

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

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

Court Reporter Audio Feed

Required:	Yes
Details:	XLR line out at FOH console.

Breakout Room Power & Setup Requirements

Power Strips:	4 per room
Setup Requirements:	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

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

Cost Proposal & Budget Submission Instructions

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

Evaluation and Award Criteria

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

Compliance Requirements

FAR Clauses:

- 52.212-4: Contract Terms

EDAR Clauses:

- 3452.216-71: Contracting Officer Authority

Appendices

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

Document Analysis Summary

Documents Analyzed:	3
Total Word Count:	18452
Total Text Length:	18 pages
Total Tables Extracted:	12

Notes

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