

# CLDP NC - Call Order Form

Row 246

<b>Number</b>	0255
<b>Call Order Created Date</b>	09/16/22 12:40 PM
<b>Assigned RTL</b>	
<b>Call Order Issue Date</b>	
<b>Proposal Due Date</b>	
<b>Call Order Status</b>	Call Order In Draft (with IPS)
<b>Contract Number</b>	1331L522A13OS0004
<b>BPA Call Number:</b>	0255
<b>Event Name:</b>	Stakeholder Digital Trade Workshop for Central Asia
<b>Account(s):</b>	5108/23/7159000/CAR/0710/2599
<b>Final Folder Label</b>	PSA Call 0255, 7159, CA Stakeholder Digital Trade Workshop, Tbilisi, Nov22
<b>Modification Order #:</b>	
<b>Revision #:</b>	
<b>Meeting Type</b>	In-Person
<b>Program Dates:</b>	
<b>Event Start Date</b>	11/29/22
<b>Event End Date</b>	12/02/22
<b>Program City:</b>	Tbilisi
<b>Program Country:</b>	Georgia
<b>Country Income Level</b>	Middle
<b># of Languages (for Translation Only)</b>	
<b># of FTF Events</b>	
<b># of Virtual Events</b>	

**Background:**

Through an agreement with the U.S. Department of State under Section 632(b) of the Foreign Assistance Act (FAA) of 1961, the U.S. Department of Commerce has received funds to support international trade law technical assistance programs for Kazakhstan, the Kyrgyz Republic, Tajikistan, Turkmenistan, and Uzbekistan. As part of the U.S. Government's technical assistance to Central Asia, CLDP has been tasked by the U.S. Department of State to support the development of regional working groups on customs, sanitary and phytosanitary (SPS) measures, digital trade, intellectual property rights, and women's economic empowerment.

**Description Summary:**

The Call Order will allow CLDP to conduct a Stakeholder Digital Trade Workshop to take place in Tbilisi, Georgia on November 29- December 2, 2022. The Working Group will have a total of 45 participants (6 Uzbek, 6 Kyrgyz, 6 Kazak, 6 Tajik, 6 Turkmen, 7 international experts, 3 local, and up to 5 CLDP and USG).

**Language(s) - LEM Fluency**

Russian

**Experts:**

7

**Participants:**

33

**Other attendees:**

8

**Previously Successful LEM**

Connect MICE

**1. Local Event Management Full Support Package:**

Yes

**LEM Full Description**

The Event Manager must be fluent in written and spoken English the language/s specified above. The Event Manager must not travel from outside of the country of the event. The Event Manager must be present for the duration of the program. The Event Manager company profile and CV must be reviewed and accepted by CLDP prior to the program. Local Event Manager shall provide all logistical on-site support necessary to ensure an efficient and successful program prior to and throughout the duration of the event. Tasks required include: Supervising the preparations and act as the primary CLDP contact prior to and during the conference in accordance with CLDP requirements; Meeting for up to 2 hours with CLDP staff prior to the event; Acting as the point of contact for all travelers and participants on all travel-related matters, including supervising airport pick-ups and drop offs

for all travelers; up to 1 hour of a travelers orientation meeting upon arrival, distribution of requirements such as M&IE, telephone cards, and evacuation insurance upon arrival. PSA Inc. shall collect receipts and reconcile the actual expenses of each traveler against any provided advance funds given per the BPA call requirements. The traveler shall be reimbursed for allowable business-related expenses for travel, ground transportation, lodging, and per diem as per the Federal Travel Regulations. PSA Inc. shall collect excess funds from the travelers that received travel advances higher than their allowable expense; Supervising hotel check-in and check-out process for all travelers; including review and payment of all lodging invoices; Supervising conference room preparation to include set-up and arranging of seating and signage, testing of audio and visual equipment, set-up and testing of the translation equipment and booth, and set-up of head table/stage and podium no later than 2 hours prior to the event; Managing the equipment during the meeting to ensure all technology is functional throughout to ensure a successful and seamless event; Managing event registration and wrap-up: distributing name tags and badges, issuing materials to participants, granting entry to event to participants only, distributing program certificates and collecting program evaluations; Liaising with the venue representative or relevant local vendors on requirements for all services, such as photography, videography, interpretation, transcription, and catering prior to and during the conference; Liaising with participants when necessary, to seek medical attention in emergency situations, such as calling for an ambulance, speaking in the local language with medical staff or nurses, and in some cases, accompanying the participant to the hospital; Coordinating on a limited basis with co-sponsors on procurement, venue, catering or other meeting requirements; Assisting with administrative actions throughout events such as speaker table tents; presentations and distribution of program certificates; Coordinating monitoring and evaluation, including registration and attendance data collection, distribution and collection of evaluations, and sharing files and materials with CLDP; Coordinating with other parties as designated by CLDP. PSA Inc. shall report directly to the CLDP staff member or advisor on all aspects of the conference, participants, materials, and equipment.

