

**To:** Offerors

**Date:** May 31, 2023

**From:** Procurement and Partnerships Team, INVEST Project; Implemented by DAI Global LLC

**Subject:** Request for Proposals (RFP) INVEST-127: USAID/Dominican Republic Northwest Economic Growth and Development Activity: Stakeholder Consultation and Engagement

**Due:** 12:00pm Eastern Daylight Time (EDT) on **June 16, 2023**

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's INVEST project funded by the United States Agency for International Development (USAID). DAI invites organizations and consortia to submit a proposal for work under the USAID/Dominican Republic Northwest Economic Growth and Development Activity: Stakeholder Consultation and Engagement.

- I. **RFP Process and deadlines:** This solicitation will result in the award of a firm fixed price purchase order or subcontract. We anticipate issuing a single award with an anticipated ceiling between \$120,000 and \$150,000.
  - a. **Submission of Questions** – Questions must be submitted no later than **12:00pm EDT on June 6, 2023** via email to [INVEST\\_Procurement@dai.com](mailto:INVEST_Procurement@dai.com). DAI will respond to these questions in approximately one to two (1-2) business days.
  - b. **Submission of Proposal** – Proposal must be submitted no later than **12:00pm EDT on June 16, 2023** via email to [INVEST\\_Procurement@dai.com](mailto:INVEST_Procurement@dai.com), copying [Katherine.Tilahun@dai.com](mailto:Katherine.Tilahun@dai.com) and [Danny.Mannka@dai.com](mailto:Danny.Mannka@dai.com). The subject line of the email should be your organization name, followed by “Submission under RFP (RFP) INVEST-127: USAID/Dominican Republic Northwest Economic Growth and Development Activity: Stakeholder Consultation and Engagement.” Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization's DUNS number. Please limit file submissions to 10 megabytes or less. Proposals must be submitted in English.
- II. **Composition of Proposal:** The proposal should comprise the following submission documents. The Technical Proposal and Price Proposal should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a ten (10) slide presentation, using 12-point standard font size. Graphics may be included, so long as text is clearly legible. If text or graphics are of poor resolution, the information provided may be excluded from consideration. Submissions in PowerPoint or PDF are acceptable, although PDF is preferred along with an accompanying PowerPoint document. Please provide a copy of your price proposal in Excel format; offerors should use their own budget templates.

## **Part 1 – Technical Proposal**

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

1. **Technical Approach** – Offerors will detail their approach to fulfilling the accompanying Statement of Objectives (SOO) in the Dominican Republic. The approach will clearly indicate how the proposed activities will result in the successful completion of all deliverables and activities.
2. **Institutional Capacity** – Please provide details about the experience, expertise, or capacity of your firm to implement the proposed approach and complete the work as described. This should also include past performance information for similar activities that engage a diverse set of stakeholders, including case studies or examples of events facilitated by your firm and/or diverse stakeholder engagement leading to actionable activities, the engagement methods that were used, what worked well, and any challenges your firm has faced, as well as ways your firm has troubleshooted and overcome those challenges. Offerors should include details of their experience with and understanding of the challenges and opportunities of sustainable economic growth, nearshoring strategies and/or attracting private sector investment.
3. **Management Plan/Staffing Structure** – Offerors 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, including a milestone schedule. The management plan should address how offerors will engage with the steering committee through the preparation, implementation, and follow-up of the workshop. Offerors are permitted to engage in partnering arrangements (for example, a lead convening organization, and a local facilitation partner) if it will aid in providing best value to USAID. If a partnering arrangement is being proposed, please describe the nature of the arrangement, the specific technical value being contributed by each member of the team, and the appropriate management controls to ensure successful delivery.

In addition to the above, please include the following inputs, which will not be counted as part of the 10-slide limit and format may be PDF or Word:

- Two (2) examples of past performance relevant to this activity (limited to two (2) pages per example)
- CV(s) of any individuals proposed in the staffing plan to conduct this activity (limited to two (2) pages per individual).

A cover page will be considered a non-counting page, should offerors choose to include one. No additional annexes or documentation are requested nor should be submitted.

