

**U.S. Department of Commerce  
International Trade Administration  
Industry and Analysis  
Office of United States Trade Agreements Secretariat (TAS)**

## **1.0 Introduction**

The International Trade Administration (ITA) is the U.S. Department of Commerce bureau that helps create economic opportunity for American workers and businesses by promoting trade and investment, strengthening industry competitiveness, and ensuring fair trade.

The Trade Agreements Secretariat (TAS) is responsible for the fair and impartial administration of dispute settlement actions under 14 U.S. Free Trade Agreements (FTAs). TAS works closely with counterparts in twenty (20) FTA partner countries to ensure that the United States and its exporters are treated fairly and in accordance with agreed upon FTA commitments.

## **2.0 Objectives**

To ensure fair and impartial administration of U.S. FTAs, TAS plans and hosts hearings where dispute settlement participants present oral arguments to a panel of international trade experts (Panelists). Accordingly, TAS is responsible for identifying and paying for a venue, catering, court reporter, interpreter, audio/visual(A/V) equipment and technicians, and other services as needed.

Accordingly, under this statement of work, TAS is seeking to procure catering, A/V, and event hosting services for at least two and up to four five-day hybrid hearings (with in-person and online participants) at the proposed venue in calendar year 2023. The hearings will be held for disputes arising under Chapter 19 of the North American Free Trade Agreement (NAFTA), and Chapter 31 and/or Chapter 10 of the United States-Mexico-Canada Agreement.

## **3.0 Scope**

TAS is seeking to procure event services including audio, video, and streaming services, WiFi, event space, and catering for a series of hybrid hearings capable of accommodating both in-person and remote participants. Services will be required for approximately five days for each hearing, from approximately 8AM to 5PM each day. The oral arguments would occupy approximately two days, with pre- and post-hearing deliberations occupying the other three days. Event space and catering services are needed for all five days for up to 50 people, and A/V services would primarily be required for the two-day oral arguments, plus set-up the day prior and break-down the following day. In addition, the A/V services will include a live stream of the hearing to interested members of the public, pausing the stream whenever business confidential information is presented, and a stream of the hearing for hearing participants that may include confidential information.

## **4.0 Requirements**

The A/V company is required to provide and use its own equipment for supporting the audio, video and streaming needs of the hearing, including table microphones, video cameras, speakers, tripods, projection screen, laptops, streaming switcher, and other equipment as deemed necessary for the events. All the equipment required for the audio and visual support requested must be set-up, tested, and working prior to the start of oral arguments. Further, the A/V company must provide technicians for controlling and maintaining the operations of the audio, video, and streaming equipment during the hearing, as well as technicians to set-up and take down the equipment. Prior to the hearing, AV staff will need to meet with TAS staff to finalize the requirements and set-up for the event.

Additionally, the required catering services would include breakfast and lunch for all Panelists and panelists' assistants (between 5 and 10 people) throughout the five-day hearing, lunch for on-site contractors on the two hearing days (approximately 3 people per event), and both morning and afternoon water and coffee service for Panelists, panelists' assistants, on-site contractors, and Secretariat staff during oral arguments (approximately 20 people per event). Furthermore, event space and services will be required for all five days, including space, chairs, tables, flags, Wi-Fi, and power cables and surge protectors, a podium, and easels to accommodate a courtroom-style hearing and deliberation spaces for the Panelists and participants. Prior to the event, event staff will need to meet regularly with TAS staff to review requirements and final numbers of participants at each event. Specifically, TCMA event staff and TAS staff would hold a kick-off meeting after dates for each hearing are finalized and hold biweekly meetings after the kick-off meeting up until two weeks before the event, after which weekly meetings would be held. TAS staff expect TCMA event staff to respond to inquiries within two business days. TAS will also provide an event diagram to the event staff in advance of the hearing to assist in communicating TAS's requirements.

## **5.0 Delivery**

- All the equipment required for the audio and visual support requested must be set-up, tested, and working prior to the start of oral arguments at each hearing, i.e., approximately 9AM. The A/V company must also ensure that the equipment is working properly prior to the start of the second day of the hearing and must set-up the equipment one day in advance and break down the equipment after the event.
- The catering staff must be on-site for all five days for each hearing.
- Event staff also will be on-site throughout the hearing, as well as beforehand to complete set-up and afterwards to complete breakdown and clean-up.

## **6.0 Government-Furnished property, Materials, Equipment, or information**

- This is not anticipated for this procurement

## **7.0 Security**

- This is not anticipated for this procurement

## **8.0 Travel**

- This is not anticipated for this procurement

### **9.0 Special Material Requirements**

- This is not anticipated for this procurement

### **10.0 Other Unique Requirements**

- This is not anticipated for this procurement

### **11.0 Place of Performance**

- Proposed venue will occur within 2 to 3 miles or less of 1401 Constitution Ave NW  
Washington, DC 20230

### **12.0 Period of Performance**

- Base Period- 12 months from the date of Award
- Option Period One (1) -12 months
- Option Period Two (2)-12 months
- Option Period Three (3)-12 months
- Option Period Four (4)-12 months

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