## 2. Local Event Management Minimal Support Package:

### LEM Minimal Description

### 3. Conference Venue Package: Yes

**Conference Venue Space:** PSA Inc. shall rent/lease conference space based on the requirements and numbers indicated below. The room shall be large enough to accommodate break-out sessions without noise interference and the ability of the experts to move easily between the groups to facilitate discussion and shall not have any walls or columns obstructing participants' view of the head table and presentation screens. Total minimum number of attendees for the conference venue: 45 Total maximum number of attendees for the conference venue: 50 Style of the conference venue (cabaret/round tables/classroom/other): cabaret Number of chairs per table for participants: 6 Number of chairs for the speakers at the head table: 5 Head table to be on a raised stage: yes A podium with a microphone: no Administrative table with two chairs in the conference room: yes Registration table with two chairs outside of the conference room: yes Number of additional chairs for the observers (if any): 5 PSA Inc. shall allow for contract changes in venue requirements without fees or penalties until: November 21, 2022

**Catering:** PSA Inc. shall provide catering on each of the workshop days, to include one coffee break in the morning with light snacks, coffee, tea, juice, and water, and one coffee break in the afternoon but just coffee, tea, juice, and water (no snacks), as well as seated buffet working lunch. Seated buffet shall offer a variety of hot and cold menu and beverage options. PSA Inc. shall also provide bottled water on tables to be replenished in the mornings and afternoons and throughout the conference. Break and lunch times shall be provided by CLDP no later than 3 days before the start of the conference. The seated lunch must be served in the available space directly outside the conference room. If no space is available on site, PSA Inc. shall provide working lunches at a restaurant within walking distance, < 1 kilometer, from the training facility that can provide space large enough to hold a seated lunch. All catering staff that interact with CLDP program participants must wear gloves and masks or otherwise comply with local legal requirements / guidelines and USG requirements / guidelines, and in any case

during the workshop. All food and beverage serving equipment will be cleaned and sterilized immediately in accordance with all local legal requirements / guidelines and USG requirements / guidelines, and in any case prior to the first day of the workshop, and at the end of each workshop day to prevent the spread of COVID-19. Number of days to provide catering: 4 Minimum Number of people per meal/coffee break: 50 Maximum Number of people per meal/coffee break: 50 Number of coffee break per day with snacks: 1 (morning) Number of coffee break per day with just coffee/tea: 1 (afternoon)

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**A/V Conference Equipment:**

PSA Inc. shall rent/lease conference equipment to include: Date equipment needed: November 29-December 2, 2022 Sound system in the conference room integrated with A/V and interpretation equipment: yes Number of LCD projectors: 1 Number of Projector screens: 1 Number of Laptops with licensed Microsoft Office Suite, Adobe, and access to Internet: 3 Number of Fixed tabletop microphones per table: 1 mic per two people, Number of Wireless, portable and lapel microphones: 2 Remote/laser pointer (to advance presentation slides): 1 Equipment for live streaming of training, including but not limited to high-quality streaming video cameras, integrated with conference equipment (sound system) and microphones: no Number of remote simultaneous interpretation headsets: 50 PSA Inc. shall rent/lease interpretation equipment including a fully covered interpretation booth, and receivers, supporting simultaneous interpretation between the languages indicated below to accommodate the number of interpreters indicated in the Simultaneous Interpretation section of this form, for each the workshop days. Interpretation equipment must function on two channels.

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**4. Foreign Language Package:**

Yes

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**Interpretation:**

PSA, Inc. shall provide certified interpretation services for the duration of the event. All interpreters must be present each day for the entire day of the event. CLDP reserves the right to review and select from a pool of resumes of interpreters. PSA Inc. shall provide resumes of at least four available interpreters two weeks prior to the event for selection. Interpreters shall have certification by a professional association for conference interpreters such as International Association of Conference Interpreters (AIIC). Interpreters must have

a minimum of three (3) years of experience providing simultaneous conference interpretation and proven experience with commercial law-related subjects, preferably in the area specified below.

