[Secret Project]

**Progress #2.docx**

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**DESCRIPTION**

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotations are being requested by this notice alone, and a written solicitation will not be issued. This procurement is unrestricted, allowing both large and small businesses to submit proposals. The NAICS code for this action is 721110, Accommodations, with a small business size standard of $6.5 Million. This solicitation includes all applicable provisions and clauses in effect through FAC 2005-18. This acquisition will be made pursuant to the authority in FAR 13.5 to use simplified acquisition procedures for commercial requirements. This synopsis/solicitation is issued as a Request for Quotations (RFQ) for hotel conference facilities and related accommodations and services for a conference to be held by the National Institutes of Health (NIH). These services are required for a two and one half day symposium to be held during a period in October 2008 or November 2008 (the actual dates are contingent upon availability and costs); and one day for set up for at least 20 people, preferably on the Sunday to precede the conference. The proposed dates should not include weekends or weeks that include Federal Holidays during the Symposium. It is anticipated that approximately 250 federal professionals will require 250 overnight accommodations.

**MANDATORY REQUIREMENTS:**

**1. Location Site:**

Must be more than 50 miles from 9000 Rockville Pike, Bethesda, MD 20892, but less than 120 miles from the same point.

**2. Conference and Hotel Facilities:**

Meeting space requirements include a main hall with seating space for 250, and four break-out rooms with classroom style seating for 50 people each, as well as 250 sleeping rooms.

**3.** **Mandatory Clauses:**

The hotel must (1) be compliant with the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. 2201 et seq, (Public Law 101-391); (2) hold a FEMA certification number. The FEMA number can be verified at [www.usfa.fema.gov/hotel/index.cfm](http://www.usfa.fema.gov/hotel/index.cfm); and (3) be compliant with the Americans with Disabilities Act, 42 U.S.C. Section 12101 et seq. (ADA). Hotels must provide a statement certifying that they are compliant with the requirements of the ADA. The following statement will suffice:

The (name) Hotel hereby certifies that it is fully compliant with the Americans with Disabilities Act (ADA), 42 U.S.C. Section 12101 et seq.

All hotels submitting quotations must meet all mandatory requirements in order for their quote to be considered by NIH.

**PREPARATION & SUBMISSION OF QUOTES**

1. Clause 52.212-1 Instructions to Offerors--Commercial Items (Sept. 2006),

which is incorporated into the solicitation by reference, provides guidance on preparing and submitting quotations. For the purpose of this solicitation, all references in this clause to "offeror" and "offerors" should be read as "quoters" and "quotations/quotes". Paragraph (b) Submission of offerors of Clause 52.212-1 is replaced, in its entirety, by the guidance that follows.

Questions concerning this solicitation should be submitted by email to [th276a@nih.gov](mailto:th276a@nih.gov) no later than Thursday, August 16, 2007.

1. General Requirements

To be considered for award, submit a written quote to the office specified in this solicitation on or before the time specified in this solicitation. Instructions for hand-carried/courier-delivered quotes are attached.

The deadline for Receipt of Quotes is Friday, August 24, 2007 no later than 3:00 pm Eastern Daylight Time (EDT). You assume full responsibility for ensuring that your quote is received by the deadline date and time.

Quotes must be prepared in accordance with the instructions in this Part. PLEASE PROVIDE A "BOTTOM LINE COMPOSITE RATE" to include all required hotel gratuities, in addition to a cost break down as requested in the Statement of Work (SOW). Failure to substantially comply with these instructions, in either format or content, may lead to the rejection of a quote.

1. Contents of Quote and Completion Instructions

You must include an original and five (5) copies (unless otherwise stated) of the following documents in your quote:

1. SF 1449 Cover page- Page 1 (submit one copy). Please complete in accordance with the following instructions:

- Complete blocks 12 (if applicable), 17 and 30. Do not complete blocks 23 and 24.

- Acknowledge solicitation amendments, if any.

- List and attach any exceptions taken to the terms and conditions of the solicitation. (Note: if you take any exceptions, you may be disqualified).

- Sign and date the SF 1449 (Note: an authorized official of the hotel must sign).

- Submit evidence of your authority to sign on behalf of the hotel or conference center.

