

# Statement of Work

## EEO Speaker Series Sponsorship

1. **BACKGROUND:** The [REDACTED]  
[REDACTED]  
laws, regulations, and Executive Orders by providing a policy framework for diversity, inclusion, and employee engagement initiatives, civil liberties compliance and complaints management for U.S. Customs and Border Protection". A goal of PDO is facilitate efforts to create a more diverse, inclusive, and engaged CBP workforce by development and implementation of an agency-wide outreach program to educate the workforce on Equal Employment Opportunity (EEO) issues.
2. **SCOPE:** Under CBP Outreach and Recruitment Program has been a longtime supporter of the lecture/workshop/theater series. The lecture/workshop/theater series is an educational series that provides access to well respected local and national personalities. This forum offers an excellent recruitment source by placing an advertisement in the Speaker Series program book, which creates community awareness and exposes the community to CBP's mission and employment opportunities.
3. **APPLICABLE DOCUMENTS:** CBP Outreach and Recruitment policy; Executive Order 14035: Government-Wide Strategic Plan to Advance Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce; Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce; CBP DEIA Strategic Plan
4. **SPECIFIC TASKS:** The vendor will provide the following:
  - Four (10) sets of VIP Season Tickets to speaker series (reserved seating)
  - Invitation to exclusive reception with speaker before each lecture, when available
  - Company banner at each sponsored event
  - Individual photos taken with guest speaker at sponsored event (company employees attending event – limit 8 photos)
  - Four (4) autographed copies of speaker's book, when available
  - Company will have booth space at sponsored event (company's option)
  - Full page ad in program booklet
  - Company listed on website page as Presenting Sponsor
5. **DELIVERABLES AND DELIVERY SCHEDULE:**

6. **GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION:** N/A
7. **PLACE OF PERFORMANCE:** Performance will be at a contractor's provided site.
8. **PERIOD OF PERFORMANCE:** The period of performance shall begin on date of purchase order award for a base period of performance of one (1) year with four (4) one-year option periods, if exercised.

Base Period: Date of Award through One Year  
Option Year 1: 12 Months  
Option Year 2: 12 Months  
Option Year 3: 12 Months  
Option Year 4: 12 Months

9. **SECURITY:** The work will be UNCLASSIFIED.
10. **SPECIAL CONSIDERATIONS:**

Point of Contact:

