STATEMENT OF WORK (SOW)

Title: Event Management & Logistics Services – U.S.-Nigeria Digital Futures Forum
Client: Public Diplomacy Section (PDS)
Location: Abuja, Nigeria
Event Date: November 19, 2026
Contract Type: Firm-Fixed-Price (FFP)

1. BACKGROUND AND PURPOSE

1.1 Program Context

The U.S. Embassy Abuja Public Diplomacy Section (PDS) is organizing the U.S.-Nigeria Digital Futures Forum, a flagship commercial diplomacy event to be held in Abuja, Nigeria on November 19, 2026. The Forum advances the Administration's Commercial Diplomacy Strategy for Africa by showcasing American technological excellence and creating mutually beneficial partnerships in Information and Communication Technology (ICT), Financial Services, and Media and Entertainment sectors between U.S. and Nigerian innovators. This focus is consistent with the President's America First economic agenda and the Administration's commitment to expanding U.S. commercial leadership in emerging markets.

The Forum is aligned with the Freedom 250 initiative, connecting American innovation heritage to current technological leadership, with visual branding and narrative framing that positions the event as a demonstration of 250 years of American innovation for global partners.

1.2 Problem Statement

The U.S. Embassy Abuja requires a professional, experienced event management contractor to plan, coordinate, and execute all logistical, technical, and operational aspects of the one-day Forum. PDS will retain full responsibility for all programmatic content, including keynotes, panel discussions, workshops, presentations, and speaker topics. The contractor will execute all event infrastructure, support services, and post-event follow-up activities as defined in this SOW.

1.3 Event Scale and Scope

- **Expected Attendance:** 200 participants
- **Duration:** One (1) day

- **Format:** Multi-track forum with concurrent sessions, keynote plenary, exhibitions, networking reception, awards segment, and media availability
- **Audience Profile:**
    - **Primary (60%)**: Mid-career technology professionals and emerging leaders across government, private sector, education, and civil society
    - **Secondary (40%)**: Technical practitioners, innovation ecosystem actors, academic operators, and industry associations

1.4 Responsibility Chart

Responsibility	PDS	Contractor
Keynote topics & speakers (content)	✓	
Panel discussion topics & structure	✓	
Workshop curriculum & facilitators	✓	
U.S. policy messaging & key messages	✓	
Speaker & VIP recruitment (logistics/follow-up)		✓
Venue sourcing & management		✓
Multimedia, AV, streaming, recording		✓
Registration, badging, access control		✓
Event website		✓
Media outreach, publicity, branding		✓
Security coordination		✓
Receptions, catering, hospitality		✓
Pre/during/post-event reporting		✓
VIP & speaker welfare and logistics		

2. SCOPE OF WORK

2.1 Overview

The contractor shall provide comprehensive event management and logistics services for the **U.S.-Nigeria Digital Futures Forum**. Services span pre-event planning, one-day on-site execution, and a structured 30-Day post-event follow-up program.

2.2 In-Scope Activities

The contractor shall perform the following activities:

1. Speaker, VIP, and participant recruitment logistics and follow-up coordination
2. Venue sourcing, contracting, and full on-site management
3. Multimedia production: lighting, sound, large-screen displays, video/audio recording, live streaming
4. Security planning and on-site security coordination
5. Event logistics: registration systems, access control, badging
6. Event website development
7. Reception catering and hospitality management
8. Promotions, publicity, and media coverage coordination
9. Branding, decorations, and Freedom 250 visual identity integration
10. Pre-event, during-event, and post-event reporting and analysis
11. Speaker travel, accommodation, and welfare coordination
12. Exhibition and demo space management (one-day operation)
13. Post-Forum impact reporting program support

2.3 Out-of-Scope Activities

The contractor shall NOT:

- Develop, edit, or approve any programmatic content, talking points, or policy messaging
- Select or invite speakers or VIPs without PDS direction
- Issue any public statements, press releases, or social media posts without prior written PDS approval
- Make any commitments on behalf of the U.S. Government
- Engage media for editorial content without PDS authorization
- Modify the Forum agenda, session topics, or program tracks without written PDS approval

3. TASKS & DELIVERABLES

3.1 Project Kickoff

The contractor shall participate in a kickoff meeting with the PDS team within five (5) business days of contract award. The contractor shall present a draft project management plan covering all tasks, timelines, staffing, and risk mitigation strategies adapted to the one-day Forum format.

- **Deliverable:** Kickoff Meeting Minutes + Draft Project Management Plan

- **Due Date:** Within 10 business days of award
- **Acceptance Criteria:** Plan addresses all SOW tasks; staffing plan identifies key personnel by name and role

3.2 Master Event Timeline

The contractor shall develop and maintain a detailed master event timeline (Gantt chart or equivalent) covering all pre-event, on-site, and post-event milestones. The timeline shall be updated monthly and submitted to the PDS.

