

# **REQUEST FOR PROPOSAL**

NeighborWorks® America  
seeks proposals from venues to host three events:

**EVENT #1: Planning Committee Meeting  
October 6 to 8, 2010**

**EVENT #2: New NeighborWorks® Network Leaders Forum  
March 20 to 21, 2011**

**EVENT #3: Executive Director Symposium  
March 23 to 25, 2011**

**Deadline: March 19, 2010**

## **COMPANY BACKGROUND**

### **Overview**

NeighborWorks® America is a congressionally-chartered public nonprofit corporation that provides opportunities for families to live in affordable homes, improve their lives and strengthen their communities. NeighborWorks® America provides financial support, technical assistance, and training to over 3,000 organizations working in affordable housing and community revitalization throughout the United States.

### **Training Division**

NeighborWorks® America is dedicated to providing the highest quality training through its Training Division. The Training Division develops and implements over 150 different events each year that serve its network organizations, the community development field as a whole, and the staff of NeighborWorks® America.

*Executive Directors Symposium (EDS):* Once a year, NeighborWorks® America gathers 150 to 200 of the executive directors from NeighborWorks® organizations to hear their important issues and concerns and provide timely learning experiences (speakers, workshops, etc.). NeighborWorks® America frequently refers to input from this event while it makes corporate strategic decisions. In addition, the networking among the executive directors and NeighborWorks® America staff serves to strengthen the network.

*New NeighborWorks® Network Leaders Forum (Forum):* Each year, executive directors, that are new to the position, attend the Forum. The purpose of the Forum is to get together for peer support, growth, and learning. This event provides a learning environment that focuses and concentrates on the executive directors' job role and responsibilities, away from the "job." This is an excellent opportunity for executive directors to engage in dialogue on what strategies are working and how they are being executed in their respective communities.

## SITE SELECTION SPECIFICATIONS

### GENERAL REQUIREMENTS

#### EVENT #1:

*EDS Planning Committee* (dates are approximate)

Event Date: October 7, 2010

Move-In: Wednesday, October 6

Require a **24-hour hold** on all meeting space to accommodate special events and functions that will be determined approximately two to three months prior to the event. Times listed are subject to change.

#### EVENT #2:

*New NeighborWorks® Network Leaders Forum*

Event Dates: March 20 to 21, 2011

Move-In: Friday before event

Require a **24-hour hold** on all meeting space to accommodate special events and functions that will be determined approximately two to three months prior to the event. Times listed are subject to change.

#### EVENT #3:

*NeighborWorks® Executive Director Symposium*

Event Dates: March 22 to 24, 2011

Move-Out: Friday

Require a **24-hour hold** on all meeting space to accommodate special events and functions that will be determined approximately two to three months prior to the event. Times listed are subject to change.

### LOCATION

Chosen hotel must be able to all events for respective dates within the District of Columbia and/or the Metropolitan Area.

#### GUESTROOM REQUIREMENTS EVENT #1: *Planning Committee Meeting*

- Wednesday, October 6: 10 single guestrooms
- Thursday, October 7: 10 single guestrooms
- Friday, October 8: 6 single guestrooms

Guestrooms will be master billed to Neighborhood Reinvestment Corporation dba NeighborWorks® America for all participants; however, all participants are responsible for their own incidentals. We require the government rate or best rate available. These rooms will be billed to the master account and a housing list will be provided. Neighborhood Reinvestment Corporation dba NeighborWorks® America is City, Federal, and Hotel Occupancy tax exempt (documentation will be provided). The organization will generate the contract with the hotel.

#### GUESTROOM REQUIREMENTS EVENT #2: *New NeighborWorks® Network Leaders Forum*

- Saturday, March 19, 2011: 8 guestrooms (3 double guestrooms and 5 single guestrooms)
- Sunday, March 20, 2011: 20 guestrooms (5 double guestrooms and 15 single guestrooms)

Guestrooms will be master billed to Neighborhood Reinvestment Corporation dba NeighborWorks® America for all participants; however, all participants are responsible for their own incidentals. We require the government rate or best rate available. These rooms will be billed to the master account and a housing list will be provided. Neighborhood Reinvestment Corporation dba NeighborWorks® America is City, Federal, and Hotel Occupancy tax exempt (documentation will be provided). The organization will generate the contract with the hotel.

