The Caribbean Disaster Emergency Management Agency (CDEMA) received financing from the European Union towards the cost of implementation of a project “11th EDF Natural Disaster Facility in the CARIFORUM “Caribbean Regional Indicative Programme”. CDEMA intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued.

CDEMA now wishes to procure consultancy services for the Provision of Virtual Conference Organising Platform for the Caribbean Conference on Comprehensive Disaster Management 2021.

The objective of the Consultancy is to assist the CDEMA CU with implementing the 12th Caribbean Conference on Comprehensive Disaster Management (CDM 12). Further details can be found in the attached Terms of Reference (Appendix 2).

CDEMA now invites interested eligible consulting firms to submit Expressions of Interest for the provision of these consultancy services. The duration of the assignment is expected to be for a period of Four (4) months.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. All information must be submitted in English. CDEMA’s policy requires that consultants provide professional, objective, and impartial advice and always hold its interest paramount, without any consideration for future work.

**Key Experts will not be evaluated at the shortlisting stage.**

Requests for clarifications may be submitted in writing to procurement@cdema.org between 09:00 and 16:00 hours Monday to Friday on or before 24th August 2021.

**Electronic copies** of Expressions of Interest based on the Terms of Reference must be received at procurement@cdema.org no later than 31st August 2021. Please address Expressions of Interest to the address below:

**Attention: Provision of Virtual Conference Organising Platform for the Caribbean Conference on Comprehensive Disaster Management 2021**
Caribbean Disaster Emergency Management Agency
Resilience Way
Lower Estate
St. Michael
Barbados
E-mail: procurement@cdema.org

The selection method shall be Consultants’ Qualifications selection (CQS). Therefore, firms shall be assessed and compared, and the best qualified and experienced firm shall be selected. Only

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1 Eligible countries are outlined in Appendix 1 below.
the selected firm shall be asked to submit a combined technical and financial proposal and, if such proposal is responsive and acceptable, be invited to negotiate a contract.

CDEMA reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. CDEMA will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.
## Appendix 1

**EXTERNAL ACTION FINANCIAL INSTRUMENTS AND EUROPEAN DEVELOPMENT FUND**

**RULES ON PARTICIPATION IN PROCUREMENT PROCEDURES AND GRANTS**

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Part I: 2014-2020 instruments for external action

1) **Eligible countries for DCI, ENI, PI, Greenland and INSC** (CIR - Article 9)

Participation in the award of procurement contracts, grants and other award procedures for actions financed under DCI, ENI, PI, Greenland and INSC for the benefit of third parties shall be open to all natural persons who are nationals of, and legal persons that are effectively established in, one of the following eligible countries/territories/beneficiaries:

(a) **EU Member States** ([appendix 1](#))
(b) **IPA II beneficiaries** (listed in the Annex I of IPA II Instrument ([appendix 2](#))
(c) **European Economic Area** ([appendix 3](#))
(d) Developing countries and territories, (included in the OECD-DAC list of ODA recipients\(^2\)), which are not members of the G20 group\(^3\):
   (i) **Least Developed Countries** (LDCs) ([appendix 4](#))
   (ii) **Other Low Income Countries** ([appendix 5](#))
   (iii) **Lower Middle Income Countries and Territories** ([appendix 6](#))
   (iv) **Upper Middle Income Countries and Territories** ([appendix 7](#))

(e) **Overseas Countries and Territories** (OCTs) covered by Council Decision 2013/755/EU of 25 November 2013 on the association of the overseas countries and territories with the European Union ([appendix 8](#))
(f) **Member States of the OECD** ([appendix 9](#)) are also eligible when contracts are exclusively implemented in a Least Developed Country\(^4\) or in a Highly Indebted Poor Country (HIPC)\(^5\).

(g) (i) **Developing countries, as included in the list of ODA recipients, which are members of the G20 group** ([appendix 10](#));
   (ii) **any other countries and territories** (ie. all countries of the world).

