

**United States Probation Office
Eastern District of Tennessee**

**Request for Quote
RFQ NUMBER: USPO-24-004-MGMT/DWTRNG**

District-Wide Training - Gatlinburg, TN

Award Basis: Lowest Price/Technically Acceptable

Request Date: July 18, 2024

RFQ Number:	USPO-24-004-DWTRNG
Reply via e-mail to:	brenda_houser@tnep.uscourts.gov
Reply via fax to:	(865) 338-4554, Attn: Brenda Houser
Response deadline:	Monday, July 29, 2024, at 10:00 a.m.

The United States Probation Office for the Eastern District of Tennessee is seeking a vendor to provide meeting spaces, guest rooms, light refreshments, catering, parking, and audiovisual needs for their District-Wide Training, at an off-site facility, to be held during the suggested week dates of September 23-26, 2024, with alternate dates of September 16-19, 2024, as detailed in the attached Statement of Work. Alternative dates can be suggested. **A fixed price award from this RFQ will be made based on the lowest price, technically acceptable offer (meets all specified requirements and other applicable considerations).**

Upon receipt and review of the quote, you may be contacted by the Contracting Officer to schedule a site visit and meeting at the facility.

All requirements must be addressed in your response. Quotes may be faxed or emailed to the fax number or email address listed above. Special Note: This is a request for **Open Market Pricing**.

Please respond at your earliest possible convenience, but not later than the submission **deadline** of **Monday, July 29, 2024, at 10:00 a.m.** If you decide not to submit a quote, please submit a "no offer" response. A lack of response will also be assumed as a "no offer" response.

All quotes and any questions regarding this RFQ should be addressed and emailed to:

Brenda Houser, Contracting Officer
U.S. Probation Office-Eastern District of Tennessee
800 Market Street, Suite 311
Knoxville, TN 37902
Direct Line: (865) 673-6810/Government Cell: (865) 227-9604
Email: brenda_houser@tnep.uscourts.gov

Sincerely,

Brenda G Houser

Digitally signed by Brenda G
Houser
Date: 2024.07.18 17:08:46 -04'00'

Brenda Houser
Contracting Officer

**United States Probation Office
Eastern District of Tennessee**

**Request for Quote
RFQ NUMBER: USPO-24-004-MGMT/DWTRNG**

STATEMENT OF WORK

The U.S. Probation Office for the Eastern District of Tennessee is seeking a facility to submit quotes for meeting spaces, guest rooms, light refreshments, catering, parking, and audiovisual needs for the Eastern District of Tennessee Probation Office's District-Wide Training.

The following requirements must be addressed and outlined in your quote.

Requirements:

The U.S. Probation Office is a federal government agency whose employees, while in travel status, are subject to applicable per diem rates based on the destination/location of travel. All quotes or rates from each vendor must fall within the local federal government per diem rates. Please visit www.gsa.gov for applicable rates for your city or county.

Suggested Week for Training: September 23-26, 2024 (Alternative dates can be suggested)

Management Team Arrival: Sunday, September 22, 2024, 4:00PM (up to 35 people)

District Staff Arrival: Tuesday, September 24, 2024, 12:00-1:00PM (up to 55 additional staff)

All Staff Departure: Thursday, September 26, 2024, 1:00 p.m.

Total Number of Attendees/Participants: Up to 85 people

Guest Rooms: Management Overnight rooms-Up to 30-35 (subject to change)
Sunday, September 22, 2024
Monday, September 23, 2024
Tuesday, September 24, 2024
Wednesday, September 25, 2024

Remaining District Staff Overnight rooms-Up to 50-55 (subject to change)
Tuesday, September 24, 2024
Wednesday, September 25, 2024

Management will require 4 nights.
Remaining staff will require 2 nights.

All Staff Check-out:
Thursday, September 26, 2024 (check-out time)
All room rates should be provided with sales tax exemption.
A Tennessee state sales tax-exempt form will be provided at the time of award. Please outline all other applicable hotel/resort fees in your quote.

Meeting Spaces: While an agenda has not been finalized, the following meeting spaces are anticipated and subject to change.

The vendor must provide a comfortable meeting space for approximately 30-35 and 80-85 people.

Day 1 – Monday, September 23, 2024

8:00 a.m. – 6:00 p.m.

Small Group Meeting Space: up to 30-35 people (subject to change)

- Banquet seating, round tables & chairs (positioned to see projector screen)
- Podium w/microphone
- Projector screen
- Water pitchers/glasses on each table (accommodate 30-35 people)
- 1 standard size easel with flip chart pads/color markers
- 1 table centered in front of room with 4 chairs.

Projector (subject to change)

- Audiovisual through speakers and screen, power, and A/V connections capable of connecting to an agency provided laptop.
- Wireless hands-free microphone
- 1 table for projector

Day 2 – Tuesday, September 24, 2024

8:00 a.m. – 6:00 p.m.