## **Part 2 – Price Proposal**

The contract type for the presumptive work will be fixed price, awarded as a purchase order or subcontract by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Offerors should breakdown each deliverable's

associated costs, including all labor and non-labor costs according to expected levels of effort to accomplish each deliverable according to the objectives as laid out in the SOO. Offerors should use their own budget templates, submitted in Excel format. To complement the budget in Excel format, offerors should submit a budget narrative, which outlines all underlying assumptions around cost buildups for deliverable pricing (no more than 2-3 pages). Please note that if you are selected as the apparently successful offeror and DAI begins negotiations for the subcontract, then your firm will be asked to submit to DAI backup justification documentation for all labor and non-labor costs included in the budget. Please limit file submissions to 10 megabytes or less.

**III. 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 offer will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. 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. DAI reserves the right to check the past performance, references, and other pertinent offeror information in making award decisions. Proposals will be evaluated against a stated number of factors including: the overall proposed approach, relevant experience with stakeholder engagement, and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations.

**1. 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:

- a. **Technical Approach (30 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:
  - i. Technical approach clearly indicates how the proposed activities will result in the successful completion of all deliverables and activities in the Dominican Republic, including effective stakeholder engagement, delivery of two one-day events in Spanish and synthesizing the resulting conclusions and recommendations from the workshops in a final report. Approach describes how offeror will monitor quality including setting and measuring key performance indicators for the activity. (10 points)
  - ii. Proposed technical approach reflects familiarity with and understanding of facilitating stakeholder engagement to validate private sector investment and sustainable economic growth development objectives and incorporates relevant technical experience in researching/ developing/ and implementing engaging, participatory workshop sessions considering diverse

- participants from across the Dominican Republic which result in clear and concise recommendations. (10 points)
- iii. Proposed approach demonstrates understanding of the existing barriers and opportunities for reforms in the Dominican Republic, and knowledge of the broad system of stakeholders to be engaged. The proposed approach addresses how a broad and inclusive range of stakeholders will be engaged to identify, assess, and/or validate nearshoring, trade, and business opportunities for the country to advance sustainable economic growth plans. (10 points)
- b. **Institutional Capacity (35 Points):** Points for this section will be based on information presented in the corresponding section. The offeror should demonstrate their:
- i. Experience in designing and implementing workshops/events that convene and engage a diverse set of stakeholders, focusing on participant-driven discussions to validate and inform activity design, integrate existing policies and identify information gaps. (15 points)
  - ii. Experience and understanding of nearshoring strategies, economic growth development objectives and private sector engagement in the Dominican Republic or the region. Prior experience facilitating stakeholder sessions or activity design should be highlighted. (5 points)
  - iii. Demonstrated experience facilitating workshops/events in Spanish in the Dominican Republic or the region, managing logistics and producing professional materials used for workshops/events. (15 points)
- c. **Management Plan / Staffing Structure (35 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 each proposed firm (if firms are partnering), and the demonstrated efficacy and clarity of the management plan. Proposals should provide a clear management plan in narrative form for the development, review, and submission of all associated deliverables, including a proposed milestone schedule. If the offeror is submitting a proposal with partners, the proposal should describe the nature of the arrangement (i.e. added technical value), the division of labor among the partners, and the appropriate management controls to ensure successful delivery. The offeror should clearly demonstrate the:
- i. Management plan for proposed activities, including clearly defined technical roles and delineation of responsibilities for each proposed staff and partner firm (if applicable). (10 points)
  - ii. Qualifications and experience of staff to assess and deliver high quality facilitation, including those with experience addressing sustainable economic growth, nearshoring or private sector investment. (10 points)

- iii. Timeline and deliverables that will result in objectives of SOO being met. (10 points)
- iv. Advanced proficiency in both Spanish and English to allow for effective communication with local stakeholders, USAID/INVEST staff, and translation of workshop materials from English to Spanish. (5 points)

