



# UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

## 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

Request Date: April 18, 2024

Reply via e-mail to:	brian_perkins@casp.uscourts.gov
Reply via fax to:	(619) 615-6008
Response deadline:	May 14, 2024, at 12:00 p.m. (Noon PDT)

The U.S. Probation Office for the Southern District of California is conducting a procurement for the 2024 Training/Awards Conference.

**An award from this RFQ will be made based on the lowest priced, technically acceptable offer. Funding for this program will be provided by the U.S. Probation Office.**

Submit a quotation with a pricing breakdown for meeting rooms, sleeping rooms, food/drink (list minimum requirement) and audio visual. List any other miscellaneous fees to be considered in the competitive analysis (parking, resort fees, etc.). Include all non-waived taxes and

Requirements for the Conference are noted on the following pages.

Your price quotations and any questions regarding this RFQ should be addressed to:

Brian Perkins  
Contracting Officer  
Budget, Purchasing & Finance Administrator  
U.S. Probation Office  
101 West Broadway, Suite 700  
San Diego, CA 92101-7991  
(619) 557-7149



# UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

## 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

The U.S. Probation Office for the Southern District of California is seeking vendors to submit a bid to provide hotel meeting space, sleeping rooms, light continental breakfast/refreshments and a luncheon for a training conference conducted by the Probation Office in the Palm Desert, CA area. The facility must have at least a 4-Diamond AAA rating and have a minimum of 130 parking spaces.

### Requirements:

#### Dates and Times for Conference:

Tuesday, July 29, 2024, 12:00 p.m. through Thursday, August 01, 2024, 2:00 p.m. (If first choice isn't available, July 15, 2024 through July 18, 2024).

#### Number of Attendees/Participants:

**130** estimated number of attendees. Final count will be provided closer to date of event.

The vendor must provide comfortable meeting spaces for approximately 130 attendees each day, with seating by crescent tables of 6 and two adjacent rooms for day 2 (July 31st) to hold 48 attendees. Only one adjacent room is required the afternoon of Monday, 7/29 and the morning of Tuesday, 7/30. Audio visual equipment rental is also anticipated for all rooms.

#### Sleeping Rooms:

**130** estimated number required

Check-in: Monday, July 29, 2024 (29 sleeping rooms and 1 Master Suite for three nights for the pre-arrival participants.

Check-in: Tuesday, July 30, 2024 (120 sleeping rooms) for two nights

Check-out: Thursday, August 01, 2024, 12 p.m. noon



## UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

### 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

**All participants/attendees will be federal government employees and government room rates should be provided with sales tax exemption.**

A Tax-Exempt form will be provided upon signing the contract. Please outline all other applicable taxes and hotel fees in your proposal.

#### Meeting Space:

#### ***Monday, July 29, 2024***

One breakout room is required for an afternoon training session.

#### ***Tuesday, July 30, 2024***

**8:00 a.m. – 1:00 p.m.**

One breakout room is required for a morning training session.

**9:00 a.m. - 1:00 p.m.**

1 Registration Area with table (or counter) and chairs set-up for 8 individuals

**1:00 p.m. – 5:00 p.m.**

1 General Session Meeting Room  
22 Rounds (6 people per table)  
1 ea 6 ft. Table in front and back of room

#### ***Wednesday, July 31, 2024***

**8:00 a.m. – 5:00 p.m.**

1 General Session Meeting Room  
20 Rounds (6 people per table)  
1 ea 6 ft. Table in front and back of room



## UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

### 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

#### **8:00 am. – 5:00 p.m.**

2 Break Out Rooms

12 tables (4 people per table) classroom configuration

1 small table front of room for presenter to use

#### ***Thursday, August 01, 2024***

#### **8:00 a.m. – 12:00 p.m. noon.**

1 General Session Meeting Room

22 Rounds (6 people per table)

1 ea 6 ft. Table in front and back of room

#### **12:00 p.m. – 2:00 p.m.**

Awards' Luncheon

22 Rounds (6 people per table)

1 ea 6 ft. Table in front and back of room



## UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

### 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

#### Audio/Visual Needs:

Main Space: Sound system and mixer; 1 lavalier microphone; 2 wireless handheld microphones; 1 podium with microphone, 1 Large screen with skirt; LCD projector (connected to sound) with HDMI cable to connect to a laptop on table, 1 small table/front of room for projector

2 Breakout Rooms: 1 screen each room, LCD projector (connected to sound) with HDMI cable to connect to a laptop on table, 1 small table/front of room for projector, 1 lavalier microphone, sound system

Awards Luncheon: 1 screen, LCD projector (connected to sound) with HDMI cable to connect to a laptop on table, 1 lavalier microphone, sound system.



# UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

## 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

Food/Refreshments : **Will choose from venue's provided menus. For quote analysis, please provide minimum food/beverage cost requirement. Will provide firm times/quantities closer to date of event.**

### Tuesday

#### **Light refreshments**

11:00 a.m. – 12:00 p.m.  
130 participants

#### **Afternoon Refreshments**

3:00 p.m. – 3:30 p.m.  
140 participants

### Wednesday

#### **Breakfast**

7:00 a.m. – 8:00 a.m.  
140 participants

#### **Mid-morning Beverage Service Only**

10:00 a.m. to 10:30 a.m.  
140 participants

#### **Afternoon Refreshments**

2:00 p.m. – 2:30 p.m.  
140 participants

#### **Afternoon Refreshments**

5:00 p.m. – 5:30 p.m.  
140 participants



## UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

### 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

### Thursday

#### **Continental Breakfast**

7:00 a.m. – 8:00 a.m.  
140 participants

#### **Mid-morning Beverage Service Only**

10:00 a.m. to 10:30 a.m.  
140 participants

#### **Awards Luncheon**

12:30 p.m. to 3:00 pm.  
140 participants

Please provide a menu for selection with quote. Include all applicable service charges and gratuities. For the awards luncheon please provide 3 meal choices. Final award will list each participants selection.



## UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

### 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

#### Billing and Payment:

Meeting room expenses would be secured by a government **Purchase Order** through the U.S. Probation Office. All meeting and sleeping rooms, light refreshments, meals and AV costs would be charged to a master account under this Purchase Order.

#### Other Information:

The vendor should also secure each individual's credit card upon check-in to cover all incidental expenses. Incidental expenses may not be charged to the master account/purchase order and must be charged to each individual's credit card. Payment via Electronic Funds Transfer (EFT) will be issued by the United States Probation Office within 30 days of receipt of a complete, correct invoice after the conclusion of the Conference.

Selected vendor must be in SAM or submit form AO-213 in order to be entered into US Probation's financial system to make award and payment.





## UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation  
RFQ FY2024-0003

### 2024 TRAINING/AWARDS CONFERENCE

July 29, 2024 – August 1, 2024

Palm Desert, CA or Surrounding Area

Lowest Price, Technically Acceptable

### U.S. JUDICIALY PROCUREMENT DELIVERY ORDER TERMS AND CONDITIONS Provisions and Clauses

The terms and conditions in this contract will be included by referencing this request in the delivery order. The following standard judiciary clauses are also incorporated into this request and will be included in the resulting delivery order.

JP3 Clause B-5, Clauses Incorporated by Reference (AUG 2006)

This procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

The following clauses are included by reference.

JP3 Clause 7-30 - Public Use of the Name of the Federal Judiciary (JAN 2003)

JP3 Clause 7-140 - Discounts for Prompt Payment (JAN 2003)