The entities of these countries can only participate in procedures, where the country itself is a beneficiary of the action. This can happen in particular, in thematic programmes, programmes financed under the PI or where the success of a regional programme necessitates the participation of the said country.

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2 Please check the DAC List of ODA Recipients, effective for reporting on 2018, 2019 and 2020 flows.

3 Non eligible G20 Members developing countries are: India, Indonesia, Argentina, Brazil, China, Mexico, South Africa. South Africa will be eligible when the action will be co-financed with the EDF. *Turkey* is also a developing country (upper middle income) G20 Member but is eligible as a *beneficiary listed in the Annex I of the IPA II*.

4 See [appendix 4](#) for the full list of LDCs.

(h) any countries for which *reciprocal access* to external assistance is established by the Commission.

Currently there are no such countries.

(i) **for ENI Instrument only**: in addition to the countries/territories/beneficiaries mentioned above that are eligible for ENI, the following countries/territories are also considered eligible for contracts financed under the ENI Instrument:

   (i) *Partner countries or territories covered by the Instrument* (annex I of the ENI Instrument) (appendix 11);

   (ii) in the case of relevant procedures taking place in the context of the multi-country and cross-border co-operation programmes in which it participates: *the Russian Federation*.

(j) **For DCI, ENI, PI, Greenland and INSC**: where an agreement on widening the market for procurement of goods or services to which the Union is party applies, the procurement procedures for contracts financed by the budget shall also be open to natural and legal persons established in a third country other than those specified in the basic instruments governing the cooperation sector concerned, under the conditions laid down in that agreement.

2) **for IcSP and EIDHR** *(CIR – Article 11)*

   *All countries* are eligible for participation in contracts financed under these Instruments that are fully untied without prejudice to the limitations inherent to the nature and the objectives of the action.

3) **for IPA II** *(CIR- Article 10)*

   Participation in the award of procurement contracts, grants and other award procedures for actions financed under the CIR *for IPA II* for the benefit of third parties shall be open to all natural persons who are nationals of, and legal persons who are effectively established in, one of the following eligible countries/territories/beneficiaries:

   (a) *EU Member States* (appendix 1)
   (b) *Beneficiaries listed in the Annex I of the IPA II* (appendix 2)
   (c) *European Economic Area* (appendix 3)
   (d) *Partner countries and territories covered by ENI Instrument* (annex I of ENI Instrument) (appendix 11)
   (e) countries for which Commission has adopted a decision approving the request for *reciprocal access* to external assistance.

Currently there are no such countries.

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6 In line with the upcoming corrigendum of the CIR, regarding Article 9(1)(b) (OJ L 316, 4.11.2014, p. 69) (FR).
(f) where an agreement on widening the market for procurement of goods or services to which the Union is party applies, the procurement procedures for contracts financed by the budget shall also be open to natural and legal persons established in a third country other than those specified in the basic instruments governing the cooperation sector concerned, under the conditions laid down in that agreement.

Part II: Rules on nationality and origin for public procurement, grants and other award procedures financed under the ACP-EC Partnership Agreement, laid down in Annex IV to the latter Agreement as revised by Decision No 1/2014 of the ACP-EU Council of Ministers of 20 June 2014 (2014/428/EU)

Participation in procedures for the award of procurement contracts or grants financed from the multi-annual financial framework of cooperation under the ACP-EC Partnership Agreement is open to all natural persons who are nationals of, or legal persons who are effectively established in:

(a) an ACP State (appendix 12);
(b) a Member State of the European Union (appendix 1);
(c) Beneficiaries of the Instrument for pre-accession assistance (appendix 2);
(d) a Member State of the European Economic Area (appendix 3);
(e) Overseas Countries and Territories (appendix 8);
(f) developing countries and territories, as included in the OECD-DAC list of ODA Recipients, which are not members of the G20 group, without prejudice to the status of the Republic of South Africa, as governed by Protocol 3 of the partnership Agreement (appendices 4, 5, 6 and 7);
(g) countries for which Commission has adopted a decision approving the request for reciprocal access to external assistance in agreement with ACP countries;

Currently there are no such countries.