**2. Price Proposal:** Price and associated cost build-up 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.

IV. **Offeror’s Agreement with Terms and Conditions: Please visit the [INVEST Procurement Hub](#) website (scroll down to “Terms and Conditions”) for RFP 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 of this RFP and any attachments hereto. 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 INVEST Procurement and Partnerships Team**  
[INVEST\\_Procurement@dai.com](mailto:INVEST_Procurement@dai.com)

**Statement of Objectives under RFP INVEST-127:  
USAID/Dominican Republic Northwest Economic Growth and Development Activity: Stakeholder  
Consultation and Engagement**

**Introduction**

The United States Agency for International Development (USAID) recognizes that as the world's development challenges become more complex, many can only be solved through market-based solutions. Increasingly, private investors and businesses are looking at emerging markets for new opportunities. However, investing in these markets is complex, and USAID has an important role to play in mobilizing investment into high-impact areas.

Encouraging these investments requires new forms of collaboration. In September of 2017 through a contract awarded to DAI, USAID set up the INVEST mechanism to build and engage a network of partner organizations with valuable investment and finance expertise, including those that have not worked extensively with USAID in the past.

INVEST enables USAID Missions, Bureaus, and Independent Offices to quickly access niche expertise from this diverse network of partner organizations. These partners work alongside USAID to deliver customized financing solutions that address investment constraints, mobilize additional private capital, and produce development results for a variety of sectors and geographies.

**Background & Purpose**

The future of the USAID/Dominican Republic Northwest Economic Growth and Development Activity aims to promote sustainable and equitable economic development in the Dominican Republic with a focus on the northwest region; the Activity design will integrate and build on several analyses that the Dominican Republic (DR) Mission and others have previously conducted. These include the Port of Manzanillo Master Plan and a nearshoring analysis. The northwest (NW) region was the focus of contextual research conducted as part of the master planning for the Port of Manzanillo. While the Activity's specific objectives and interventions are still under development, broadly the aim is to create and jumpstart an economic development plan for the NW region, including opportunities for nearshoring and free trade zone expansion, to support a strategic supply chain realignment in the region and build resilience. Another important aspect is to support the mobilization of finance to facilitate improved private sector productivity and growth, including an enabling environment that promotes private investment in the NW region from an environmentally responsible perspective. The Northwest Economic Growth and Development Activity also intends to advance U.S. government (USG) and Agency-specific strategies, such as the Americas Partnership for Economic Prosperity, the Alliance for Development in Democracy, and the USAID Climate Strategy.

Under this scope, USAID seeks to identify a partner to support its extensive consultation and engagement process through the organization of two events to validate and identify opportunities that advance these objectives. The events will involve key stakeholders from the Government of the Dominican Republic (GODR); the local, foreign, and multinational private sector; international donors; multilateral organizations; and USG agencies; among others.

Key GODR stakeholders to be engaged during the consultation process will be representatives from the ministries of: Economy, Planning and Development (MEPyD); Industry, Trade and SME (MICM); Presidency (MinPre). These ministries are the ones driving forward the following critical pieces that will help inform the Activity design:

- GODR’s nearshoring strategy,
- GODR’s border development strategy and the productive zoning plan,
- USAID’s Transparency Activity,
- other related activities such as the IDB loan for the expansion of the Port of Manzanillo, and an upcoming loan for the realignment of the DR within the global supply chains and enabling nearshoring.

Other government parties that will be consulted in the events include: the Ministry of Environment and Natural Resources, the Ministry of Energy and Mines; the National Climate Change and Clean Development Mechanism Council, the General Directorate for Public and Private Partnerships, among others identified in the activity design engagement plan. The goal of the technical interviews and consultation meetings is to assess the information gaps and GODR needs for technical support to inform the Activity’s scope of work. The objective is to gather information, understand goals and objectives of current GODR strategies, and identify USAID’s potential for catalytic assistance. Following these consultations, the team will hold biweekly group meetings with GODR technical representatives to refine objectives, seek alignment and consensus to complete the Activity design.

### **Objectives and Activities**

The activity will require the implementation of two large events to promote stakeholder engagement, ensure buy-in, and gather information. These events will bring together minister and technical level representatives from GODR, the private sector, the donor community, and civil society.

