

FY2026 Grassroots Program

Re: Request for Proposals

Advisory Services and Business Partnership Coordination to Build Relationships and Strengthen Collaboration with Local Governments and Related Entities

Japan External Trade Organization (JETRO)

JETRO Los Angeles Office

Akira Kajita, Chief Executive Director

1. Program Overview

To ensure that Japanese companies can conduct their business activities smoothly in the local market, it is crucial for them to effectively coordinate with local governments and regional economic development organizations, as well as to develop a clear understanding of the local economic landscape, business environment, and available incentives. To this end—and with the objective of building relationships and strengthening collaboration with local governments, economic development agencies, and similar entities—the JETRO Los Angeles Office is issuing a Request for proposals to commission advisory services and business partnership coordination tasks related to its Grassroots Program, as detailed below.

2. Scope of Commissioned Services

(a) Target Country/Region (Coverage Area):

Southern California, Southern Nevada, Arizona, Utah, Colorado, New Mexico, Hawaii

(b) Number of Positions:

Total: 1

(c) Overview of Duties:

The commissioned party shall perform the following three types of duties:

- Conducting Meetings/Interviews
- Provide an Assistance with Events
- Prepare Report

- Delivering Presentations at Seminars, etc.

[Detailed Description of Duties]

(c-1) Conducting Meetings/Interviews

The Contractor shall conduct meetings with Japanese companies, state governments, local municipalities, economic development agencies, and related organizations. These meetings will aim to report on the activities of JETRO and Japanese-affiliated companies, as well as to gather information on state and regional economic trends and recent developments, thereby fostering and strengthening mutual relationships.

Follow-up actions shall be undertaken, as necessary. With respect to common issues or themes, the JETRO Los Angeles Office may act in a consultative role, and the Contractor may be requested to facilitate or handle individual consultations. Meetings may be conducted in person or through non-face-to-face methods, including online video conferencing or telephone.

Upon completion of each meeting and any related follow-up actions, the Contractor shall prepare and submit a summary report to JETRO. The meeting, follow-up actions, and reporting together shall constitute **one “unit”** of work.

(c-2) Assisting with Events

(i) JETRO Event: The Contractor shall participate in events organized or co-organized by JETRO. Responsibilities include assisting with event preparation and coordination, as well as networking and exchanging business cards with relevant stakeholders.

At JETRO's request, the Contractor may also be required to arrange speakers and conduct outreach to local stakeholders to encourage their participation. For unit calculation purposes, speaker arrangements shall be counted as one unit per speaker (one hour each), and outreach activities shall be counted as **one unit** per event.

Following each event, the Contractor shall prepare and submit a summary report to JETRO. Including all related tasks, event participation time shall be calculated at one unit per hour, with a maximum of **three units** per event.

(ii) Relevant Event: The Contractor shall attend relevant local events (non-JETRO-hosted or co-hosted events) to provide operational support and network with local stakeholders.

Following each event, the Contractor shall prepare and submit a summary report to JETRO. Event participation time, inclusive of all related tasks, shall be calculated at **one unit** per hour, with a maximum of **two units** per event.

(c-3) Report Preparation

The Contractor shall prepare reports relating to basic local information, corporate or investment data, or matters related to local governments.

Reports shall be prepared in Microsoft Word or PowerPoint format. A document of approximately one to two pages shall be considered **one unit** of work.

(c-4) Speaking Engagements at Seminars, etc.

The Contractor shall deliver informational presentations at seminars hosted or co-hosted by JETRO that are targeted at Japanese companies within the designated region.

Presentation time shall be calculated at **one unit** per hour. Preparation of presentation materials, technical testing, and other preparatory activities shall be counted separately as **one additional unit**.

(d) Payment Amount, Unit Rates, and Reporting:

Payment for services performed in accordance with "(c) Overview of Services" shall be made based on actual work performed, utilizing the unit rates specified below.

Regarding (c-1) Interviews and (c-2) Event Support, the Contractor shall prepare a summary report of the results immediately following the completion of each specific task or event and submit said report to the JETRO Los Angeles Office within **five business days**.

#	Scope of Work	Unit Rates
(c-1)	Consultations/Meetings	\$400
(c-2)	Cooperation with Events	
	(i) Event Support (JETRO-hosted/co-hosted)	\$400

	(ii) Events Other than the Above	\$400
(c-3)	Report Preparation	\$200
(c-4)	Lectures/Presentations at Seminars, etc.	\$400

- All fees are inclusive of applicable taxes.
- If business travel within the United States is required at JETRO’s request, travel and related expenses will be reimbursed in accordance with JETRO’s internal regulations.

(e) Working Language:

English

(f) Contract Period:

From the date of signing the Service Commission Agreement through March 31, 2027.

(g) Payment Method:

An invoice corresponding to the report submitted pursuant to Item (5) above shall be submitted at the end of each month. Valid invoices, once verified and accepted, shall be paid within 40 days of the date of acceptance.

(h) Special Provisions:

In performing the assigned duties, the Contractor shall engage in thorough consultation with JETRO should any matters arise regarding which the Contractor is unable to make an independent judgment, the Contractor shall proceed only after consulting with JEETRO.

If deemed necessary for the execution of the commissioned work, the Contractor may—under their own direct supervision—assign personnel or staff members from their own organization to assist in the performance of said duties.

Throughout the execution process, the Contractor shall exercise the utmost care in handling any information provided on the premise of strict confidentiality. The Contractor shall assume

full responsibility for handling and resolving any claims, disputes, or similar issues that may arise while performing this commissioned work.

The copyrights to any materials, documents, or other deliverables created or submitted by the Contractor while performing this commissioned work shall vest in JETRO

3. Application and Selection Process:

(a) Eligibility & Qualification

Applicants must satisfy all the following criteria:

- Corporate applicants must have a U.S.-based subsidiary or branch office, and the personnel performing the work must reside in the United States. Individual applicants must reside in the United States.
- The applicant's professional expertise must align with the requirements of this project.
- A minimum of three years of relevant professional experience is required.
- Applicants affiliated with an organization must obtain the organization's consent prior to applying.
- Applicants with prior contracts with JETRO must not have caused significant issues during those contracts.
- Applicants must allocate sufficient working hours and respond promptly to JETRO's requests.
- Applicants must be able to travel on business as required.
- Applicants must agree to JETRO's personal information handling policy.

(b) Application Method

Complete the attached **Application Form** and submit it by email to the JETRO U.S. Office. Applicants are encouraged to attach supporting materials such as a company profile or evidence of relevant experience.

(c) Selection Process

Selection will be conducted via a document review and/or an interview. Applications will be evaluated based on the following criteria:

- Understanding of the project's objectives and a proactive approach to implementation
- Relevant expertise and professional network.
- Previous experience in similar projects.
- Capacity to deliver timely support and materials within the designated region.
- Ability to operate professionally in both Japanese and English

* Applicants will be notified only of the final selection result. JETRO is unable to provide feedback on individual decisions. Submitted documents will not be returned.

4.Application Deadline

May 4, 2026, at 5:00 PM (U.S. West Coast Time)

5.Applications and Inquiries

JETRO Los Angeles Office

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