(h) a Member State of the OECD (appendix 9), in the case of contracts exclusively implemented in a Least Developed Country (LDC)\(^7\) or a Highly Indebted Poor Country (HIPC)\(^8\).

Part III: rules on nationality and origin for public procurement, grants and other award procedures for instruments for external action financed under the Overseas Association Decision.

From the publication of the COUNCIL DECISION 2013/755/EU of 25 November 2013 on the association of the overseas countries and territories with the European Union (‘Overseas Association Decision’) the following rules are applicable to calls financed under the financial assistance of the EDF:

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\(^7\) See appendix 4 for the full list of LDCs.
\(^8\) See full list of HIPCs in footnote 4
1. Tenderers, applicants and candidates from the following countries and territories shall be eligible to funding under this Decision:

(a) *Member States of the European Union* ([appendix 1](#))
(b) *candidate countries and potential candidates* as recognised by the Union ([appendix 2](#))
(c) *members of the European Economic Area* ([appendix 3](#))
(d) *OCTs* ([appendix 8](#))
(e) developing countries and territories, as included in the OECD-DAC list of ODA Recipients, which are not members of the G-20 group ([appendices 4, 5, 6 and 7](#))
(f) countries for which *reciprocal access* to external assistance is established by the Commission. Reciprocal access may be granted, for a limited period of at least one year, whenever a country grants eligibility on equal terms to entities from the Union and from OCTs;

Currently there are no such countries.

(g) *Member States of the OECD* ([appendix 9](#)), in the case of contracts exclusively implemented in a Least Developed Country⁹.

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⁹ See [appendix 4](#) for the full list of LDCs.
APPENDICES

APPENDIX 1: EU MEMBER STATES

Austria, Belgium, Bulgaria, Czech Republic, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.10

APPENDIX 2: IPA II BENEFICIARIES

Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Serbia, Turkey, Republic of North Macedonia.

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

APPENDIX 3: EUROPEAN ECONOMIC AREA

(only non-EU MS are mentioned) Iceland, Liechtenstein, Norway.

APPENDIX 4: LEAST DEVELOPED COUNTRIES


APPENDIX 5: OTHER LOW INCOME COUNTRIES

Democratic People’s Republic of Korea, Zimbabwe.

10 The United Kingdom ceased to be an EU Member State on the 31 of January 2020. Pursuant to the Withdrawal Agreement concluded between the EU and the UK, references to the eligibility of ‘Member States’ for participation in programmes under the current 2014-2020 MFF and the EDFs also cover the United Kingdom (Article 127(6), Article 137 and Article 152(1) Withdrawal Agreement).
APPENDIX 6: LOWER MIDDLE INCOME COUNTRIES AND TERRITORIES


APPENDIX 7: UPPER MIDDLE INCOME COUNTRIES AND TERRITORIES

Albania, Algeria, Antigua and Barbuda, Argentina, Azerbaijan, Belarus, Belize, Bosnia and Herzegovina, Botswana, Brazil, China (People’s Republic of), Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, Equatorial Guinea, Fiji, Republic of North Macedonia, Gabon, Grenada, Guyana, Iran, Iraq, Jamaica, Kazakhstan, Lebanon, Libya, Malaysia, Maldives, Marshall Islands, Mauritius, Mexico, Montenegro, Montserrat, Namibia, Nauru, Niue, Palau, Panama, Paraguay, Peru, Saint Helena, Saint Lucia, Saint Vincent & the Grenadines, Samoa, Serbia, South-Africa, Suriname, Thailand, Tonga, Turkey, Turkmenistan, Venezuela, Wallis and Futuna.

