

Questions and Answers for  
70LGLY25QGLB00090 for Off Center Lodging October 28, 2025, through March 31, 2025

Note: Questions are as they were submitted.

1. Question: Will you accept Hotels with entrance to rooms from outside, such as, directly from the parking lot?

Answer: There is no requirement in the RFQ in relation to location of entrance doors.

2. Question: Do hotels have to offer safety deposit boxes if rooms do not have safes?

Answer: As stated in the RFQ in Section C, paragraph 2, subparagraph 2.1 “Hotel/Motel facilities and rooms shall include the following at a minimum: (a)(9): Working safe or safety deposit boxes in a secure location of hotel that is accessible to the students.”

3. Question: If a Hotel is 50 miles from the learning facility, is free parking a requirement for the guests?

Answer: As stated in the RFQ, Section C, paragraph 4, subparagraph g and h: “g. Hotels that require a toll or parking fee to access the location (e.g., Jekyll Island); are responsible for reimbursing the student on the day of arrival and then providing passes to the student that will cover the remaining dates of the student’s stay. h. All hotel fees (i.e. parking, tolls, etc.) shall be incorporated into the contract price.”

4. Question: Is there a minimum number of VIP rooms a Hotel could offer?

Answer: No.

5. Question: How far in advance of lodging dates will Hotels receive the rooming list?

Answer: There is no requirement in the RFQ for when a “rooming list” is to be provided. However, as stated in the RFQ, The Government understands that availability will change due to changes and public use.

Also, the evaluation factors listed in the RFQ will affect when the hotel is contacted concerning availability.

6. Question: Is there any flexibility in using hotels with exterior room access?

Answer: See question 1 above.

7. Question: Will a tax exempt form be provided?

Answer: Tax exempt forms can be provided upon request.

8. Question: Is invoicing handled through WAWF or through another payment system?  
Answer: No. FAR clause 52.232-33 applies to this acquisition as marked in 52.212-5.
9. Question: Can FLETC remit payment directly to a financing company we use to secure a PO, or must payment go only to the contractor of record registered in SAM?

Answer: The Government pays in accordance with Federal Acquisition Regulation (FAR) 52.232-33 that is marked and incorporated by reference. Payment is sent to the banking information listed in the contractor's, who received the award, system for award management ([www.sam.gov](http://www.sam.gov)) registration.

10. Question: Will FLETC require Small Businesses to comply with the National Institute of Standards and Technology (NIST) Special Publication 800 series mandated by the Federal Information Security Management Act (FISMA)?

Answer: No, FISMA is for information security programs. This requirement does not have any information security requirements.

11. Question: Will FLETC enforce the Small Business Set Aside and exclude submissions owned by Large Businesses because its size is based on the aggregate of its affiliates, including parent companies and subsidiaries, according to the U.S. Small Business Administration (SBA)?

Answer: This requirement is a small business set aside; thus, only small businesses can participate.

12. Question: Will FLETC exclude these Large Businesses or require the Large Businesses to work via a 3rd party lodging provider that is a Small Business?

Answer: See question 11 above.

13. Question: Are all hotels in each Category treated equally for distance and then evaluated for lowest price?

Answer: The steps listed in Section F, paragraph F.2, outlines how companies will be evaluated. Step 2 states: "All hotels that are within the mileage restriction will then be grouped into the following categories". Step 3 concerns site visit; but Step 4 states: "Hotels in each category that meet the driving restriction and the

requirement/specification of this RFQ will then be put in order by price with the lowest price first.”

14. Question: Will FLETC consider paying prevailing hotel rates for premium hotels in areas where the per diem is limited to \$110 per night and below market hotel prices (Example: Home2 Kingsland)?

Answer: As stated in the RFQ, in Section F, paragraph F.2, paragraph Step 4: “Prices above per diem will not be considered fair and reasonable and cannot be considered for an award. Note: Per diem is different per county. The per diem per county will be used in this step.”

15. Question: Will FLETC pay full government Per Diem for hotel rooms in each subject Category?

Answer: As stated in the RFQ in Section F, paragraph F.2, paragraph Step 4: “Step 4. Hotels in each category that meet the driving restriction and the requirement/specification of this RFQ will then be put in order by price with the lowest price first. Price will be evaluated to determine if the offeror’s proposed price is fair and reasonable, complete, and balanced. The Government reserves the right to perform a price realism analysis at its sole discretion. Prices above per diem will not be considered fair and reasonable and cannot be considered for an award. Note: Per diem is different per county. The per diem per county will be used in this step.”

16. Question: Will FLETC create a "Category E" for Kingsland and Saint Mary's and for any other hotels within 45 miles of FLETC'S main gate?

Answer: See Amendment 0001

17. Question: Will FLETC create a "Category F" for hotels above 45 miles and below 60 miles?

Answer: See Amendment 0001.

