



UNITED STATES PROBATION OFFICE DISTRICT OF SOUTH CAROLINA

REQUEST FOR QUOTATION 2022 Statewide Conference

Request Date:	March 29, 2022
Reply via email to:	Yvonne_rojas@scp.uscourts.gov
Response Deadline:	5:00 pm, Tuesday, April 12, 2022

The United States Probation Office for the District of South Carolina is conducting a solicitation for procurement for services related to its 2022 Statewide Conference in the Clemson, South Carolina area. **An open market, fixed-price award from this RFQ will be made based on the lowest priced, technically acceptable offer (meets all specified requirements and other applicable considerations).**

Requirements for the procurement are noted on the following pages. **All** requirements must be addressed in your response. **Quotes or proposals should be e-mailed to the listed address below.** Please submit a cover letter with your proposal utilizing your company's letterhead and the completed Provision B-5 under terms and conditions (attached). Your proposal and any questions regarding this RFQ should be addressed as follows. ***NOTE: Only questions in written/ email form will be accepted, no questions will be accepted via telephone.***

An award, if issued, will be based on the lowest-priced, technically acceptable offer and will be contingent upon available funding as of April 12, 2022. You will be notified via email once an award is made.

The deadline for submission of proposals is **5:00 PM Tuesday, April 12, 2022**. *If you decide not to submit a proposal, kindly submit a "no offer" response.*

Yvonne Rojas
Budget Analyst
U.S. Probation Office
1835 Assembly Street, Room 611
Columbia, SC 29201
yvonne_rojas@scp.uscourts.gov

Sincerely,
Yvonne Rojas

REQUEST FOR QUOTATION

The United States Probation Office for the District of South Carolina is hosting a statewide staff conference in the Clemson, South Carolina area for three days in August 2022. Wednesday through Friday is preferred; however, we may consider Tuesday through Thursday. Preferred dates are August 17-19, 2022; however, we may consider other dates the weeks of August 15 and August 22. The conference will consist of 125 employees and will include both indoor and outdoor activities that aim to strengthen communications and foster teamwork.

Please notify us immediately if you cannot accommodate.

Please exclude tax. An ST-8 tax exemption certificate will be provided upon request.

Hotel rooms will be billed to a master account to be paid after the event. No deposit will be paid.

Quotes must be emailed to yvonne_rojas@scp.uscourts.gov by **5:00 PM Tuesday, April 12, 2022**. Please include the completed Provision B-5 under terms and conditions (attached).

Neither this request nor the response(s) it generates guarantees a contract.

An award, if issued, will be based on the lowest-priced, technically acceptable offer and will be contingent upon available funding as of April 12, 2022.

Notice of an award will be given by 5:00 PM Wednesday, April 13, 2022.

Costs to Quote:

Lodging

- Current locality per diem rate for the Clemson, SC area is \$96.00. The CONUS per diem rate is \$96.00/night. Do not be discouraged from submitting a quote, however, if you are unable to honor either the locality or CONUS per diem rate. The Judiciary is tax exempt; therefore, rates do not include state taxes. The tax-exempt number is 53-0197981F.
- A rooming list will be completed by the U.S. Probation Office which will contain each guest's name, arrival/departure time and any special needs.
- Rooms shall be available for check-in after 3:00 p.m. If rooms are not available when guests arrive, the hotel shall store their luggage. The hotel shall also store luggage for any guest requiring delayed departure.
- The hotel shall invoice the U.S. Probation Office for the room rate only. Individuals are responsible for payment of incidental charges upon departure unless otherwise

specified.

- Some guests may wish to extend their stay to the days leading up to or following the conference at the same rate offered for the conference. This is at the hotel's discretion.
- Itemize any additional guest room fees that will not be waived (parking, safe/warranty, resort, destination, etc.)

Food, Beverages & Audio Visual

- Minimum food/beverage expense, if any

Please also provide a catering menu with prices. No outside vendors.

- Breakfast buffet (2)

Note whether breakfast is complimentary, charged separately, or if it is a guest room add-on for a nominal fee. The price per person may not exceed \$13.00.

- Lunch Buffet (1)

The price per person may not exceed \$15.00.

- Refreshments (3)

- A/V equipment, accessories, set-up, etc.

An actual, itemized A/V quote is preferred, but an A/V price list is acceptable.

- Service charge applied to food and A/V

Team Building Activities

- Design and organize a full-day team building workshop which includes both indoor and outdoor activities that aim to strengthen communications and foster teamwork

Event Details:

- Approximately 125 employees will attend. Separate guest rooms are preferred, but shared living quarters will also be acceptable.
- All guests must be housed in the same building in which the training is held.
- Attendees will arrive Wednesday and check out Friday.
- On-site parking is required. (Many guests will carpool.)
- Complimentary water must be provided during training sessions, breaks, and lunch. (Bottled water is not necessary.)
- U.S. Probation Office will bring projectors, laptops, and Mi-Fi devices (for secure internet).
- Complimentary Wi-Fi is not required for training but is requested for guest use.

Wednesday

- One large conference room with crescent round table design 1:00 PM – 5:00 PM
- Projector screen(s) to complement the space and one each: podium with microphone (or wireless mic), projector table, mixer, lapel microphone, and necessary a/v wiring/cabling
- Afternoon refreshments 3:00 PM – 3:15 PM

Thursday

- Breakfast buffet 8:00 AM – 9:00 AM
- Team building workshop from 9:00 AM – 5:00 PM
- Projector screen(s) to complement the space and one each: podium with microphone (or wireless mic), projector table, mixer, lapel microphone, and necessary a/v wiring/cabling for indoor portion (if any) of team building workshop.
- Morning refreshments 10:30 AM – 10:45 AM; Afternoon refreshments 3:00 PM – 3:15 PM
- Luncheon 12:00 PM - 1:30 PM (Provide a selection for 5-10 vegetarians.) The luncheon may be held within the training space or separately.

Friday

- Breakfast buffet 8:00 AM – 9:00 AM
- One large conference room with crescent round table design 9:00 AM – 1:00 PM
- Two large tables at front of room to store employee awards during breakfast.
- Projector screen(s) to complement the space and one each: podium with microphone (or wireless mic), projector table, mixer, lapel microphone, and necessary a/v wiring/cabling

APPLICABLE JUDICIARY TERMS AND CONDITIONS

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

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 contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract 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>.

Note the following provisions and clauses are included by reference:

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (JUNE 2014)

Clause 7-25, Indemnification (AUG 2004)

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) Definitions.

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): _____

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

☐ sole proprietorship;

☐ partnership;

☐ corporate entity (not tax-exempt);

☐ corporate entity (tax-exempt);

☐ government entity (federal, state or local);

☐ foreign government;

☐ international organization per 26 CFR 1.6049-4;

☐ other

(f) Contractor representations.

The offeror represents as part of its offer that it is ☐, is not ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

☐ Women Owned Business

☐ Minority Owned Business (if selected then one sub-type is required)

☐ Black American Owned

☐ Hispanic American Owned

☐ Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

☐ Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

☐ Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

☐ Individual/concern, other than one of the preceding.

Clause 7-115, Availability of Funds (JAN 2003)

Funds are not presently available for this contract. The judiciary's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the judiciary for any payment may arise until funds are made available to the contracting officer for this contract and until the contractor receives notice of such availability, to be confirmed in writing by the contracting officer.