Other government parties that will be consulted in the events include: the Ministry of Environment and Natural Resources, the Ministry of Energy and Mines; the National Climate Change and Clean Development Mechanism Council, the General Directorate for Public and Private Partnerships, among others identified in the activity design engagement plan. The goal of the technical interviews and consultation meetings is to assess the information gaps and GODR needs for technical support to inform the Activity’s scope of work. The objective is to gather information, understand goals and objectives of current GODR strategies, and identify USAID’s potential for catalytic assistance. Following these consultations, the team will hold biweekly group meetings with GODR technical representatives to refine objectives, seek alignment and consensus to complete the Activity design.

The goal of the events will be to identify, assess, and/or validate nearshoring, trade, and business opportunities for the country to advance sustainable economic growth plans in the current macroeconomic local and regional contexts. The objectives are:

- Identify how USAID can support the objectives of current and new GODR strategies, such as the Nearshoring Plan, and the National Council for Trade Facilitation (CNFC) 2023 plan;
- Validate existing analyses and facilitate further input from private sector and other actors on related priorities and potential opportunities;
- Discuss the proposed theory of change and illustrative activities;
- Build consensus among all parties involved in the implementation of the USAID Northwest Economic Growth and Development Activity;
- Facilitate decision making to seek agreement between GODR representatives and other participating stakeholders.

INVEST is seeking a subcontractor to organize two high-level one-day events, facilitate the discussions, and synthesize the resulting conclusions and recommendations: one will be held in Santo Domingo and the second in Santiago during the same week in July 2023. The events will be held in Spanish.

During the first event in Santo Domingo, USAID will present analysis and background data which it has collected to date, and convey USAID's interest in working on economic growth and nearshoring opportunities. Government partners including MICM, MEPYD, and MINPRE will also present background information of their current strategies that inform this design as follows:

- The Border Productive Zoning Report - MEPyD
- The Manzanillo Masterplan - MinPre
- The country's Nearshoring Strategy (in development) - MICM
- Private sector (afternoon)

Following the initial scene setting presentations, there should be a discussion around the common working areas between strategies, prioritized areas, and the potential entry points for USAID assistance. In the afternoon, sessions will bring together the private sector to build on the information gathered and inform the scope of work and objectives of the USAID NW Economic Growth and Development Activity.

The second event will take place in Santiago and seek the same with private sector members of the Industries Association of the Northern Region (AIREN), the Dominican Association of Border Region Enterprises (ADEFRO), among others. The discussion should assess the obstacles and needs that hinder private sector investment to foster economic growth and nearshoring in the NW region and the country more broadly. Additionally, the team will validate market-driven sectors with growing potential for nearshoring services in the DR.

The subcontractor is expected to design an approach and corresponding agenda that will result in effective stakeholder engagement and validation of proposed activities and strategies aimed at achieving the objectives of the USAID NW Economic Growth and Development Activity. The subcontractor will be provided with all background analysis and stakeholder input done to date as well as GoDR inputs from relevant ministries. USAID will prepare participant lists for both Santo Domingo and Santiago and provide information to the selected offeror. The selected offeror will do the outreach to all invited participants and manage the participant response. This should all be done in Spanish.

During the events, the selected offeror should facilitate the discussions, manage the time, and ensure the events lead to the desired outcomes. The development of materials for the event will be the responsibility of the selected offeror and it is expected the discussions and outputs will be accurately captured so as to inform the resulting reports and recommendations.

Additionally, it is expected the selected offeror will manage the logistical components of the events. Logistics will include venue selection and reservations, provision of catering and refreshments, and any required a/v equipment and/or materials and collateral needed for the event. USAID/DR will provide information on their preferred vendors in effort to support the selection as appropriate. and outreach to participants based on participants identified by USAID/DR. The subcontractor will be responsible for producing all conference materials with review and approval by INVEST and USAID. All materials and logistics preparations will be reviewed and approved by INVEST and USAID.

