

# Opportunity Requirements Report

**Opportunity Code:**

**Solicitation Number:** 91995926Q0001

**Title:** Request for Quotations for Conference Space and Lodging Services

**NAICS:** 721110

**Response Deadline:** 2025-12-04T12:00:00Z

## Executive Summary

### Overall Fit Score: 85/100

The opportunity is well-defined with strong compliance and detailed requirements, making it a favorable option for small businesses. However, the unknown estimated value and potential penalties could pose risks.

## Strengths

- ✓ Strong compliance with FAR regulations
- ✓ Comprehensive event requirements
- ✓ Clear payment terms and cancellation policies

## Risks

- Estimated value is unknown
- Potential for high attrition penalties

## Event Requirements

Field	Value
Location	Houston, Texas metropolitan area
Date Range	March 3-6, 2026
Participants (Min)	2
Participants (Target)	80
Room Block Plan	5 rooms on March 3, 45 rooms on March 4, 45 rooms on March 5, 1 room on March 6
Meeting Spaces	Multiple meeting rooms with specific configurations for various events
AV Requirements	Microphones, projection equipment, technical run-through, AV support for hybrid meetings
F&B Requirements	Light refreshments, coffee service, buffet lunch, box lunch
Special Logistics	Parking passes, ADA compliance, shipping/receiving, Wi-Fi access

## Recommended Hotels

### 1. The Royal Sonesta Houston Galleria

Location: Houston, Texas

Phone: 713-850-2828

Email: robin.taylor@sonesta.com

Contact: Robin Taylor

Match Score: 5/10

### 2. The Westin Galleria Houston

Location: Houston, Texas

Phone: 210.559.8972

Email: kama.scheffel@marriott.com

Contact: Kama Scheffel

Match Score: 5/10

### 3. Hilton Houston Post Oak by the Galleria

Location: Houston, Texas

Phone: 713-968-1345

Email: suzanne.trevino@hilton.com

Contact: Suzanne Trevino

Match Score: 5/10

## 4. Tru by Hilton Webster Houston NASA

Location: Houston, Texas

Phone: 9726632540

Email: Samantha.Ponce@Hilton.com

Contact: Samantha Ponce

Match Score: 5/10

## 5. Holiday Inn Houston-Webster

Location: Houston, Texas

Phone: 2813356272

Email: yvonne@websterhi.com

Contact: Yvonne Small

Match Score: 5/10

## Compliance Requirements

Kısaltma	Anlam	Çerik / Yükümlülük	Ne İle Yarar	Gerekli
FAR 52.212-4	Contract Terms and Conditions	Teknik, teknolojik ve temel sözleşme konularını (taslaqlama, teknoloji transferi, ödeme) tanımlayan şartname	Evet	
FAR 52.212-5	Contract Terms and Conditions	Şartnamedeki teknolojik şartnameyi (ödeme, teknoloji transferi, vergi vs.) tanımlayan şartname	Evet	
FAR 52.204-24/25/26	Covered Telecommunications Equipment Services	Telekom ekipmanlarının kullanımına dair teknolojik şartname	Evet	
Security/Telecom Restrictions		Ek güvenlik veya telekom kılavuzlarının (örneklik, uygulanma) uygulanması	Hayır	
Bytedance Restriction	—	TikTok/Bytedance yazılımlarına ilişkin yasaların şartnameye dahil edilmesi	Hayır	
EDAR 3452.201-70	Contracting Officer's Representative (COR)	İmzalı ortemsilcisinin tanıtımı, şartname içinde yetkili kişi belirlenir	Evet	
EDAR 3452.224-70	Privacy Act (Education)	Kullanıcı verilerinin gizliliği ve korunması	Evet	
EDAR 3452.233-70	Agency Protests	Eğitim Bakanlığının yönelik ihale itirazları	Evet	
EDAR 3452.237-71	Evaluation of Contractor Performance	Müşteri performans değerlendirmesi	Hizmet kalitesi raporlaması	Evet
EDAR 3452.239-71	—	—	—	Evet

EDAR 3452.242-73	Accessibility of Meetings, Conferences, and Seminars	İlebilirliği (ADA uygunluğuna) erişimine uygunluk	Evet
FAR 32.202-1(b)	Advance Payments	Peşin ödeme koşullarına ilişkin hükümler finansal düzenleme	Evet
FAR 13.106-2(b)(3)	Evaluation of Quotations or Offers	Teklif değerlendirme kriterleri	Alım yöntemi (Simplified Acquisition) Evet
FAR 52.252-2	Clauses Incorporated by Reference	EDAR maddelerinin referansla dahil edildiği sözleşmelerde diğer hükümleri geçerli kılmak	Evet

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