APPENDIX 8: OVERSEAS COUNTRIES AND TERRITORIES

Anguilla (UK), Aruba (NL), Bermuda (UK), Bonaire (NL), British Antarctic Territory (UK), British Indian Ocean Territory (UK), British Virgin Islands (UK), Cayman Islands (UK), Curaçao (NL), Falkland Islands (UK), French Polynesia (FR), French Southern and Antarctic Territories (FR), Greenland (DK), Montserrat (UK), New Caledonia and Dependencies (FR), Pitcairn (UK), Saba (NL), Saint Barthelemy (FR), Saint Helena, Ascension and Tristan da Cunha (UK), Sint Eustatius (NL), Sint Maarten (NL), South Georgia and South Sandwich Islands (UK), St. Pierre and Miquelon (FR), Turks and Caicos (UK), Wallis and Futuna Islands (FR).

APPENDIX 9: OECD MEMBER STATES

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

Australia, Canada, Chile, Iceland, Israel, Japan, Korea, Mexico, New Zealand, Norway, Switzerland, Turkey, United States of America.

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11 OCTs listed in Annex II to the TFEU having special relations with the United Kingdom are covered by the scope of the EU-UK Withdrawal Agreement. Therefore, pursuant to the EU-UK Withdrawal Agreement, Union law as referred to in Articles 137 WA therefore includes the rules on financing of OCTs and eligibility under the current 2014-2020 MFF and the EDFs (Article 3(1)(e), Article 127(6), Article 137 and Article 152(1),(3) Withdrawal Agreement).
APPENDIX 10 : G20 MEMBER DEVELOPING COUNTRIES

Argentina, Brazil, China, India, Indonesia, Mexico, South-Africa, Turkey.

APPENDIX 11 : ENI PARTNER COUNTRIES AND TERRITORIES

Algeria, Armenia, Azerbaïjan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Republic of Moldova, Morocco, occupied Palestinian territory (oPt), Syria, Tunisia, Ukraine.

APPENDIX 12 : ACP COUNTRIES*

Africa:


Caribbean:

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Surinam, Trinidad and Tobago.

Pacific:

Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

** While natural and legal persons established in South Africa are eligible to participate in procedures financed by the 10th/11th EDF, South Africa cannot be a beneficiary of contracts financed by the 10th/11th EDF.

Appendix 2

TERMS OF REFERENCE
Provision of Virtual Conference Organising Platform for the Caribbean
Conference on Comprehensive Disaster Management 2021

1.0 BACKGROUND
The Caribbean Conference on Comprehensive Disaster Management (CDM) is the region’s premier event on disaster risk management and is organised by the Coordinating Unit (CU) of the Caribbean Disaster Emergency Management Agency (CDEMA).

CDM is the Caribbean brand of Disaster Risk Management. Promoted and advanced throughout the region, CDM contributes to the Sendai Framework for Disaster Risk Reduction (SFDRR) 2015-2030, a blueprint for global actions in Disaster Risk Management (DRM). The Conference is the region’s largest gathering of professionals in the field of disaster management and professionals from sectoral and thematic fields who have specific responsibilities in this area. The Conference is also the regional event of the International Strategy for Disaster Reduction (ISDR) and is structured to promote good practice, share ongoing research and chart the way forward for the advancement of CDM in the Caribbean.

The CDM Conference has traditionally been a five-day event and was initially hosted annually. It was first held in Barbados in the years 2006 to 2008; in Jamaica from 2009 to 2010; in Trinidad & Tobago in 2011 and again in Jamaica in 2012 and 2013. In 2013 it was agreed with stakeholders that the CDM conference would be a biennial event that will promote reporting on results on CDM implementation at the national, regional and sectoral levels. Each conference was convened in collaboration with the National Disaster Office (NDO) of the named host country. The Conference has, over the years, showcased best practices emerging from CDEMA’s Participating States (PS). The conference has also provided professional development for DRM Practitioners, Planners, Environmental Scientist, among others, within CDEMA Participating States and beyond; engaged niche groups/sectors in the DRM dialogue e.g. physical planners, meteorological services, the political directorate and Ministries of Finance; and also facilitated inter-stakeholder exchanges/networking and “birthed” new policy ideas.