### **Illustrative Deliverables & Milestones**

Illustrative deliverables are listed below, however, offerors should propose deliverables in line with their approach while meeting the objectives outlined in this SOO. Deliverables will be submitted for review and approval in both English and Spanish unless Spanish only is specified.

The following illustrative deliverables will be developed and presented under this buy-in:



1. Review all USAID data and analysis done to date as well as relevant GODR strategies, ensure foundational understanding of the context in order to integrate context into approach and agenda.
2. Development of event agendas including methodology or approach to engaging multiple stakeholders to solicit feedback and input into USAID and GODR strategies and planning to foster economic growth.
3. Organization of two high-level events, one in Santo Domingo and one in Santiago, to take place the same week in mid/late July. This will include managing all event logistics, venues, materials and outreach to USAID-provided participant list. All materials and communication to participants must be done in Spanish.
4. Facilitate two events, taking notes, gathering information, and ensuring lively discussion and engagement leading to consensus. All facilitation must be done in Spanish.
5. Draft event reports summarizing participation, discussion and outputs of each. Reports should be completed in both English and Spanish.
6. Draft conclusions and recommendations report highlighting key priorities and opportunities for interventions for USAID assistance, to inform the USAID NW Economic Growth and Development Activity program description. Reports should be completed in both English and Spanish.
7. Present conclusions and recommendations to key USAID staff in Spanish.

### **Role of INVEST and Implementation Structure**

INVEST will work closely with the selected subcontractor during all stages of this work. DAI will subcontract the selected offeror directly and provide review and oversight throughout the life of the activity in accordance with INVEST's management approach. The INVEST team will administer periodic check-ins, reporting, deliverable review prior to client presentation and approval, and manage the subcontract governing the activity and oversee the work of the successful offeror(s). INVEST recognizes the accelerated nature of this work and will ensure rapid review and response in order to keep the activity progressing at the pace required.

- *Subcontractor Onboarding:* INVEST will provide the successful offeror(s) with all necessary context to implement the activity, request all necessary contractual inputs to negotiate and sign the subcontract, and coordinate all communications between USAID/Dominican Republic and the successful offeror and work with the successful offeror(s) to develop work plan(s), as necessary.
- *Project Implementation:* The selected subcontractor(s) will implement the work as prescribed by the work plan(s) (as needed) and agreed upon subcontract Statement of Work and deliverable schedule. INVEST will provide management support and conduct periodic check-ins/reporting as well as coordinate all communications between USAID, and the successful offeror(s).
- *Ongoing Monitoring, Evaluation, and Learning:* INVEST will define indicators during the subcontracting process, collect and review M&E data from subcontractor(s) for requisite reporting to USAID and will conduct data quality assessments as necessary. Illustrative indicators could include:
  - *Participants engaged, affiliation, disaggregated by sex, sector*
  - *Outputs from meetings that lead to conclusions and recommendations*
  - *Recommendations reports presented to USAID*

### **Period and Place of Performance**

The activities outlined above are estimated to take place over a three (3) month period from approximately June 2023 to August 2023. Events will take place in July and final reports to USAID should be done shortly thereafter. Offerors are free to propose an implementation timeframe within that

range that best aligns with their technical approach but must be clear about how long each phase will take to complete.

There will be significant interaction between the selected offeror(s), stakeholders in the Dominican Republic as well as interactions with INVEST and USAID staff. Offeror(s) are expected to propose a hybrid approach for remote planning in addition to the travel to the Dominican Republic to facilitate the in-person events.