1. Part I - Supplies or Services and Prices/Costs, Pages 1-4. For each CLIN enter the fixed inclusive unit price for the corresponding item in the "Unit Price" column. Enter the total price in the "Total Amount" column. Calculate the total amount by multiplying the "Estimated Maximum" quantity by the "Unit Price."
2. 1st Option Space Block, Guest Rooms and Schedule of Events. Your quote must include the following:
   1. First Option Space Block(s)- Please specify proposal dates:
   2. Guest Rooms - Provide the following information:
3. The hotel's check-in and check-out times;
4. The date that corresponds with the day of the week;

3. Schedule of Events - Provide the following information on the Schedule of Events page:

1. The name of each room reserved for NIH's use;
2. The dates that corresponds with the day of the week.

d. Part II- Statement of Work (SOW) with Mandatory Requirements

e. Suitability - Provide meeting room floor plans specifications and informational literature on the hotel and its facility and services.

f. Published Prices

1. Provide the hotel's published banquet menus and prices which shall include, but not be limited to, breakfasts, lunches, dinners, morning and afternoon breaks, and receptions. (Note: The price specified in CLIN 2.0 for Part I supersedes the published price).
2. Provide the published costs associated with use of audiovisual equipment list and prices and provide the published business center services list and prices (Note: The price specified in CLIN 3.1). Provide the labor rate for delivery, setup, test, and dismantle of equipment.

g. DUNS Number - Provide the hotel's DUNS # and certification of the hotel's registration in the Central Contractor Registration database (FAR Clause 52.204-7).

h. Contract Administrator and Alternate - Provide the name and title of the hotel representatives who are designated to be the contract administrator and alternate contract administrator.

1. List of References - Provide three (3) references that have utilized your services during the past two years. It is important that the references had requirements similar to NIH's requirement (e.g. used multiple meeting rooms on multiple days, blocked and used guest rooms, utilized other hotel services). For each reference provide a point of contact, telephone number and brief description of their requirement
2. Offeror Representations and Certifications - Commercial Item. Provide a completed copy of the representations and certifications found in provision FAR 52.212-3, Offeror Representations and Certifications - Commercial Item.

1. Disposition of Quotes

After evaluation, selection, and contract award, unsuccessful quotes will be disposed of as follows: one copy will be retained and the remaining copies will be destroyed.  
  
EVALUATION OF QUOTES  
  
a. 52.212-2 Evaluation-Commercial Items (Jan 1999)

which is incorporated into the solicitation by reference, provides evaluation factors. The factors listed in section d. below will be used to evaluate the offer. The evaluation factors are listed in order of importance.  
  
b.      Basis for Award

This procurement is being solicited, offered, evaluated, and awarded using the simplified acquisition procedures. NIH will award a purchase order resulting from this solicitation to the responsible hotel (FAR Subpart 9.104) whose quote, conforming to the solicitation, will be most advantageous to the NIH, price and other factors considered.       
  
 The NIH will use the following factors, listed in descending order of importance, to evaluate quotes:  
  
 Acceptability  
 Suitability       
 Past Performance  
 Price  
  
c.      The following methodology will be used to evaluate quotes.       
  
       First, the NIH will determine if a quote is acceptable. If a quote is not acceptable, it may be removed from consideration and the other evaluation factors shall not considered.       
  
       Second, the NIH will evaluate suitability and past performance of hotels submitting acceptable quotes.       
  
      Third, the NIH will evaluate the price of all hotels that submit acceptable quotes.   
  
d.      Evaluation Factors

1. Acceptability - To be considered for award, a vendor must meet all of the mandatory requirements. If a quote is not initially acceptable, it will be removed from consideration, and the other evaluation factors not evaluated. Acceptability will be scored on a pass/fail basis.  
  
 2. Suitability - Suitability encompasses all factors that contribute to the conference attendee's comfort and safety and to the overall success of the conference held at the hotel. Evaluation of suitability will be a subjective assessment of the features offered by the hotel.   
  
 The suitability assessment will focus on, but not be limited to, the condition of the hotel facility (new, old, remodeled); condition of the guest rooms (designated non-smoking rooms; soft goods clean and in good condition, etc.); condition of the meeting rooms (size and shape, obstructions such as pillars, soundproofing, security, proximity of rooms to each other, etc.); hotel services; availability of on-premise outlets, such as restaurants, convenience store and fitness facility; accessibility to airport; characteristics of the neighborhood in which the hotel is located. In addition, NIH intends to hold a green symposium (see <http://www.bluegreenmeetings.org/Suppliers/Accommodations.htm>) , reducing the environmental impacts related to this event as much as practical. Your efforts to meet our needs as described in your proposal will be judged under this criterion.

