

REQUEST FOR PROPOSAL

SUBMISSION DEADLINE

12:00 PM CST, January 7th , 2026

RFP Title: Event Coordinator – Americas

RFP Contact:

Name: Dana Colquitt

Email: events@ussec.org

Proposal Deadline: Same as RFP timeline

Introduction:

The U.S. Soybean Export Council (USSEC) champions U.S. Soy worldwide. Through innovation, sustainability and partnerships, we connect farmers to global markets.

USSEC members represent the soy supply chain, including U.S. Soy farmers, processors, commodity shippers, merchandisers, allied agribusinesses and agricultural organizations. USSEC is funded by the U.S. soybean checkoff, USDA Foreign Agricultural Service (FAS) matching funds, and industry.

Soybeans are the United States' No. 1 food and agricultural export. USSEC focuses on differentiating, building preference, and attaining market access for the use of U.S. Soy for human consumption, aquaculture, and livestock feed in more than 80 countries internationally.

This RFP is being issued by the Americas region to support the planning and implementation of key U.S. Soy events and activities across the region.

Purpose of RFP and Background & Purpose of Project:

USSEC's standard practice is to issue Requests for Proposals (RFPs) every 1–3 years, or as needed, in an open and competitive manner. This competitive process, including cost analysis and benchmarking, helps determine the fair market value of services and allows USSEC to identify the best-qualified contractor based on relevant industry experience, strength of industry connections, and suitable cost and timing to meet project requirements.

Through this RFP, USSEC seeks an Event Coordinator – Americas to provide professional event management support. The contractor will assist with transportation and logistics, preparation of event contracts, coordination with event venues, hotels, and third-party providers, and communication with translation companies. The role will support implementation of USSEC events such as seminars, on-site visits, trade teams, and conferences focused on aquaculture, animal nutrition, sustainability, animal diseases,

biosecurity, soybean oil, and risk management. A background and understanding of agriculture, agricultural programs, and the foreign agricultural service community is strongly preferred.

Target Audience:

The primary audiences for this work include USSEC staff and consultants, regional and international participants, technical experts, industry partners, and other stakeholders engaged in U.S. Soy-related events and programs throughout the Americas region.

Scope (Services) of Work:

The Event Coordinator – Americas will provide event management support services, including but not limited to:

- Serve as liaison and support for USSEC marketing representatives at various activities, including seminars, on-site international visits, and major U.S. Soy conferences.
- Coordinate with USSEC consultants, staff and the global events team regarding the implementation of international on-site technical visits, conferences, trade teams and shows.
- Oversee, coordinate and manage all activities directly associated with the development and implementation of assigned events.
- Coordinate all meetings and travel both within and to/from the region, in conjunction with the events team and project managers.
- Provide documentation required for effective operational execution.
- Research and coordinate with venues, hotels, transportation providers, and translation companies as needed.
- Support communication with third-party service providers to ensure high-quality event delivery.
- Ensure adherence to USSEC policies, procedures, and budget guidance for events and travel.

Contractor Qualifications and Position Requirements:

Prospective Contractors should demonstrate the following qualifications and requirements:

- Industry experience in event management, preferably in international or multi-country environments.
- Experience coordinating logistics, travel, and vendor management for seminars, visits, conferences, or similar events.
- Background and understanding of agriculture, agricultural programs, and/or the foreign agricultural service community preferred.
- Intermediate English skills required; proficiency in additional regional languages is a plus.
- Strong organizational skills and attention to detail.
- Proven ability to work collaboratively with diverse, geographically dispersed teams.
- Ability to manage multiple priorities and meet deadlines.

- Demonstrated professionalism in communication with stakeholders, vendors, and participants.

Additional Consideration (if applicable):

The Event Coordinator will be paid agreed-upon daily fees and travel expenses when needed, in accordance with USSEC policies and procedures. The term of the proposal is February 1st to September 30, 2026, with additional terms beyond 2026 at the discretion of USSEC.

Deliverables:

Ongoing – Provide applicable administrative documents, forms and templates for the proper execution of activities, meetings and events. Research venues, translation companies, hotels and transportation companies for event implementation.

By the 30th calendar day of each month – Provide invoice of consulting fees and travel expenses for payment. Ensure all applicable invoices are submitted within 30 days of each transaction and are compliant with USSEC policies and procedures.

