

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.		5. PROJECT NO. (If applicable)	
6. ISSUED BY Executive Office USAID RDMA 63 Atheneee Tower, 25th Floor Wireless Road Bangkok, Thailand 10330	CODE	7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) All Offerors / Bidders		(X)	9A. AMENDMENT OF SOLICITATION NO. RPP 001/2014 (original attached)		
			9B. DATED (SEE ITEM 11) Dec 6, 2013		
			10A. MODIFICATION OF CONTRACT/ORDER NO.		
			10B. DATED (SEE ITEM 13)		
CODE	FACILITY CODE				

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 proposals from Dec 6, 2013 to Dec 13, 2013 (17:00 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) David Hallengren Contracting Officer/Executive Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)	16C. DATE SIGNED 6 Dec 2013

REQUEST FOR PROPOSAL

A. RFP no. and Date	001/2014, November 22, 2013
B. Subject	Video Coverage for the USAID Forward Experience Summit January 13-17, 2014
C. Issuing Office/Section:	Executive Office USAID/RDMA 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
C. Closing date for receipt of question:	November 29, 2013 – 5pm Bangkok Time
Closing date for receipt of proposal:	December 6, 2013 – 5pm Bangkok Time
D. Type of Award:	Fixed Price
E. Basis for Award:	Soliciting competition, evaluation of quotations 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 Asia in Bangkok Thailand.

Questions regarding this RFP and proposal submission shall be via email 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.

A. Purpose:

To select the best company/individual to provide the services of capturing and creating professional quality videos to feature presentations and activities during the USAID Forward Experience Summit 2014 (Summit), from o/a January 13 to 17, 2014, at the Asia Regional Training Center (ARTC) located at the USAID Regional Development Mission for Asia (USAID/RDMA), in Bangkok, Thailand. The aim is to reach a wider audience online after the Summit and maximize the event's outcomes to the fullest extent possible.

B. Background:

USAID/RDMA will host an "Experience Summit" for USAID Forward at the ARTC in Bangkok from o/a January 13 to 17, 2014. This training will bring together USAID development professionals from around the world to promote and institutionalize the recent successful efforts by USAID to implement reforms and improve effectiveness in the areas of talent management, monitoring & evaluation, local solutions, and science, technology, innovation & partnership, collectively referred to as "USAID Forward." The primary learning objectives of the Summit will be to foster a robust dialogue around the reforms and their implementation, distill lessons learned, build synergies, share best practices and exchange new ideas and innovations. Individual sessions will focus on horizontal learning and maximize peer-to-peer exchanges with real examples and case studies. The presentations, ideas and experiences shared at the Summit will be made available post-event to a wider USAID audience using innovative technologies and multi-media.

C. Video Recording:

The Summit is a large-scale event with at least 100 participants. The Summit will have numerous "speakers" who will present their work to the audience. The speakers may present their topics using various formats including PowerPoint presentations, videos, panel discussions, group discussions, etc. The Contractor will be required to capture all of the activities during the presentations, edit selected sessions as determined by USAID, and create professional quality videos for online dissemination. The end products will be uploaded onto a Summit website for access by a wider audience within USAID. The Contractor will also be required to ensure that all final videos are engaging and cinematic, making viewers feel that **"they have the best seat in the conference room."**

D. Milestones:

The required task consists of five phases;

1. Planning Meeting: At least one time during the period of o/a December 15-20, 2013, 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 event and what is expected. On this same occasion, the Contractor may take the opportunity to survey and assess the location to prepare for the subsequent set-up.

2. Setup and Preparation: From o/a January 6-10, 2014, the Contractor will be allowed access to the facility for preparation, equipment setup and test runs. The Contractor is responsible to ensure that all equipment necessary to complete the task is set up, tested and ready to operate smoothly by o/a Friday, January 11, 2014.

3. Filming: During the Summit, the Contractor will adequately record the all presentations and ensure video and audio are of high quality. USAID will provide a suitable work environment during business hours throughout the course of the Summit at the ARTC, to include power outlets and logistical support.

4. Production: Approximately two weeks after completion of the Summit, from o/a January 18-31, 2014, the Contractor will work independently to edit selected sessions as determined by USAID. The Contractor and USAID will remain in close communication for any questions or issues that may arise.

5. Finalization: Between o/a February 3-7, 2014, the Contractor will present edited videos to USAID for comments, revisions and finalizing of the deliverables. If there are necessary edits required, this phase will be extended to allow sufficient time for additional revisions. All deliverables are due to be ready for dissemination no later than February 14, 2014. All materials developed will be the property of USAID and are not for use or distribution by any other entity.

E. Schedule:

1. Deliverables: The Contractor will record and produce professional quality videos in a web-supported format that will allow for them to be easily uploaded onto a website. The videos will be recorded either by two or more cameras from different spots in the conference room. The final products are expected to be both engaging and cinematic.

- i. Visual quality: The videos will combine the presentation substance, the presenter's intent and the audience's attention together. All of these elements will be incorporated to provide the best video quality, providing different angles of the conference room during each session, including close-ups, wide, medium and reverse-shots over the presenter's shoulder, and/or showing the audience
- ii. Audio quality: Final products will have high quality and clear soundtracks accompanying the videos

2. Timetable: The Contractor will produce samples of deliverables sometime between o/a February 3-7, 2014, for testing and quality check. Subsequently, final products will be made ready and delivered to USAID for dissemination by February 14, 2014.

3. Payment: USAID will pay the Contractor a fixed price in two equal installments at the following milestones: the successful conclusion of the Contractor's attendance and recording of the Summit at the ARTC, and delivery of the final videos in a format and quality to the satisfaction of USAID.

F. SELECTION CRITERIA:

The selection criteria will be based on the following factors;

a) **Detailed cost proposal** (45%)

b) **Past performance** - (55%) All interested parties must demonstrate previous works that are relevant to the required services. Proposals should include a brief description of how the Contractor operates, computer programs that the Contractor uses to edit videos. Letters of recommendations, appreciation or other evidence from previous customers shall be submitted for consideration as part of the proposal.