



United States Probation Office

101 W. Broadway, Ste 700
San Diego, CA 92101

Request for Quote

RFQ-2019-0001

Issued April 4, 2019

AGENCY: US Probation Office, Southern District of California

ADDRESS: 101 W. Broadway, Ste 700
San Diego, CA 92101

WEBSITE: <http://www.casp.uscourts.gov>

OVERVIEW: The USPO SDCA is seeking resort and conference space for its 2019 District Training/Awards Conference. For the conference, facilities need to accommodate up to 130 participants for a 3 day period August 12, 2019 - August 14, 2019

CONTACT: D. Brian Perkins
Contracting Officer
Budget, Purchasing & Finance Administrator
Tel: 619-557-7149
Email: brian_perkins@casp.uscourts.gov

**OPTIMAL METHOD OF
COMMUNICATION:** *Email*

RESPONSES DUE: **no later than 12:00 Noon (PDT) April 18, 2019**

Below are the approximate attendance figures and facility needs on which proposals should be based.

GUEST ROOM REQUIREMENTS

Day	Gov't Rate (or less) Guest
Sunday 11 August 2019	11
Monday 12 August 2019	130
Tuesday 13 August 2019	130
TOTAL	270

REFRESHMENT / MEAL REQUIREMENTS

Day	Breaks/Light Refreshments	Functions
Monday	One break at 10:00-11:30 One break 2:30-3:00 for 140	Light Refreshments
Tuesday	One break 10:30-11:00 for 140 (Beverages Only- Coffee, Hot Tea, Water) One break 4:00-5:00 for 140 (Meeting with the Chief)	Continental Breakfast 7:00-8:30 for 140 Light Refreshments
Wednesday	One break 10:30-11:00 for 140 (Beverages Only- Coffee, Hot Tea, Water) Award Ceremony/Luncheon 12:30	Continental Breakfast 7:00-8:30 for 140 Light Refreshments (Beverages only) Plated Lunch 12:30-2:00 for 130 (final count TBD)

CONFERENCE SPACE NEEDS (Estimated Capacity Requirements)

Day	MON	TUES
Registration area outside main meeting room	11:00-12:30 (counter or table for 4)	
Main Meeting Room	22 Rounds (6 per table)	22 Rounds (6 per table)
Meeting Rooms for breakout sessions	Classroom seating (for 30)	Classroom seating (for 30)
Meeting Rooms for breakout sessions	Classroom seating (to seat 60)	Classroom seating (to seat 60)

ANTICIPATED EQUIPMENT NEEDS

Sessions	Qty	Item
⁽¹⁾ Main Meeting Room (x3 days)	1	Internet connectivity
	1	Podium with Microphone
	1	LCD Projector (on table)
	1	Large screen with skirt
	1	Sound System with Mixer
	2	Lavalier Microphones

Sessions	Qty	Item
⁽²⁾ Concurrent Session Rooms (2 rooms x 2 day)	1	Internet connectivity
	1	LCD Projector (on table)
	1	Screen
	1	Sound System
	1	Lavalier Microphone
Awards Ceremony	1	Podium with Microphone

ADDITIONAL INFORMATION

- The Probation Office would require the use of built-in registration counter or table with 4 chairs Monday morning outside general session room
- Session capacity is based on classroom style setup.

SOURCE SELECTION CRITERIA

This award will be made based on lowest price, technically acceptable.

Vendor's RFQ Response

Property Name	
Address	
Representative's Name	
Phone	
Email	

PROPOSAL PRICING:

	Cost Per Person	Total Cost
Guest Room Rate for Gov't Employees (Per Diem or less)		
Beverage Service only (total cost per person)		
Light Refreshments (total cost per person)		
Continental Breakfast (total cost per person)		
Plated Lunch at Awards Ceremony (cost per person)		
Cost for conference spaces, meeting rooms, etc	N/A	
Audio/Visual equipment and labor cost	N/A	
Grand Total		

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