Project Timeline:

FY26

RFP Timeline:

RFP Distribution: December 4th, 2025

Last Day to Submit Questions: January 2nd, 2026, 12:00 PM CST.

Project Proposals Due: January 7th, 2026, by 5:00 PM Central Time

Selections Made By: January 21st, 2026.

Prospective Contractors Notified By: January 23rd, 2026.

Instructions:

1. Please email the proposal to RFP@USSEC.ORG and Dana Colquitt by **5:00PM Central Time on January 7th, 2026**
2. A description of Prospective Contractor's capabilities, resources and experience. Emphasis should be placed on experience related to this RFP.
3. A thorough proposal outlining Prospective Contractors planned work, deliverables and timeline to complete the work.
4. Resumes for each of the Prospective Contractor's personnel assigned to work directly on the implementation of the contract.

5. Provide a minimum of two names and contact information for other similarly sized clients for reference purposes.

6. Detailed Budget

- All bids for services must provide a breakout of how the fee was derived including but not limited to a breakdown of hourly rate and the amount of effort they anticipate to do the work.

7. Proposals should be no longer than **10 pages** (8 ½" x 11").

NOTES:

- Prospective Contractors are hereby notified that proposals will be duplicated for internal review only. Every effort will be made to maintain confidentiality of all information presented. The appropriate representatives from staff and legal counsel will review proposals. Proposals will not be returned.
- USSEC reserves the right to retain all proposals submitted. Submission of a proposal indicates acceptance by the submitter of the conditions contained in the request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between USSEC and the selected contractor.
- Confidentiality - Without USSEC's prior written consent, Prospective Contractors and its officers, employees, agents, representatives, affiliates, and subcontractors shall not disclose to any third party any documents, materials or information that the Prospective Contractors learn from or is provided in relation to the RFP request.
- During the evaluation process, USSEC reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors and omissions.
- USSEC reserves the right to reject any proposal that is in any way inconsistent or irregular. USSEC also reserves the right to waive proposal defects or deficiencies, to request additional information, and/or to negotiate with the Prospective Contractor regarding the proposal.
- Prospective Contractor agrees that Fees are in lieu of any and all other benefits, including, but not limited to, repayment of any and all taxes related to contractor service fees, health and life insurance, administrative costs and vacation.

- Prospective Contractor agrees that any income taxes, value added taxes or any other form of direct or indirect taxes on compensation paid under the contract shall be paid by Contractor and not by USSEC or Funding Sources.
 - Prior to any payment to a Contractor, a contractor must provide a W-9, W-8, or W-8BEN upon agreement signature
- Non-Competition. Contractor shall not act as agent or representative for any product or service directly or indirectly competitive with U.S. soybeans or soybean products for the length of the contract.
- USSEC and Prospective Contractor agree to comply with the provisions of Equal Employment Opportunity (EEO). USSEC provides EEO to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

SUPPLEMENTAL INFORMATION AND BACKGROUND

BUILDING A PREFERENCE FOR U.S. SOY

USSEC's strategy can be found here: <https://ussec.org/about-ussec/>

USB's Long Range Strategic Plan can be found here:

<https://www.unitedsoybean.org/strategic-plan/>

We are a dynamic partnership of key stakeholders representing soybean producers, commodity shippers, merchandisers, allied agribusiness and agricultural organizations.

Through a global network of international offices and strong support in the U.S., we help build a preference for U.S. soybeans and soybean products, advocate for the use of soy in feed, aquaculture and human consumption, promote the benefits of soy use through education and connect industry leaders through a robust membership program.

Our 16-member board of directors is comprised of four members from the American Soybean Association (ASA), four members from the United Soybean Board (USB), and eight members representing trade, allied industry, and state organizations.

New board members are seated annually. We are receiving funding from a variety of sources including soy producer checkoff dollars invested by the USB and various state soybean councils; cooperating industry; and the American Soybean Association's investment of cost-share funding provided by the United States Department of Agriculture's (USDA) Foreign Agriculture Service.

The United Soybean Board, created by the 1990 Farm Bill to manage and direct the National Soybean Checkoff, is dedicated to marketing and research for the soybean industry. USB is comprised of 77 volunteer soybean farmers representing the interests of fellow growers nationwide. Each board member is nominated by Qualified State Soybean Boards (QSSBs) and appointed by the U.S. Secretary of Agriculture.

