



## VIRGINIA JUVENILE JUSTICE ASSOCIATION

*Advocating for court-involved children and the professionals who touch their lives since 1966.*

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### Request For Proposals (RFP) # VJJA-08-001

Issue Date: March 17, 2008

Title: 32<sup>nd</sup> Fall Juvenile Justice Institute, sponsored by the  
Virginia Juvenile Justice Association (VJJA)

Issuing Organization: Virginia Juvenile Justice Association (VJJA)  
c/o Beth Stinnett, President  
5738 Creek Mill Way  
Glen Allen, VA 230590

Contract Period: For the duration of the conference – three (3) overnight accommodations nights (November 4-6, 2008), three (3) consecutive conference services days (Nov 5-7, 2008), with conference services provided a half day only on November 7, 2008). Board meetings and conference set up on Tuesday, November 4, 2008.

#### and / or

Three (3) overnight accommodations nights (November 3-5, 2009), three (3) consecutive conference services days (Nov 4-6, 2009), with conference services provided a half day only on November 6, 2009). Board meetings and conference set up on Tuesday, November 3, 2009.

**PROPOSALS MUST BE RECEIVED OR POSTMARKED BY 5:00 PM  
(LOCAL PREVAILING TIME) Friday, April 11, 2008, TO BE CONSIDERED.**

All Inquiries for information should be directed to Mrs. Beth Mohler Stinnett, VJJA President, e-mail inquiries to [president@vija.org](mailto:president@vija.org).

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

By:

\_\_\_\_\_  
Signature In Ink

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
Title

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Company

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FEI/FIN No.

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I. **PURPOSE:** The purpose of this Request for Proposals (RFP) is to solicit sealed proposals to establish contracts through competitive negotiations with individuals and/or organizations for the design and delivery of conference space, meals and equipment for the Virginia Juvenile Justice Association (VJJA), to host the 32<sup>nd</sup> Fall Juvenile Justice Institute and the 33<sup>rd</sup> Fall Juvenile Justice Institute, an annual conference that provides best practice information to government employees and private agency employees from throughout the Commonwealth.

II. **DEFINITIONS:**

**"USING AGENCY":** For purposes of this RFP and any resulting contract, the term "Using Agency" will apply to any unit or division of the Virginia Juvenile Justice Association (VJJA) that utilize the services of the "Contractor", in accordance with the specific terms and conditions of the contract.

III. **BACKGROUND:**

A. **GENERAL OVERVIEW OF ASSOCIATION:** The Virginia Juvenile Justice Association (VJJA) is a statewide organization serving professionals from the Department of Juvenile Justice, the Department of Social Services, the Department of Mental Health, Mental Retardation and Substance Abuse Services and other state agencies serving court-involved children in the Commonwealth of Virginia. The VJJA provides its member agencies with best practice information through regional and statewide training opportunities to include the annual Fall Juvenile Justice Institute. The Fall Institute rotates venues each year, alternating between Richmond, Charlottesville, Roanoke, Williamsburg/Hampton, Northern Virginia and other localities.

B. **PROJECT OBJECTIVES:** With this conference, the Virginia Juvenile Justice Association (VJJA) will provide participants with the opportunity to learn from nationally recognized speakers in the area of juvenile justice and to foster relationships with other juvenile justice practitioners from throughout the Commonwealth.

IV. **STATEMENT OF NEEDS:** It is desired that the Contractor furnish all labor, materials, and equipment to enable the VJJA to host a two and one half day conference. The contractor must be able to provide:

- A. Meeting space for a Board Meeting for approximately **5** guests on November 4, 2008.
- B. Hotel accommodations for approximately **60-100** overnight guests on November 4, 2008. Preference will be given to conference venues that can offer some complimentary guest rooms and suites as certain lodging revenue thresholds are met.
- C. Parking for approximately **20** vehicles during the day on November 4, 2008, and **40-60** vehicles early evening on November 4, 2008. Preference will be given to conference venues that can offer complimentary parking for hotel guests as well as complimentary or reduced parking for day conference participants.
- D. Meeting space for a plenary session to accommodate approximately **350-450** individuals on November 5, 2008. Front riser and podium required. Room must be set in theater or classroom style with preference given to venues that can accommodate classroom style seating. Preference will also be given to conference venues that can offer complimentary meeting space when certain lodging and/or catering revenue thresholds are met.
- E. Coffee service and/or continental breakfast for approximately **300-450** individuals on

November 5, 2008. (Note: Selection of continental breakfast instead of coffee service only will be contingent upon funding and final budget). Preference will be given to venues that can provide food options consistent with required government per diems.