**EVENT #3: NeighborWorks® Executive Director Symposium**

- Monday, March 21, 2011: 120 guestrooms (5 double guestrooms and 115 single guestrooms)
- Tuesday, March 22, 2011: 150 guestrooms (25 double guestrooms and 125 single guestrooms)
- Wednesday, March 23, 2011: 150 guestrooms (25 double guestrooms and 125 single guestrooms)
- Thursday, March 24, 2011: 50 guestrooms (5 double guestrooms and 45 single guestrooms)

Guestrooms will be master billed to Neighborhood Reinvestment Corporation dba NeighborWorks® America for all participants; however all participants are responsible for their own incidentals. We require the government rate or best rate available. These rooms will be billed to the master account and a housing list will be provided. Neighborhood Reinvestment Corporation dba NeighborWorks® America is City, Federal, and Hotel Occupancy tax exempt (documentation will be provided). The organization will generate the contract with the hotel.

**FOOD AND BEVERAGE REQUIREMENTS**

Event	Date	Continental Breakfast*	AM Break	Lunch	PM Break	Dinner
#1	Thurs. Oct. 7, 2011	13	13	13	13	
#2	Sun. Mar. 20, 2011					25
	Mon. Mar. 21, 2011	25	25	25	25	
#3	Tues. Mar. 22, 2011	10 (Brunch)**				
	Tues. Mar. 22, 2011	25 100 Plated				
	Wed, Mar. 23, 2011	200	200	200 (Boxed)	200	Offsite
	Thurs. Mar. 24, 2011	90 125 (Plated)	200	200 (Plated)		

\*NeighborWorks requests continental breakfast unless indicated otherwise.  
 \*\*Brunch is for NeighborWorks staff members only.

**PRE-FUNCTION AND EVENT SPACE REQUIREMENTS**

**EVENT #1: Planning Committee Meeting**

- **Wednesday, October 6, 2010 – Space to begin at 7 a.m. with a 24-hour hold**
  - Two internet lines; one printer; fax machine; copy machine and two six- tables, one cocktail round.
- **Thursday, October 7, 2010 – Space to begin at 7 a.m. with a 24-hour hold**
  - Two internet lines; one printer; fax machine; copy machine and two six- tables, one cocktail round.

**General Session space:** 13 people U-shaped; head table for two people; one screen and LCD projector.

**EVENT #2: New NeighborWorks® Network Leaders Forum**

- **Saturday – Space to begin at 7 a.m. with a 24-hour hold**
  - **Institute Office:** Four desktop computers; four internet lines; three printers; fax machine; copy machine and four six-foot tables, one cocktail round
  - **Production Room:** Three six-foot tables and one large trashcan
- **Sunday - Space to begin at 7 a.m. with a 24-hour hold**
  - **Institute Office:** Four desktop computers; four internet lines; three printers; fax machine; copy machine and four six-foot tables, one cocktail round

- **Production Room:** Three six-foot tables and one large trashcan
  - **Display Area and Tabletop Exhibits:** Ballroom Pre-function Area, ten six-foot tables
  - **General Session space:** 48 people crescent rounds of 6 each; head table for two (2) people; (1) screen and LCD projector
  - **Registration:** Attached foyer to General Session space to hold two six-foot tables
  - **Required Meeting rooms: Three breakout rooms** for 30 to 36 people in crescent rounds of six (6, 8, or 10) each; all breakouts will have a head table, material table in the rear and AV.
  - **Reception for 25:** 5:00 p.m. to 6:00 p.m. - reception setting
  - **Dinner:** 6:00 p.m. to 8:00 p.m.; 48 people crescent rounds of 6 each
- **Monday - Space to begin at 7 a.m. with a 24-hour hold**
    - **Institute Office:** Four desktop computers; four internet lines; three printers; fax machine; copy machine and four six-foot tables, one cocktail round
    - **Production Room:** Three six-foot tables and one large trashcan
    - **Registration:** Ballroom Pre-function Area, six 6-ft. tables
    - **Display Area & Tabletop Exhibits:** Ballroom Pre-function Area, 10 six-foot tables
    - **Continental Breakfast:** 8:00 a.m. to 9:00 a.m.; 48 people crescent rounds of six (6) each
    - **AM Break:** 10:15 a.m. to 10:45 a.m.; 48 people crescent rounds of six (6) each
    - **Lunch:** 11:30 a.m. to 1:00 p.m.; 48 people crescent rounds of six (6) each
    - **PM Break:** 2:15 p.m. to 2:45 p.m.; 48 people crescent rounds of six (6) each
    - **General Session:** 9:00 a.m. to 5:00 p.m.; 48 people crescent rounds of 6 each; head table for two (2) people; (1) screen and LCD projector
    - **Required Meeting rooms: 3 breakout rooms** for 30 to 36 people in crescent rounds of six (6, 8, or 10) each; all breakouts will have a head table, material table in the rear and AV.