<b># of Interpreters</b>	2
<b>Interpretation Dates</b>	November 29- December 2, 2022
<b>Interpretation times each day:</b>	The duration of the program most likely 8:30-17:00
<b>Interpreters subject area expertise:</b>	Digital Trade
<b>Interpreters Successfully Used Previously</b>	
<b>Translation:</b>	PSA Inc. shall provide translation services before, during and after the event. Documents submitted for translation may be provided in a variety of editable and non-editable formats such as PDF. Other materials for translation may be provided before or during the event for delivery to CLDP after the workshop. Translator shall be members of the International Federal of Translators (FIT), or equivalent credentialing organization and have a minimum of three (3) years of experience providing translation with proven experience with commercial law-related subjects, preferably in the subject area specified below. CLDP reserves the right to review and select from a pool of resumes of translators. PSA Inc. shall provide resumes of at least four available translators prior to starting the translation services for selection.
<b># of Words for NORMAL delivery:</b>	10
<b># of Words for RUSH delivery</b>	10
<b>Language(s) - Translation</b>	Russian
<b>Translation Certification Required?</b>	No
<b># of Words for Cert Translation</b>	
<b>5. Supplies and Print Materials Package:</b>	Yes
<b>Conference Supplies and Materials:</b>	All supplies and materials for the conference shall be purchased not later than 72 hours prior to the start of the conference. Printed materials shall be produced in-country, in order to ensure conformity of materials with country

standards and allow for changes up to the start of the program. Supplemental personal protective equipment and hand sanitizers shall be available throughout the duration of the event at all times at each entrance to the conference room. PSA Inc. shall purchase: Folders, preferably white, with pockets: 50 Pens and notepads, if not provided by conference facility: 50 Name badges in color (including 5 blanks): 55 Table tent cards for speakers in color, for the head table only (including 5 blanks): 10 Flipcharts: 5 Markers for flipcharts: 25 Facemasks: 1 box Hand sanitizers: 1 for the registration table Different color post-it notes: package of 30 Mini table flags and stands for the following countries: 1 of each - USA, Lithuania, Estonia, Georgia, Turkmenistan, Tajikistan, Kyrgyz Republic, Kazakhstan, and Uzbekistan

**Duplication:**

PSA Inc. shall provide duplication of all materials for folders as specified below. Number of folders: 50 Not to Exceed Number of double-sided color pages per folder: 20 pages PSA Inc. shall also provide photocopying of other materials, separate from the briefing binders as needed throughout the course of the program Not to Exceed number of double-sided color pages: 200 Materials for the binders, names to be printed on the tent cards and badges, and language distribution of the binders to be provided by CLDP not later than 72 hours prior to the event, with the allowance for changes up to the start of the program. Suggested Banner language: One (1) color banner, in standing, vertical format (approximately 1 m x 2 m or according to country standard) with color logos and black and white text. Banner content will be supplied by no later than one week prior to the event. A proof must be provided to and approved by CLDP by no later than 3 days prior to the start of the event, and banner must be at the conference venue for CLDP approval during the logistics meeting between PSA Inc. and CLDP one day prior to the event. PSA Inc. shall also make arrangements to ensure banner is placed in the registration area outside the conference space for all days of the conference.

**Photography/Videography/Transcription Services:****Shipping:**

**6. Conference and Course Registration Package:** No

**Conference Registration Fees:**

<b>7. Coordination Package:</b>	No
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<b>Coordination with CLDP partners:</b>
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<b>Coordination with on security measures:</b>
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<b>8. Monitoring and Evaluation, and SME</b>	No
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<b>Attendance and Registration:</b>
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<b>Survey and Summary:</b>
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<b>Data Visualization and Audio Recording:</b>
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<b>Subject Matter Expertise:</b>
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<b>Virtual Events:</b>	No
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<b>Full Events Virtual Support:</b>
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<b>Full Events Description</b>
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<b>Pre-Event Support:</b>
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<b>Pre-Event Support Description</b>
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<b>Hosting/Online Staffing:</b>
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<b>Hosting/Online Staffing Description</b>
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<b>Basic Hosting/Online Staffing:</b>
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<b>Basic Hosting/Online Staffing Desc</b>
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<b>Online Simultaneous Interpretation</b>
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<b>Online Simultaneous Interpretation Desc</b>
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<b>Editing Elements</b>
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<b>Editing Elements Descr</b>
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<b>Portal Development - Extended</b>
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<b>Portal Development - Extended Descr</b>
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<b>Portal Development - Basic</b>
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<b>Portal Development - Basic Descr</b>
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<b>Travel Services:</b>	Yes
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**Travel Arrangements: Airline/bus/train tickets**

