

# Analysis Report

## Event Details

Event Name:	Judicial Training Summit
Solicitation Number:	RFQ-12345
Agency:	Department of Justice
Start Date:	2025-12-19
End Date:	2025-12-22
Location:	Washington, DC
Submission Due Date	2025-11-29

## Sleeping Room Requirements

Total Room Nights:	120
Special Requirements	Suites near elevators, late checkout for instructors.

Day	Date	Rooms Per Night
Day 1	2025-12-19	40
Day 2	2025-12-20	40
Day 3	2025-12-21	40

## Function Space Requirements

Day	Date	Room Type	Capacity	Setup
Day 1	2025-12-19	N/A	150	Classroom

## Daily AV Requirements

## Hybrid Meeting AV Requirements

<b>OWLs Required:</b>	2 per breakout room
<b>Zoom Management:</b>	Vendor provides live operator
<b>Other Requirements:</b>	HD recording delivery in MP4 within 48 hours.

## Court Reporter Audio Feed

<b>Required:</b>	Yes
<b>Details:</b>	XLR line out at FOH console.

## Breakout Room Power & Setup Requirements

<b>Power Strips:</b>	4 per room
<b>Setup Requirements:</b>	Reset nightly.

## Food & Beverage and Refreshments

Day	Date	Time	Headcount	Menu/Items
Day 1	2025-12-19	07:30	120	Hot breakfast buffet
Day 1	2025-12-19	12:00	120	Plated lunch

## Commercial Terms & Special Conditions

<b>NAICS Code:</b>	721110
<b>PSC Code:</b>	X111
<b>Set-Aside Type:</b>	Small Business
<b>Size Standard:</b>	35M
<b>ADA Compliance:</b>	Required
<b>Wi-Fi/Internet:</b>	Dedicated 100Mbps line included
<b>Parking Requirements:</b>	Self parking included for 20 vehicles
<b>Cancellation Terms:</b>	Full refund up to 30 days prior
<b>AV Discount Required:</b>	10%
<b>F&amp;B Discount Required:</b>	15%

## Cost Proposal & Budget Submission Instructions

<b>Quote Due Date:</b>	2025-12-01
<b>Submission Method:</b>	Email
<b>Submission Email:</b>	contracts@example.gov
<b>Required Attachments:</b>	Itemized cost breakdown, banquet event orders

## Evaluation and Award Criteria

<b>Payment Terms:</b>	Net 30
<b>Tax Exemption Status:</b>	Yes - certificate provided
<b>Billing Method:</b>	Milestone
<b>Cancellation Policy:</b>	Government standard clause

## Compliance Requirements

### FAR Clauses:

- 52.212-4: Contract Terms

### EDAR Clauses:

- 3452.216-71: Contracting Officer Authority

## Appendices

<b>Additional Documents:</b>	Floor plans, sample seating charts
<b>Other Requirements:</b>	Security clearance list 2 weeks prior

## Document Analysis Summary

<b>Documents Analyzed:</b>	3
<b>Total Word Count:</b>	18452
<b>Total Text Length:</b>	18 pages
<b>Total Tables Extracted:</b>	12

## Notes

This sample PDF confirms the styling, sections, and data rendering pipeline.