



REQUEST FOR QUOTE

Event Background

Brand USA in conjunction with the Ministry of Culture and Tourism of the People’s Republic of China is cohosting the 13th U.S. – China Tourism Leadership Summit in Seattle, Washington. The is an annual event that brings leaders of the Chinese and U.S. tourism industries together for business sessions and networking opportunities. With a limited number of industry executives in attendance, the summit is an ideal environment for participants to forge valuable relationships that mutually benefit the tourism industries in both countries. Summit locations alternate between China and the United States each year. Summits have been held as far west as the Big Island of Hawaii and as far east as Orlando, Florida in the United States.

Event Details

Event Type:	Conference/Event
Date:	September 18-19, 2019
Daily Start/End Times:	Day 1: 8:00 AM – 6:00 PM (<i>Possible</i>) Day 2: 8:00 AM – 6:00 PM (<i>Confirmed</i>)
Location:	Seattle, Washington
Venue:	Hyatt Regency Seattle 808 Howell Street Seattle, Washington, United States, 98101
Audience Size:	Approximately 200 - U.S. delegates: 125 - Chinese delegates: 75

Request

- At least two (2) qualified and certified interpreters
 - Potential to expand number of interpreters depending upon conference needs and vendor’s capabilities (for example, it’s possible that the conference will demand two teams of interpreters each translating into their respective mother tongues)
 - Potential to expand or contract the times at which translators might be needed (e.g., Interpretation might not be required on September 18; Personal or public interpretation might be required for evening events).
- Simultaneous interpretation in English and Chinese (Mandarin)
 - Potential for additional, personal interpretation, which would be consecutive
- Interpreting equipment
 - Listening devices (headsets/receivers)
 - Quantity: 250
 - Fully encapsulated booths
 - Quantity: as needed
 - Portable wireless equipment
 - Quantity: as needed
- On-site assistance
- Estimate for services and rental equipment
 - Please factor in overtime rates as some days may be extended.
- Translation of written documents and presentations is outside the scope of this procurement



Submission and Criteria

Please submit your response electronically, via email. Each quote submitted should contain the following:

- Company history and background
- 2-3 examples of similar work
- Suggested interpreter bios
- Past client references for similar work
- Budget for this engagement, including variable pricing for additional interpreters for limited periods if the program demands it

There will be three equally-weighted criteria to select the successful bidder:

- Price
- Experience
- Oral interview

Timeline

This tentative schedule may be altered at any time at the discretion of Brand USA. Brand USA reserves the right to reject any and all proposals, or any part thereof; waive an informality in the proposals and accept the proposal that best meets the needs of Brand USA.

- A. Proposal Released March 20, 2019
- B. Deadline for bids submitted via email March 28, 2019
- C. Oral interviews (in person) April 1–4, 2019
- D. Notice of intent to award contract and public posting April 8, 2019

Brand USA Contact Information

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