PSA Inc. shall provide complete travel package for travelers per the requirements below. PSA Inc. shall communicate with the participants via email or telephone to issue invitations, provide meeting information and a logistics package, including itinerary, airport transfer information, per diem allowances, as well as provide detailed instructions on allowable expenses and reimbursement procedures. PSA Inc. shall purchase round-trip, refundable economy airline/bus/train tickets as specified below. Business class would be rare exception which requires Chief Counsel's advance approval. Travel to and from the destination specified below shall include the fewest connections possible and must be routed in order to avoid transit visa requirements. International connections shall not be less than one hour and shall not exceed six hours. If contractor is unable to meet this requirement, it must state so in writing to CLDP and provide next best option. PSA Inc. will coordinate with full or minimal support LEM to secure the best possible local travel options and provide travel documents and guidance to the participants in the language specified below. PSA Inc. shall contact traveler by e-mail or phone to confirm that the traveler has received their ticket(s). PSA Inc. shall allow for checked bag fees for up to 1 piece of checked luggage per flight if the airline does not offer this at no cost, ensure payment of these fees, and notify travelers of this allowance. Lodging and M&IE will not be extended beyond program requirement dates. Travelers may alternatively select to be reimbursed for the cost of their airfare, in order to facilitate visa procedures, up to the price of itineraries proposed by PSA. Travelers may opt to layover at connecting city on inbound or outbound or take a rest day at destination city if travel exceeds 14 hours. Travelers may change dates for earlier arrival and/or later departure (or include specific dates) from the destination below with PSA Inc. as long as the price of the revised itinerary is the equal to or less than the dates indicated in the original requirement. Lodging and M&IE will not be extended beyond program requirement dates. Travelers may alternatively select to be reimbursed for the cost of their airfare, in order to facilitate visa procedures, up to the price of itineraries proposed by PSA. Number of Experts for travel arrangement: 7 Departure city: TBD US East Coast or Europe Dates of travel: Arrive by November 28, depart by December 3, 2022 Ticket class: economy All participants ticket class is economy and

language of communication is Russian:  
 Number of Participants for travel arrangement: 6 Departure city: Tashkent  
 Dates of travel: Arrive by November 28, depart by December 3, 2022 Number of Participants for travel arrangement: 6  
 Departure city: TBD Nur-Sultan or Almaty  
 Dates of travel: Arrive by November 28, depart by December 3, 2022 Number of Participants for travel arrangement: 6  
 Departure city: Bishkek Dates of travel: Arrive by November 28, depart by December 3, 2022 Number of Participants for travel arrangement: 6  
 Departure city: Dushanbe Dates of travel: Arrive by November 28, depart by December 3, 2022 Number of Participants for travel arrangement: 6  
 Departure city: Ashgabat Dates of travel: Arrive by November 28, depart by December 3, 2022

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**Lodging (number of rooms, dates, etc):** PSA Inc. shall pay for the travelers' lodging expenses at the conference venue at or below the US Government per diem rate, based on the itinerary for each traveler. PSA Inc. shall coordinate with the full or minimal support LEM to negotiate and secure lodging at U.S. Government per diem rates. If PSA Inc. is unable to secure such rates, it must state so in writing to CLDP as well as provide CLDP with available lodging rates above per diem. Hotel must provide complimentary internet and breakfast. Lodging must be available for check-in within one hour of scheduled arrival. Check-out must be no earlier than four (4) hours before scheduled departing flight. PSA Inc. shall inform CLDP of cancellation policy of lodging venue upon request. Number of travelers for lodging arrangement - 40  
 Number of single rooms - 40  
 Optional language: PSA Inc. shall also reserve (not pay for) lodging for a number of participants indicated below at the same hotel. PSA Inc. is required only to guarantee these rooms, with these participants paying their own lodging. However, PSA Inc. shall provide security deposit for these participants if required by the lodging location. Number of self-paid participants for PSA to guarantee the rooms: 3  
 Check-in and check-out dates for self-paid participants: Arrive by November 27, depart by December 3, 2022

