

**REQUEST FOR PROPOSAL**

**END RESULT CONTRACT**

**SUBMISSION DEADLINE**

**12:00 PM CST (China Standard Time) UTC+8, 05/26/2026**

**TYPE OF CONTRACT: END RESULT CONTRACT**

The fee includes all consulting fees, employee compensation and benefits, overhead, travel expenses or any other type of expenses incurred to effectively complete the services/deliverables agreed upon. The payment represents the sole and complete liability of USSEC for services rendered in relation to the agreement.

The **USSEC Budget Table Template** must be completed, outlining how the fee was derived.

USSEC will rate proposals based on the following factors:

- Responsiveness to the requirements set forth in this Request for Proposal (RFP).
- Relevant past performance/experience
- Samples of work
- Fee (described above)

USSEC is seeking proposals for the work outlined in the RFP. This detailed cost analysis will assist in determining the fair market value, and it provides USSEC with the opportunity to evaluate proposals to select the best contractor based on experience, availability, expertise, approach, and cost.

<b>RFP TITLE:</b>	<b>IN-PERSON/HYBRID EVENTS SOLUTIONS PROVIDER AND VIDEO RECORDING/PRODUCTION FOR CHINA</b>
<b>RFP CONTACT:</b>	
<b>Name:</b>	Charlotte Tan
<b>Phone #:</b>	+65 67376233
<b>Email:</b>	Chatan@ct.ussec.org

**PROPOSAL DEADLINE: May 26, 2026 by 12:00 PM CST (UTC+8)**

**INTRODUCTION:**

U.S. Soybean Export Council (USSEC), Inc. requests proposals for the costs of engaging an **events solutions provider** to assist in the implementation, facilitation, and management of in-person, hybrid and virtual events for China, including pre-production and post-production video recording and editing.

Through a global network of international offices and strong support in the U.S., USSEC helps build a preference for U.S. soybeans and soybean products, advocates for the use of soy in feed, aquaculture,

and human consumption, promotes the benefits of soy use through education, and connects industry leaders through a robust membership program.

**PURPOSE OF RFP:**

USSEC’s standard practice is to issue an RFP every three years in an open and competitive manner. This type of cost analysis will assist in determining the fair market value for the work to be performed and allows USSEC the opportunity to evaluate various proposals and select the best contractor based on experience, availability, expertise, approach, and cost.

The purpose of this RFP is to seek proposals for engaging an **events solutions provider** to assist in the implementation, facilitation, and management of in person, virtual and hybrid events for China, including pre-production and post-production video editing and recording.

**BACKGROUND & PURPOSE OF PROJECT:**

The purpose of the project is to engage the services of an events solutions provider to primarily support USSEC’s event management (from in-person to virtual) and any video recording needs.

Keeping in line with our evolving event strategies, USSEC is seeking comprehensive event support services to facilitate in-person, virtual, and hybrid events. The purpose of this Request for Proposal (RFP) is to identify a versatile events solution provider that can assist us in delivering exceptional experiences for our audience, regardless of the setting. Our aim is to seamlessly integrate these formats, ensuring a resilient and dynamic approach to meet the ever-changing needs of our stakeholders. The smooth execution of such events by the contractor will also add more value to USSEC’s technical program and help increase end-consumer knowledge on the benefits of U.S. Soy and U.S. Soy products in the country and the region.

**TARGET AUDIENCE:**

- U.S. Ag Cooperators
- Target customers and industry participants in the agricultural industry within China.
- Agribusinesses across the supply and production chains for human food and animal protein.
- Governments and regulatory bodies that impact Market Access for U.S. Soy and agricultural products.
- Academia and other professional institutions (e.g., nutritionists), as well as trade and livestock associations.

**SCOPE (SERVICES) OR WORK:**

- The Contractor shall liaise, coordinate, and collaborate with USSEC and relevant vendors to plan and execute all assigned projects and activities. This includes, but is not limited to, accommodation

arrangements, meeting room coordination, reception, venue sourcing, event setup, registration management, speaker management, collaterals and on-site event support.

- The Contractor will lead and facilitate the pre-event recording and editing for remote presenters and any re-takes required based on the scope, including:
  - Briefing & scheduling of presenters. Presenters in this document will include hosts, speakers, moderators and/or interpreters.
  - Technical support on webcam, lighting, and audio to ensure quality and consistency.
  - Remote clicker support for the advancement of slides.
  - Basic Post-editing and enhancement to recording(s).
  - Provide video recording(s) to USSEC in the required file format.
- The Contractor will provide technical expertise in the facilitation and streaming of USSEC in-person/hybrid events, including the following technical support:
  - Coordinating with meeting space providers on setup requirements and any other administrative matters
  - Providing necessary equipment and manpower required for successful running of the event
  - Providing at least one rehearsal prior to the start of each event
  - Providing necessary logistics to facilitate any virtual speakers dialing in as well as virtual interpreters.
  - Background customization to display USSEC branding and graphics (assets to be provided by USSEC)
  - Customize layouts of virtual presenters based on event needs
  - Timing and transitions across event layouts, including the playing of videos
  - Providing internet supply and studio space for controlling hybrid and virtual events
  - Providing basic editing for any presenter's self-recorded videos or presentations
  - Coordinating with live and virtual presenters for technical audio and visual checks prior to the start of the event
- The Contractor will record the event, complete post-production editing based on the scope, and provide the final video file to USSEC in the format required.