Large Group Meeting Space: up to 80-85 people (subject to change)

- Banquet seating, round tables & chairs (positioned to see projector screen)
- Podium w/microphone
- Projector Screens
- Water pitchers/glasses on each table (accommodate 80-85 people)
- 1 standard size easel with flip chart pads/color markers
- 1 table centered in front of room with 4 chairs.

Projector (subject to change)

- Audiovisual through speakers and screen, power, and A/V connections capable of connecting to an agency provided laptop.
- Wireless hands-free microphone
- 1 table for projector
- 2 6ft. tables & chairs – registration outside meeting space

The Management Team will be meeting from 8 a.m. – 12:00 p.m.

The remaining district staff will arrive and meet in the same room from 12:00 p.m. – 6:00 p.m.

Day 3 – Wednesday, September 25, 2024

8:00 a.m. – 6:00 p.m.

Large Group Meeting Space: up to 80-85 people (subject to change)

- Banquet seating, round tables & chairs (positioned to see projector screen)
- Podium w/microphone
- Projector Screens

- Water pitchers/glasses on each table (accommodate 80-85 people)
- 1 standard size easel with flip chart pads/color markers
- 1 table centered in front of room with 4 chairs.
- Projector (subject to change)
- Audiovisual through speakers and screen, power, and A/V connections capable of connecting to an agency provided laptop.
- Wireless hands-free microphone
- 1 table for projector

Day 3 – Wednesday, September 25, 2024 – 2 Breakout Meeting Space

8:00 a.m. – 6:00 p.m.

Two Additional Breakout Meeting Spaces: up to 30 people (at least one if available)

- Classroom or Banquet seating, tables & chairs (positioned to see projector screen)
- Podium w/microphone
- Projector screen
- Water pitchers/glasses on each table (accommodate up to 30 people)
- 1 standard size easel with flip chart pads/color markers
- 1 table centered in front of room with 4 chairs.
- SUBJECT TO CHANGE WHEN AGENDA IS FINALIZED

Projector (subject to change)

- Audiovisual through speakers and screen, power, and A/V connections capable of connecting to an agency provided laptop.
- Wireless hands-free microphone
- 1 table for projector
- SUBJECT TO CHANGE WHEN AGENDA IS FINALIZED

Catering Learning Development Event: (subject to change)

Day 3 – Wednesday, September 25, 2024, Catering Event/Staff Dinner

6:30 p.m. – 8:30 p.m.

Large Catering Learning Development Event: up to 80-85 people (subject to change)

- Banquet seating, round tables & chairs
- Buffet style catering
- Servers to accommodate up to 80-85 people (subject to change)

Catering Event (Staff Dinner): Evening: 6:30 p.m. – 8:30 p.m.
 Day 3: Up to 80-85 people (subject to change)

Please provide a menu for catering an on-site catering event dinner the evening of Day 3 between 6:30 p.m. – 8:30 p.m. Please also provide all applicable service charges and gratuities, or an all-day package rate for catering up to 80-85 people.

Day 4 – Thursday, September 26, 2024

8:00 a.m. – 1:00 p.m.

Large Group Meeting Space: up to 80-85 people (subject to change)

- Banquet seating, round tables & chairs (positioned to see projector screen)
- Podium w/microphone
- Projector screen
- Water pitchers/glasses on each table (accommodate 80-85 people)
- 1 standard size easel with flip chart pads/color markers
- 2 tables centered in front of the room with 4 chairs.

Projector (subject to change)

- Audiovisual through speakers and screen, power, and A/V connections capable of connecting to an agency provided laptop.
- Wireless hands-free microphone
- 1 table for projector

Audiovisual Needs: The Contracting Officer or designees will work directly with the hotel regarding AV needs 30 days prior to training.

Light Refreshments: Morning Arrival: Set-up prior to arrival at 8 a.m.

Day 1: up to 35 people

Day 2: up to 35 people

Day 3: up to 85 people

Day 4: up to 85 people

Morning Break: 10:15 a.m. – 10:30 a.m. (subject to change)

Day 1: up to 35 people

Day 2: up to 35 people

Day 3: up to 85 people

Day 4: up to 85 people

Afternoon Break: 3:00 p.m. – 3:15 p.m. (subject to change)

Day 1: up to 35 people

Day 2: up to 35 people

Day 3: up to 85 people

Day 4: up to 85 people

Please provide a menu of light refreshment items, as well as beverages that would be provided. Please also provide all applicable service charges and gratuities, or an all-day package rate for light refreshments based on the number of attendees.

All light refreshment items, as well as coffee, tea, water and other beverages should be replenished, and the remaining items should be left out for consumption until lunch (morning break) or at the end of day (afternoon break).

Billing and Payment:

Form of Payment: **All expenditures would be secured by a government Purchase Order based on the items outlined in the RFQ and commercial agreement.**

All charges should be invoiced to a master account under the Purchase Order.

Reservations: Since funding of attendees' training-related travel will be authorized under a Purchase Order from their local government sources, a **rooming list** will be provided.

Incidentals: **The vendor should secure each attendees' personal credit card upon check-in to cover all incidental expenses. Incidental expenses shall not be charged to the master account/purchase order.**

Cancellation Policy: Please provide the hotel's cancellation policy.

Summary Quote Sheet for RFQ Number: USPO 24-004 MGMG/DWTRNG

Item No	Short Description	Detailed Product Specification or Product Description	Quantity	Unit	Unit Price	Total (Include All Taxes & Fees)
1	Guest Rooms	At Federal Government Room Rate of (\$113.00), or best available rate for Days 1, 2, 3, & 4 (subject to change)	Up to 30p	Ea.		
2	Guest Rooms	At Federal Government Room Rate of (\$113.00, or best available rate for Days 3 & 4 (subject to change)	Up to 55p	Ea.		
3	Small Group Meeting Space	Up to 30-35 people – Banquet Style (tables & chairs) Day 1: 8:00 a.m. – 6:00 p.m.	Up to 35p			
4	Large Group Meeting Space	Up to 80-85 people – Banquet Style (Tables & chairs plus registration tables & chairs) Day 2: 8:00 a.m. – 6:00 p.m. Day 3: 8:00 a.m. – 6:00 p.m. Day 4: 8:00 a.m. – 1:00 p.m.	Up to 85p	Ea.		
5	Two (2) Additional Breakout Meeting Space	Up to 30 people – Classroom Style (Tables & chairs) Day 3: 8:00 p.m. – 6:00 p.m.	Up to 25p	Ea.		
6	Audiovisual Needs	Describe and include any other charges (ex. service charges, gratuities) associated with the Statement of Work for this quotation. If AV package is available, please provide list and cost of items associated with the AV package.		Ea.		
7	Morning/Afternoon Light Refreshments	<p>Morning Arrival: Set-up prior to arrival at 8:00 a.m. Days 1 & 2: Up to 35 people (subject to change) Days 3 & 4: Up to 85 people (subject to change)</p> <p>Morning: 10:15 a.m. – 10:30 a.m. (subject to change) Days 1 & 2: Up to 35 people (subject to change) Days 3 & 4: Up to 85 people (subject to change)</p> <p>Afternoon: 2:15 p.m. – 2:30 p.m. (subject to change) Day 1: Up to 35 people (subject to change) Day 2 & 3: Up to 85 people (subject to change)</p> <p>Replenish/refresh food and beverages as needed and leave remaining items/beverages for consumption until lunch (morning break) or at the end of day (afternoon break). PROVIDE DETAILS OF ITEMS AND A PER PERSON QUOTE. QUOTE MUST INCLUDE SERVICE CHARGES AND GRATUITIES.</p>	<p>Up to 35p Up to 85p</p> <p>Up to 35p Up to 85p</p> <p>Up to 35p Up to 85p</p>	<p>Ea. Ea.</p> <p>Ea. Ea.</p> <p>Ea. Ea.</p>		
8	Catering Event Staff Dinner	<p>Evening: 6:30 p.m. – 8:30 p.m. (subject to change) Day 2: Up to 85 people – Banquet Style (tables & chairs)</p> <p>PROVIDE DETAILS OF MENU ITEMS (BUFFET STYLE) AND A PER PERSON QUOTE. QUOTE MUST INCLUDE SERVICE CHARGES AND GRATUITIES.</p>				
9	Parking Fees	If parking fees apply, please provide pricing per vehicle.				
10	Cancellation Policy	Please provide the Hotel's cancellation policy.				

11	Additional Charges	Please provide any charges associated with this training event not known by the U.S. Probation Office.				
12	Rooms Safes	Please advise if the hotel rooms have room safes.				
13	Additional Information					

Vendor's Name

Vendor's Phone Number/Fax Number/E-Mail

Vendor's Street & Mailing Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signatory

Discount Terms

GSA Contract Number/Expiration Date

Tax Identification Number/DUNS Number

ATTACHMENT

REQUIRED PROVISIONS AND CLAUSES FOR OPEN MARKET SMALL PURCHASES

Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>

The following clauses are included by reference:

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)

- (a) The following provisions are incorporated by reference into the request for quotations (RFQ):
- (1) [Provision 2-85A, Evaluation Inclusive of Options](#) (JAN 2003)
 - (2) [Provision 2-85C, Evaluation of Options Exercised at Time of Contract Award](#) (JAN 2003)
 - (3) [Provision 3-5, Taxpayer Identification and Other Offeror Information](#) (APR 2011)
 - (4) [Provision 3-95, Preparation of Offers](#) (APR 2013)
 - (5) [Provision 3-100, Instructions to Offerors](#) (APR 2013)
 - (6) [Provision 3-115, Facsimile Offers](#) (JAN 2003)
- (b) The contractor shall comply with the following clauses incorporated by reference:
- (1) [Clause 2-5B, Inspection of Services](#) (APR 2013)
 - (2) [Clause 3-305, Payment by Electronic Funds Transfer-Other Than System for Award Management Registration](#) (APR 2013)
 - (3) [Clause 7-115, Availability of Funds](#) (JAN 2003)