The NIH may base its rating of these features solely on the information provided in each quote and/or, at NIH’s option, on the findings gathered during a SITE VISIT. Suitability will be a scored evaluation factor using a

five point scale.

3. Past Performance - Past performance is considered to be the hotel’s relevant work history and the NIH's assessment, with respect to such work history, of how well the hotel performed. Especially relevant are a hotel's record of conforming to contract requirements; a hotel's commitment to customer satisfaction; and, generally, a hotel's reputation for demonstrating a business-like concern for the interests of its customers.   
  
 Evaluation of past performance will be a subjective assessment based on NIH's experience, if any, with the hotel; the experience of references with the hotel; and consideration of other relevant facts and circumstances that are obtained by NIH from any source. It will not be based on absolute standards of acceptable performance. Past performance will be given a rating: Excellent, Good, Fair, or Poor.

4. Price - Price is the total evaluated cost of a quotation. NIH will base total evaluated cost on the prices quoted for all CLIN's listed in Part I. The total evaluated cost will be based on the “estimated maximum” quantities shown for each CLIN multiplied by the unit prices quoted. NIH will not consider prices that are contingent, unreasonable or unbalanced. Price is not a scored evaluation factor. NIH will use total evaluated cost as part of its best value analysis.

5.0      Technical Requirements

The NIH has a requirement for conference services for the Acquisition Symposium for NIH acquisition staff in 2008, which will require conference facilities, audiovisual support, sleeping accommodations, parking, food services and other related services. In addition, it may require administrative, audiovisual and other business related items, i.e. copier, fax machine.

Conference Facilities - Meeting space requirements include a main hall with seating for 250, four break-out rooms with classroom style seating for 50 people each, and adjacent space for morning and afternoon breaks. Reserved space/room for check-in registration table for symposium participants with electrical and internet access. Storage space for computers and other symposium related materials.

Audiovisual Support – Minimum requirements include, but not limited to, lavaliere microphones, podium with microphone, speakers or sound system with wiring for each meeting room; On-site audiovisual technical support is preferred and will be needed the day before the Symposium for up to four (4) hours for se-up and testing of equipment. Technical support should be available for days 1-3 of the Symposium as needed.

Sleeping accommodations – A total of 250 overnight accommodations will be required for two nights and at least 20 and up to 70 (see “Estimated maximum quantity of rooms per night” under **PROPOSAL REQUIREMENTS**, #2 FIRST OPTION SPACE BLOCK(S**))** overnight accommodations will be required for one (1) night prior to the symposium.

Parking – On-site parking is required for up to 250 vehicles.

Food Services – Breakfast, lunch and dinner will be provided for days one and two of the symposium, with only breakfast and lunch provided on day three. A morning and afternoon break will be provided on days one and two, with only a morning break provided on day three.

Other Related Services – Access to business related equipment such as a copier and fax machine are required.

**PROPOSAL REQUIREMENTS**  
  
 Only the required minimum amount of information is requested to provide for proper evaluation. Efforts should be made to keep offers as brief as possible, concentrating on substantive information essential for a proper evaluation.

**Please submit an original hard copy and five (5) additional hard copies of your quote no later than 3:00 p.m., local prevailing time on Friday, August 24, 2007 to the contracting officer at the address provided below:**

Tonitta L. Hopkins

Contract Specialist

National Library of Medicine

Room B1N17, Building 38A

8600 Rockville Pike

Bethesda, Maryland 20894

**Please note that electronic or facsimile proposals will not be accepted. Proposals must be complete in their entirety at time of delivery. Incomplete proposals will not be considered for evaluation.**

The following information is required to conduct a proper evaluation:   
  
1. **Hotel/Conference Center:  
 Address:**

2. **FIRST OPTION SPACE BLOCK(S)**

The conference will be held over three (3) business days during the following timeframe:

October 19 through November 16, 2008.  
  
List the dates that are available on a first option basis. The hotel shall hold the space on a first option basis for 30 days from deadline date for receipt of quotes:

**DATES:**

**GUESTROOMS:**  
Check In Time\_\_\_\_\_\_\_\_\_\_\_\_               Check Out Time \_\_\_\_\_\_\_\_\_\_\_

**Estimated maximum quantity of rooms per night:**  
  
                          Night 0 Night 1             Night 2               
Date:   
Single:             70    250                         250                      

Twenty (20) rooms will be required on “Night 0” for committee personnel to set-up for the Symposium. \*Note approximately fifty (50) rooms on “Night 0” will be required by early arrival symposium participants, but these rooms would be paid for by the individuals/individual offices separately from this contract.