18. Question: Will FLETC create a "Category G" for hotels over 60 miles and under 70 miles?

Answer: See Amendment 0001.

19. Question: Will FLETC training take place if there is a government shutdown or will the classes be canceled or postponed?

Answer: The current Government shutdown is not expected to impact this requirement at this time and, should those circumstances change, immediate notification will be made to the affected vendors.

20. Question: Can the government pay the room charges nightly with a government credit card or guarantee payment assurances during a government shutdown?

Answer: See question 9 and 19 above.

21. Question: Will vendors that are lodging FLETC during a shutdown get paid NET30 if the shutdown takes place or will payment be delayed like the prior shutdown?

Answer: See question 19 above.

22. Question: My hotel is located 67.8 miles from 1131 Chapel Crossing Road Glynco, GA. I read the RFQ but just wanted to confirm due to distance we would not be considered.

Answer: As stated in the RFQ, Section A, paragraph Special Requirement Notice: "No hotel/motel will be considered for an award if the facility is not within 60 driving miles from the front gate of FLETC, Glynco, GA; does not have an active SAM registration; or do not meet the requirements listed below. Please see Set Aside Requirement for geographical restrictions."

23. Question: Is it permissible to submit more than one hotel to support this group?

Answer: As stated in the RFQ, Section A: "If you are quoting for multiple hotels; then a separate Hotel Services and Prices Form must be submitted for each hotel. All forms can be submitted in the same email. If you are submitting separate Hotel Services and Prices forms in separate emails; then each email should be for one or more hotel with all required documents for the submitted Hotel Services and Prices included in that email."

24. Question: Will a tax-exempt form be provided?

Answer: See Question 7 above.

25. Question: Is there a hotel class required for this group? 3 AAA Diamond certified? 3-star or higher?

Answer: No. See Section C, paragraph 2.1 of the RFQ for the minimum requirements.

26. Question: Is there an estimate of the required number of parking spaces?

Answer: No.

27. Question: Do you have a target date or date range for the final award decision?

Answer: See Section F, paragraph F.2 of the RFQ.

28. Question: Are all hotels two story or greater required to have an elevator?

Answer: See Amendment 0001.

29. Question: Does the hotel requirement for elevators apply for two story hotels that are built to code and not required to have an elevator?

Answer: See question 28 above.

30. Question: If a multi-story does not have an elevator, would it be acceptable to lodge all students on the first floor only?

Answer: See question 28 above.

31. Question: We would like to submit a bid for the RFQ 70LGLY25QGLB00090. Hotel rooms for the FLETC training. We are sold out the first two days of the training and then 1 day in December. Are we able to still bid considering we can't take them until the 3rd day of the training?

Answer: As stated in Section C: "The Government understands that availability will change due to changes and public use. Due to this, the Government will check with the offeror to see if the number of rooms quoted for a certain time period are still available before any resultant award(s). Hotels/motels will have four (4) hours to respond to this email request for availability. The four (4) hours starts from the time the Government sends the email and is in Eastern Time. If a response is not received within four (4) hours; then the next hotel will be considered. The only exception is if the four (4) hour response would be after 5:00 pm ET. Then the response will be due the following weekday by 8:00 am ET unless otherwise noted on the request. NOTE: if responses are needed before the four (4) hours due to an emergency; then the request will list a time frame and if required imminently; then the point of contact listed on the HOTEL SERVICES AND PRICES form will be contacted via phone for availability. Note: changes to classes happen throughout the month (i.e. class

cancellation; early arrivals, late departures; class reduction in size; class increase in size, etc). The Government will not accept any responses after the four (4) hours.” Also, see Amendment 0001.

32. Question: Is there flexibility with extending the due date past Oct 03, 2025.

Answer: The due date cannot be extended.

33. Question: Does this group need meeting space? Or just lodging?

Answer: The requirement for this RFQ is for lodging only.

34. Question: Do they need breakfast menus?

Answer: Breakfast is not a requirement of this RFQ.

35. Question: Are furnished 1-bedroom apartment units acceptable lodging options for VIP suites.

Answer: Apartments units cannot be used for this requirement. It is for hotels or motels only.

36. Question: Are furnished multi-private bedroom and private bathrooms apartment units (e.g., 2-bedroom with 2 bathrooms and 3-bedroom with 3 bathrooms apartment units) acceptable lodging options?

Answer: See question 35 above.

37. Question: Will you consider quality furnished apartment units?

Answer: See question 35 above.

38. Question: Per Diem Rate Ceiling -For Brunswick/Glynn County, the FY2025 GSA lodging per diem is listed at \$172/night, with some months reflecting seasonal ceilings up to \$223/night. Can you confirm which lodging ceiling applies for this solicitation’s period of performance (October 2025 – March 2026)?