- F. Break service for **300-450** individuals on November 5, 2008.
- G. Exhibit Space for a minimum of **50** exhibitors (table top displays) on November 5, 2008. Exhibit space may be split between two different spaces, but all exhibit space should be in close proximity to conference plenary sessions and conference registration area and should be arranged to promote traffic to the exhibitors (e.g. in close proximity to plenary sessions and workshops, in high traffic hallway adjacent to conference space, in room that can also accommodate coffee and afternoon break service). In addition to promoting traffic flow to exhibitors, preference will also be given to venues that can accommodate the co-mingling of exhibit space and conference registration in ballroom foyer. Preference will be given to conference venues that charge a one time set up and break down fee per exhibit space in lieu of charging daily exhibit space fees.
- H. 6 afternoon break out rooms to accommodate **75-100** individuals on November 5, 2008. Rooms should be set up in classroom or theater style, with preference given to venues that can accommodate classroom style seating.
- I. Space for an evening cocktail reception for **200 - 300** individuals on November 5, 2008. Staffing for a cash bar. Piped in music desired but not required.
- J. Hotel accommodations for approximately **90-130** overnight guests on November 5, 2008. Preference will be given to conference venues that can offer some complimentary guests and suites as certain lodging revenue thresholds are met.
- K. Parking for approximately **200-250** vehicles on November 5, 2008. Preference will be given to conference venues that can offer complimentary parking for hotel guests as well as complimentary or reduced parking for day conference participants.
- L. Meeting space for a plenary session to accommodate approximately **350-450** individuals on November 6, 2008. Room must be set in theater or classroom style with preference given to venues that can accommodate classroom style seating. (Note: Room can also be set in banquet rounds on this day if the plenary session space will be also be used for the luncheon to be held on this day). Front riser and podium required.
- M. Coffee service and/or continental breakfast for approximately **300-450** individuals on November 6, 2008. (Note: Selection of continental breakfast instead of coffee service only will be contingent upon funding and final budget). Preference will be given to venues that can provide food options consistent with required government per diems.
- N. Break service for **300-450** individuals on November 6, 2008.
- O. Space for an afternoon business luncheon and awards ceremony to accommodate approximately **300-450** individuals on November 6, 2008. Room should be set in banquet rounds. (Note: business luncheon may be held in the same space as the morning plenary session). Front riser and podium required. Preference will be given to venues that can provide food options consistent with required government per diems.
- P. Exhibit Space for a minimum of **50** exhibitors (table top displays) on November 6, 2008. Exhibit space may be split between two different spaces, but all exhibit space should be in close proximity to conference plenary sessions and conference registration area and

should be arranged to promote traffic to the exhibitors (e.g. in close proximity to plenary sessions and workshops, in high traffic hallway adjacent to conference space, in room that can also accommodate coffee and afternoon break service). In addition to promoting traffic flow to exhibitors, preference will also be given to venues that can accommodate the co-mingling of exhibit space and conference registration in ballroom foyer. Preference will be given to conference venues that charge a one time set up and break down fee per exhibit space in lieu of charging daily exhibit space fees.

- Q. 6 afternoon break out rooms to accommodate **75-100** individuals on November 6, 2008. Rooms should be set up in classroom or theater style, with preference given to venues that can accommodate classroom style seating.
- R. Space for an evening dance social for **200 - 300** individuals. Staffing for a cash bar and dance floor required. Conference host contracts with a professional DJ for the event.
- S. Hotel accommodations for approximately **90-130** overnight guests on November 6, 2008. Preference will be given to conference venues that can offer some complimentary guests and suites as certain lodging revenue thresholds are met.
- T. Parking for approximately **200-250** vehicles on November 6, 2008. Preference will be given to conference venues that can offer complimentary parking for hotel guests as well as complimentary or reduced parking for day conference participants.
- U. Meeting space for a morning plenary session to accommodate approximately **350-450** individuals on November 7, 2008. Room must be set in theater or classroom style with preference given to venues that can accommodate classroom style seating. Front riser and podium also required.
- V. Coffee service and/or continental breakfast for approximately **250-350** individuals on November 7, 2008. (Note: Selection of continental breakfast instead of coffee service only will be contingent upon funding and final budget). Preference will be given to venues that can provide food options consistent with required government per diems.
- W. Exhibit Space for a minimum of **50** exhibitors (table top displays) on November 7, 2008. Exhibit space may be split between two different spaces, but all exhibit space should be in close proximity to conference plenary sessions and conference registration area and should be arranged to promote traffic to the exhibitors (e.g. in close proximity to plenary sessions and workshops, in high traffic hallway adjacent to conference space, in room that can also accommodate coffee and afternoon break service). In addition to promoting traffic flow to exhibitors, preference will be given to venues that can accommodate the co-mingling of exhibits and conference registration in the ballroom foyer. (Note: Historically most exhibitors have exhibited on day 1 and 2 only and/or have broken down their exhibits early morning on day 3. Preference will be given to conference venues that charge a one time fee for exhibits or waive the fee for exhibits on day 3 given that most exhibitors leave prior to day 3.)
- X. Assistance in hanging banners and other signage to be displayed throughout the conference.
- Y. On November 7, 2008, at the conclusion of the conference, provide a detailed invoice for services rendered and lodging for all participants.