3. **FEMA #**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. **ADA Certification**: The Hotel hereby certifies that it is fully compliant with the Americans with Disabilities Act, 42 U.S.C. Section 12101 et seq. (ADA).  
  
 Yes \_\_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_\_

5. **Contract Administrator and Alternate**:  
  
 Contractor Administrator:  
 Alternate Contractor Administrator:

6. **List of References:**

Date in Hotel              Company              Contact Person and Telephone #

7. **Relevant Experience and Past Performance**  
 a) The Offeror shall provide at least three (3) references, preferably from Government agencies, where conferences have been held. Offeror shall provide a contact name, telephone number, address and description of the services provided.

b) Offerors with no previous experience shall so state. Such offerors will not be penalized for lack of experience.

8. **Technical Capability to Meet the Governments Requirement and Suitability of Hotel Offerings**         
       a.)Provide a description of the hotel and conference facility (this should include the amenities offered.) Identify the location of the facility including its proximity to the airport. Offeror should state whether it offers shuttle service to and from the airport.

   b.) Provide a description of the proposed menu for the breakfasts, working lunches, dinners, and AM and PM breaks for each day. The proposed menus must fall within the government per diem rate.

Day 1

Breakfast:  
 AM Break:  
 Lunch:   
 PM Break:  
 Dinner:

Day 2

Breakfast:  
 AM Break:  
 Lunch:  
 PM Break:  
 Dinner:

Day 3

Breakfast:  
 AM Break:  
 Lunch:

c.) Provide a layout of the floor plans for the rooms proposed. The layouts attached to this solicitation are provided as a suggested layout only. The layout submitted should also show the proximity of the rooms to each other.

9. Site Visit of Offeror’s Facility  
  
 The Government reserves the right to request a site visit to the proposed facility available. The purpose of the site visit is to support the information the offeror submits in its proposal. The site visit will not be separately evaluated.

10. Alternate Proposals

You may, at your discretion, submit alternate proposals, or proposals which deviate from the requirements; provided, that you also submit a proposal for performance of the work as specified in this RFQ. Such proposals may be considered if overall performance would be improved or not compromised and if they are in the best interests of the Government. Alternative proposals, or deviations from any requirements of this solicitation, shall be clearly identified.

This requirement is for a firm-fixed price purchase order for conference services in accordance with all of the above information. The following provisions and clauses apply: Provision 52.252-1 Solicitation Provisions Incorporated by Reference. This solicitation incorporates one or more solicitation provisions by reference with the same force and effect as if they were given in full text. Upon request, the Contract Specialist will make their full text available. Provisions: 52.212-1 Instructions to Offeror - Commercial Items; 52.212-1Representation and Certification - Commercial Items; 52.212-2 Evaluation - Commercial Items; 52.212-3 Offeror Representation and Certification - Commercial Items; 52.212-4 Contract Terms and Conditions - Commercial Items; 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items; 52-222-35 Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (38 USC4212); 52.223-6 Drug Free Workplace; 52.232-33 Payment by Electronic Funds Transfer - Central Contractor Registration (31 USC3332). The full text of the Federal Acquisition Regulations (FAR) can be assessed on the internet at <http://www.acquisition.gov/far/index.html>. Offerors shall include a complete copy of the provision at 52.212-3 Offeror Representations and Certifications - Commercial Items with their offer.  
  
 The Government intends to make a single award to the eligible, responsible offeror whose offer conforms to the solicitation and is the most advantageous to the Government. Award may be made on the basis of initial proposals submitted without conducting any discussions; therefore, the initial proposal should be submitted on the most favorable terms possible to the Government. The evaluation will be based on the demonstrated capabilities of the prospective offerors in relation to the needs of the project as set forth in this RFQ. The merits of each proposal will be evaluated carefully. Each proposal must document the feasibility of successful and implementation of the requirements of the RFQ. In any case, the Government reserves the right to make an award to that offeror whose quotation provides the best overall value to the Government. All quotations must be received no later than 3:00 p.m. EDT on August 24, 2007. No further questions will be accepted after Thursday, August 16, 2007. Quotations must be in writing and mailed as specified in the Proposal Requirements Section to the following:

Attn: Tonitta Hopkins, Contract Specialist, National Institutes of Health, National Library of Medicine, Room B1N17, Building 38A, 8600 Rockville Pike, Bethesda, MD 20894