



UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation RFQ FY2025-0002

2025 TRAINING/AWARDS CONFERENCE

July 15 2025 - July 16, 2025

Temecula, CA or Surrounding Area

Lowest Price, Technically Acceptable

Request Date: April 09, 2025

Reply via e-mail to:	brian_perkins@casp.uscourts.gov
Reply via fax to:	(619) 615-6008
Response deadline:	April 23, 2025, at 12:00 p.m. (Noon PDT)

The U.S. Probation Office for the Southern District of California is conducting a procurement for the 2025 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 fees.

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



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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 and awards conference conducted by the Probation Office in the Temecula, CA area. The facility must have have a minimum of 130 rooms and parking spaces.

Requirements:

Dates and Times for Conference:

Tuesday, July 15, 2025, 12:00 p.m. through Tuesday, July 16, 2025, 2:00 p.m. (If dates aren't available, please provide availability). U.S. Probation will determine if alternate dates are acceptable.

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 16th) to hold 50 attendees. Audio visual equipment rental is also anticipated for all rooms.

Sleeping Rooms:

130 estimated number required

Check-in: Monday, July 14, 2025 (9 sleeping rooms and 1 Master Suite for the pre-arrival participants).

Check-in: Tuesday, July 15, 2025 (1 Master Suite and 129 sleeping rooms) for one night.

Check-out: Wednesday, July 16th, 11 a.m., followed by an awards' luncheon



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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 14, 2025

None

Tuesday, July 15, 2025

11 a.m. - 12:00 p.m.

1 Registration Area with table (or counter) and chairs set-up for 4 individuals

12:00 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 16, 2025

8:00 a.m. – 12:00 p.m.

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



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Wednesday, July 16, 2025 (cont)

8:00 am. – 12:00 p.m.

2 Break Out Rooms
12 tables (5 people per table) classroom
configuration 1 small table front of room for presenter
to use

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



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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. If room is very wide, then two large screens and two projectors will be needed. Call this out in your proposal.

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, and 1 lavalier microphone with 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.



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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
4:30 p.m. - 5:00 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

Awards Luncheon

12:30 p.m. to 2:00 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.



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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.



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**U.S. JUDICIAL 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 (SEP 2010)

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.aspx>

The following clauses are included by reference.

JP3 Clause 7-30 - Public Use of the Name of the Federal Judiciary (JUN 2014)

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