

**UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF GEORGIA**

Request for Quotation (RFQ)

USPO 24-004-FALLTR

**2024 Fall Training/District Conference**

Request Date: April 25, 2024 via email

RFQ Number:	USPO 24-004FALLTR
Reply via e-mail to:	lori_beard-daily@ganp.uscourts.gov
Response deadline:	Thursday, May 9, 2024 at 5:00 p.m. (EST)

The United States Probation Office, Northern District of Georgia, is conducting a procurement for services related to their 2024 Fall Training. **An open market, 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 service provider must fall within the applicable federal government per diem rates to your location, Peachtree City, Fayette County, or the standard rate for all other locations.

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.

Requirements for the procurement are noted on the following pages. All requirements must be addressed in your response. Responses may be e-mailed to the address listed above. You may submit a written proposal utilizing your company's letterhead; however, please complete and submit the Summary Quote Sheet on page 6 with your response. All responses must be received by the above deadline for consideration.

The **deadline** for submission of quotes is **May 9, 2024, at 5:00 p.m. (EST)**. 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.

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

Your price quotations and any questions regarding this RFQ should be addressed in writing via email to the address listed above.

Sincerely,

*Lori Beard-Daily*

Lori Beard-Daily  
Contracting Officer

:lbd

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The U.S. Probation Office, Northern District of Georgia, is seeking hotels to submit proposals for meeting space, sleeping rooms, and continental breakfast for the Georgia Northern Probation Office's Fall Training to be held the week of **September 9-11 or September 10-12**. This week is firm and cannot be modified.

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

**Requirements:**

The U.S. Probation Office is a federal government agency whose employees while in travel status are subject to applicable per diem rates. All quotes or rates from each service provider must fall within the applicable federal government per diem rates or your best available rate. This solicitation requires registration with the System for Award Management (SAM) prior to award, pursuant to applicable regulations and guidelines. Registration information can be found at [www.sam.gov](http://www.sam.gov).

Dates for Workshop: **1<sup>st</sup> Choice: September 10-12**  
**2<sup>nd</sup> Choice: September 9-11**

Day 1: 22p Arrival by 11:00 a.m.  
Day 2: 73p Arrival by 11:00 a.m.  
Day 3: 95p Total in attendance  
Day 4: 95p Departure by 1:00 p.m.

Number of Attendees/Participants  
Sleeping Rooms:

Approximately 95 p  
22 rooms – Day 1  
95 rooms – Day 2  
95 rooms – Day 3

**Total: 212 room nights**

The federal government room rate is \$107 (applicable for all locations without specified rates). Rates should not include sales tax. A Tax-Exempt form is attached herein. Please outline all other applicable hotel and resort fees in your proposal.

While an agenda has not been finalized, the following meeting space is anticipated but could be amended.

The vendor must provide comfortable meeting space for approximately 95 attendees.

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**Day 1 – Arrivals (22p)**

9:00 a.m. – 5:00 p.m.

*Meeting/Storage Room:* 5-6 p, 24 hr. access w/key

*Meeting Room:* 17p, conference room

Meeting Space:

**Day 2 – Arrivals (73p)**

8:30 a.m. – 5:00 p.m.

*Meeting/Storage Room:* 5-6 p, 24 hr. access w/key

*Ballroom:* accommodate 95 attendees, rounds of 7-8/seating

- Podium with microphone
- Large screen (1)
- Speakers/sound/mixer
- Projector
- Lapel/Wireless Microphones
- 1 small table in the front of the room for projector
- High Speed internet access
- Power Strip

7:00 p.m. – 10:00 p.m.

*Hospitality/Activity/Event Room:* (95 p)

**Day 3 – Conference**

8:30 a.m. – 5:00 p.m.

