



UNITED STATES PROBATION OFFICE DISTRICT OF SOUTH CAROLINA

REQUEST FOR QUOTATION 2021 Specialist Training Conference

Request Date:	October 7, 2021
Reply via email to:	Yvonne_rojas@scp.uscourts.gov
Response Deadline:	5:00 PM Thursday, October 21, 2021

The United States Probation Office for the District of South Carolina is conducting a solicitation for procurement for services related to its 2021 Specialist Training Conference in Hilton Head, SC. **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 will be made to the lowest priced, technically acceptable proposal once a site visit is completed. You will be notified via email once an award is made.

The deadline for submission of proposals is by **5:00 PM Thursday, October 21, 2021**. *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 seeks fixed-price, itemized quotes from Hilton Head, SC, hotels to host a training conference for three days (Wednesday through Friday). Preferred dates are November 3-5, 2021.

Check in Date: Tuesday, November 2, 2021; 16 attendees

Check in Date: Wednesday, November 3, 2021; 13 attendees

Check in Date: Thursday, November 4, 2021; 5 attendees

Check out Date: Friday, November 5, 2021

Please notify us immediately if you cannot accommodate.

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

All conference costs 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 Thursday, October 21, 2021**. 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 October 7, 2021.

Notice of an award will be given by **5:00 PM Thursday, October 28, 2021**.

Costs to Quote:

- Lodging
 - Current locality per diem rate for Hilton Head, SC, is \$115.00. The CONUS per diem rate is \$96.00/night. Do not be discouraged from submitting a quote, however, if you are unable to honor the either the locality or CONUS per diem rate.
 - A rooming list will be completed by the U.S. Probation Office which will contain each guests 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 fees that will not be waived (parking, safe/warranty, destination, etc.)
- Minimum food/beverage expense, if any
 - Please also provide a catering menu with prices. No outside vendors.
- Refreshments (5)
- 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

Event Details:

- Approximately 34 guests will attend. All require separate guest rooms, no shared living quarters.
- All guests must be housed in the same building in which the training is held.
- On-site parking is required. (Some guests will carpool.)
- Complimentary water must be provided during training sessions and breaks (Bottled water is not necessary). Lunch is on your own.
- 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 if available for guest use.

Wednesday, November 3, 2021

- One conference room for 16 people with crescent round table design 8:30 AM – 5:00 PM. No more than four people per table.
- 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/cabbling
- Morning refreshments 10:30 AM – 10:45 AM
- Afternoon refreshments 3:00 PM – 3:15 PM

Thursday, November 4, 2021

- Two separate conference rooms (or one large space which can be subdivided) with crescent round table design to accommodate approximately 29 attendees each 8:30 AM – 5:00 PM. No more than four people per table.
- The two rooms will each require one each: projector screen, podium with microphone (or wireless mic), projector table, mixer, lapel microphone, and necessary a/v wiring/cabbling
- Morning refreshments 10:30 AM – 10:45 AM
- Afternoon refreshments 3:00 PM – 3:15 PM

Friday, November 5, 2021

- Two separate conference rooms (or one large space which can be subdivided) with crescent round table design to accommodate approximately 34 attendees each 8:30 AM – 2:00 PM. No more than four people per table.
- 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/cabbling
- Morning refreshments 10:30 AM – 10:45 AM

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.