STATEMENT FOR WORK

The U.S. Embassy in Santo Domingo requires lodging services and conference venue spaces at a hotel in Santo Domingo, Dominican Republic. The event requires 5 nights of lodging for American speakers and Staff.

Location and Time
Place: Santo Domingo.
Date for lodging: July 24 - 29, 2022.
Conference date and times: July 26 – 28, from 8:00 a.m. to 6:00 p.m.

Lodging
Twenty (20) standard or superior rooms, single occupancy, with one king size bed, each bedroom with free Wi-Fi service offered.

Conference Venue Spaces and Set Up
We will require conference space in Santo Domingo, Dominican Republic, to accommodate up to 40 pax in school room style set up (rectangular tables 96 x 18 inches, with two pax per table and each table at a distance of 6 feet on the sides and 4 feet front and back), all facing the projector and screens, a podium with microphone, two presenters/administrators’ table at each side of the room (close to the podium) and 2 chairs at each table, two areas with tables and chairs for the audiovisual equipment technicians and for the interpreters’ booth (each team will occupy a corner: left and right) in the rear section of the conference room, all tables in the conference room must be dressed in colors black or navy blue only. Include size in square feet. In addition to the room set up for training and the social distancing required between participants tables the conference room should have sufficient space to allow the experts to move easily between the groups to facilitate discussion, in addition shall not have any walls or columns obstructing participants’ view of the presentation screens. The main wall, where podium and screens are set up, must have black drapes as the background with two LED screens on each side and LED lights to create general ambience, including a stage with a podium. Preferably, the presentation system must have a screen that the speaker can see with their original slides in English, and that can then be passed at the same time as the main screens facing the audience display the corresponding translated versions in Spanish. The equipment should be compatible with Apple and Windows devices. A registration table with two chairs to be set outside the conference rooms to distribute interpreter’s simultaneous interpretation equipment and training material.

Coffee breaks should be mounted outside the conference room near the entrance and provide servers to facilitate serving the snacks and beverages to conference participants.

A/V Conference Equipment:
We will require conference equipment/services at the conference venue to include:
2 Self Powered Mid High Speaker
1 Analog Console
2 Speakers Stands
1 Power Distro
1 Set Connectors
4 Wireless HH Mics
1 Podium Mic
2 Front Screen 7.5’x10’
2 5500 Lumens Projector
1 Clicker
3 Flip Charts + Markers
1 PPT Presentation Support
1 Acrylic Podium
1 Screen for the speaker with “Kramer Switcher”
1 full time (8:00 am to 6:00 pm) audio/visual technician to trouble shoot and assist presenters.
1 laptop with licensed Microsoft Office (PowerPoint), Adobe, and access to internet
Wi-fi in the conference room for participants and instructors.
Dedicated Lan connection (not Wi-Fi) with a minimum of 25 mb download and 5 mb of upload for interpreters/hybrid conference.

Meals
We require a space of the buffet area with enough room for at least 40 participants for a sitting lunch. It can also be an area near the conference room. Lunch must start between 12:00pm-12:15pm. And can be buffet or served menu.

Coffee Break

Hotel must provide coffee breaks for the duration of the event, at 10:30 am in the morning and 3:30 pm in the afternoon.

Catering should include bottled water on tables to be replenished in the mornings, afternoons and throughout the conference.
- A permanent coffee station to be available for the duration of the workshop inside of the conference room (just coffee and tea).

Outside providers

The embassy will contract interpretation and photography services separately to this scope of work. The hotel selected for the conference must allow vendor to access the property at no additional cost.

Additional Requirements

- For the opening ceremony VIP visitors will access the hotel to participate of the event. We will provide a list of names with time enough to allow access to our visitors.
- During lunch (preferable between 12:00 pm and 1:30 pm), we need an area within the main Buffet restaurant to be reserved for the use of our group participants or we can use a conference room prepared to have lunch.
- Hotel must provide with COVID 19 PCR test service (15 tests).
• The hotel must include along their proposal the protocol the property follows in cases where a guest of the hotel has positive Covid-19 results and is not allowed to flight back to their respective country of residence. We need to know if the hotel has available rooms for a guest to quarantine, the cost of the room the first 14 days and subsequent days and what services are offered to guests quarantining at the hotel and any other pertinent information regarding the process.

• The day of the site visit the hotel must have their conference rooms mounted in the required school room set up considering the social distancing described in the Conference Venue Set Up, the Embassy Staff will take photos that day.