

RFP Details

RFP Name	Resiliency Workshop Sep 2022
Response Due Date	Wed, Aug 3, 2022
Decision Due Date	Wed, Aug 31, 2022
RFP Type	Meeting Space and Guest Rooms
RFP Code	DXN3L3VKKK3
Description	The Resiliency Workshop (RW) is a four-day weekend event for USSOCOM families to take care of the military personnel who have been deployed in support of combat or combat support operations. The RW focuses on learning time and connecting/reconnecting with one another in a relaxed safe environment.
Decision Factors	Lowest Price, property concessions, and amenities.
Billing Information	Direct Bill without deposit. Invoice due Net 45 days
Concession and Contractual Information	See attached RFP and Cost Estimate Worksheet

Key Contact Information

Contact Name	Kay Hensen	Email Address	kay@federalconference.com
Organization	National Conferencing Inc	Phone Number	2059147931
Title	Director of Contracts		
Preferred Contact Method	Cvent, Email Address, Phone Number	Mobile Phone Number	2059147931
Address	100 Daingerfield Rd Suite 101 Alexandria, VA 22314 USA		
Website	federalconference.com		
Additional Information	The hotel must be a minimum of 4-Star Rating and located within the city limit of the specified city and located near the beach or vacation activity areas.		

Organization Information

Organization Name	US Special Operation Command		
Organization Type	Government	Industry	Government
Address	PO Box 70239 Fort Bragg		
Events per Year	0		

Event Information

Event Name	Resiliency Workshop Sep 2022
Total Attendees	99
Event Type	Training
Commission	Yes - 10.00% on Lodging
Event History	This event is happening for the first time.
Dates Flexible	No
Event Dates	Wed, Sep 21, 2022 - Sat, Sep 24, 2022
Contract Signature Location	Third-Party Planner - National Conferencing Inc.
Additional Information	Beach Front Relaxing Setting Year-round inside and/or outside recreational and/or fitness facilities and equipment 4-Star Rating by Forbes or a 4-Diamond rating by AAA

Guest Room Requirements

Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Tue, Sep 20, 2022					
Wed, Sep 21, 2022			22		
Thu, Sep 22, 2022			22		
Fri, Sep 23, 2022			22		
Meeting Room Name Occupancy	-	-	Quad	-	-

Check-In Date Tue, Sep 20, 2022 **Total Room Nights** 66

Budgeted Room Rate USD \$106 **Peak Room Nights** 22

Additional Information This is a Family event, all rooms will have parents and children. Please provide quoted pricing that up to 4 children.
 Per diem rates are preferred but we will consider above per diem for higher quality, beachfront access, or additional amenities.

Meeting Room Requirements			
Start Date Wed, Sep 21, 2022			
Day	Time	Agenda Item	Meeting Room Requested
Wed, Sep 21, 2022	7:00 AM-9:00 PM	Meeting Room 1 Meeting <i>Notes or Exceptions: Meeting space needs to be available the full time on a 24-hr hold with meetings occurring throughout the each day.</i>	Rounds (Meeting Room Required) 50 people • 24-hour Hold
Wed, Sep 21, 2022	7:00 AM-9:00 PM	Meeting Room 1 Meeting <i>Notes or Exceptions: Meeting space needs to be available the full time on a 24-hr hold with meetings occurring throughout the each day.</i>	Rounds (Meeting Room Required) 50 people • 24-hour Hold
Wed, Sep 21, 2022	8:00 AM-9:00 PM	Childcare Room Meeting <i>Notes or Exceptions: Tables, chairs, and space for age-appropriate activities. Must have outside ventilation.</i>	School Room 60 people • 24-hour Hold
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Wed, Sep 21, 2022	5:30 PM-8:30 AM	Dinner Dinner <i>Notes or Exceptions: Hot Buffet to include Salad, (2) Hot Entrees (at least 1 protein), (1) Hot Vegetable, (1) Hot Starch, Rolls/Butter & Dessert + Coffee/Tea/Iced Tea. Meal Options shall include vegetarian, non-vegetarian, vegan and any other special dietary needs. Meals are not served in Meeting Spaces.</i>	Buffet 99 people
Thu, Sep 22, 2022	7:00 AM-9:30 AM	Breakfast Breakfast <i>Notes or Exceptions: Hot Buffet to include sliced fruit, eggs and meat (bacon or sausage). Meal Options shall include vegetarian, non-vegetarian, vegan and any other special dietary needs. Meals are not served in Meeting Spaces.</i>	Buffet 99 people
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Thu, Sep 22, 2022	10:00 AM-10:30 AM	AM Snacks Snack <i>Notes or Exceptions: All Day continuous coffee/tea until 3pm. AM Snack includes Soda (Diet/non-Diet/Caffeinated & decaffeinated) + food items (i.e. – yogurt and muffins, fruit, no whole fruit.)</i>	Flow 99 people
Thu, Sep 22, 2022	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Hot Buffet to include Salad, (2) Hot Entrees (at least 1 protein), (1) Hot Vegetable, (1) Hot Starch, Rolls/Butter & Dessert + Coffee/Tea/Iced Tea. Meal Options shall include vegetarian, non-vegetarian, vegan and any other special dietary needs. Meals are not served in Meeting Spaces.</i>	Buffet 99 people
Thu, Sep 22, 2022	2:00 PM-2:30 PM	PM Break Snack <i>Notes or Exceptions: All Day continuous coffee/tea until 3pm. PM Snack includes Soda (Diet/non-Diet/Caffeinated & decaffeinated) + food items (i.e. – cookies/brownies, chips/crackers, and fruit, no whole fruit.)</i>	Flow 99 people
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Sat, Sep 24, 2022	7:00 AM-9:30 AM	Breakfast Breakfast <i>Notes or Exceptions: Hot Buffet to include sliced fruit, eggs and meat (bacon or sausage). Meal Options shall include vegetarian, non-vegetarian, vegan and any other special dietary needs. Meals are not served in Meeting Spaces.</i>	Buffet 99 people
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Peak Meeting Rooms 4			
AV Requirements	For each Meeting Room: 1 AV table, stage, podium, 1 large screen with fully unobstructed views, 1 projector, speakers, 1 soundboard, at least 2 regular wireless microphones, lapel microphones and ellipsoidal lighting		
Additional Information	Event RFP attached with event-specific details. All bidders must complete the attached cost estimate.		

Additional Questions

1. Do you accept Direct billing without deposit? (Comment) (Required)
2. Do you offer complimentary Internet service in sleeping rooms? (Comment) (Required)
3. Do you offer complimentary internet service in your meeting rooms? (Comment) (Required)
4. Do you offer Food & Beverage discount/Government Per Diem menus when required? (Comment) (Required)
5. Will you agree to Complimentary Parking for all guests? If not please provide parking rates. (Comment) (Required)
6. Will you agree to provide a final invoice each month within 5 business days of Check-out? (Multiple choice) (Required)
 yes
 no
7. Will you agree to No Attrition Fees? (Multiple choice) (Required)
 Yes
 No
8. Will you agree to No Cancellation Fees? (Multiple choice) (Required)
 Yes
 No
9. Do you have cribs available on property? If so, are there any charges? (Comment) (Required)
10. Do you offer complimentary fitness center usage to hotel guests? (Comment) (Required)

Additional Files

File Name	RFP Type	File Size	Uploaded Date
Hotel Cost Estimate.xlsx	Excel Spreadsheet (.xlsx)	47 KB	Tue, Jul 26, 2022
FY22 RW Hotel RFP - Sample - Virginia Beach.docx	Document (.docx)	70 KB	Tue, Jul 26, 2022