**ADDITIONAL CONSIDERATION (if applicable)**

The Contractor will need to provide a breakdown of the event management fee schedule and per speaker recording costs in the Price Schedule section of your proposal – next section.

## PRICE SCHEDULE

Assuming a two-day full day event, please quote for each item as below and rehearsal at least on the day before.

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Pre-Event Recording</b>			
<b>Event Management cost</b> <ul style="list-style-type: none"> <li>accommodation arrangements, meeting room coordination, reception, venue sourcing, event setup, registration management, speaker management, collaterals and on-site event support.</li> <li>Booth construction and management</li> </ul>			
<b>Video Recording for 01 x Remote Speaker via Zoom.</b>  <u>Scope of work:</u> <ul style="list-style-type: none"> <li>Briefing &amp; Scheduling of speaker(s)</li> <li>Technical support on webcam and lighting</li> <li>Remote clicker for the advancement of slides</li> <li>Basic Post-Production of Video such as:               <ul style="list-style-type: none"> <li>- Audio enhancement by professional sound engineer to maintain the quality and resolve any technical issues</li> <li>- Video editors to synchronize video with audio tracks, enhance color tone</li> <li>- Overlay of speaker's name, presentation title and/or event branding</li> </ul> </li> </ul>	01		
<b>Video Recording for 01 x Remote Speaker via vMix and similar software.</b>  <u>Scope of work:</u> <ul style="list-style-type: none"> <li>Briefing &amp; Scheduling of speaker(s)</li> <li>Technical support on webcam and lighting</li> <li>Remote clicker for the advancement of slides</li> <li>Basic Post-Production of Video such as:               <ul style="list-style-type: none"> <li>- Audio enhancement by professional sound engineer to maintain the quality and resolve any technical issues</li> <li>- Video editors to synchronize video with audio tracks, enhance color tone</li> <li>- Overlay of speaker's name, presentation title and/or event branding</li> </ul> </li> </ul>	01		
<b>In-Person / Hybrid Event Requirements</b>			
<b>Visual System for Conference - LED Wall P3 indoor size w14m x h3 m</b>			

<p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- LED Wall with Support Bracket</li> <li>- LED Stage Riser</li> <li>- LED Wall Processor</li> <li>- Seamless Graphic Switcher</li> <li>- Content Management Software</li> <li>- Preview Monitor(s)</li> <li>- Comfort Monitor(s) in front of stage</li> <li>- Countdown Timer in front of stage</li> <li>- Professional Clicket (Perfect Cue) with Laser Pointer</li> <li>- iPad for Pigeonhole</li> <li>- Necessary Laptops / MacBooks</li> <li>- Necessary DI Box, Converters, Cables and Accessories</li> </ul>			
<p><b>Visual System for Conference - LED Wall P3 indoor size w8m x h3 m</b></p> <p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- LED Wall with Support Bracket</li> <li>- LED Stage Riser</li> <li>- LED Wall Processor</li> <li>- Seamless Graphic Switcher</li> <li>- Content Management Software</li> <li>- Preview Monitor(s)</li> <li>- Comfort Monitor(s) in front of stage</li> <li>- Countdown Timer in front of stage</li> <li>- Professional Clicket (Perfect Cue) with Laser Pointer</li> <li>- iPad for Pigeonhole</li> <li>- Necessary Laptops / MacBooks</li> <li>- Necessary DI Box, Converters, Cables and Accessories</li> </ul>			
<p><b>Sound System for Conference of up to 350 pax</b></p> <p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- Multi-channel Digital Sound Console</li> <li>- Full set of speakers (Front of House, Subwoofer, monitor, delay speakers etc) with power amplifiers</li> <li>- Wireless/Lapel Microphones and relevant receiver/pick up gear</li> <li>- 02 x Podium microphones</li> <li>- 05 x Conference Mics (For stage panelists)</li> <li>- Audio Ports</li> <li>- Necessary Batteries, Cables and Accessories</li> <li>- Pipe and Drape for Console Area</li> </ul>			
<p><b>Lighting System for Conference of up to 350 pax</b></p>			