V. **PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

A. **PROFESSIONAL QUALIFICATION AND EXPERIENCE:** Contracting facility shall provide contact information (name, title, phone number, email address) for at least three references from similar agencies/ organizations that have used the contracting facility for conferences with services equivalent to those described herein.

B. **GENERAL REQUIREMENTS:**

1. **RFP RESPONSE:** In order to be considered for selection, Offerors must submit a complete response to this RFP. Three (3) hard copies and (1) electronic copy of each proposal must be submitted to the issuing organization. No other distribution of the proposal shall be made by the Offeror.

2. **PROPOSAL PREPARATION:**

a. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

b. Proposals should be prepared *simply and economically*, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be attached at the end of the proposal. Offerors risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

d. Each hard copy of the proposal should be bound, stapled or contained in a single volume where practical. Each electronic copy should be sent via e-mail or included on a compact disk (CD). All documentation submitted with the proposal should be contained in that single volume.

3. **Site Visit:** Offerors who submit a proposal in response to this RFP may be required to permit a site visit by staff of the organization or its designees. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. The VJJA will schedule the time and location of these site visits. These presentations/demonstrations are an option of the VJJA and may or may not be conducted.

C. **SPECIFIC PROPOSAL REQUIREMENTS:** Proposals should be as thorough and

detailed as possible so that the Virginia Juvenile Justice Association (VJJA) may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit documentation of the following items as a complete proposal.

1. The return of the RFP cover sheet, other pages requiring blanks to be filled in and all addenda acknowledgements, if any, signed and filled out as required.
2. Offeror Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.
3. A written narrative statement to include:
  - a. Experience in providing the goods/services described herein.
4. Affirmation that meeting space and lodging is available during the required dates. November 4-7, 2008
5. Affirmation that state government lodging and catering rates can be accommodated.

VI. **EVALUATION AND AWARD CRITERIA:**

A. **EVALUATION CRITERIA:** Proposals will be evaluated by the Virginia Juvenile Justice Association using the following criteria:

	<u>POINT VALUE</u>
1. Specific plans to be used to perform the services.	50
2. Proposed Prices	25
3. Proposed start date.	15
4. References from other, similar clients.	<u>10</u>
TOTAL	100

B. **AWARD OF CONTRACT:** Selection shall be made of one or more Offerors deemed to be fully qualified, and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the RFP. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, that agency shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The VJJA may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Should the VJJA determine in writing and at its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

## VII. GENERAL TERMS AND CONDITIONS:

- A. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- B. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the VJJA that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, and the Americans With Disabilities Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body.
- C. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
  2. Employer's Liability - \$100,000.
  3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
  4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
- D. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the VJJA web site ([www.vjja.org](http://www.vjja.org)).
- E. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken



against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- F. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, or faith-based organizational status.

VIII. **SPECIAL TERMS AND CONDITIONS:**

- A. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- B. **BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror’s proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- C. **CANCELLATION OF CONTRACT:** The purchasing organization reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor.
- D. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Virginia Juvenile Justice Association (VJJA), its officers, agents, and staff from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- E. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: \_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Street or Box Number

\_\_\_\_\_  
City, State, Zip Code

To: BETH MOHLER STINNETT, VJJA President  
c/o Virginia Juvenile Justice Association (VJJA)  
re: 32<sup>nd</sup> Fall Institute; RFP VJJA-08-001  
5738 Creek Mill Way  
Glen Allen, VA 23059

Bids/proposals may be hand delivered to the designated location or mailed but must be postmarked or received by April 11, 2008, at 5:00 p.m.

- F. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- G. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- H. **CONFIDENTIALITY:** The Contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent. Any information to be disclosed, except to the agency, must be in summary, statistical, or other form which does not identify particular individuals. Contractors and their employees working on this project will be required to sign the Confidentiality statement in this solicitation.
- IX. **METHOD OF PAYMENT:** Payment will be made within 30 days of receipt of invoice. A preliminary invoice providing details of services rendered and lodging for all participants should be provided to the conference host at the conference conclusion prior to the conference host leaving the grounds. A final invoice should be submitted within 7 of the of the conference end.