Because of the limitations on administrative and salary costs established in the Act, USB outsources the majority of its program management responsibilities to primary contractors. U.S. Soybean Export Council (USSEC), Inc. is contracted to manage projects for international marketing and global opportunities activities.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 {voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email:program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Civil Rights Clause

Contractor agrees that during the performance of this Agreement it will not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, political beliefs, sexual orientation, marital or family status, parental status or protected genetic information. Contractor further agrees that it will fully comply with any and all applicable Federal, State and local equal employment opportunity statutes, ordinances and regulations, including, without limitation, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, and the Equal Pay Act of 1963. Nothing in this section shall require Contractor to comply with or become liable under any law, ordinance, regulation or rule that does not otherwise apply to Contractor.

MANDATORY CONTRACTUAL TERMS

Contracts: The *following terms are required*:

1. USSEC, as well as the Secretary of Agriculture, may terminate the contract and be relieved of payment. USSEC will pay for all work performed under contract until the date of termination.
2. Any work a contractor undertakes prior to contract approval by AMS is at their own risk and USSEC is not financially liable if the contract is not approved.
3. Funds paid to the contractor may not be used for the purpose of influencing legislation or governmental policy or action. "Influencing legislation" is defined as any attempt to affect the opinions of the general public or any segment thereof concerning current or proposed legislation or any attempt to influence legislation through communication with any member or employee of a legislative body or with any government officials who may participate in the formulation of legislation. "Government officials" refers to federal employees outside of USDA, foreign, and State governments/officials, legislators, and legislative staffs. "Influencing of governmental policy or action" is defined as any action the principal purpose of which is to bring about a change in existing policy or regulation or affect the outcome of proposed policy or regulation, except those actions which are specifically provide for in the Soybean Act and Order.

4. The contractor must (a) keep accurate records, books and documents involving transactions relating to the contract; (b) retain the records, books and documents for 3 years; and (c) said records, books and documents may be subject to inspection and audit by a representative of USDA and/or USSEC.
5. EEO policy statement: contractor agrees that, during the performance of this Agreement, contractor will not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, disability, protected genetic information, or reprisal. Contractor further agrees that it will fully comply with any and all applicable Federal, State and local equal employment opportunity statutes, ordinances and regulations, including, but not limited to, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, Genetic Information Act of 2008, and the Equal Pay Act of 1963. Nothing in this section shall require contractor to comply with or become liable under any law, ordinances, regulation or rule that does not otherwise apply to the contractor.
6. Subcontractors. Subject to USSEC's approval, the contractor may subcontract specific tasks to outside parties. Should the contractor elect to subcontract specific tasks, subcontractors will be subject to the same contractual terms as its contract agency in regard to:
 - (1) Reporting and record keeping;
 - (2) Travel expenses;
 - (3) Title of property;
 - (4) Confidential information
 - (5) Influencing legislation and/or influencing governmental policy or action;
 - (6) Federal civil rights policies.

The primary contractor agency who has a direct contract with USSEC will be fully responsible for the quality of all work product, including any approvals from AMS and providing proof of payment to the subcontractor for any work they have performed. If proof of payment cannot be provided, USSEC will be unable to reimburse the contractor. Any such authorization in the contract must state that entering into a subcontract does not relieve the contractor of primary responsibility to carry out the terms and conditions of the underlying contract in accordance with the Act, Order, Regulations and USDA policies.

7. Confidentiality

Financial or commercial information obtained under contract with USSEC that is privileged and confidential shall be kept confidential by all persons, including employees and former employees of USSEC, USDA and the contractor having access to such information.

Contracts: The ***following terms are not allowed***:

1. Indemnification provisions, unless it is clear that the indemnification will in no way obligate the U.S. government to pay on a potential claim.

2. Liquidated Damages

Intellectual property. Rights will be governed by the Bayh Dole Act, 35 U.S.C. §200-212 for any entity that is a “contractor” as defined by the Act at §201(c).

Expenses. The following expenses are prohibited under the Act and Order:

1. University Principal Investigator salaries;
2. University overhead/indirect costs; non-Principal Investigator salaries are an exception
3. Entertainment expenses;
4. Spousal/family/companion expenses;
5. Personal expenses (except as specifically allowed in USSEC’s Travel policies;
6. Open bars;
7. Funding of capital equipment unless the equipment is purchased (a) in direct connection with a plan or project, and (b) necessary for the completion of the plan or project.