

# Statement of Work (SOW)

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### FOR HOTEL ACCOMMODATIONS AND MEETING SPACE

#### 1. BACKGROUND

This Statement of Work (SOW) outlines the requirements for hotel accommodations and meeting space services for a federal government event.

**\*\*Solicitation Number:\*\*** 91995926Q0001

**\*\*Agency:\*\*** National Assessment Governing Board

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

#### 2. SCOPE OF WORK

##### #### 2.1 Lodging Requirements

**\*\*Location:\*\*** Houston, Texas metropolitan area

**\*\*Date Range:\*\*** March 3-6, 2026

**\*\*Room Block:\*\*** 5 rooms on March 3, 45 rooms on March 4, 45 rooms on March 5, 1 room on March 6

**\*\*Participant Capacity:\*\***

- Minimum: 2
- Target: 80

**\*\*Special Requirements:\*\***

- ADA compliant rooms required
- Room types as specified in RFQ

##### #### 2.2 Meeting Space Requirements

**\*\*Meeting Spaces:\*\***

Multiple meeting rooms with specific configurations for various events

**\*\*AV Requirements:\*\***

Microphones, projection equipment, technical run-through, AV support for hybrid meetings

**\*\*Capacity:\*\* 80 participants**

**#### 2.3 Additional Services**

**\*\*Special Logistics:\*\***

Parking passes, ADA compliance, shipping/receiving, Wi-Fi access

**\*\*F&B Requirements:\*\***

Light refreshments, coffee service, buffet lunch, box lunch

### **3. DELIVERABLES**

- Hotel room block as specified
- Meeting/conference space with required capacity
- AV equipment and setup
- Shuttle services (if required)
- Parking arrangements
- F&B; services (if required)

### **4. PERIOD OF PERFORMANCE**

**\*\*Start Date:\*\* March 3, 2026**

**\*\*End Date:\*\* March 6, 2026**

### **5. LOCATION**

Houston, Texas metropolitan area

## 6. TERMS AND CONDITIONS

**\*\*Estimated Value:\*\*** To be determined based on final room block and services

**\*\*Payment Terms:\*\*** Net 30 days, subject to contract terms

**\*\*Tax Exempt:\*\*** Yes # Federal government contracts are tax exempt

**\*\*E-Invoicing (IPP):\*\*** Required # Federal contracts require IPP invoicing

**\*\*Cancellation Policy:\*\***

Per contract terms

## 7. COMPLIANCE REQUIREMENTS

**\*\*FAR Clauses:\*\***

- FAR 52.212-4: Required
- FAR 52.212-5: Required
- FAR 52.204-24/25/26: Required

**\*\*Other Compliance:\*\***

EDAR 3452.201-70, EDAR 3452.224-70, EDAR 3452.233-70, EDAR 3452.237-71, EDAR 3452.239-71, EDAR 3452.242-73, FAR 32.202-1(b), FAR 13.106-2(b)(3), FAR 52.252-2

## 8. VENDOR INFORMATION

**\*\*Company:\*\*** CREATA GLOBAL MEETING & EVENTS

**\*\*SAM.gov Registered:\*\*** Yes

**\*\*UEI:\*\***

**\*\*DUNS:\*\***

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**\*\*Prepared by:\*\*** CREATA GLOBAL MEETING & EVENTS

**\*\*Date:\*\*** November 09, 2025