

STATEMENT OF WORK

CHIEFS AND DEPUTIES ADMINISTRATIVE MEETING (CDAM) FY '17

UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF INDIANA

KEY INFORMATION:

General: The U.S. Probation Office (USPO), Southern District of Indiana, will host the Chiefs and Deputies Administrative Meeting (CDAM) in Indianapolis, April 18-20, 2017. The USPO has a requirement for a downtown area hotel (Hotel) to provide lodging rooms, meeting space, audio/visual equipment, and food and beverage service. The Hotel shall work closely with USPO staff to deliver a successful and cost effective training environment based on detailed program requirements.

A Lowest-Price, Technically Acceptable award will be made based upon an evaluation and comparison of cost of the items outlined in the Scope of Work and the accompanying Request for Quotation.

Quotation Due Date: Quotations shall be received by the USPO **no later than 5:00 p.m. (EDT), October 31, 2016.**
Quotes shall be submitted by e-mail.

**Training Conference
Completion Date:** April 20, 2017

Submit Quotation to:
Nora Hinsman, Contracting Officer
U.S. Probation Office
46 East Ohio Street, Room 101
Indianapolis, IN 46204
E-mail: Nora_Hinsman@insp.uscourts.gov
Phone: (317) 229-3776
FAX: (317) 229-3760

Accommodation Questions:
Cathy Hanneman, Budget Analyst
E-mail: Catherine_Hanneman@insp.uscourts.gov
Phone: (317) 229-3774
FAX: (317) 229-3760

STATEMENT OF WORK

Chiefs and Deputies Administrative Meeting

UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF INDIANA

1.0 Introduction.

The U.S. Probation Office, Southern District of Indiana (USPO), will host the Chiefs and Deputies Administrative Meeting in downtown Indianapolis, Indiana, April 18 - 20, 2017. The USPO has a requirement for a downtown area hotel (Hotel) to provide lodging rooms, meeting space, audio/visual equipment, and food & beverage service. The Hotel shall work closely with USPO staff to deliver a successful and cost-effective training environment based on detailed program requirements listed in the Scope of Work, **Section 3.0**, below.

2.0 Objectives.

Provide a comfortable setting for optimal instruction, learning, and rest to insure a high quality learning experience. This requires 120 comfortable lodging rooms with high speed internet service; one (1) plenary conference room with A/V equipment; three (3) break-out conference rooms for 40 participants each with A/V equipment; and food and beverage service for 120 participants. The Hotel must be located within a ten-minute walk of the U.S. Courthouse, 46 E. Ohio Street, Indianapolis, Indiana.

3.0 Scope of Work.

3.1 Offerors shall carefully review, complete, and return to the Contracting Officer the attached Request for Quotation (RFQ) document. The successful Offeror shall meet with USPO representatives in order to further understand the USPO's needs and ensure full compliance with those needs.

3.2 The Hotel shall provide the following:

3.2.1 120 lodging room for the nights of April 17, 18 and 19, 2017.

3.2.2 One (1) plenary conference room, with round tables and chairs to accommodate 120 participants, for use from 8:00 am until 5:00 pm on April 18 and 19, 2017, and 8:00 am until 12:00 pm on April 20, 2017.
Three (3) break-out conference rooms, with round tables and chairs to

accommodate 40 participants each, for use from 8:00 am until 5:00 pm on April 18 and 19, 2017, and 8:00 am until 12:00 pm on April 20, 2017.

- 3.2.3 Continental breakfast for 120 persons the mornings of April 18, 19 and 20, 2017. Continental breakfast shall be available all three days for a minimum of 2 hours. Continental breakfast to include muffins, bagels, fruit, regular and decaf coffee, tea, and water in pitchers on tables/at food area- no bottled water.
- 3.2.4 Afternoon beverage and snack service (e.g. cookies and popcorn and/or salsa and chips) for 120 persons on April 18 and 19, 2017. Afternoon beverage and snack service shall be available two days for a minimum of 1 hour and shall include two types of snacks, regular and decaf coffee, tea, assorted sodas, and water in pitchers on tables/at food area- no bottled water.
- 3.2.5 Plenary (1) Meeting Room: Audio visual (A/V) service, consisting of a projection package, podium with microphone, wireless microphone kit, and sound/mixer for April 18, 19 and 20, 2017. Break-Out Meeting Rooms (3): Audio visual (A/V) service, consisting of a projection package for each room for April 18, 19 and 20, 2017.

4.0 Deliverables and Performance Standards.

- 4.1 The selected Hotel shall provide a written plan detailing the delivery of services as described in the Scope of Work, **Section 3.0**, no later than January 13, 2017. This shall include a schedule of services (continental breakfast to be served at __ a.m., conference room to be available at __ a.m., etc.).

5.0 Schedule and Review Period for Deliverables.

- 5.1 The USPO shall have up to two (2) weeks for review following the delivery of written plan detailing the delivery of service, as described in **Section 4.1**.

6.0 Acceptance Criteria for Deliverables.

- 6.1 USPO staff shall thoroughly review the written plan detailing the delivery of service against actual performance upon conclusion of the conference on April 21, 2017.

7.0 Pricing and Award.

7.1 Offerors shall complete the attached Request for Quotation, including pricing as called out in the RFQ, and **submit it by email to Contracting Officer Nora Hinsman by 5:00 p.m. EDT on October 31, 2017:** Nora_Hinsman@insp.uscourts.gov.

8.0 Payment.

8.1 Individual reservations will be made and paid by the guests' credit cards. Individuals are responsible for payment of room and incidental charges upon departure unless otherwise specified. The hotel shall invoice the organization for all other charges including meeting spaces, food and beverage, and audio visual charges.

9.0 Provisions, Clauses, Terms, and Conditions.

9.1 Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010) This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:
<http://www.uscourts.gov/procurement.aspx>.

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

This procurement 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 incorporated by reference:

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

9.4 Taxpayer Identification and Other Offeror Information (APR 2011) (Provision 3-5)

9.5 Public Use of the Name of the Federal Judiciary (JUN 2014) (Clause 7-30)**9.6 Disclosure or Use of Information (APR 2013) (Clause 7-35)****10.0 Indemnification.**

Notwithstanding any other term or provision of this Agreement, the liability of the Government with respect to any claim for personal injury, death, property loss or damage pursuant to this Agreement, shall be limited by and subject to the procedures and terms of the Federal Tort Claims Act and the Anti-deficiency Act and all other applicable Federal Laws and regulations.

11.0 Impossibility.

This contract will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond the party's control. Such cases include, but are not limited to, acts of God; acts, regulations, or orders of governmental authorities; fire, flood or explosion, war, disaster, civil disorder, curtailment of transportation facilities, or other emergency making it illegal, or otherwise impossible to provide the facilities or the services or to hold the meeting; any delay in necessary and essential construction or renovation of the hotel; strike, lockout, or work stoppage or other restraint of labor, either partial or general, from whatever cause.

12.0 Questions/Clarifications.

12.1 All questions regarding this solicitation shall be e-mailed to the Contracting Officer, at: Nora_Hinsman@insp.uscourts.gov or the Budget Analyst Catherine_Hanneman@insp.uscourts.gov . Telephoned questions will not be accepted.

12.2 Offerors shall promptly notify the Contracting Officer of any ambiguity, inconsistency, or error which they may discover upon examination of this RFQ.

12.3 Any interpretation, correction, or change of this RFQ will be made only by written addendum by the Contracting Officer. Addenda will be posted to the USPO's public website, www.insp.uscourts.gov and e-mailed to all who are known to have received the RFQ.

13.0 Assumptions, Conditions, or Exceptions.

Offerors shall include all (if any) assumptions, conditions, or exceptions with any of the terms and/or conditions of this statement of work or solicitation. If no exceptions are noted, the offeror agrees to comply with all of the terms and conditions set forth herein. It is not the responsibility of the USPO to seek out and identify assumptions, conditions, or exceptions contained in an offeror's quotation.