

Army Strong Bonds AC-FY22-01265

TechTrans International

Request for Proposal (RFP)

RFP Details	
RFP Name	Army Strong Bonds AC-FY22-01265
Response Due Date	Tue, Dec 21, 2021
Decision Due Date	Thu, Dec 30, 2021
RFP Type	Meeting Space and Guest Rooms
RFP Code	ZZNYGH76L2K
Description	<p>Army Strong Bonds education/seminar Considering Williamsburg. Per diem room rates and meals a must. Must provide quote on attached Excel document. Be sure to use the form designated for your city - per diem rates have already been inserted. Quote must include all costs in order to be considered. Please return RFQ in Excel format - Not PDF. Time sensitive - need quotes asap.</p>

Key Contact Information			
Contact Name	Valerie Armbruster	Email Address	varmbruster@helmsbriscoe.com
Organization	HelmsBriscoe	Phone Number	703 989 6625
Preferred Contact Method	Cvent, Email Address		
Address	1871 Melvor Lane Winchester, VA 22601 USA		

Organization Information	
Organization Name	TechTrans International
Organization Type	Government

Event Information	
Event Name	Army Strong Bonds AC-FY22-01265
Total Attendees	52
Event Type	Education or Seminar
Commission	Yes - 10.00%
Dates Flexible	No
Event Dates	Fri, Feb 18, 2022 - Sun, Feb 20, 2022
Additional Information	<p>Rooming List, Master Billing 52 Attendees Required Excel form- Hotel fills out Tab 1 only: "To be completed by Vendor". Tab 2 is a Budget checker. Tab 3 is the Event Profile with agenda details. Form captures all costs, taxes, service charges and determines your hotel's feasibility for this program. Answer all questions. Room rates must be within government per diem and include free WIFI, free parking if possible, and commission applicable to HelmsBriscoe. Williamsburg: Lodging: \$96. Meals: \$37/\$59/\$37 (Day 1/2/3)</p>

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Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Fri, Feb 18, 2022			17		
Sat, Feb 19, 2022			17		

Check-In Date Fri, Feb 18, 2022

Total Room Nights 34

Peak Room Nights 17

Additional Information Room rates must be inclusive of applicable commission to HelmsBriscoe. Please include complimentary WIFI and parking. Please provide complimentary upgraded room to Chaplain.

Meeting Room Requirements

Start Date Fri, Feb 18, 2022

Peak Meeting Rooms 3

Additional Information Need meeting room for 32 adults - minimum 1120 sq ft preferred.
 Need 2 childcare rooms combined total space: minimum 700 sq ft (required)
 Prefer separate banquet room- adults & children will dine together for all meals.
 If you cannot provide comped banquet room, will consider meeting and banquet in same room (1820 sq ft preferred to accommodate adults & children comfortably)
 AV requirements listed on RFQ Worksheet- please include quote.
 Must have hot breakfast.
 Buffet meals preferred.
 Meals must be within per diem rates.

Additional Questions

1. Please select your current Forbes and/or AAA Rating? (Multiple choice) (Required)

- 1 Star
- 2 Star
- 3 Star
- 4 Star
- 5 Star
- Not Rated - Star
- 1 Diamond
- 2 Diamond
- 3 Diamond
- 4 Diamond
- 5 Diamond
- Not Rated - Diamond

2. List hotel renovations in the past 5 years and renovations scheduled to be completed. (Comment) (Required)

3. Is there any scheduled renovation work (inside or outside of hotel) during event dates? If so, detail. (Comment) (Required) (for Hotels)

4. Hotel Check-in Time? (Comment) (Required)

5. Hotel Check-out time? (Comment) (Required) (for Hotels)

6. Have you completed and attached the required Excel "RFQ Worksheet" designated for your city that was included with this RFP? Your offer cannot be presented without this sheet. (Single choice) (Required) (for Hotels)

- Yes
- No

7. What type of meals have you quoted for this event? (Multiple choice) (Required) (for Hotels)

- Buffet
- Chef's Choice Buffet
- Plated
- Chef's Choice Plated
- Hotel Restaurant Vouchers

8. Please check all items below that apply to the room rate you have quoted: (Multiple choice) (Required)

- Complimentary WIFI included in quoted room rate.
- Complimentary Parking included in quoted room rate.
- Complimentary Breakfast included in quoted room rate.
- Quoted rooms have Sleeper (pull-out) Sofa.
- Quoted doubles have 2 queen beds.
- Quoted doubles have 2 double beds.
- Other

9. What concessions can you offer this group to make your offer stand out from others? (Comment)

10. What are the current COVID19 compliance and/or social distancing/safety guidelines for meetings & group meals in your city, and specifically with your property? (Comment) (Required) (for Hotels)

11. HelmsBriscoe will be paid a placement fee which is non-cancelable and non transferable to any other party for the booking of this meeting. HelmsBriscoe is acting with full consent and the client is aware of the placement fee payable to HelmsBriscoe by your organization. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)

12. Accounts Payable Contact First & Last Name: (Comment) (Required)

13. Accounts Payable Phone Number: (Comment) (Required)

14. Accounts Payable Email Address: (Comment) (Required)

15. Accounts Payable Fax: (Comment) (Required)

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Additional Files

File Name	RFP Type	File Size	Uploaded Date
Williamsburg RFQ - AC-FY22-01265 - 18-20 FEB 2022.xlsx	Excel Spreadsheet (.xlsx)	98 KB	Mon, Dec 20, 2021