

# Statement of Work (SOW)

Field	Details
Event Name	Quarterly Board Meeting
Solicitation Number	91995926Q0001
Agency	National Assessment Governing Board
Dates	March 3-6, 2026
Location	Houston, Texas
Submission Due Date	December 4, 2025, at 12:00 PM ET

## 3. Sleeping Room Requirements

Day	Date	Rooms / Night
Tuesday	Mar 03, 2026	5
Wednesday	Mar 04, 2026	45
Thursday	Mar 05, 2026	45
Friday	Mar 06, 2026	1
Total Room Nights		96

## 4. Function Space Requirements

Day	Date	Registration	General Session	Breakouts	Logistics
Wednesday	Mar 04, 2026	Yes	No	No	Yes
Thursday	Mar 05, 2026	Yes	Yes	Yes	Yes
Friday	Mar 06, 2026	No	Yes	Yes	Yes

## 5. Daily AV Requirements

Room Name	Setup	Capacity	Special Notes	24-Hour Hold
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General Session	Hollow Square	28	Power strip near every seat	Yes (Wednesday to Friday)
				Provide audio feed from house sound system
ADC	Conference/Theater	10	Standard AV	No
COSDAM	Conference/Theater	10	Standard AV	No
R&D	Conference/Theater	10	Standard AV	No
Staff/Logistics	Conference	10	5 keys for staff access	Yes (Wednesday to Friday)
Member	Hollow Square	TBD	Standard AV	No
Officio	Classroom	TBD	Standard AV	No
Staff	Classroom	TBD	Standard AV	No

## 6.1. Hybrid Meeting AV Requirements

Requirement	Description
OWLs	2 OWLs (360° cameras)
Zoom Management	Zoom meeting will be managed by NAGB contractor
AV Support	AV audio/video technical support required
Pre-Meeting Tech Run-through	Pre-meeting technical run-through required

## 6.2. Court Reporter Audio Feed

Requirement	Provided By	Notes
Audio Feed	Contractor	Provide audio feed from house sound system to court reporter

## 6.3. Breakout Room Power & Setup Requirements

Room	Power Needs	Notes
All Breakout Rooms	Power outlets and extension cords	AV/hotel staff to assist with setup

## 6.4. NAEP Outreach Event

Time	Activity	Location	Notes
4:00 PM	Keynote	TBD	Setup: Riser with 5 panelists Headcount: 75-80 Rounds setup
5:00 PM	Panel Discussion	TBD	Setup: Riser with 5 panelists Headcount: 75-80 Rounds setup
6:00 PM	Reception	TBD	Setup: Standing reception Headcount: 80

## 7. Food & Beverage and Refreshments

Day/Date	Time	Headcount	Menu
Wednesday	TBD	75	Assorted appetizers and beverages
Thursday	TBD	50	Regular, Decaf, Assorted Teas
Thursday	TBD	40	3-course hot buffet lunch
Friday	TBD	50	Regular, Decaf, Assorted Teas
Friday	TBD	40	Box Lunch with Assorted Sandwiches, chips, and

## 8. Commercial Terms & Special Conditions

Term	Details
NAICS Code	721110 - Hotels (except Casino Hotels) and Motels
PSC Code	X1AB - Lease or Rental of Facilities
Set-Aside	Total Small Business
Size Standard	\$40M
ADA Compliance	Yes - All facilities must be ADA compliant
Wi-Fi/Internet	Complimentary/discounted WiFi required
Parking	6 complimentary day passes
Cancellation Terms	80% sliding scale cancellation policy
AV Discount	At least 20% off in-house AV partner services
F&B Discount	Discount off published menu prices

## 9. Cost Proposal & Budget Submission Instructions

Item	Details
Quote Due Date	December 4, 2025, at 12:00 PM ET
Submission Method	Email
Submission Email	Not specified
Required Attachments	Written proof of authorization for third-party submissions

## 12. Evaluation and Award Criteria

Term	Details
Payment Terms	Guest room charges will be billed to the Governing Board's centrally billed account.
Tax Exemption	The Governing Board is tax-exempt; exemption documentation will be provided.
Billing Method	All reservations will be managed via a rooming list.
Cancellation Policy	80% sliding scale cancellation policy

## 14. Compliance Requirements

Clause Number	Title	Description
FAR 52.212-4	Contract Terms and Conditions—Commercial Items	Contract Terms and Conditions—Commercial Items
FAR 52.212-5	Contract Terms and Conditions—Requirements	Contract Terms and Conditions—Requirements
FAR 52.204-24	Representation Regarding Certain Telecommunications Services	Representation Regarding Certain Telecommunications Services
FAR 52.204-25	Prohibition on Contracting for Certain Telecommunications Services	Prohibition on Contracting for Certain Telecommunications Services
FAR 52.204-26	Covered Telecommunications Equipment or Services—Representation	Covered Telecommunications Equipment or Services—Representation

## EDAR Clauses

Clause Number	Title	Description
EDAR 3452.201-70	Acquisition of Commercial Items	Acquisition of Commercial Items
EDAR 3452.242-73	Administrative Matters	Administrative Matters