3.3 Monthly Progress

The contractor shall submit monthly progress reports and burn rate financial reports to PDS.

3.4 Speaker, VIP & Participant Recruitment Logistics

PDS will identify and select all speakers. The contractor shall manage all logistical follow-up with 4–8 U.S. speakers and 8–14 Nigerian speakers, including:

- Issuing formal invitations and logistics packages on behalf of the Embassy (using U.S. Government–approved templates)
- Coordinating travel, visa support letters, accommodation, and ground transportation
- Collecting speaker biographies, headshots, presentation titles, and AV requirements
- Managing speaker confirmations, substitutions, and last-minute changes
- Providing on-site speaker green room, briefing support, and welfare coordination

3.4.1 VIP and Speakers Coordination & Protocol Support

The contractor shall coordinate logistics for speakers and VIP participants, including Nigerian government officials and U.S. company executives. Services include:

- Transportation and escort coordination for speakers
- Protocol seating and reception arrangements
- Dedicated speaker/VIP registration and access management

3.4.2 Participant Recruitment & Registration Management

The contractor shall manage participant recruitment outreach logistics and the full registration process targeting 200 attendees across:

- Professional and alumni networks
- University partnerships and technology hubs
- Digital campaigns (in coordination with PDS-approved messaging)
- Government coordination channels

The contractor shall operate a registration system capturing participant name, organization, sector, title, contact information, and other relevant details. All participant data is U.S. Government property and shall be delivered to PDS in full upon request and at contract close-out.

- Deliverable: Registration System + Weekly Enrollment Reports + Final Participant List
- Due Date: System live: October 5, 2026; Weekly reports from October 19; Final list: three (3) days before event date
- Acceptance Criteria: Minimum 200 confirmed registrants; data fields complete; 60/40 audience split achieved

3.5 Venue Sourcing and Management

3.5.1 Venue Identification and Recommendations

The contractor shall identify a minimum of three (3) candidate venues in Abuja city center capable of supporting the full Forum format and submit a comparative analysis to PDS for selection within 10 business days after contract award (along with the deliverable in Section 3.1). The venue must possess capacity to accommodate:

- Main Plenary Hall: Minimum 300-person theater-style seating for keynotes and opening/closing segments
- Awards ceremony space: Suitable for formal program with staging and AV
- Concurrent Session Rooms: Minimum 4 breakout rooms for simultaneous panels, workshops, and presentations (capacity 40–60 each)
- Exhibition & Demo Hall: Space for American brand exhibitions and technology demonstrations
- Networking Reception Area: Indoor/outdoor space for reception with catering
- VIP/Speaker Green Room: Private holding area with AV preview capability
- Media Room: Dedicated space for press briefings and media availability
- Registration/Foyer Area: Sufficient for badging, check-in, and information tables

3.5.2 Venue Contracting & Management

Upon Government venue selection, the contractor shall:

- Negotiate and execute venue contract (contractor assumes financial liability; costs reimbursed per contract terms)
- Coordinate all venue logistics including room setup, furniture, signage placement, and catering areas
- Manage venue staff and vendor access
- Conduct pre-event site inspections with PDS and Contracting Officer Representative (COR)
- Ensure physical facilities meet Americans with Disabilities Act (ADA) standards; where the National Building Code of Nigeria (2006) differs, the standard affording greater accessibility applies

4. MULTIMEDIA PRODUCTION

The contractor shall provide full professional AV production for all Forum spaces, including:

- Sound: Professional PA systems for main hall and all breakout rooms; lapel and handheld microphones for all speakers and panelists; audience Q&A microphones
- Lighting: Professional stage lighting for main hall, awards segment, and reception; ambient lighting for breakout rooms
- Large Screen Displays: Minimum two (2) large-format screens in main hall; one (1) screen per breakout room; display screens in registration/foyer area for agenda and wayfinding
- Presentation Support: Confidence monitors, clicker/remote systems, and technical support for all speaker presentations
- Ensure compliance with Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA for all digital and audiovisual infrastructure deployed within the venue.

4.1 Video and Audio Recording

The contractor shall provide professional multi-camera video and audio recording of:

- All main hall sessions (keynotes, opening/closing, awards segment)
- Minimum two (2) concurrent breakout sessions simultaneously (PDS to designate priority sessions)
- Networking reception highlights
- Exhibition and demo floor highlights

All raw footage and edited recordings are U.S. Government property. The contractor shall deliver:

- Raw footage within 7 days of event
- Edited highlight reel (2–5 minutes) within 14 days of event
- Individual session recordings (edited, titled, captioned) within 21 days of event

4.2 Live Streaming

The contractor shall provide professional live streaming of main hall sessions to a PDS-designated platform, with:

- Minimum 1080p resolution
- Redundant internet connectivity (primary + backup)
- Real-time technical monitoring throughout the one-day event
- Stream archiving for post-event access

5. SECURITY COORDINATION

The contractor shall develop a comprehensive event security plan that addresses:

- Perimeter and access control
- Credentialing and badging security tiers (VIP, speaker, participant, media, staff)
- Emergency evacuation procedures
- Coordination with Nigerian security services for VIP movements
- Medical emergency response protocols
- Threat assessment and contingency procedures

All security arrangements are subject to PDS review and approval. The contractor shall not engage private security firms without prior written PDS authorization.