**RFP INVEST-127: USAID/Dominican Republic Northwest Economic Growth and Development  
Activity: Stakeholder Consultation and Engagement Question and Answer (Q&A)**

1. Who will be the offeror's primary contact(s) for purposes of designing, planning, and reporting on the events?

**Response: The offeror's primary contact will be the USAID INVEST team.**

2. What is the expected cadence of meetings and check-ins with the INVEST team?

**Response: The selected offeror will discuss with the INVEST team the appropriate cadence and come to agreement at kick off. This will likely include regular check-ins weekly or biweekly as well as ad hoc meetings as required.**

3. What is the expected cadence of meetings with USAID and/or other parties?

**Response: USAID will join the meetings with the selected offeror and INVEST as schedules allow.**

4. Will representatives from the USAID DR Mission attend any of these meetings?

**Response: Yes, USAID will join the meetings with the selected offeror and INVEST as schedules allow.**

5. Should offerors expect for planning meetings to be conducted in Spanish or English?

**Response: Planning meetings should take place in English; however, offerors should be able to respond to planning questions in Spanish. All facilitation will be delivered in Spanish, so offerors will need to be able to work in both languages.**

6. Who will be the primary contacts at INVEST, USAID and other (USG) stakeholders?

**Response: Primary contacts from INVEST, USAID, and other stakeholders will be shared with the successful awardee during an initial orientation call and kickoff after the evaluation has been completed.**

7. Are the USAID project leaders located in Washington, the DR, or elsewhere?

**Response: This activity will be carried out in coordination with USAID/DR staff located in the Dominican Republic.**

8. What role will the USAID Mission have in the leadership of this effort?

**Response: USAID/DR will have a strong role in this effort and will be present for the events. They have set the objectives and will benefit from the stakeholder engagement outcomes.**

9. Are the facilitators expected to conduct any stakeholder interviews prior to the workshops?

**Response: No, the selected offeror is not required to conduct stakeholder interviews. Unless the offeror deems it appropriate to support the proposed methodology or the events planning process.**

10. If interviews are necessary, how many stakeholders would the facilitators need to interview?

**Response: N/A**

11. Does the offeror have to choose vendors from the USAID preferred vendor list?

**Response: No, the offeror may choose the vendor based on their own procurement processes as long as processes are in compliance with USG procurement rules and regulations and ensuring selected vendors present best value to the US Government.**

12. Are there preferred venues for the workshops?

**Response: No, there are no preferred vendors identified.**

13. How many people are expected to attend each of the two workshops, including USAID staff, DAI staff, other USG representatives, private sector, donor community, civil society and GODR representatives?

**Response: The total number of participants may vary depending on the city: for the Santo Domingo workshop the expectation is to receive between 80 and 100 participants; for the Santiago workshop, participation may be less ranging from 60 to 80.**

14. What are the programmatic deadlines driving the July workshop dates?

**Response: The July workshop dates have been selected to ensure programming discussions and decisions for USAID/DR and GoDR continue moving forward.**

15. Are there any factors that may delay the workshops beyond July?

**Response: At this time there are no factors identified that will delay the workshops.**

16. Given the proposed schedule, what are the considerations for hurricane season?

**Response: Should the workshops need to be rescheduled or canceled due to severe weather, USAID INVEST will work with the selected offeror at that time to determine appropriate next steps.**

17. Will any workshop attendees require Spanish-to-English translation services?

**Response: No, translation services will not be required. The workshops must be held in Spanish as most participants are local DR authorities.**

18. Will the offeror need to provide any event security for VIPs, USG, or GODR attendees?

**Response: No event security will need to be provided.**

19. Is there flexibility for the offeror to co-design aspects of the presentation delivery or interaction with the audience to ensure these presentations are engaging, meaningful for the participants, and support the desired outcomes of the events?

**Response: The offeror will work closely with USAID INVEST and USAID/DR to ensure the presentations are engaging and meaningful, in addition to meeting the practical objectives of the activity. Offerors are encouraged to include specific ideas or recommendations for presentation delivery and interaction in their proposals to lead such an event.**

20. Are there any specific materials that the offeror must create for the workshops?

**Response: Specific materials and outputs can be co-designed post-award in coordination with USAID/DR and INVEST.**

21. Does the client require capturing photos or videos during the workshops?

**Response: Yes, capturing photos or videos during the workshops is expected for the purposes of evidence documentation.**

22. Does the client want professionally edited videos of the workshops for later use?

**Response: This is not required, however, offerors may choose to include in the offeror's proposal if it aligns with their proposed approach and this amount can fit within the listed RFP ceiling.**