID. If the Zoom webinar will be held on the Service Provider's Zoom account, there must be an alternative solution as a backup in place. If the event requires the use of breakout rooms to meet its objectives, the selected platform must have the ability to have breakout room functionality.
2. **For vendors responding to the hybrid event scenario also** At hybrid events, the Service Provider must have the capability of supporting the online portion of the event, which includes having access to the audio/visual equipment to broadcast the event on the selected platform, such as the ones mentioned above. The Service Provider must have access to a license, either their own or through the BIFAD Support Contract or USAID. If the Zoom webinar will be held on the Service Provider's Zoom account, there must be an alternative solution as a backup in place. If the event requires the use of breakout rooms to meet its objectives, the selected platform must have the ability to have breakout room functionality.

Tasks

Scenario 1: Virtual-Only Events

Working in close collaboration with the BIFAD Support Contract Core Team, including the Senior Counselor, and with the BIFAD Executive Director, the Service Provider will:

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Attachment A: Scope of Work (SOW)

Before each Event

- **Event design and participant engagement advice (if required):** During early event planning, the Service Provider will provide advice on how best to engage the target participant community prior to an event. The Service Provider will confirm the level of interaction of a meeting with the BIFAD Support Contract. The Service Provider will then be asked to provide advice on options to maximize thoughtful participation during the consultation of interactive meetings. Methods and tools that encourage participation among all attendees, breakdown or mitigate social barriers to participation, that utilize tools to maximize time and visualization, and that are particularly adapted to the purpose and community of this event are most desired.
- **Meeting production support:**
 - a. **Dry Run:** The Service Provider will organize and schedule a Dry Run before the public meeting with presenters, speakers, panelists, or facilitators, which includes a Run of the Show. The Service Provider will test audio and visual capabilities, run through the agenda and sequence of events, and coach speakers, moderators, facilitators, and organizers in maximizing the meeting to ensure objectives of the meeting.
- **Registration page:** The Service Provider will set up an online registration page with the event details and captures the required information as provided by the BIFAD Support Contract core team. The Service Provider should have the ability to send a confirmation event with the link to join the meeting and a calendar invite depending on their platform (Outlook, Google Calendar, etc.). Attendance should be linked to individual registration details, so that registration and attendance data are paired for each individual attending. If hosted on the Service Provider's Zoom account, the Service Provider will provide registration numbers and registrant data every two days or as requested by the client.
- **Background picture:** The Service Provider will display an image that the client provides in the 16:9 ratio (e.g., 1920x1080) as the background to display for the Dry Run and the live Zoom webinar.
- **Reminder emails:** The Service Provider must send subsequent reminder emails including 24 hours and one hour before the event. Tetra Tech will review and approve the content for the reminder emails two days before the reminder emails are sent.
- **Briefing material preparation:** The Service Provider must provide prepared visual guidelines to participants on how to use and access the functions of the online meeting platform by way of a short document or 1-2 PowerPoint slides.

During the Event

- **Tech support during virtual meeting:** The Service Provider must anticipate any technical issues prior to the event, as well as troubleshoot any day of the event technical difficulties with the platform and audio/visual issues.
- **Video recording and back-up recording:** The Service Provider must record the event to produce a video and have a back-up plan in place in case the first option for recording fails.

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Attachment A: Scope of Work (SOW)

- **Accessibility Services:** Accessibility of the event will be important. The Service Provider must ensure that closed captioning is available during the event.

Post Event

- **Notetaking, reporting and synthesizing:** The Service Provider will provide the chat transcript, Q&A transcript, and cleaned-up and edited transcript from the meeting without any timestamps with spelling and grammar checks and names correctly spelled (an agenda with speaker names will be provided).
- **Raw meeting recording:** It will be important for the Service Provider to provide a recording of the event soon after the event ends as the BIFAD Support Contract will need to work with USAID to archive the video and upload to the appropriate platform for broader dissemination. Basic (e.g. audio or visual issues) or premium editing (e.g., name tags, animated lower thirds) of the video recording may be required.
- **Final meeting recording:** After receiving the feedback from the Client, the Service Provider is required to submit a final edited video recording with final edited SRT file within five business days. Client feedback on the video may include correcting spelling of names and titles (this should not be an additional cost if the correct spelling of names and titles were provided by the Client), optional animated lower thirds, and improving the quality of audio and visual presentation (e.g. any audio issues, transitions from speaker to speaker or panel). SRT or closed captioning files should be edited for grammar and include correct spellings of names, titles, and organizations as the Client will provide the information before the event.

Scenario 2: Hybrid Events

Tasks will include all of those above for virtual online facilitation services in addition to those below. Working in close collaboration with the BIFAD Support Contract Core Team, including the Senior Counselor, and with the BIFAD Executive Director, the Service Provider will:

During the Event

- **In-person tech support during hybrid meeting:** The Service Provider must provide in-person

Deliverables and Deadlines

Based on the tasks above, expected deliverables for each event include:

- Registration landing page design and link
- Scheduled dry run with agenda and annotated notes and instructions
- Raw video recording of the event
- Final video recording with edited SRT file of the event
- Final registration records
- Final attendance/participant records

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Attachment A: Scope of Work (SOW)

- Final chat transcript
- Final Q&A transcript
- Verification of attendance and participation dashboard data from the virtual meeting platform, such as through a screenshot

Coordination

The BIFAD Support Team Operations Manager will coordinate this SOW and approve deliverables.