<p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- Fresnel Lights for Stage Wash</li> <li>- Profile Light for stage effect</li> <li>- LED Par for stage effect</li> <li>- Lighting Console and relevant gears</li> <li>- Truss Lighting Stands</li> <li>- Necessary cables and accessories</li> </ul>			
<p><b>Additional Lighting for Dinner</b></p> <p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- LED PAR for Stage &amp; Ambience Effect</li> <li>- Moving Head Lighting Beam</li> <li>- LED Moving Head Wash</li> <li>- Lighting Controller Board with relevant gears</li> <li>- Truss Lighting Stands</li> <li>- Necessary cables and accessories</li> </ul>			
<p><b>Video Camera for Live Streaming</b></p> <p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- 01 x HD Video Camera on Tripod</li> <li>- 01 x Laptop</li> </ul>			
<p><b>43" TV with stand (for streaming of event proceedings in foyer / playback of pre-loaded videos at booth)</b></p>			
<p><b>Setup and Dismantle / Transport Cost</b></p>			
<p><b>Crew &amp; AV Management Fee</b></p> <p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- 01 x Standby Sound/Audio Technician</li> <li>- 01 x Standby Lighting Technician</li> <li>- 01 x Standby Visual Technician</li> <li>- 01 x Standby Event Manager / Tech Coordinator</li> <li>- General Support Crew</li> </ul>			
<p><b>Breakout Room for 50 pax and up to 100 pax</b></p> <p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- Visual System <ul style="list-style-type: none"> <li>▪ 01 set of Projector with Screen (16:9 ratio)</li> <li>▪ 01 set of seamless switcher</li> <li>▪ 01 set of comfort monitor in front of stage</li> <li>▪ 01 set of wireless clicker</li> <li>▪ 01 set of laptop</li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>▪ Necessary DI Box, Converters, Cables and Accessories</li> <li>▪ 01 x Standby Visual Assistant</li> </ul> <p>- Sound System</p> <ul style="list-style-type: none"> <li>▪ 01 x Sound Console</li> <li>▪ 02 x Speakers on Stand</li> <li>▪ 02 x Wireless/Lapel Microphones and relevant receiver/pick up gear</li> <li>▪ Necessary Batteries, Cables and Accessories</li> <li>▪ 01 x Standby Sound Assistant</li> </ul>			
<p><b>Any Other Items</b></p> <p><u>Inclusive but not limited to:</u></p> <ul style="list-style-type: none"> <li>- Power Generator for Sound System</li> <li>- Power Generator for LED Wall</li> <li>- Basic lighting for a media room to conduct one to one media interviews (example: three point lighting involving key light, fill light, back light, or any other to be proposed by vendor)</li> </ul>			

<b>DELIVERABLES:</b>	
<b>Completion Date</b>	<b>Description of Deliverables</b>
<b>June 15, 2026 to December 31, 2026</b>	<ul style="list-style-type: none"> <li>• Facilitate at least one Run-of-Show practice session per event with USSEC, based on the Run-of-Show template provided.</li> <li>• The Contractor will lead and facilitate the pre-event recording and editing for remote presenters and any re-takes required based on the scope above.</li> <li>• The Contractor will provide technical expertise in the facilitation and streaming of USSEC in-person/hybrid event.</li> </ul>

<b>PROJECT TIMELINE:</b>
Every attempt will be made to adhere to this timeline. However, we reserve the right to make changes should unforeseen circumstances dictate. The anticipated period of performance for this project is from June 15, 2026, to December 31, 2026.
<b>RFP TIMELINE:</b>
<ul style="list-style-type: none"> <li>- <b>RFP Distribution Date:</b> April 6, 2026</li> <li>- <b>Last Day to Submit Questions:</b> May 18, 2026 by 12:00 PM CST (UTC+8)</li> <li>- <b>Project Proposals Due:</b> May 26, 2026 by 12:00PM CST (UTC+8)</li> <li>- <b>Selections Made By:</b> May 29, 2026</li> <li>- <b>Prospective Contractors Notified By:</b> May 29, 2026</li> </ul>

If you have any questions regarding the RFP, please send them to [RFP@ussec.org](mailto:RFP@ussec.org) and copy [chatan@ct.ussec.org](mailto:chatan@ct.ussec.org) before May 18, 2026, by 12:00 PM CST (UTC+8). We will answer your submitted questions, either via email or a scheduled Zoom session, by May 21, 2026.

**INSTRUCTIONS:**

Proposals must contain at a minimum the specific criteria listed below:

1. Please email the proposal to [RFP@ussec.org](mailto:RFP@ussec.org) and copy [chatan@ct.ussec.org](mailto:chatan@ct.ussec.org) before **May 26, 2026, by 12:00 PM CST (UTC+8)**.
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 Contractor's 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. USSEC Budget Table Template must be completed outlining how the fee was derived, including hourly rates and an estimated total number of hours, as well as the anticipated out-of-pocket expenses. The link to the budget table is [RFP-Budget-Development-Worksheet-V1.xlsx](#).
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 contractor selected.
- 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 learns 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 the Prospective Contractor agrees 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: <http://ussec.org/about-ussec/vision-mission/>

**USB's Long Range Strategic Plan** can be found here: <http://unitedsoybean.org/about-usb/strategic-planning/>

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 15-member board of directors is comprised of four members from the American Soybean Association (ASA), four members from the United Soybean Board (USB), and seven 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 73 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 USB's three primary contractors:

- U.S. Soybean Export Council (USSEC), Inc. for international marketing and global opportunities activities.

As one of these three primary contractors USSEC may also undertake initiative activities on behalf of USB. USB considers primary contractor staff (approximately 60 people) as core USB staff. These three primary contractors use a number of subcontractors and, together, these entities carry out approximately 450 projects each year for USB. USB also manages approximately 10 subcontractors.

### **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, audiotape, 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](mailto: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.