**EVENT #3: NeighborWorks® Executive Director Symposium**

- **Tuesday - Space to begin at 7 a.m. with a 24-hour hold**
  - **Institute Office:** Four desktop computers; four internet lines; three printers; fax machine; copy machine and four 6-ft. tables, one cocktail round
  - **Production Room:** Three 6-ft. tables and one large trashcan
  - **Staff Program Meeting & Brunch:** 12:00 noon to 1:00 p.m. – Conference for 10 people
  - **Registration:** Ballroom Pre-function Area, six 6-foot tables
  - **Display Area and Tabletop Exhibits:** Ballroom Pre-function Area, ten 6-ft. tables
  - **Continental Breakfast:** 8:00 a.m. to 9:00 a.m.; 36 people crescent rounds of six (6) each
  - **NNA Plated Breakfast:** 8:00 a.m. to 10:00 a.m.; 150 to 200 people crescent rounds of eight (8) each; (1) LCD projectors; (1) 10-ft. screen; riser (24x12) for 5 people with podium and microphone 5
- **Wednesday - Space to begin at 7 a.m. with a 24-hour hold**
  - **Institute Office:** Four desktop computers; four internet lines; three printers; fax machine; copy machine and four 6-ft. tables, one cocktail round
  - **Production Room:** Three six-foot tables and one large trashcan
  - **Registration:** Ballroom Pre-function Area, six 6-foot tables
  - **Display Area and Tabletop Exhibits:** Ballroom Pre-function Area, ten six-foot tables
  - **Continental Breakfast:** 7:00 a.m. to 9:00 p.m., for 300 people crescent rounds of six (6) each;
  - **Opening Plenary:** 8:00 a.m. to **6:00 p.m.**, for 300 people crescent rounds of six (6) each; (1) LCD projectors; (1) 10-foot screens; riser (24x12) for 5 to 10 people with podium and (8) microphones (**Set up preferred on Tuesday evening or earlier**)
  - **AM Break:** 10:15 a.m. to 10:45 a.m.; for 300 people crescent rounds of six (6) each
  - **PM Break:** 2:15 p.m. to 2:45 p.m.; for 300 people crescent rounds of six (6) each