**ATTACHMENT A  
OFFEROR DATA SHEET**

**The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in your proposal being scored lower or disqualified.**

Company or Corporation:    Name: \_\_\_\_\_  
   Address: \_\_\_\_\_  
   \_\_\_\_\_  
   Phone: \_\_\_\_\_  
   Toll #: \_\_\_\_\_  
   Website: \_\_\_\_\_  
   FIN or FEI Number: \_\_\_\_\_

Vendor's Primary Contact    Name: \_\_\_\_\_  
   Phone: (\_\_\_\_) \_\_\_\_\_  
   E-mail: \_\_\_\_\_

Vendor's General Manager    Name: \_\_\_\_\_  
   Phone: (\_\_\_\_) \_\_\_\_\_  
   E-mail: \_\_\_\_\_

Vendor's Sales Manager        Name: \_\_\_\_\_  
   Phone: (\_\_\_\_) \_\_\_\_\_  
   E-mail: \_\_\_\_\_

Vendor's Catering Manager    Name: \_\_\_\_\_  
   Phone: (\_\_\_\_) \_\_\_\_\_  
   E-mail: \_\_\_\_\_

**References**

Please list references for at least four individuals or groups who have booked similar events with your hotel (include at least one government reference if possible). Include the type of event, the name, e-mail and telephone number of the point of contact.

A.    Company: \_\_\_\_\_    Contact: \_\_\_\_\_  
      Phone: (\_\_\_\_) \_\_\_\_\_    E-mail: \_\_\_\_\_  
      Project Type/Description (include number of participants): \_\_\_\_\_  
      \_\_\_\_\_  
      Dates of Service: \_\_\_\_\_    \$ Value: \_\_\_\_\_

B.    Company: \_\_\_\_\_    Contact: \_\_\_\_\_  
      Phone: (\_\_\_\_) \_\_\_\_\_    E-mail: \_\_\_\_\_  
      Project Type/Description (include number of participants): \_\_\_\_\_  
      \_\_\_\_\_  
      Dates of Service: \_\_\_\_\_    \$ Value: \_\_\_\_\_

C.    Company: \_\_\_\_\_    Contact: \_\_\_\_\_  
      Phone: (\_\_\_\_) \_\_\_\_\_    E-mail: \_\_\_\_\_  
      Project Type/Description (include number of participants): \_\_\_\_\_  
      \_\_\_\_\_  
      Dates of Service: \_\_\_\_\_    \$ Value: \_\_\_\_\_

**PROPOSED PRICING SCHEDULE:** Offeror proposes to provide the services in compliance with the Statement of Needs and terms and conditions of the RFP for the following proposed prices:

Hotel accommodations	cost per person per night
Room with 2 Double Beds	_____
Room with King Bed	_____
Extra Guest	_____
Junior Suite	_____
Executive Suite	_____
Other Room Accommodations	_____
Applicable Local Taxes (%)	_____

Preference will be given to conference venues that allow room sharing at no additional charge.

\*Government per diems can be found on-line in the Commonwealth Accounting Policies and Procedures (CAPP) Manual:

<http://www.doa.virginia.gov/procedure/AdminServices/capp/summary.htm> Volume 1: Topic Number 20335

Catering/Meals	cost (range per person)
Continental Breakfasts:	_____
Lunches (boxed):	_____
Lunches (buffet):	_____
Lunches (plated):	_____
Coffee Service:	_____
Afternoon Break Service:	_____
Applicable Local Taxes (%)	_____
Applicable Service Charges	_____

\* In addition to listing prices above, please attach a copy of any prepared literature listing price schedule, meal options and suggested meal selection in keeping with government per diems. Government per diems can be found on-line in the Commonwealth Accounting Policies and Procedures (CAPP) Manual: <http://www.doa.virginia.gov/procedure/AdminServices/capp/summary.htm> Volume 1: Topic Number 20335

Meetings Space	proposed space assignment	cost
Registration Area	_____	_____
Large Meeting Room to seat 340-450 (ballroom)	_____	_____
Break Out Rooms to seat 75-100	_____	_____
Exhibit Area	_____	_____
Space for evening cocktail reception	_____	_____
Space for evening dance social	_____	_____
Other (list type of space)	_____	_____

Audio Visual and Other Equipment	cost
Exhibit Tables	\$ _____
Podium	_____
Podium Microphone	_____
Wireless Lapel Microphone / Handheld Microphone	_____
Mixer/Sound System	_____
Projection Screen (tripod style)	_____
Projection Screen (large, skirted)	_____
Flip Chart Stand w/ Pads & Markers	_____
Internet Service (in large mtg. area)	_____
Internet Service for individual exhibitors	_____
Electrical Service for individual exhibitors	_____
LCD Projector & Support Cart w/ Elect. Service	_____
Laptop Computer (with DVD drive and speakers)	_____
Audio Visual Support	_____

\*In addition to listing prices, please attach a copy of any prepared literature listing price schedule for other audio-visual equipment not listed. Also, please indicate any equipment provided at no charge.

