

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF PAGES
2. AMENDMENT/MODIFICATION NO. 01		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY Executive Office USAID RDMA 63 Athenee Tower, 25th Floor Wireless Road Bangkok, Thailand 10330		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) All Offerors / Bidders		(X) 9A. AMENDMENT OF SOLICITATION NO. RFP 008/2015 (original attached)		9B. DATED (SEE ITEM 11) July 31, 2015	
CODE		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
- (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	Extension of closing date

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

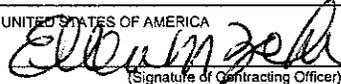
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

- extend the closing date for the submission of proposal from July 31, 2015 (5pm Bangkok Time) to August 7, 2015 (5pm Bangkok Time)

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Ellen Zehr Contracting Officer/Executive Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY  (Signature of Contracting Officer)	7/31/15

Attachment A

REQUEST FOR PROPOSAL (RFP)

A. RFP no. and Date:	008/2015 – July 15, 2015
B. Subject:	USAID/RDMA Climate Change Video 2015
C. Issuing Office/Section:	USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of questions:	July 24, 2015 – (5pm, Bangkok Time)
E. Closing date for receipt of proposals:	July 31, 2015 – (5pm, Bangkok Time)
F. Type of Award:	Fixed Price – Purchase Order
G. Basis for Award:	Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit technical and cost proposal of the services specified below. This is to support the operation of USAID Regional Development Mission for Asia in Bangkok Thailand.

Questions regarding this Request for Proposal (RFP) and proposal submission must be via email only to spoomtong@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal.

STATEMENT OF WORK

USAID RDMA Climate Change Video 2015

A. Purpose: The purpose of the activity is to produce a video that has a four-minute version, a two-minute version and a 30-second trailer of a compelling video related to the work of the U.S. Agency for International Development Regional Development Mission for Asia (USAID/RDMA) in climate change in Asia and the Pacific ahead of the Climate Talks in Paris from December 1 to 12, 2015.

B. Background: USAID has requested its missions around the world to increase their storytelling in many formats ahead of the Climate Talks in Paris. Given the substantial work in climate change that USAID/RDMA has implemented over the years in the region, short, professionally-filmed and produced videos capturing the impact of USAID's investment for the people of Asia and Pacific will help the Agency tell our story to broad public audiences as well as decision-makers over the next several years. This video, created in four- and two-minute versions and a 30-second trailer for different uses and audiences, would be part of a package of media and social media tools that RDMA can promote and share with the Agency for greater visibility. Video production and climate change resilience and mitigation are included in USAID/RDMA Communications Plan, which budgets for outreach products such as videos.

C. Phases: USAID anticipates five phases for the implementation of this Contract:

- 1. Planning Meeting:** At least one time during the period of o/a August 20, 2015, the Contractor will be required to meet with USAID to discuss scope and requirements of the task to ensure the Contractor understands the objective of the video and what is expected. On this same occasion, the Contractor may take the opportunity to review what video footage is already available from USAID to start the video production process and determine next steps.
- 2. Preparation:** From o/a August 25-29, 2015, the Contractor will develop a storyboard and draft script, secure approval from USAID, and schedule transportation to sites chosen to film, including securing necessary visas and preparing travel paperwork. USAID envisions sending the team to visit project sites in Cambodia and Vietnam, but this could change as the storyboard is developed.
- 3. Filming:** From o/a September 1-15, 2015, the Contractor will film beneficiaries of USAID's work in climate change in the country or countries identified.
- 4. Production:** From o/a September 16-22, 2015, the Contractor will work independently to edit four- and two-minute versions of the video with subtitles, refining as necessary the storyboard and script developed with USAID. The Contractor and USAID will remain in close communication for any questions or issues that may arise.
- 5. Finalization:** Between o/a September 23-30, 2015, the Contractor will present the rough draft of the video version to USAID for comments, revisions and finalizing of the deliverables. If edits are required, this phase will be extended to allow sufficient time for additional revisions. All deliverables are due to be ready for distribution no later than October 15, 2015.

D. Schedule:

- 1. Deliverables:** The Contractor will record and produce a professional quality video in four- and two-minute versions and a 30-second trailer version in a web-supported format that can be easily uploaded onto a website, stored in YouTube and produced in a broadcast quality on DVD (five copies). The final product is expected to be engaging and cinematic. The storyboard and script, as deliverables, will be approved by USAID before the filming takes place.

a. **Visual quality:** The videos will tell a compelling story with a range of angles, including close-ups, wide, medium and reverse shots and compelling b-roll (extra footage) to provide interest and give appropriate context. Interview head-shots will be kept to a minimum.

b. **Audio quality:** Final videos will have high-quality and clear soundtracks.

2. **Timetable:** After a review of the videos and further edits as necessary o/a September 23-30, 2015, the Contractor should provide USAID with all deliverables no later than October 15, 2015.

3. **Payment:** USAID will pay the Contractor a fixed price in two equal installments at the following milestones: 1) the successful completion of the preparation stage, to USAID's satisfaction, before traveling to record segments for the videos, and 2) delivery of the final video in all appropriate formats and quality to the satisfaction of USAID.

E. Assumptions:

1. The Contractor will provide all equipment and materials for the Contractor to operate effectively.

2. During the editing period, the Contractor and USAID will be reasonably available to each other for any necessary communication for the successful production of the videos.

3. All materials developed, including raw footage, will be the sole property of USAID and are not for use or distribution by any other entity.

All videos must be compliant with Section 508 of the Rehabilitation Act, such as including captions (in English) so all users, regardless of disability status, have access.

F. Evaluation: USAID will evaluate proposals based on the following criteria:

1. Best Value and Price will be one of the primary factors in the evaluation of the proposals. (45 percent)

2. Proposals must include a brief description of how the Contractor operates, computer programs that the Contractor uses to edit videos, and, most importantly, samples of the Contractor's previous work. Quality of the samples provided, in addition to the information requested here, will be one of the primary factors in the evaluation of the proposal. (45 percent)

3. Satisfactory past performance with national or international development or social organizations, or documentaries on development issues in Asia, will be a factor in the evaluation of all proposals. (10 percent)