- **Deliverable:** Event Security Plan
- **Due Date:** Mid-October (for PDS review); final approved version in the week of October 19
- **Acceptance Criteria:** PDS written approval obtained; all access tiers defined; emergency procedures documented

5.1 On-Site Security Execution

The contractor shall coordinate and supervise on-site security personnel throughout setup and breakdown. Security staffing levels shall be consistent with the approved security plan.

6. EVENT LOGISTICS AND REGISTRATION

The contractor shall deploy and manage a professional online registration system that:

- Captures all required participant data fields (name, title, organization, sector, email, phone)
- Supports tiered registration categories (VIP, speaker, participant, media, staff)
- Generates automated confirmation emails with event information
- Produces real-time enrollment reports for PDS review
- Integrates with on-site badging system with unique QR codes

6.1 On-Site Registration, Badging and Access Control

The contractor shall manage all on-site registration operations, including:

- Pre-printed and on-demand badge production for all attendee categories
- Color-coded or tiered badging system aligned with security plan
- Check-in stations with sufficient staffing to process 200 attendees within 60 minutes of doors opening
- Session attendance and check-in using QR-code scanners integrated with the online registration and attendance system
- Access control enforcement for restricted areas (VIP, media, backstage)
- Lost badge replacement procedures

7. EVENT WEBSITE

7.1 Website Overview

The contractor shall design, develop, deploy, and maintain a professional, fully responsive Forum website that serves as the primary digital hub for event information, basic participant engagement, and post-event content. The website shall be accessible and fully functional across modern desktop, tablet, and mobile browsers without requiring participants to download a separate application.

All website content requires PDS written approval before publication. The U.S. Government retains full ownership of the domain, all content, participant data, and associated materials.

7.2 Technical & Accessibility Standards

The website shall meet the following mandatory technical standards:

- Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA accessibility compliance throughout all pages and features
- Mobile-responsive design rendering correctly on iOS and Android devices across all major browsers
- SSL/TLS encryption (HTTPS) across all pages, with particular attention to data submission forms
- Secure user authentication for administrative accounts (OAuth 2.0 or equivalent)
- Participant data stored on PDS-approved, secure servers in compliance with Section 16.2
- Website infrastructure capable of supporting concurrent access by a minimum of 500 users without performance degradation

7.3 Public-Facing Pages (Pre-Login)

The following pages shall be accessible to all visitors without requiring a user account:

- Homepage: Event overview, Freedom 250 branding, countdown timer, key dates, and call to action (register)
- About the Forum: Event objectives, background, and connection to Freedom 250 and U.S.-Nigeria commercial diplomacy priorities
- Agenda Overview: High-level one-day program schedule (session titles, times, and rooms) visible to the public
- Venue Information: Venue name, address, map, transportation guidance, and accessibility information
- Speakers: Summary speaker listing with names and titles visible publicly; more detailed bios may be gated or provided via simple profiles
- Exhibitors: American brand and technology exhibitor directory
- Media/Press Section: Press kit downloads, accreditation request form, and media contact information (PDS-approved content only)
- Registration Portal: Available by direct link
- Contact & FAQ: General event inquiries and frequently asked questions
- Post-Event Content Hub: Session recordings, Forum Insights Report, and photo gallery (published post-event per PDS approval)

7.4 Participant Functionality

- A basic participant account system will be implemented for access to gated content (e.g., detailed bios, full schedule and speaker details, announcements

contact information etc.), using secure login and password or session links aligned with Section 7.2.
- Session attendance will be managed on-site via QR codes and room capacity.

Account features shall be limited to profile management and access to gated content.

7.5 Announcements & Notifications

The contractor shall implement a notification system to keep registered participants informed before and during the Forum:

- **Email Notifications**
    - Registration confirmation and event information
    - Event-wide announcements (PDS-approved content only)
    - Reminder emails: 7 days and 24 hours before event, and morning of event day
    - Post-event survey invitation (per Section 12.5)
- **Announcements Page**

A public-facing Announcements page displaying PDS-approved event announcements in reverse chronological order, publishable via CMS.

7.6 Speaker Profiles

- Speaker biographies, affiliations, and headshots will be available publicly. while session and presentation titles will be limited to registered participants.
- Under participant functionality, speaker profile page should list the sessions that a speaker is participating in and display session details including time and room.

7.7 Administrative Dashboard

The contractor shall provide a secure, role-based administrative backend accessible to designated PDS staff, including:

- Enrollment dashboard: Registration counts by category and sector
- Participant management: View, search, export, and manage participant accounts and registration data
- Announcement publishing tool
- Data export: Full participant dataset and attendance records (from on-site QR scanning) exportable in CSV and Excel formats

- CMS editor access to website content, speaker profiles, and post-event materials

8. PROMOTIONS, PUBLICITY & MEDIA COVERAGE

8.1 Pre-Event Promotions & Digital Campaign

The contractor shall execute a multi-channel promotional campaign to drive participant registration and public awareness, in coordination with and subject to PDS approval for all content. Activities include:

- Social media campaign (pre, during, and post-event) across PDS-designated channels
- Influencer engagement as approved by PDS
- Email marketing to target networks
- Digital advertising
- Press kit development and distribution to Nigerian and international media
- Media outreach and accreditation management
- Coverage and reporting in at least 10 media outlets (print, radio, and TV)

All promotional content, messaging, and social media posts require written PDS approval before publication.

8.2 On-Site Media Management

The contractor shall manage all on-site media operations, including:

- Media accreditation and credentialing
- Dedicated media workspace and press room management
- Photography coverage of major sessions, segment(s), and networking events
- Coordination of media availability sessions (PDS to designate spokespersons)
- Real-time social media posting during event (PDS-approved content only)

8.3 Post-Event Content Distribution

The contractor shall develop and distribute post-event digital content to extend Forum reach, including:

- Social media recap posts (PDS-approved)
- Thought leadership article drafts for PDS review and approval
- Distribution of session recordings and Forum Insights Report via website and email

8.4 Photography and Videography Deliverable Specifications

The contractor shall provide professional photography and videography coverage of all Forum events as specified below. All raw and edited media files are U.S. Government property upon delivery and are subject to the data rights provisions of Section 16.1. The contractor shall not use any Forum photography or video content for portfolio, marketing, or any commercial purpose without prior written Government approval.

8.4.1 Photography Coverage Requirements

The contractor shall provide a minimum of two (2) professional photographers on-site for the full duration of the event, with full coverage all sessions, ceremonies, exhibitions, networking receptions, VIP and speaker interactions, candid attendee and atmosphere shots, signage, branding & venue décor, and all others as required or requested by PDS.

8.4.2 Photography Specifications

All photography deliverables shall meet the following minimum technical standards:

Specification	Requirement
Camera Equipment	Full-frame professional DSLR or mirrorless camera body (e.g., Canon EOS R5, Sony A7R V, Nikon Z8, or equivalent); minimum two (2) camera bodies per photographer
Lens Coverage	Wide-angle (16–35mm equivalent), standard zoom (24–70mm equivalent), and telephoto (70–200mm equivalent) lenses required
Raw File Format	RAW (.CR3, .ARW, .NEF, or equivalent) — all raw files delivered unedited
Edited File Format	JPEG, minimum quality setting 90/100, sRGB color space
Edited Resolution	Minimum 6,000 x 4,000 pixels (24 megapixels); sufficient for full-page print reproduction at 300 DPI
Web-Optimized Format	Separate web-optimized set delivered as JPEG at 2,400 x 1,600 pixels, 72 DPI, sRGB, for digital and social media use
Color & Exposure	Professionally color-corrected, exposure-balanced, and cropped; no heavy filters, artificial HDR, or stylized presets

Metadata	All files embedded with IPTC metadata: event name, date, location, photographer name, and U.S. Government copyright notice
Naming Convention	Files named per Government-specified convention: FORUM_YYYYMMDD_[SESSION]_[SEQUENCE] (e.g., FORUM_20261028_KEYNOTE_0042)
Storage & Backup	Contractor shall maintain minimum two (2) independent backup copies of all raw files until final delivery is confirmed by COR.

8.4.3 Videography Coverage Requirements

The contractor shall provide a minimum of one (1) dedicated lead videographer and one (1) camera operator/assistant for full Forum coverage, separate from and in addition to the AV production team specified in Section 4. Documentary-style videography shall capture the Forum's atmosphere, impact, and narrative for post-event content distribution.

NOTE: Section 4.1 governs the multi-camera recording of sessions for archival and distribution purposes. This section governs documentary and promotional videography for highlight reels, social media content, and post-event storytelling. The contractor shall coordinate both teams to avoid duplication of effort and ensure comprehensive coverage without interference.

8.4.4 Videography Technical Specifications

Camera Equipment	**Professional cinema or broadcast-grade camera (e.g., Sony FX6, Canon EOS C70, Blackmagic URSA Mini Pro, or equivalent); minimum two (2) camera bodies**
Recording Format	RAW or ProRes 422 HQ (or equivalent high-bitrate codec) for primary recording
Resolution	Minimum 4K UHD (3,840 x 2,160) at 24fps or 25fps for all primary footage
Slow Motion	Minimum 1080p at 120fps capability for slow-motion B-roll
Audio	Dedicated audio recording via lavalier and/or directional boom microphone; audio recorded separately from AV production team feeds; minimum 48kHz/24-bit WAV

Stabilization	Gimbal stabilizer or equivalent required for all handheld and moving shots
Lighting	Contractor shall provide portable LED lighting kit for interview setups and low-light reception coverage
Color Profile	Log color profile (S-Log, C-Log, or equivalent) for maximum post-production flexibility
Storage & Backup	Minimum two (2) independent backup copies of all raw footage maintained until COR confirms final delivery
Naming Convention	Files named: FORUM_YYYYMMDD_[COVERAGE AREA]_[CAMERA]_[CLIP NUMBER] (e.g., FORUM_20261028_KEYNOTE_CAM1_0023)

8.4.5 Video Editing Specification

Specification	Requirement
Export Format	MP4 (H.264 or H.265) for all distribution deliverables
Resolution	1080p Full HD (1,920 x 1,080) minimum for all edited deliverables; 4K UHD master file required for highlight reel and full session recordings
Frame Rate	Match acquisition frame rate (24fps or 25fps)
Audio Mix	Stereo mix, normalized to -14 LUFS (broadcast standard); music beds cleared for U.S. Government use
Closed Captions	SRT caption file delivered alongside every edited video; captions embedded in all web-published versions (per Section 16.4)
Color Grade	Professional color grade applied to all edited deliverables
Lower Thirds & Graphics	Speaker name, title, and organization lower thirds applied to all session recordings and interview segments; Freedom 250 branding integrated per PDS-approved graphic package
Music & Licensing	All music used in edited deliverables must be royalty-free or fully licensed for U.S. Government use with no geographic or platform restrictions; license documentation delivered with final files
Watermarking	Draft edits submitted for COR review shall include a visible draft watermark; final approved files shall be delivered clean

8.4.6 Media File Delivery

- The contractor shall deliver all photography and video files via a PDS-approved secure file transfer platform or SSD hard drives. The contractor shall confirm the delivery platform with the PDS no later than October 9, 2026.
- The contractor shall maintain all raw and edited files in secure storage for a minimum of 90 days post-event, after which files may be deleted only upon written PDS authorization.

9. BRANDING, DECORATIONS & FREEDOM 250 INTEGRATION

The contractor shall design and produce all event branding and décor, integrating U.S. Department of State branding and the Freedom 250 visual identity throughout the venue, adapted to the U.S.-Nigeria Digital Futures Forum identity. All branding materials require PDS written approval before production.

Deliverables include:

- Stage backdrop and podium branding
- Directional and wayfinding signage
- Session room identification signage
- Registration and check-in area branding
- Exhibition hall branding and booth identification
- Branded lanyards, badges, and participant materials
- Digital screen graphics and lower-thirds
- Networking reception décor
- Awards segment staging and décor
- Branded event materials (programs, folders, notepads, wearables)

10. RECEPTIONS, CATERING, AND HOSPITALITY

For the one-day Forum, the contractor shall manage all food and beverage services, including:

- Coffee/Refreshment Breaks: Morning and afternoon breaks on Forum day
- Working Lunch: Per PDS direction
- Closing/Networking Reception: Evening reception for all 200 attendees plus approximately 40 invited guests

All menus require PDS approval. The contractor shall accommodate dietary restrictions and ensure halal options are available.

11. EXHIBITIONS AND DEMO SPACE MANAGEMENT

The contractor shall design, set up, manage, and break down a professional American Brands and Technology Exhibition Hall as a central feature of the Forum. The hall shall serve as the primary commercial diplomacy showcase, enabling U.S. companies to demonstrate products and innovations to Nigerian stakeholders in ICT, Financial Services, and Media & Entertainment.

The contractor shall configure the Exhibition Hall to accommodate a minimum of 30 booths across the three focus sectors, plus demo stations and a demo stage, active and accessible throughout the Forum. Deliverables include:

- Exhibition booth design, construction, and breakdown
- Power, internet, and AV connectivity for each exhibitor booth
- Exhibitor registration and coordination (logistics only; PDS designates exhibitors)
- Demo area setup for technology demonstrations
- Exhibition floor traffic management and signage

12. PRE-, DURING-, AND POST-EVENT REPORTING

12.1 Pre-Event Readiness Report

The contractor shall submit a comprehensive readiness report 30 days before the Forum, confirming status of all logistical elements.

12.2 Run of Show Document

The contractor shall develop a detailed, minute-by-minute run-of-show for the Forum, covering all spaces and contractor-managed activities.

12.3 Daily Event Forum Report

The contractor shall submit a brief same-day summary report to the COR within six (6) hours of the Forum's close, covering attendance, incidents, media activity, and any issues requiring Government attention.

12.4 Post-Forum Insights Report

Within 14 days of the Forum, the contractor shall produce a comprehensive **Forum Insights Report** documenting:

- Attendance metrics (total, by category, by sector)
- Session delivery summary
- Media coverage summary (earned media, social media reach and impressions)

- Commercial and partnership commitments documented during the Forum, including dollar value of commercial commitments and number of U.S. companies represented
- Photography and video archive index
- Immediate lessons learned and recommendations

12.5 Impact Reporting Program

The contractor shall support the Government's Post-Forum Insights and Impact Program by executing the following:

- **Day 10:** Participant impact survey (target minimum 40% response rate) measuring knowledge gained, perception changes, and post-Forum actions taken
- **Ongoing (up to Day 30):** Opportunity tracker monitoring commitment status, plus light alumni engagement (target 200+ active members)
- **Day 30:** Final Impact Report assessing stakeholder engagement, partnerships initiated, media reach, and lessons learned; including 4–7 case studies featuring U.S. company success stories and Nigerian success stories

13. PERFORMANCE PERIOD AND KEY MILESTONES

- **Pre-Event Planning:** Award date through November 19, 2026
- **On-Site Execution:** One (1) event day – November 19, 2026
- **Post-Event Follow-Up:** Through 30 days post-event

Milestones (adapted for one-day Forum):

Milestone	Target Date	Responsible Party
Contract Award	[TBD]	CO/PDS
Kickoff Meeting	Award + 5 business days	Contractor + PDS
Draft Project Management Plan	Award + 10 business days	Contractor
Master Event Timeline (initial)	Award + 15 business days	Contractor
Venue Options Submitted	Award + 10 days	Contractor

PDS Venue Selection	1 week after venue options submission	PDS
Venue Contract Executed	T–12 weeks	Contractor
Registration System Live	T–8 weeks	Contractor
Forum Website Live	T–8 weeks	Contractor
Branding Design Package Approved	T–8 weeks	PDS
Security Plan Submitted to PDS	T–8 weeks	Contractor
Speaker Logistics Tracker (weekly)	T–8 weeks onward	Contractor
Press Kit Distributed	T–6 weeks	Contractor
Catering Plan Approved	T–6 weeks	PDS
Approved Security Plan Final	T–4 weeks	RSO + Contractor
Pre-Event Readiness Report	T–30 days	Contractor
Run-of-Show Draft	T–30 days	Contractor
Final Run-of-Show Approved	T–7 days	PDS
Site Inspection #2	T–7 days	PDS + Contractor
Full Venue Setup & AV Test	T–1 day	Contractor
EVENT DAY – U.S.-Nigeria Digital Futures Forum	November 19, 2026	—
Daily Summary Report	Within 6 hours of Forum close	Contractor
Final Attendance Report	Event + 48 hours	Contractor
Photography Archive Delivered	Event + 5 business days	Contractor
Raw Video Footage Delivered	Event + 7 days	Contractor
Post-Forum Insights Report	Event + 14 days	Contractor

Edited Session Recordings Delivered	Event + 21 days	Contractor
Day-30 Participant Survey Report	Event + 10 days	Contractor
Final 90-Day Impact Report	Event + 30 days	Contractor
Contract Closeout Documentation	PoP end + 10 days	Contractor + PDS

Note: T = Forum start date (November 19, 2026).

14. GOVERNMENT-FURNISHED INFORMATION (GFI)

The Government will provide the following to the contractor:

GFI Item	Format	Delivery Timeline
Freedom 250 brand guidelines and logo files	PDF / AI	Within 10 days of award
Approved Forum agenda and program tracks	MS Word	T-12 weeks
Confirmed speaker list	MS Word / JPEG	Rolling, as confirmed
Approved key messages and talking points	MS Word	T-10 weeks
VIP guest list	MS Excel	T-6 weeks (updated as needed)
Exhibitor list and booth assignments	MS Excel	T-8 weeks
Government-approved website content	MS Word	T-10 weeks
Security guidance and requirements	PDF	Within 15 days of award

NOTE: PDS shall make every effort to deliver GFI on schedule. If GFI is delayed, the contractor shall notify the PDS in writing within 48 hours and document any schedule impact.

15. Contractor Personnel Requirements

15.1 Key Personnel

The following positions are designated Key Personnel. The contractor shall identify named individuals for each role in its proposal. Substitution of Key Personnel requires prior written PDS approval.

Role	Minimum Qualifications
Project Manager	5+ years managing international conferences or diplomatic events; fluent English; Nigeria/West Africa experience preferred
Logistics Coordinator	3+ years event logistics; experience with VIP protocol and diplomatic events
AV/Multimedia Production Lead	5+ years professional AV production; live streaming experience required
Communications & Media Lead	3+ years in event communications, PR, or media relations; social media campaign experience
IT/Digital Lead	3+ years website and mobile app development; 508/WCAG compliance experience
On-Site Registration Manager	2+ years managing large-scale event registration and badging

15.2 Key Personnel Substitution

Any proposed substitution of Key Personnel must be submitted in writing to the PDS and CO with the proposed replacement qualifications at least 10 business days before the substitution takes effect. The Government reserves the right to reject proposed substitutions.

16. Special Requirements

16.1 Data Rights & Intellectual Property

The U.S. Government retains unlimited rights to all work products, deliverables, data, recordings, photographs, reports, and materials produced under this contract. The contractor shall not use any Forum materials, recordings, participant data, or project outcomes for marketing, portfolio, or any other commercial purpose without prior written Government approval.

16.2 Participant Data & Privacy

All participant registration data, session enrollment records, attendance data, survey responses, networking directory information, and any other personally identifiable information (PII) collected in connection with the Forum constitutes U.S. Government property. The contractor shall treat all such data as sensitive and confidential throughout the full period of performance and for a

minimum of three (3) years following contract close-out, consistent with Section 16.5 (Records Management).

The contractor shall:

- Store participant data on secure, Government-approved systems
- Not share, sell, license, transfer, or disclose participant data to any third party, including subcontractors, vendors, sponsors, exhibitors, or media organizations — without prior written PDS authorization specifying the recipient, data fields to be shared, purpose, and duration
- Not use participant data for any commercial, marketing, or business development purpose, including but not limited to: building mailing lists, targeting advertising, profiling attendees, or promoting the contractor's services
- Deliver complete participant dataset to PDS at contract closeout and not retain participant data beyond the period specified in this section without written PDS authorization
- Comply with the applicable privacy laws listed below:
    - Nigerian Data Protection Act (NDPA), 2023
    - U.S. Privacy Act of 1974 (5 U.S.C. § 552a)

16.3 Public Communications & Branding

- All public-facing content (website, social media, press materials, signage) require written PDS approval before publication or production
- The contractor shall not issue any press releases or public statements referencing the U.S. Government, the Embassy, or the Forum without prior written PDS approval
- All materials shall comply with U.S. Government branding requirements and Freedom 250 visual identity guidelines
- The contractor shall maintain confidentiality of all non-public information obtained during contract performance, including participant information, security procedures, internal Embassy communications.

16.4 Section 508 / Accessibility

All digital deliverables including the website, mobile app, digital content, and video recordings shall comply with Section 508 of the Rehabilitation Act and WCAG 2.1 AA accessibility standards. Closed captions are required for all recorded and streamed video content.

16.5 Records Management

The contractor shall maintain complete records of all contract activities, communications, expenditures, and deliverables for a minimum of three (3) years following contract close-out and shall make records available to PDS upon request.

16.6 Media & Press Protocols

The contractor shall not facilitate or arrange any media interviews with U.S. Government personnel without prior PDS authorization. All media inquiries directed at the contractor shall be immediately referred to the PDS.

17. Quality Assurance & Acceptance

17.1 Acceptance Criteria

Each deliverable submitted under this contract shall be reviewed by the PDS within seven (7) business days of receipt. Upon review, the PDS will either:

- Issue written acceptance confirming the deliverable meets all requirements; or
- Return the deliverable with written comments specifying deficiencies and required revisions

The contractor shall resubmit revised deliverables within five (5) business days of receiving Government comments. Resubmitted deliverables shall include a written revision summary identifying each change made in response to Government comments.

All deliverables shall meet the following baseline acceptance standards:

Standard	Requirement
Completeness	Deliverable addresses all requirements specified in the relevant SOW section
Accuracy	Information, data, and content are factually correct and free of material errors
Timeliness	Deliverable submitted on or before the due date specified in Section 13
Format	Deliverable provided in the format specified in the SOW or as directed by the COR
Branding Compliance	All public-facing materials comply with Freedom 250 visual identity and U.S. Department of State branding guidelines
Accessibility	All digital deliverables comply with Section 508 and WCAG 2.1 AA standards (Section 16.4)

PDS Approval	All content requiring PDS written approval has been reviewed and approved prior to submission for acceptance

17.2 Receipt vs. Acceptance

Receipt of a deliverable by the PDS does not constitute acceptance. Formal written acceptance by the PDS is required for each deliverable before:

- The contractor proceeds to dependent subsequent tasks
- The deliverable is considered complete for contract performance purposes

17.3 Rejection & Cure

If a deliverable fails to meet acceptance criteria after one (1) revision cycle, the COR will notify the Contracting Officer (CO) in writing. The contractor shall then have five (5) additional business days to cure the deficiency and resubmit.

If the resubmitted deliverable still fails to meet acceptance criteria, the COR will document the failure, and the CO may take one or more of the following actions:

- Issue a formal Cure Notice requiring the contractor to present a corrective action plan within the timeframe specified in the notice
- Issue a Show Cause Letter requiring the contractor to explain why the contract should not be terminated for default
- Withhold payment associated with the rejected deliverable until acceptance is achieved
- Pursue any other remedies available under the FAR and applicable contract clauses

Repeated deliverable failures across multiple sections of the SOW may constitute grounds for termination for default consistent with applicable FAR clauses.

18. Place of Performance

- Primary: Abuja, Nigeria (venue TBD per 3.5)
- Remote: Contractor's home office for planning, digital, and administrative tasks
- Embassy Coordination: Contractor shall attend in-person or virtual coordination meetings with Embassy PDS Section as required (minimum monthly; weekly from T-4 weeks).

19. Eligibility Requirements & Evaluation Criteria

The U.S. Embassy Abuja Public Diplomacy Section requires a contractor with demonstrated verifiable experience managing large-scale, high-visibility international conferences and diplomatic events in Nigeria or comparable Sub-Saharan African markets. Given the diplomatic sensitivity, commercial significance, and public profile of this Forum, PDS will not accept proposals from organizations that cannot demonstrate the specific capabilities defined below.

19.1 Provide Proof of Experience and Capacity

19.1.1 Large-Scale International Conference or Diplomatic Event Management

Offerors must demonstrate verifiable experience managing at least two (2) large-scale international conferences, diplomatic summits, or high-profile public events within the last five (5) years, each meeting the following minimum thresholds:

- Minimum 150 attendees per event
- Included VIP or diplomatic protocol requirements (government officials, C-suite executives, or equivalent)
- Included multi-track or concurrent session programming (minimum 3 simultaneous spaces)
- Included professional AV production (sound, lighting, large-screen displays)
- Held in Nigeria or a comparable Sub-Saharan African market

Required Documentation:

- Signed contracts, purchase orders, letters of engagement, or completion certificates from clients confirming event management services rendered
- Event programs, agendas, or run-of-show documents demonstrating multi-track format
- Client reference letters or contact information for at least two (2) verifiable references
- Photographs or video documentation of events managed

19.1.2 U.S. Government or International Organization Project Experience

Offerors must demonstrate experience implementing projects funded by or in direct support of:

- U.S. Department of State / U.S. Embassy
- U.S. Agency for International Development (USAID)
- U.S. International Development Finance Corporation (DFC)

- U.S. Export-Import Bank (EXIM)
- United Nations agencies, World Bank, African Development Bank, or comparable international organizations
- Other bilateral donor governments (UK FCDO, EU, etc.)

Required Documentation:

- Award documents, contracts, grants, purchase orders, or letters of reference from qualifying organizations
- Brief project descriptions (maximum one page each) for at least two (2) qualifying projects, including: client name, project title, period of performance, contract value (if not restricted), and scope of services provided
- Point of contact information for each qualifying client for reference verification purposes

19.1.3 Nigerian Market Operations & Local Regulatory Compliance

Offerors must demonstrate active operational presence and experience in Nigeria, including:

- Legal registration and authorization to conduct business in Nigeria
- Demonstrated experience engaging Nigerian government officials, private sector leaders, and civil society in a professional event context
- Familiarity with Nigerian venue, catering, security, and logistics vendor markets in Abuja

Required Documentation:

- Certificate of Incorporation or equivalent legal registration documentation in Nigeria
- Evidence of prior event execution in Abuja (preferred) or other major Nigerian cities
- List of Nigerian subcontractors or vendors previously engaged, with service categories

19.1.4 Professional Digital Production

Offerors must demonstrate experience providing professional-grade AV production, live streaming services, Website development for events of comparable scale, including:

- Multi-camera video recording of conference sessions
- Live streaming to an online platform (YouTube, Zoom Webinar, or equivalent)
- Professional sound reinforcement for audiences of 150+
- Large-format screen display management
- Online registration and attendee management functionality
- Mobile-responsive design
- Section 508 / WCAG 2.1 AA accessibility compliance (or equivalent international standard)

Required Documentation:

- Portfolio of at least two (2) comparable AV production projects within the last five (5) years
- Links to archived live stream recordings or video samples demonstrating production quality
- Equipment list confirming ownership or confirmed access to professional-grade AV equipment
- Résumés or CVs of proposed AV/Multimedia Production Lead demonstrating minimum five (5) years of professional AV experience
- URLs of at least two (2) event websites previously developed and managed
- Evidence of mobile application deployment (App Store / Google Play links or screenshots)
- Statement confirming 508/WCAG compliance capability, with supporting documentation or prior client attestation

19.1.5 Evaluation Scoring

Evaluation Criteria	**Points**
Technical Approach & Understanding of Requirements	**35**
Relevant Past Performance	**25**
Management Plan & Organizational Capacity	**20**
Key Personnel Qualifications	**15**
Price	**5**
Total	**100**