Answer: As stated in Section C: “Classes will arrive at different dates throughout the months of October 28, 2025, through March 31, 2026.” Thus, the per diem for that month applies.

39. Question: Maximum Allowable Rate May proposed room rates be set at the per diem ceiling, or should they be priced lower to be considered responsive?

Answer: See question 15 above.

40. Question: Allocation of Rooms Across Multiple Awardees: Will awards be made to multiple hotels with rooms distributed by class, or is the government expecting each awardee to commit to a guaranteed minimum block of rooms?

Answer: Guarantee minimum block of rooms is not a requirement of this RFQ.

41. Question: Ordering & Reservation Process: Since class schedules are not finalized, can you confirm the process for how reservations will be ordered (e.g., task orders per class, individual call-ins, or government-issued reservation lists)?

Answer: As stated in the RFQ under Step 5, “The lowest price hotel in Category A that meets the driving restriction and the requirement/specification of this RFQ will then be contacted by the Government to confirm what classes the hotel can accommodate for a certain month.”

42. Question: Cancellations / Early Departures: The RFQ requires hotels to allow late checkouts and notify the CO/COR within four hours of an early departure. Can you confirm if the government will only reimburse actual nights used, or if there is any allowance for no-show or early departure charges?

Answer: As stated in the RFQ, Section C, paragraph 5, subparagraph c: “The Government will only pay for the actual nights that students were in residence at the hotel/motel. The only exception is when there is a “no show.” Hotels/Motels may invoice for “no shows” for one night unless Government notification listed in paragraph 5.b did not occur or the contractor did not provide the summary sheet to the COR by the time listed in 5.b above. Contractor shall attach accurate summary sheets signed by the individual student(s) at check-in to all invoices (Sample Invoice Attachment 3) provided for payment. Summary Sheets are compared against the invoice and are used to validate the invoice. Vendors are allowed to submit an invoice after the class checks out.”

43. Question : Invoice Format: Please confirm if there is a required invoice template (as mentioned in the RFQ) that must be used for each billing cycle.

Answer: There is not a required invoice template. As stated in Section C, paragraph 5, subparagraph c: “sample invoice.”

44. Question: Tax Exemption: Will the government provide its tax exemption certificate, and are lodging vendors expected to apply tax-exempt billing?

Answer: See question 7 above.

45. Question: Emergency Point of Contact (POC): Should each hotel’s designated POC be submitted with the proposal package, or can this be provided after award?

Answer: As stated in Section A, : “This authorization letter must also include a point of contact (POC) at the hotel who is authorized to make changes in the event of emergencies and the third party cannot be reached; along with a statement that the POC is aware and knowledgeable of the terms and conditions of this RFQ; and the POC understands that only a Contracting Officer can make changes to any order. Submitted with the proposal package on the Section B, Hotel Services and Prices Form.” Also as stated in Section F, paragraph F.2: “Your quote should only include the Hotel Services and Prices form; additional sheet is needed for availability clearly outlining dates which line item; signed Amendments; required documentation listed below; if you take exception to any of the terms and conditions of this RFQ; and if you are a 3rd party the authorization letters.”

46. Question: Seasonal / Peak Date Availability: If hotel availability is limited during peak holiday periods, are substitutions or overflow properties permitted if pre-approved by the CO?

Answer: Only hotels approved under this RFQ can be used. Also See Amendment 0001.

47. Question: Authorization Letters: The solicitation references an authorization letter template for hotels. Do you require the signed letters with the proposal submission, or may they be submitted upon award or verification?

Answer: As stated in Section F, paragraph F.2 of the RFQ: “Your quote should only include the Hotel Services and Prices form; additional sheet is needed for availability clearly outlining dates which line item; signed Amendments; required documentation listed below; if you take exception to any of the terms and conditions of this RFQ; and if you are a 3rd party the authorization letters.”

48. Questions: Can garden style hotels that have two levels be utilized if they do not have “elevators”?

Answer: See question 30 above.

49. Question: We received several RFPs today from third parties regarding FLETC lodging starting this October, and my general manager and I wanted to check in with you before responding. Should we be answering these third-party RFPs, or is there an opportunity for us to work directly with FLETC instead?

Answer: It is the companies choice to work with a third party or directly with the Government.

50. Question: For authorization letters the RFQ states it has to be signed by the Owner, General Manager, or the Director of Sales of the hotel. Can the VP sign the letter?

Answer: The authorization letter must be in accordance with the RFQ. As stated in the RFQ, Section A: "This authorization letter must be the same format as Attachment 4; for the hotel quoted; dated and signed by the Owner, General Manager, or the Director of Sales of the hotel; not the Corporation. If the letter is signed by anyone other than one of these three (3) individuals (Hotel Owner, General Manager, or the Director of Sales), then the authorization letter cannot be considered."