



UNITED STATES PROBATION OFFICE SOUTHERN DISTRICT OF CALIFORNIA

Request for Quotation RFQ
FY2026-0001

2026 TRAINING/AWARDS CONFERENCE

June 15, 2026 – June 18, 2026
(Alternative dates : June 8, 2026 - June 11, 2026)
Palm Desert, CA or Surrounding Area
Lowest Price, Technically Acceptable

Request Posted: February 12, 2026

Reply via e-mail to:	brian_perkins@casp.uscourts.gov
Reply via fax to:	(619) 615-6008
Response deadline:	March 12, 2026, at 12:00 p.m. (Noon PDT)

The U.S. Probation Office for the Southern District of California is conducting a procurement for the 2026 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 surcharges.

Requirements for the Conference are noted on the following pages.

All listed quantities are for quote purposes only.

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, continental or full 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 140 parking spaces.

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.

Requirements:

Dates and Times for Conference:

Monday, June 15, 2026, 12:00pm - Thursday, June 18, 2026, 2:00pm (If first choice isn't available, June 08, 2026, through June 11, 2026).

Number of Attendees/Participants:

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

The vendor must provide comfortable meeting spaces with crescent table seating for 6 people each and approximately 140 attendees each day.

For Day 1, 2, & 4, only one main room is required, starting the afternoon of Monday 6/15, all day Tuesday 6/16 and the morning of Thursday 6/18.

Day 3 (Wednesday 6/17) two adjacent rooms will be needed to hold 48 attendees each for training sessions.

Audio visual equipment rental is also anticipated for all rooms.

Sleeping Rooms:

140 estimated number required

Check-in: Monday, June 15, 2026 (19 rooms and 1 Master Suite for three nights for pre-arrival participants)

Check-in: Tuesday, June 16, 2026 (120 rooms) for two nights

Check-out: Thursday, June 18, 2026, 12 p.m. noon



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Meeting Space:

Monday, June 15, 2026

12:00 p.m. – 5:00 p.m.

1 - Meeting room for afternoon training session, approximately 20-30 people

Tuesday, June 16, 2026

10:30 a.m. - 12:00 p.m.

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

12:00 p.m. – 5:00 p.m.

1 - General Session Meeting Room 24 Rounds (6 per table)

2 - 6-foot table – one in front and one in the back of room

Wednesday, June 17, 2026

8:00 a.m. – 5:00 p.m.

1 - General Session Meeting Room 24 Rounds (6 per table)

2 2 - 6-foot table – one in front and one in the back of room

8:00 am. – 5:00 p.m.

2 - Break Out Rooms with 12 tables (4per table) classroom configuration

2 - small tables - one in each room in the front of room for presenter

Thursday, June 18, 2026

8:00 a.m. – 12:00 p.m. noon

1 - General Session Meeting Room 24 Rounds (6 people per table)

2 - 6-foot table in front and back of room

12:00 p.m. – 2:00 p.m.

Awards' Luncheon

24 - Rounds (6 per table)

2 - 6-foot table in front and back of room



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Audio/Visual Needs:

Main Space/Awards Luncheon: Sound system and mixer; 1 lavalier microphone; 2 wireless handheld microphones; 1 podium with microphone, 2 Large screens 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 for 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,



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Food/Refreshments:

We will choose from venue's provided menus. For quote analysis, please provide minimum food/beverage cost requirement. Will provide firm times/quantities/menu selections closer to date of event.

Tuesday

Light refreshments

10:45 a.m. – 11:45 a.m.

140 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

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 at least 3 meal choices, with one choice being vegetarian.

Final award will list each participants' selection



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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 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)