

**Representative Task Order
Statement of Work**

TASK ORDER NO.: TBD

1. SUBJECT OF WORK: State Department Support

2. BACKGROUND & DESCRIPTION OF WORK TO BE PERFORMED

2.1 Background Information: The World Telecommunication Standardization Assembly (WTSA) and the World Conference on International Telecommunications (WCIT-12) will be held in Dubai, UAE in back-to-back meetings from TBD to TBD. The contractor shall provide support to the Department of State and serve as the Executive Director or Deputy Executive Director of the U.S. delegation during the two months prior to the month long meetings of the WTSA and the WCIT and for one month after the conclusion of the two meetings.

2.2 DESCRIPTION OF REQUIREMENT:

As Executive Director, the contractor shall take direction from the U.S. Head of Delegation and, as required:

- Assists the head of delegation with administrative arrangements for bilateral discussions and travel
- Orientation within the State Department, management of the delegation, arrangements for representational functions, and responsibility for gathering input to reporting cables and delegation reports as well as correspondence from the Ambassador to other agencies and private sector companies.
- Assists with arrangement for meeting rooms and conference bridges.
- Drafts memoranda as required to brief State officials of significant issues.
- Works with the head of delegation to select appropriate gifts for other senior foreign officials and the purchase of the delegation pin.
- Seeks Department authorization for private sector fund raising for representational purposes. The incumbent may draft memos to brief senior Department officials on key telecommunication issues as well as conference developments.

The contractor shall manage:

- The formation of the large delegation to the WTSA and the WCIT
- Drafts accreditation memos
- Works with other State Department offices to ensure that delegation members are appropriately cleared.

The contractor performs other duties as required by the Head of Delegation to ensure the success of the WTSA and WCIT.

3. **PERIOD OF PERFORMANCE:** The period of performance for this task is December 1, 2015 through November 30, 2016.
4. **STAFFING/TRAVEL:** Approximately one month of international travel is required and a modest amount of local travel to support Department of State activities prior to and following the WTSA and WCIT. The Contractor shall provide required staffing

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