The Conference has had buy-in from various partners and donor agencies over the years and it is anticipated that, in addition to its existing partners, new cohorts will be invited to join in contributing to the staging of this annual event.
The Conference is organized internally at the CDEMA CU by a Strategic Planning Committee, chaired by the Executive Director or the Planning and Business Development Manager and is implemented along three areas – (i) logistics, (ii) conference programme development and (iii) conference events. There is also a Conference Programme Committee which has the responsibility of facilitating the development of the CDM conference programme and supporting its delivery. Membership of the Conference Programme Committee includes internal CDEMA CU staff, a CDEMA Participating State Representative, a disaster risk management practitioner, and nominees from the CDM CHC. Other partners and agencies can be co-opted as necessary.

2.0 OBJECTIVES
CDEMA is seeking to engage a firm to assist the CDEMA CU with implementing the 12th Caribbean Conference on Comprehensive Disaster Management (CDM 12) as a successful and memorable virtual event.

The ongoing global COVID-19 pandemic has specific implications for the convening of CDM12. The Conference is typically a large gathering, and despite the introduction of vaccines, such gatherings are not encouraged considering health protocols related to the management of the pandemic. It has therefore been determined that CDM12 be convened in a fully virtual format during December 6 to 10, 2021.

3.0 SCOPE OF WORK
Key Services required by CDEMA are:

3.1. Provision and management of a secure and user-friendly registration system for online registration of approximately 2,500 delegates from across the globe
3.2. Processing of online registration payments.
3.3. Development and maintenance of an easy to navigate web-based platform for the Conference.
3.4. Provision and management of live-streamed and pre-recorded event sessions.
3.5. Provision of training for speakers for live-streamed and pre-recorded event sessions.
3.6. Provision of dedicated virtual interaction rooms to ensure a practical platform for participant networking and exhibitions.
3.7. Provision of accessibility services for language translation (French, Spanish and Dutch) and for interpretation for the hearing impaired.
3.8. Developing and roll-out of web-based communication, promotion, and engagement activities related to the event.
3.9. Technical support related to the management of the event; and
3.10. Provision of an end of project report on support provided, challenges which emerged and how they were addressed.

4.0 DELIVERABLES
Deliverables to be provided to CDEMA are:

4.1. Web-based communication, promotion, and engagement activities related to the event from October 1, 2021 to December 10, 2021
4.2. A secure and user-friendly registration system for online registration of delegates from across the globe by October 1, 2021
4.3. Online registration payment system by October 1, 2021;
4.4. An easy to navigate web-based platform for the Conference by November 1, 2021;
4.5. Live-streamed and pre-recorded event sessions available during December 6 to 10, 2021;
4.6. Training for speakers for live-streamed and pre-recorded event sessions from October 1, 2021;
4.7. Dedicated virtual interaction rooms to ensure a practical platform for participant networking and exhibitions during December 6 to 10, 2021;
4.8. Accessibility services for language translation and for interpretation for the hearing impaired available during December 6 to 10, 2021;
4.9. Technical support related to the management of the event from October 1, 2021 to December 10, 2021; and .
4.10. On-demand availability of recorded sessions for a minimum of three (3) months post-event.

5.0 QUALIFICATIONS AND EXPERIENCE

The Consulting firm is expected to have the following qualification and experience:

5.1. Minimum of five (5) years’ of dedicated experience in the design and facilitation of interactive virtual conferences
5.2. Demonstrated experience in converting physical meetings to a virtual format, which have led to equal or greater impact than the original physical meeting design.
5.3. Demonstrated experience in advising (including training) designated facilitators/moderators drawn from the client organization.
5.4. Demonstrated experience in optimizing the impact of virtual meeting platforms, with specific examples

5.5. Ability to organize and carry out complex, multi-faceted meeting sessions in a coherent and efficient fashion;

5.6. The Consulting Team must have a good command of the English language, be able to communicate clearly and meet established deadlines and be computer literate.

6.0 **DURATION**
The Consultant must be available to undertake the required work during the expected duration of this consultancy of four (4) months from the date of signing the contract, with a start date of approximately 1 October 2021.
Appendix 3

**Guidance for submitting EOI Expressions of Interest**

**Cover:** Cover or title page, should include project title, assignment name, project loan number, firm name, logo, and contact information.