- **Luncheon space:** 11:30 a.m. to 1:00 p.m., for 250-300 people crescent rounds of six (6) each; (1) LCD projectors; (1) 10-foot screens; riser (24x12) for 10 people with podium/microphone
- **Required Meeting rooms:** 8:30 a.m. to 11:30 a.m., 8 to 10 breakout rooms for 40 to 50 people in crescent rounds of six (6) each; 1:00 p.m. to 4:00 p.m., a minimum of 8 to 10 breakout rooms for 40 to 50 people in crescent rounds of six (6)each; all breakouts will have a head table, material table in the rear and AV. **(Total of 8 to 10 breakout rooms needed for Wednesday and Thursday).**
- **Thursday - Space to begin at 7 a.m. with a 24-hour hold**
  - **Institute Office:** Four desktop computers; four internet lines; three printers; fax machine; copy machine and four six-foot tables, one cocktail round
  - **Production Room:** Three 6-ft. tables and one large trashcan
  - **Registration:** Ballroom Pre-function Area, six 6-ft. tables
  - **Display Area and Tabletop Exhibits:** Ballroom Pre-function Area, six 6-foot tables
  - **Continental Breakfast:** 8:00 a.m. - 9:00 a.m.; 36 people crescent rounds of six (6) each
  - **NNA Plated Breakfast:** 7:00 a.m. - 10:00 a.m.; 200 people crescent rounds of eight (8) each; (2) LCD projectors; (2) 10-foot screens; riser (24x12) for 5 people with podium and microphone
  - **Closing Plenary:** 9:00 a.m. to **6:00 p.m.**, for 300 people crescent rounds of six (6) each; (1) LCD projectors; (1) 10-ft. screens; riser (24x12) for 5-10 people with podium and (8) microphones
  - **Luncheon space:** 11:00 a.m. to 1:00 p.m.; 300 people in crescent rounds of six (6) each, (1) LCD Project; (1) 10-foot. screen; (12x12) riser for six (6) pp with podium and microphone
  - **AM Break:** 10:15 a.m. to 10:45 a.m.; for 300 people crescent rounds of six (6) each
  - **Required Meeting rooms:** 8:30 a.m. to 11:30 a.m., 8-10 breakout rooms for 40-50 people in crescent rounds of six (6) each; 1:00 p.m. to 4:00 p.m., a minimum of 8-10 breakout rooms for 40-50 people in crescent rounds of six (6) each; all breakouts will have a head table, material table in the rear and AV. **(Total of 8-10 breakout rooms needed for Wednesday and Thursday)**
- **Friday - Space to begin at 7 a.m. and to end at noon**
  - **Institute Office:** Four desktop computers; four internet lines; three printers; fax machine; copy machine and four six-foot tables, one cocktail round
  - **Production Room:** Three six-foot tables and one large trashcan
  - **Required Meeting rooms:** 8:00 a.m. to 12:00 p.m., **2 breakout rooms** for 10 to 20 people in crescent rounds of six (6) each

## Instructions

### Schedule for Evaluation Process

The expected timeline for the submission and evaluation of proposals is as follows:

- RFP distributed to hotels: February 26, 2010
- Deadline for proposals: March 19, 2010

Selection of venue: May 24, 2010 (contingent upon the completion of site visits)

### Submission Requirements

1. Proposal
2. Attachment A (Request for Proposal Response Sheet),
3. Attachment B (Request for Proposal Budget Analysis Response Sheet) and
4. Attachment C (Facility Self-Evaluation Greening Survey)

All of the above-listed attachments must be completed in their entirety and submitted to NeighborWorks on or before March 19, 2010, in order to be considered.

**Submit one hard copy and one electronic copy of your proposal and fully completed attachments to:**

Darrell Watson  
Meeting Planning Specialist  
NeighborWorks® America  
1325 G Street, NW, Suite 800  
Washington, DC 20005  
[dwatson@nw.org](mailto:dwatson@nw.org)

Danielle Neveaux, CMP  
Manager, Meeting Services  
NeighborWorks® America  
1325 G Street, NW, Suite 800  
Washington, DC 20005  
[dneveaux@nw.org](mailto:dneveaux@nw.org)

All proposals become the property of NeighborWorks® America and will be subject to disclosure as requested upon completion of the selection process. Proprietary information that you wish to remain confidential should not be included in your response materials.

### **Basis of Award**

NeighborWorks® America reserves the right to determine which bidders have met the base requirements of this RFP. In addition, NeighborWorks® America may reject, in whole or in part, any and all proposals, waive minor irregularities in proposals, allow an offer or to correct minor irregularities and negotiate with all responsible efforts in any matter deemed necessary to serve the best interest of NeighborWorks® America.

NeighborWorks® America reserves the right to reject any and all proposals when such rejection is in the interest of NeighborWorks® America, to reject the proposal of a bidder who has not met the prerequisites of the bid proposal or who has previously failed to perform properly or complete on time contracts of a similar nature, and to reject the proposal of a bidder who is not in the sole opinion of NeighborWorks® America, able to perform the contract to the sole satisfaction of NeighborWorks® America.

NeighborWorks® America also reserves the right to waive any informalities and technicalities in the bidding. NeighborWorks® America reserves the right, however, to award the contract in accordance with its best interest and will not be required to accept the lowest bid. Responses will be evaluated using the following criteria:

- