



### REQUEST FOR PROPOSAL (RFP)

<b>A. RFP no. and Date:</b>	<b>002/2019 – August 20, 2019</b>
<b>B. Subject:</b>	<b>Photography services for USAID/Burma</b>
<b>C. Issuing Office/Section:</b>	<b>USAID RDMA, Executive Office 25<sup>th</sup> Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand</b>
<b>D. Closing date for receipt of proposals:</b>	<b>August 30, 2019 – (12pm, Rangoon Time)</b>
<b>E. Type of Award:</b>	<b>Fixed Price – Purchase Order</b>
<b>F. Basis for Award:</b>	<b>Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)</b>

#### Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit proposal of the services specified below. This is to support the operation of USAID/Burma.

Proposal submission and questions regarding this Request for Proposal (RFP) shall be ONLY via email to [BANGKOKUSAIDPROC@usaid.gov](mailto:BANGKOKUSAIDPROC@usaid.gov) by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business on the U.S. Government’s System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Information on this process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of proposals.

## **Photography Services for the Development Outreach and Communications (DOC) Unit, USAID/Burma**

### **1. Statement of Work**

#### **a. Background:**

Burma has embarked on what will be a long and challenging road of democratic and economic reform. Political reforms that started in 2011 have set in motion critical transitions in Burma: moving toward an inclusive, parliamentary democracy; negotiating ceasefires after decades-long civil wars; and shifting to a market-oriented economy. Although the process is not complete and there will be challenges, the United States and the U.S. Agency for International Development (USAID) remain committed to improving the welfare and well-being of the people of Burma.

This statement of work is intended to document and substantiate USAID's work to strengthen Burma's transition to democracy, expand economic opportunity through enterprise-led inclusive economic growth, improve health and resilience of vulnerable communities, further national reconciliation, and promote greater international cooperation by sharing knowledge with and providing technical assistance to people who seek greater freedom, prosperity and dignity in Burma.

In particular, the services rendered under this statement of work will enhance USAID/Burma's efforts to project that the US government, through USAID, is visibly employing innovative approaches to ensure that the benefits of democratic and economic reform are reaching the people of Burma.

#### **b. Scope of Work:**

This order is for photography services to the USAID/Burma DOC unit. Contact persons for procuring this service are Senior DOC specialist Robin Johnson and DOC specialist Aung Thura Ko Ko, USAID/PDO/DOC. USAID/Burma seeks the services of a professional photographer, or photography firm, with expertise in a wide variety of situations including non-studio field shoots, training and mentoring.

The contractor will:

1. Supply photos of USAID activities suitable for publication on government websites, social media, printed marketing materials, and for display at the American Center Yangon and other public venues;
2. Train communications and field staff from USAID's implementing partners to improve the quality and quantity of photos of partners' field activities submitted to USAID;
3. Mentor a cadre of young Myanmar photographers based in the states and regions where USAID has multiple, on-going activities.

The work product will include:

1. No less than 48 professional photo stories, each comprised of a minimum of twelve edited and polished images, with name, location, and brief context details in the metafile data and additional documentation (Word document; audio file; or video file; etc) of quotes from the Burmese people featured in the photos, to assist in the communication of USAID key messages and assistance interventions to target audiences in both the host nation and the United States. Professional photo stories should be of the depth and quality for submission to <https://stories.usaid.gov/#intro> and/or <https://usaidpubs.exposure.co/>

2. Training materials and classroom training designed to improve participants skills taking photographs and personalized, written feedback on submissions from two post-training photo shoots for up to 60 photography training participants from USAID's implementing partners;
3. No less than 80 photo stories submitted from mentored state and region-based photojournalists, each comprised of a minimum of four images that provide the Who, What, Where, and Why for a social media post highlighting the accomplishments of one or more Burmese people who have successfully applied knowledge or technology received through USAID and its partners to improve life for themselves, their families and/or their communities; and,
4. Large (A0) prints of the 24 photos from each of the eight field locations mounted on foam core and large print captions mounted on foam core for a temporary display in the American Center Yangon and other public venues.

**c. Location of Work:**

The photographer/photography firm will be present for Yangon-based photography trainings and logistics meetings with USAID's implementing partners at the American Center Yangon. For photography trainings and logistics meetings with USAID's implementing partners outside of Yangon, USAID will arrange for meeting space at an implementing partner's field office. Otherwise the photographer/photography firm will work from their own offices, studio, and the field.

**d. Timeline:**

The photographer/photography firm will provide three, two-day photography workshops for USAID's implementing partners at the American Center Yangon.

The photographer/photography firm will work in no less than eight field locations. Exact timing and location for each campaign and/or training will be determined by mission priorities and the availability of the contractor.

This is an illustrative schedule of how the work in this contract might be executed:

**Month One:**

- Contractor submits proposed training materials and agenda to USAID for approval.
- Contractor and USAID agree on dates for each of three two-day trainings.
- Contractor and USAID agree on first field site to be visited and the dates.
- Contractor and USAID agree on which young photojournalist in first field location will be invited into the mentoring program.

**Month Two:**

- USAID invites up to 20 participants to each of three two-day photography workshops, for a total of up to 60 trainees. Contractor delivers three training workshops in Yangon.
- USAID invites relevant field staff from USAID implementing partners working in the first field location to a one-day meeting with the contractor and USAID for the purpose of coordinating logistics for the field shoots scheduled for the next two days and to conduct a mini-half-day photography workshop for the assembled field staff.

- Contractor invites the local photojournalist in the mentoring program to participate in the day-long coordinating meeting and mini-training for USAID's implementing partners in the location. In the coordinating meeting, it is expected that the local photographer form relationships with USAID's local partners to get future photo story ideas.
- As agreed in coordinating meeting, the contractor meets USAID implementing partners at the agreed-upon locations to capture at least six different photo stories during the field trip.
- The contractor provides logistical support (transport, accommodations, meals) for the local photojournalist in the mentoring program to accompany the contractor on the field shoots as part of the mentoring experience.
- Contractor submits images and background information for six photo stories from each location for USAID approval.
- Contractor and USAID agree on second field site to be visited and the dates.
- Contractor and USAID agree on which young photojournalist in second location will be invited into the mentoring program.

#### Month Three:

- USAID invites relevant field staff from USAID implementing partners working in second field location to a one-day meeting with the contractor and USAID for the purpose of coordinating logistics for the field shoots scheduled for the next two days and to conduct a mini-half-day photography workshop for the assembled field staff.
- Contractor invites the local photojournalist in the mentoring program to participate in the day-long coordinating meeting and mini-training for USAID's implementing partners in the location. In the coordinating meeting, it is expected that the local photographer form relationships with USAID's local partners to get future photo story ideas.
- As agreed in coordinating meeting, the contractor meets USAID implementing partners at the agreed-upon locations to capture at least six different photo stories during the field trip.
- The contractor provides logistical support (transport, accommodations, meals) for the local photojournalist in the mentoring program to accompany the contractor on the field shoots as part of the mentoring experience.
- Contractor submits images and background information for six photo stories from each location for USAID approval.
- Contractor and USAID agree on third field site to be visited and the dates.
- Contractor and USAID agree on which young photojournalist in third location will be invited into the mentoring program.
- Local photojournalist from first field location submits proposals to contractor in conjunction with the local USAID implementing partner for up to ten future photo shoots. Contractor secures USAID approval of proposals.
- The contractor provides a budget to the local photojournalist to cover travel and a modest stipend for their time for the approved stories.
- Contractor produces large format (A0) prints of 24 selected photos from the first field location to be displayed, along with large print, mounted captions, at the American Center Yangon.

#### Month Four:

- Within 60 days of each training, the 20 participants should have submitted photos from two field shoots for feedback from the contractor and as evidence of skills gained.

- USAID invites relevant field staff from USAID implementing partners working in third field location to a one-day meeting with the contractor and USAID for the purpose of coordinating logistics for the field shoots scheduled for the next two days and to conduct a mini-half-day photography workshop for the assembled field staff.
- Contractor invites the local photojournalist in the mentoring program to participate in the day-long coordinating meeting and mini-training for USAID's implementing partners in the location. In the coordinating meeting, it is expected that the local photographer form relationships with USAID's local partners to get future photo story ideas.
- As agreed in coordinating meeting, the contractor meets USAID implementing partners at the agreed-upon locations to capture at least six different photo stories during the field trip.
- The contractor provides logistical support (transport, accommodations, meals) for the local photojournalist in the mentoring program to accompany the contractor on the field shoots as part of the mentoring experience.
- Contractor submits images and background information for six photo stories from each location for USAID approval.
- Contractor and USAID agree on fourth field site to be visited and the dates.
- Contractor and USAID agree on which young photojournalist in fourth location will be invited into the mentoring program.
- Local photojournalist from second field location submits proposals to contractor in conjunction with the local USAID implementing partner for up to ten future photo shoots. Contractor secures USAID approval of proposals.
- The contractor provides a budget to the local photojournalist to cover travel and a modest stipend for their time for the approved stories.
- The contractor reviews the young photojournalists' submitted photos and provides written feedback.
- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.
- Contractor produces large format (A0) prints of 24 selected photos from the second field location to be displayed, along with large print, mounted captions, at the American Center Yangon.

#### Month Five:

- Within 30 days of receiving the participants' submissions, the contractor will submit written feedback to USAID to share with the participants and their Chiefs of Party and Agreement Officer Representative (AOR)/ Contracts Officer Representatives(CORs).
- USAID invites relevant field staff from USAID implementing partners working in fourth field location to a one-day meeting with the contractor and USAID for the purpose of coordinating logistics for the field shoots scheduled for the next two days and to conduct a mini-half-day photography workshop for the assembled field staff.
- Contractor invites the local photojournalist in the mentoring program to participate in the day-long coordinating meeting and mini-training for USAID's implementing partners in the location. In the coordinating meeting, it is expected that the local photographer form relationships with USAID's local partners to get future photo story ideas.
- As agreed in coordinating meeting, the contractor meets USAID implementing partners at the agreed-upon locations to capture at least six different photo stories during the field trip.

- The contractor provides logistical support (transport, accommodations, meals) for the local photojournalist in the mentoring program to accompany the contractor on the field shoots as part of the mentoring experience.
- Contractor submits images and background information for six photo stories from each location for USAID approval.
- Contractor and USAID agree on fifth field site to be visited and the dates.
- Contractor and USAID agree on which young photojournalist in fifth location will be invited into the mentoring program.
- Local photojournalist from third field location submits proposals to contractor in conjunction with the local USAID implementing partner for up to ten future photo shoots. Contractor secures USAID approval of proposals.
- The contractor provides a budget to the local photojournalist to cover travel and a modest stipend for their time for the approved stories.
- The contractor reviews the young photojournalists' photos and provides written feedback.
- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.
- Contractor produces large format (A0) prints of 24 selected photos from the third field location to be displayed, along with large print, mounted captions, at the American Center Yangon.

Month Six:

- USAID invites relevant field staff from USAID implementing partners working in fifth field location to a one-day meeting with the contractor and USAID for the purpose of coordinating logistics for the field shoots scheduled for the next two days and to conduct a mini-half-day photography workshop for the assembled field staff.
- Contractor invites the local photojournalist in the mentoring program to participate in the day-long coordinating meeting and mini-training for USAID's implementing partners in the location. In the coordinating meeting, it is expected that the local photographer form relationships with USAID's local partners to get future photo story ideas.
- As agreed in coordinating meeting, the contractor meets USAID implementing partners at the agreed-upon locations to capture at least six different photo stories during the field trip.
- The contractor provides logistical support (transport, accommodations, meals) for the local photojournalist in the mentoring program to accompany the contractor on the field shoots as part of the mentoring experience.
- Contractor submits images and background information for six photo stories from each location for USAID approval.
- Contractor and USAID agree on sixth and final field site to be visited and the dates.
- Contractor and USAID agree on which young photojournalist in sixth location will be invited into the mentoring program.
- Local photojournalist from fourth field location submits proposals to contractor in conjunction with the local USAID implementing partner for up to ten future photo shoots. Contractor secures USAID approval of proposals.
- The contractor provides a budget to the local photojournalist to cover travel and a modest stipend for their time for the approved stories.
- The contractor reviews the young photojournalists' photos and provides written feedback.

- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.
- Contractor produces large format (A0) prints of 24 selected photos from the fourth field location to be displayed, along with large print, mounted captions, at the American Center Yangon.

#### Month Seven:

- USAID invites relevant field staff from USAID implementing partners working in sixth field location to a one-day meeting with the contractor and USAID for the purpose of coordinating logistics for the field shoots scheduled for the next two days and to conduct a mini-half-day photography workshop for the assembled field staff.
- Contractor invites the local photojournalist in the mentoring program to participate in the day-long coordinating meeting and mini-training for USAID's implementing partners in the location. In the coordinating meeting, it is expected that the local photographer form relationships with USAID's local partners to get future photo story ideas.
- As agreed in coordinating meeting, the contractor meets USAID implementing partners at the agreed-upon locations to capture at least six different photo stories during the field trip.
- The contractor provides logistical support (transport, accommodations, meals) for the local photojournalist in the mentoring program to accompany the contractor on the field shoots as part of the mentoring experience.
- Contractor submits images and background information for six photo stories from each location for USAID approval.
- Local photojournalist from fifth field location submits proposals to contractor in conjunction with the local USAID implementing partner for up to ten future photo shoots. Contractor secures USAID approval of proposals.
- The contractor provides a budget to the local photojournalist to cover travel and a modest stipend for their time for the approved stories.
- The contractor reviews the young photojournalists' photos and provides written feedback.
- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.
- Contractor produces large format (A0) prints of 24 selected photos from the fifth field location to be displayed, along with large print, mounted captions, at the American Center Yangon.

#### Month Eight:

- USAID invites relevant field staff from USAID implementing partners working in seventh field location to a one-day meeting with the contractor and USAID for the purpose of coordinating logistics for the field shoots scheduled for the next two days and to conduct a mini-half-day photography workshop for the assembled field staff.
- Contractor invites the local photojournalist in the mentoring program to participate in the day-long coordinating meeting and mini-training for USAID's implementing partners in the location. In the coordinating meeting, it is expected that the local photographer form relationships with USAID's local partners to get future photo story ideas.
- As agreed in coordinating meeting, the contractor meets USAID implementing partners at the agreed-upon locations to capture at least six different photo stories during the field trip.

- The contractor provides logistical support (transport, accommodations, meals) for the local photojournalist in the mentoring program to accompany the contractor on the field shoots as part of the mentoring experience.
- Contractor submits images and background information for six photo stories from each location for USAID approval.
- Local photojournalist from sixth field location submits proposals to contractor in conjunction with the local USAID implementing partner for up to ten future photo shoots. Contractor secures USAID approval of proposals.
- The contractor provides a budget to the local photojournalist to cover travel and a modest stipend for their time for the approved stories.
- The contractor reviews the young photojournalists' photos and provides written feedback.
- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.
- Contractor produces large format (A0) prints of 24 selected photos from the sixth field location to be displayed, along with large print, mounted captions, at the American Center Yangon.

Month Nine:

- USAID invites relevant field staff from USAID implementing partners working in eighth and final field location to a one-day meeting with the contractor and USAID for the purpose of coordinating logistics for the field shoots scheduled for the next two days and to conduct a mini-half-day photography workshop for the assembled field staff.
- Contractor invites the local photojournalist in the mentoring program to participate in the day-long coordinating meeting and mini-training for USAID's implementing partners in the location. In the coordinating meeting, it is expected that the local photographer form relationships with USAID's local partners to get future photo story ideas.
- As agreed in coordinating meeting, the contractor meets USAID implementing partners at the agreed-upon locations to capture at least six different photo stories during the field trip.
- The contractor provides logistical support (transport, accommodations, meals) for the local photojournalist in the mentoring program to accompany the contractor on the field shoots as part of the mentoring experience.
- Contractor submits images and background information for six photo stories from each location for USAID approval.
- Local photojournalist from seventh field location submits proposals to contractor in conjunction with the local USAID implementing partner for up to ten future photo shoots. Contractor secures USAID approval of proposals.
- The contractor provides a budget to the local photojournalist to cover travel and a modest stipend for their time for the approved stories.
- The contractor reviews the young photojournalists' photos and provides written feedback.
- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.
- Contractor produces large format (A0) prints of 24 selected photos from the seventh field location to be displayed, along with large print, mounted captions, at the American Center Yangon.



Month Ten:

- Local photojournalist from eighth and final field location submits proposals to contractor in conjunction with the local USAID implementing partner for up to ten future photo shoots. Contractor secures USAID approval of proposals.
- The contractor reviews the young photojournalists' photos and provides written feedback.
- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.
- Contractor produces large format (A0) prints of 24 selected photos from the eighth field location to be displayed, along with large print, mounted captions, at the American Center Yangon.