**Cover Letter (content similar to an executive summary of the EOI):** 1–2-page cover letter with key words in bold.

- Introductory paragraph formally referencing assignment name/number and stating the firm's interest in undertaking the assignment.
- 1-2 paragraphs introducing the firm, its primary focus of business, and its key qualifications for the assignment.
- 1-2 paragraphs highlighting relevant project experience.
- 1 paragraph highlighting, in narrative form, one or two especially qualified staff.
- 1 paragraph conveying understanding of the assignment's purpose, objectives, and development context.
- 1-2 sentences identifying associated local partner(s) or experts.
- Concluding paragraph restating why the firm should be short listed and explicitly stating the firm's interest in being on the short list.
- Signature and title of a senior officer of the firm.

**Statement of Qualifications:** The statement of qualifications should highlight the firm's sector-specific expertise, country/regional experience, and collaboration with a local partner(s) and should be detailed enough to address all the criteria without becoming a mini proposal. The following information should be included:

- **General Background and Overview of Firm**
  - Narrative description of the firm, size/number of employees, history, affiliates, main areas of business, and awards. The primary purpose is to sell the integrity and credibility of the firm.
  - If a joint venture or consortia approach, consider separate sub-sections identifying each partner firm or member organization.

- **Understanding of the Assignment**
  - A section that describes the firm's understanding of the purpose, objective, and development context of the project as well as a brief discussion of key issues, opportunities, and challenges. Firms should also demonstrate their knowledge of the field/environment (market trends, global context, etc.).
• **International Experience**
  
o Following 1-2 introductory paragraphs that summarize the firm's international experience, this section should focus on recent experience that is specifically relevant to the assignment.
  
o Highlight sector-specific expertise by providing a snapshot listing of previous projects that are in the same sector as the assignment. The project snapshot should include a brief description of the project and list the country, project title, dollar value, duration, and person-months associated with the assignment. It is important to demonstrate the firm's proven experience in the sector.
  
o Highlight the firm's country/regional or international experience. The aim is to demonstrate that the firm can effectively conduct work in the country of the assignment (familiarity with the business culture, language, etc.). If the firm's sector-specific experience is in the same country and/or region as the assignment, then that information should be restated and expanded upon in this section. If the firm does not have sector-specific experience in the country and/or region, then this section should highlight the firm's overall experience in the country and/or region drawing as many parallels as possible to the qualifications required for the assignment.

• **Professionals and Local Partners**
  
o This section should list several key staff whose experience is appropriate for the assignment. It is important to list the firm's most qualified individuals. While firms should not be misleading, the experts listed in the EOI do not have to be included in the proposal. (Note: For proposals, only in exceptional circumstances can the team in the proposal be changed.)
  
o Where CVs will not be assessed at the REOI stage, then it is appropriate to provide mini-bios instead of complete CVs. One paragraph mini bios should summarize each expert's academic qualifications, affiliations, key country/project experience, awards, languages, and appropriate publications. Mini-bios that are targeted to the assignment and offer enough information for a decision to be made is sufficient.
  
o In 1-2 paragraphs identify and describe local partners or local experts. When selecting local partners, it is essential to select a partner that has technical qualifications not simply political networks. A local partner with solid technical skills will contribute to a more effective EOI and subsequent proposal.

• **Financial Capability and Commitments**
  
o A brief sentence or two indicating that the firm has the financial resources and management strength to execute the assignment and that the firm can provide
evidence of such capacity. More detailed financial information is generally not necessary, although firms should be prepared to include this in an appendix if requested.

- a summary of present project commitments to establish any potential conflicts in the timing and implementation of a project and to ensure that a firm or individual's workload will not impede their ability to undertake the assignment in question.

- **Conclusion**
  - A brief concluding paragraph restating the firm's interest, experience and expertise meeting or exceeding the requirements of the assignment and indicate the contact within the firm responsible for receiving the proposal and answering any related questions.