

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

**Request for Quote
RFQ NUMBER: USPO-25-002-DWSAT**

District-Wide Safety Academy Training

Award Basis: Lowest Price/Technically Acceptable

Request Date: July 3, 2025

| | |
|----------------------|--|
| RFQ Number: | USPO-25-002-DWSAT |
| Reply via e-mail to: | brenda_houser@tnep.uscourts.gov |
| Reply via fax to: | (865) 338-4554, Attn: Brenda Houser |
| Response deadline: | Thursday, July 17, 2025, at 1:00 p.m. |

The United States Probation Office for the Eastern District of Tennessee is seeking a vendor to provide meeting space, guest rooms, light refreshments, parking, and audiovisual needs for their Safety Academy Training, at an off-site facility, to be held during the suggested week date of September 22-26, 2025, as detailed in the attached Statement of Work. Group (1) One will arrive Sunday, September 21, 2025, at check-in time. **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).** Quotes from each vendor are recommended to fall within the local federal government per diem rates.

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 e-mailed to the listed telephone 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 Thursday, July 17, 2025, at 1:00 p.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 Houser
Brenda Houser
Contracting Officer

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

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STATEMENT OF WORK

The U.S. Probation Office for the Eastern District of Tennessee is seeking a facility to submit quotes for meeting space, guest rooms, light refreshments, parking, and audiovisual needs for the Eastern District of Tennessee Probation Office's District-Wide Safety Academy 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 are recommended to fall within the local **federal** government per diem rates. Please visit www.gsa.gov for applicable rates for your city or county. All government 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.

Suggested Week for Training: September 22-25, 2025 (cannot accept alternate dates)

***Split Attendance & Arrival:**

*Group (1) One Arrival: Sunday, September 21, 2025, check-in (up to 30 overnight rooms)
(subject to change) Departure: Wednesday, September 24, 2025, at 12:00 p.m.
*Additional attendees will arrive on Monday, September 22, 2025;
however, they will not require overnight rooms, only parking
(Up to 12 people)

*Group (2) Two Arrival: Wednesday, September 24, 2025, 1:00 p.m. (up to 30 overnight rooms)
(subject to change) Departure: Friday, September 26, 2025, check-out
*Additional attendees will arrive on Wednesday, September 24, 2025;
however, they will not require overnight rooms, only parking
(Up to 12 people)

Number of Attendees/Participants: Up to 55 people for the week
(Split arrivals described above and subject to change)

Guest Rooms:

*Group (1) One Arrival: Up to 30 rooms – Day 1 (Sunday, September 21, 2025, check-in)
(subject to change) Up to 30 rooms – Day 2 (Monday, September 22, 2025)
Up to 30 rooms – Day 2 (Tuesday, September 23, 2025)
Group One (1) will check-out on Wednesday, September 24, 2025

*Group (2) Two Arrival: Up to 30 rooms – Day 3 (Wednesday, September 24, 2025, check-in)
(subject to change) Up to 30 rooms – Day 4 (Thursday, September 25, 2025)
Group Two (2) will check-out on Friday, September 26, 2025

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Meeting Spaces:

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

The vendor must provide a large comfortable meeting space for approximately 40 people. **The meeting space will need to be one large room that will be large enough to have classroom style seating/chairs on one-half of the meeting space room, and an open space on the other half for technique training. Meeting space will need to be available on the afternoon of September 21, 2025, to allow the instructions to set-up.**

Monday - Day 1 – September 22, 2025

8:00 a.m. – 5:00 p.m.

Large Group Meeting Space: up to 40 people (subject to change)

- Classroom style tables & chairs (positioned to see projector screen on one side)
- Podium w/microphone
- Water pitchers/glasses on each table (accommodate 40 people)
- 1 standard size easel with flip chart pads/color markers
- 1 table centered in front of room with 4 chairs
- 2 6ft. tables & chairs – registration outside meeting space
- 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
- Projector screen
- 1 table for projector

Tuesday - Day 2 – September 23, 2025

Off-site training – Continue to reserve the same meeting space room

Wednesday - Day 3 – September 24, 2025

8:00 a.m. – 5:00 p.m.

Large Group Meeting Space: up to 40 people (subject to change)

- Classroom style tables & chairs (positioned to see projector screen on one side)
- Podium w/microphone
- Water pitchers/glasses on each table (accommodate 40 people)
- 1 standard size easel with flip chart pads/color markers
- 1 table centered in front of room with 4 chairs
- 2 6ft. tables & chairs – registration outside meeting space
- 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
- Projector screen
- 1 table for projector

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Thursday - Day 4 – September 25, 2025

8:00 a.m. – 5:00 p.m.

Large Group Meeting Space: up to 40 people (subject to change)

- Classroom style tables & chairs (positioned to see projector screen on one side)
- Podium w/microphone
- Water pitchers/glasses on each table (accommodate 40 people)
- 1 standard size easel with flip chart pads/color markers
- 1 table centered in front of room with 4 chairs
- 2 6ft. tables & chairs – registration outside meeting space
- 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
- Projector screen
- 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 Break: 7:45 a.m. – 8:30 a.m. (subject to change)

Day 1 - up to 40 people

Day 3 - up to 40 people

Day 4 - up to 40 people

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

Day 1 - up to 40 people

Day 3 - up to 40 people

Day 4 - up to 40 people

Mid-Afternoon Break: 3:15 p.m. – 3:30 p.m. (subject to change)

Day 1 - up to 40 people

Day 3 - up to 40 people

Day 4 - up to 40 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).

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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 at the end of the training.

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 25-002-DWSAT

| Item No. | Short Description | Detailed Product Specification or Product Description | Quantity | Unit | Unit Price | Total (Include All Taxes & Fees) |
|----------|---|--|----------------|----------------|------------|----------------------------------|
| 1 | Guest Rooms | Guest Rooms at Federal Government Room Rate (\$110.00) beginning September 21-24, 2025. | Up to 30p | Ea. Night | | |
| 2 | Guest Rooms | Guest Rooms at Federal Government Room Rate (\$110.00) beginning September 24-26, 2025. | Up to 30p | Ea. Night | | |
| 3 | Large Group Meeting Space | Up to 40 people – Classroom Style (tables and chairs) on one-half of the meeting space room, and an open area on the other side for technique training, plus registration table & chairs. September 22-25, 2025, from 8:00 a.m. – 5:00 p.m. with access to set-up the evening of September 21, 2025. | Up to 40p | Ea. | | |
| 4 | Morning/Afternoon Light Refreshments Days 1, 3, & 4 (Monday Wednesday & Thursday) | <p>Early Morning: Set-up prior to arrival: 7:45 a.m. (subject to change) Day 1, 3, & 4 (up to 40 people)</p> <p>Mid-Morning: 10:15 a.m. – 10:30 a.m. (subject to change) Day 1, 3, & 4 (up to 40 people)</p> <p>Afternoon: 2:15 p.m. – 2:30 p.m. (subject to change) Day 1, 3, & 4 (up to 40 people)</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. A Government tax-exempt form will be provided.</p> | 40p 40p | Ea. Ea. | | |
| 5 | 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. | | | | |
| 6 | Parking Fees | If parking fees apply, please provide pricing per vehicle. This includes individuals not staying overnight. | | | | |
| 7 | Additional Charges | Please provide any charges associated with this training event not known by the U.S. Probation Office. Response: | | | | |
| 8 | Cancellation Policy | Please provide the Hotel's cancellation policy. Response: | | | | |

Using the Summary Quote Sheet provided herein, email your quote no later than Thursday, July 17, 2025. Late quotes will not be considered unless the judiciary determines, at its own discretion, that considering the late quote is in the judiciary's best interest and will not unduly delay the procurement.

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

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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)
 - (4) [Clause 7-25, Indemnification](#) (AUG 2004)