



US Geological Survey (USGS) Conference Planning, Facilitation and Translation Services Blanket Purchase Agreement (BPA)

CONTACT:

Cathy Arevian
+1 703 398 1170
arevian@thinktbg.com

Contract # G17PA00002

The US Geological Survey (USGS) Conference Planning, Facilitation and Translation Services contract vehicle is a performance based, multiple award BPA designed to support USGS needs for obtaining conference planning, facilitation and translation services to fulfill a recurring need for conferences, presentations, training meeting, translation services, strategic planning, scenario building, stakeholder engagement, scientific conferences, and project working groups.

USGS's Conference Planning, Facilitation and Translation Services BPA offers a full range of event-marketing services for shows, events, and/or booths across twelve (12) primary service areas.

Services offered under this contract include:

Meeting management including:

- Pre-meeting discussions among staff and co-chairs;
- Pre-meeting contact/interviews with invitees and attendees to develop the content for the meeting; “Day of meeting” activities such as facilitation, recording, registration, refreshments, even when paid for by attendees and not the USGS; and
- Follow up report drafting
- Meeting logistics
(including travel management for the USGS and other federally funded travelers)
- Agenda development
(in concert with the USGS and partner/ stakeholder representatives)

Contract Details

Sponsoring Agency: US Geological Survey
Eligible Users: All USGS Organizations
Period of Performance: May 12, 2017 – May 11, 2022
Geographic Coverage: Global