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**Per Diem Allowance (full or reduced: see comment):** PSA Inc. shall pay M&IE based on travel itinerary for each traveler. If breakfast is included in the lodging rate but not complimentary, contractor shall make the appropriate M&IE deduction in accordance with the FTR. PSA Inc. also shall make reductions for meals provided on all workshop days in accordance with the

FTR. Number of travelers for full per-diem: 7 Number of travelers for reduced per-diem: 30 at 50 USD Number of workshop days when lunch is provided: 4 Amount of reduced per-diem (please note this is a reduction to the government per diem rate; no further deductions shall be made): 50 USD Per-diem distribution method (on the day of the arrival/daily/etc.): on the day of arrival Currency in which per-diem shall be distributed: local currency

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### Telecommunications:

#### Visa/Passport Requirements:

PSA Inc. shall arrange and/or reimburse travelers for visa/passport fees with receipt, as well as any immunizations, departure taxes, or other arrangements required for traveler to obtain a visa. If no passport fees, insert "0" below so that it will not be included in budget. PSA Inc. shall confirm each traveler has a valid passport (6 months validity necessary from scheduled date of travel) and to confirm the country of issuance of that passport and passport type (Diplomatic, Personal, Official or Service). Number of travelers to reimburse visa/passport expenses: 20

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#### Medical Evacuation Insurance:

PSA Inc. shall purchase medical evacuation insurance for travelers (non-US participants only) to cover period of travel. PSA Inc. shall coordinate with full or minimal support LEM, when applicable, to ensure medical evacuation information is communicated to the participant in the language indicated below. The purchased plan shall provide the traveler medical and evacuation coverage without requirement of copay or deductible. Insurance must provide coverage where the travelers can get local medical treatment for emergencies with no copay or deductible. PSA Inc. shall provide a copy of the medical and evacuation cards and policy to CLDP and to travelers 72 hours prior to travelers' departure dates from their home countries. Number of travelers to purchase medical evacuation insurance: up to 37 Language of communication with participants: English or Russian TBD

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#### Ground Transportation:

PSA Inc. shall reimburse travelers for ground transportation expenses to and from the airport of his/her home city, upon submission of receipt, up to the currency amount indicated below. Maximum amount of currency to reimburse for ground transportation per traveler: 100 USD Maximum amount of currency to reimburse for local Georgian travelers ground transportation per traveler (3): 50

USD Language of communication with the travelers: English or Russian PSA Inc. shall procure local ground transportation as specified below. PSA Inc. will coordinate with full or minimal support LEM to secure the best possible ground transportation options and provide appropriate information to the participants in the language specified below. CLDP will confirm final transportation agenda not fewer than 72 hours in advance of program. PSA Inc. shall provide CLDP with a matrix not fewer than 48 hours before traveler(s) departure from home city which shows arrival/departure times, conference transportation schedule, and flights for traveler(s). Airport Pick-up (based on each traveler's itinerary): up to 37 Vehicle needed (minibus, vehicle, sedan, bus, etc.): minibus depending on each arrival group Does the vehicle need adequate luggage storage area (1 bag and 1 carryon, per person) for airport transfer: yes Number of passengers to accommodate: varies up to arrival group

**COVID Test Requirement**

PSA Inc. shall reimburse all travelers for up to for COVID-19 test prior traveling to the event or self-administered polymerase chain reaction (PCR) tests for COVID-19 to comply with the host-country COVID-19 Specific information. NTE Amount for COVID test reimbursement per participant: 50 USD

**Emergency Funds**

\$10,000.00

**Period of Performance (PoP) End Date:**

01/31/23

**Place of Performance:**

Tbilisi, Georgia

**CLDP IPS:**

Melinda Zanner

**CLDP IPS Reviewer:**

Addison Winger

**CLDP Attorney:**

Cristen Bauer

**CLDP Senior Counsel:**

Zmarak Khan

**Additional staff to cc when sent to PSA****MPs****Modified**

09/19/22 7:17 AM

**Comments**

**Melinda Zanner** ([mzanner@doc.gov](mailto:mzanner@doc.gov)) | September 19, 2022 7:17 AM

@awinger@doc.gov

Could you please IPS review this when you get the chance?