*Meeting/Storage Room:* 5-6p, 24 hr. access w/key

*Ballroom:* accommodate 95 attendees, rounds of 7-8/ seating

*Breakout Rooms:*

2- break out rooms will be split between 95 people

with the following:

- Power Strip
- Podium with microphone
- Large screen (1)
- Speakers/sound/mixer
- Projector
- Lapel/Wireless Microphones
- 1 small table in the front of the room for projector
- High speed internet access
- Outdoor Space for 5K Walk

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**Day 4 – Departure**

8:30 a.m. – 1:00 p.m.

*Meeting/Storage Room:* 5-6p, 24 hr. access w/key

*Ballroom:* accommodate 95 attendees, table rounds of 7-8/seating

- Stage with Riser
- Podium with microphone
- Large screen (1)
- Speakers/sound/mixer
- Projector
- Lapel/Wireless Microphones
- 1 small table in the front of the room for projector
- High speed internet access

Audiovisual Needs: Contracting Officer will finalize AV needs with the hotel 30 days prior to the training.

Meals: Continental Breakfast: Day 1: None  
Day 2: 22p  
Day 3: 95p  
Day 4: 95p

**Max. per diem for all locations without specified is \$18.**

Please provide a menu of breakfast items, beverages, and refreshments that would be provided, along with a per-person price. Please also provide any and all applicable service charges and gratuities, or an all-day package rate for continental breakfast and afternoon refreshments based on number of attendees.

More than one possible breakfast can be provided. Rates are negotiable but should fall within per diem allowances. All breakfast items, coffee, hot tea, water or other beverages should be replenished/and or left out for consumption until 9:30 a.m. (breakfast).

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Billing and Payment:

*Form of Payment:* All expenditures will be secured by a government **Purchase Order** based on the number of guestrooms, refreshments and meals outlined in the RFQ and commercial agreement.

All meeting rooms, meals, light refreshments and AV equipment should be charged to a master account under this Purchase Order. A deposit of no more than 15% can be provided upon signature of the contract.

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

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

*Authorizing Official:* **Contracting Officer Lori Beard-Daily** should be contacted to provide authorization of any additional purchases or expenditures for the group during their stay.

*Payment:* Upon receipt and review of a complete and correct invoice at the conclusion of the training, payment will be issued within 10 business days.

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**Summary Quote Sheet for RFQ Number: USPO 24-004-Fall Training/DC**

Item No.	Description	Quantity	Unit	Unit Price	Total (Include all Taxes & Fees)
1	Sleeping Rooms at Federal Government Room Rate for Day 1	22	Ea.		
2	Sleeping Rooms at Federal Government Room Rate for Day 2	95	Ea.		
3	Sleeping Rooms at Federal Government Room Rate for Day 3	95	Ea.		
4	<u>Meeting Room/Storage Room- 5-6 p, 24hr access/key Training Committee Day 1-4</u>  <u>Conference Room - Managers Meeting 17 p</u> Day 1, 10:00 am - 5:00 pm  <u>Breakout Conference Room</u> Day 3 8:30 a.m. – 5:00 p.m.  <u>Ballroom,</u> Day 2, 8:30 a.m. – 5:00 p.m. Day 3, 8:30 a.m. – 5:00 p.m. Day 4, 8:30 a.m. – 1:00 p.m.	1  1  2  1 1 1	Ea.  Ea.  Ea.  Ea. Ea. Ea.		
5	<u>Continental Breakfast</u> Days 2, 3 Day 4 7:00 a.m. – 9:30 a.m. Replenish/refresh food, beverages as needed and leave remaining beverages. <b>PLEASE PROVIDE DETAILS OF ITEMS AND A PER PERSON QUOTE, WHICH MUST INCLUDE SERVICE CHARGES AND GRATUITIES.</b>	95 p 95 p	Ea. Ea.		
6	Audio/Visual (high-speed internet) or any other charges associated with the statement of work for this quote.				
		<b>TOTAL</b>			

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Training/DC**

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number

\_\_\_\_\_  
Vendor's Street Address & Mailing Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
DUNS Number or UEI

\_\_\_\_\_  
Discount Terms or Net 30

\_\_\_\_\_  
GSA Contract Number and Expiration Date

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
e-mail address