Month Eleven:

- The contractor reviews the young photojournalists' photos and provides written feedback.
- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.

Month Twelve:

- The contractor reviews the young photojournalists' photos and provides written feedback.
- The contractor submits at least four photos to USAID for approval from each of the budgeted photo shoots from the local photojournalists along with a copy of the written feedback provided to the photojournalists.
- Contractor submits final report on changes in quantity and quality of implementing partners photos and capacity of local photojournalists to identify and document compelling stories in USAID's priority areas of development.

**Deliverables:**

- 1) The contractor is required to provide no less than 72 photographer-selected raw and edited photos (EG filters, cropping, color correction, complete information in metadata file) per field trip, for a combined total of 576 by the end of the performance period;
- 2) The contractor is required to produce large format (A0) prints of 24 selected photos and captions from each of the eight field locations for public display, for a total of 192 large format mounted photos with captions;
- 3) No less than 320 images captured by mentored state and regional photojournalists;
- 4) Up to 480 images submitted by USAID's implementing partners' staff who participated in photography training. Images must be posted for online review (SmugMug, Lightroom, or contractors website, etc.) with the functionality for USAID to download both raw and edited photos in a variety of resolutions.
- 5) Photography workshop training materials and agenda;
- 6) Written feedback on photos submitted by up to 60 photography training workshop participants;

- 7) Written feedback on up to 80 photo stories (320 photos) submitted by photojournalists being mentored;
- 8) A final report assessing improvements in quality and quantity of photographs submitted to USAID by implementing partners and capacity of state and region-based photojournalists to identify and document positive stories in development.
- 9) High resolution, edited and raw final digital images provided to USAID on DVD.
- 10) All photographs become the sole property of USAID without copyright, credit or use restrictions.
- 11) Photographer will be expected to obtain written or documented verbal release for all professional photo shoots and demonstrate efforts to train state and regional mentored photographers and USAID's implementing partners' staff to obtain written or documented verbal release for USAID's use of photos.

**Engagement with USAID and Partners:**

The contractor will meet with the DOC team members and, as appropriate, USAID's development partners to:

- 1) Discuss the scope and logistics of photo sessions and or field visit;
- 2) Discussed key messages and prioritization of shot lists;
- 3) Provide regular updates to the DOC team;
- 4) Received feedback from the DOC team; and
- 5) Finalize the work.

**Payment schedule:**

Partial payment is authorized and will be made in equal installments in U.S. dollars. The contractor shall be paid on a monthly basis within 30 days upon receipt of a valid invoice with the acceptance of each deliverables from the Activity Manager.

<b>Month</b>	<b>Deliverables</b>
One	-Training materials and agenda -Baseline assessment of approximately 60 participants' photography skills before training workshops
Two	-Six professional photo stories (72 edited images plus raw files) -Mentorship agreement in place with one local photojournalist
Three	-Six professional photo stories (72 edited images plus raw files) -Mentorship agreement in place with second local photojournalist -Story proposals approved by USAID for first local photojournalist -24 large format (A0) mounted prints with large print mounted captions
Four	-Six professional photo stories (72 edited images plus raw files) -Mentorship agreement in place with third local photojournalist -Story proposals approved by USAID for second local photojournalist -At least one photo story submitted from local photojournalist -24 large format (A0) mounted prints with large print mounted captions