Parking for Day Meeting Participants	_____
Parking for Hotel Overnight Guests	_____

Catering

Is self catering permitted in any of the rooms/meeting spaces (e.g. large volume of pizzas ordered for small evening reception)?

---

Is break service available to be billed on a consumption basis (e.g. conference host pays only for sodas and non-perishable, packaged items that are consumed)?

---

Is keg beer available for purchase for catered functions?

---

Is wine available for purchase by the case?

---

In lieu of hosting an open bar, may the conference host pre-purchase a maximum quantity of alcoholic beverages (e.g. 2 cases of wine and 2 kegs of beer to be used over the course of two evening functions – with bartender contracted through hotel)?

---

Meeting Space

Can your location provide a complimentary space adjacent to the conference meeting space to serve to as “conference central” (e.g. space for conference staff to convene, stuff packets on the eve of the conference and store supplies nightly)? If yes, name proposed space to be provided:

---

Can your location waive meeting space rental if certain catering thresholds are met? If yes, indicate revenue that must be met to waive meeting space rental:

---

Entertainment

May host select and provide their own contracted professional DJ for evening dance social?

---

Music

Is piped in music available:

---

outside in entry way as guests arrive?

---

in general session meeting space/ballroom?

---

in suites/hospitality rooms?

---

in ballroom foyer / conference registration area?

---

Exhibitors

Is Exhibit space available for a minimum of 50 exhibitors/vendors (table top displays)?

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In what space do you propose placing exhibits (note that exhibit space may be split between two different locations, but all exhibit space should be in close proximity to conference plenary sessions and conference registration area and should be arranged to promote traffic to the exhibitors)?

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Is the proposed space for exhibitors in close proximity to plenary sessions and workshops?

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Will the above proposed space for exhibitors promote traffic flow to exhibitors?

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In addition to any other space proposed above, can the venue accommodate the co-mingling of exhibit space and conference registration in the ballroom foyer?

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Can the fee for exhibit space be charged as a one time charge per table in lieu of a daily rate per table? The tables will need to be set up and broken down just one time, not daily. Also, most of the exhibits have exhibited on day 1 and 2 only and/or have broken down their exhibits early morning on day 3. Also, many of the exhibitors are government and/or non-profit organizations).

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Can the exhibit rental fee for exhibitors be waived in whole or in part as certain revenue thresholds are met?

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Catering Pricing & Government Per Diems

Can hotel provide food options consistent with required government per diems for breakfast?

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(Government per diems can be found on-line in the Commonwealth Accounting Policies and Procedures, CAPP Manual:

<http://www.doa.virginia.gov/procedured/AdminServices/capp/summary.htm>

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Please give two examples of continental breakfast options that are consistent with required government per diems?

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Please give two examples of continental breakfast options that are consistent with required government per diems?

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Lodging Rooms & Government Per Diems

Does the hotel have available the necessary number of overnight rooms on the dates in question and is the government rate available for those rooms/dates?

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Is there an extra charge per room per person? If yes, please list.  
(Note: Preference will be given to conference venues that allow room sharing at no additional charge).

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Will cut off dates apply for receiving the special conference rate/government per diem? If yes, please indicate dates as well as regular rates that will apply.

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Can your location provide complimentary lodging for designated conference speakers and dignitaries if certain room block revenue thresholds are met? If yes, indicate revenue that must be met to receive complimentary room(s) and the number and types of rooms to be comped? (e.g. hotel usually provides complimentary suite for association president and 2-3 other complimentary king rooms).

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Parking

Is complimentary parking available for overnight guests?

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Is complimentary parking available for day participants? If no, please indicate the regular daily rate and indicate if parking for day participants is available at a reduced rate?

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Signage

What forms of signage and publicity can the hotel provide? (e. g. assistance hanging banners, promotion of event on hotel marquee, promotion of individual events on closed circuit TV in guest rooms, welcome signs at hotel registration desk, welcome signs in hotel foyer)

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Site & City Selection

We will receive many proposals from multiple venues. Why should we select your property / location?

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