Five	<ul style="list-style-type: none"> <li>-Written feedback submitted to 60 photography training participants</li> <li>-Six professional photo stories (72 edited images plus raw files)</li> <li>-Mentorship agreement in place with third local photojournalist</li> <li>-Story proposals approved by USAID for second local photojournalist</li> <li>-At least four photo stories submitted from local photojournalist(s)</li> <li>-24 large format (A0) mounted prints with large print mounted captions</li> </ul>
Six	<ul style="list-style-type: none"> <li>-Six professional photo stories (72 edited images plus raw files)</li> <li>-Mentorship agreement in place with fourth local photojournalist</li> <li>-Story proposals approved by USAID for third local photojournalist</li> <li>-At least four photo stories submitted from local photojournalists</li> <li>-24 large format (A0) mounted prints with large print mounted captions</li> </ul>
Seven	<ul style="list-style-type: none"> <li>-Six professional photo stories (72 edited images plus raw files)</li> <li>-Mentorship agreement in place with fifth local photojournalist</li> <li>-Story proposals approved by USAID for fourth local photojournalist</li> <li>-At least four photo stories submitted from local photojournalists</li> <li>-24 large format (A0) mounted prints with large print mounted captions</li> </ul>
Eight	<ul style="list-style-type: none"> <li>-Six professional photo stories (72 edited images plus raw files)</li> <li>-Mentorship agreement in place with sixth local photojournalist</li> <li>-Story proposals approved by USAID for fifth local photojournalist</li> <li>-At least six photo stories submitted from local photojournalists</li> <li>-24 large format (A0) mounted prints with large print mounted captions</li> </ul>
Nine	<ul style="list-style-type: none"> <li>-Six professional photo stories (72 edited images plus raw files)</li> <li>-Mentorship agreement in place with seventh local photojournalist</li> <li>-Story proposals approved by USAID for sixth local photojournalist</li> <li>-At least eight photo stories submitted from local photojournalists</li> <li>-24 large format (A0) mounted prints with large print mounted captions</li> </ul>
Ten	<ul style="list-style-type: none"> <li>-Mentorship agreement in place with eighth local photojournalist</li> <li>-Story proposals approved by USAID for seventh local photojournalist</li> <li>-At least 16 photo stories submitted from local photojournalists</li> <li>-24 large format (A0) mounted prints with large print mounted captions</li> </ul>
Eleven	<ul style="list-style-type: none"> <li>-Story proposals approved by USAID for eighth local photojournalist</li> <li>-At least 16 photo stories submitted from local photojournalists</li> </ul>
Twelve	<ul style="list-style-type: none"> <li>-At least 21 photo stories submitted from local photojournalists</li> <li>-Final report</li> </ul>

**Period of Performance**

The period of performance is October 1, 2019 – September 30, 2020.

**Supervisory Control**

The Contractor shall report and submit all deliverables to the SDOC, USAID/Burma, or his/her designee. The Contractor is providing photography services for the DOC Team and USAID/Burma, and is not at USG employee. As such, the Contractor will not speak on behalf of the USG or formally represent USAID/Burma and will not direct other contractors.

## Submission Requirements

Applicants should provide:

- CV of the principle photographer or photographers who will conduct the photography training sessions, serve as mentors, and shoot the 48 field stories;
- Technical specifications of photographic equipment and editing software;
- An electronic link to the photographer or photographers portfolio
- Contact information to two professional references; and,
- A written proposal, in English, not to exceed three pages, detailing how the photographer or firm will approach the four components of the project (a) photography training for USAID’s implementing partners, (b) identifying, shooting and editing 48 field-based photostories, (c) identifying, mentoring and providing logistical support and stipends to eight state and region-based photojournalists, and (d) mounting large format photos for exhibit at the American Center Yangon and any other venues the applicant might propose.

Please cite “USAID Photography Service” in subject line of email applications. Attachments submitted via email must be Microsoft Word or PDF. Attachments must not exceed 5 MB. Applications sent by email are preferred to [BANGKOKUSAIDPROC@usaid.gov](mailto:BANGKOKUSAIDPROC@usaid.gov).

## Selection Criteria

- 5% Education and past experience
- 10% Quality of photos in the portfolio, especially field-based photos
- 5% Feedback from references
- 10% Technical approach to photography training for USAID’s implementing partners,
- 10% Technical approach to identifying, shooting and editing 48 field-based photostories
- 20% Technical approach to identifying, mentoring and providing logistical support and stipends to eight state and region-based photojournalists
- 10% Technical approach to mounting large format photos for exhibit at the American Center Yangon and any other venues the applicant might propose.
- 30% Cost proposal

USAID intends to make a contract award that represents the best value to the U.S. Government. “Best value” is defined as the offer that results in the most advantageous solution for the Government, in consideration of technical, cost, and other factors. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price. When Contracting Officer determines that competing technical proposals are essentially equal, cost/price factors may become the determining factor in source selection. Upon successful negotiations with the offeror, a fixed-price Purchase Order will be issued to procure the services.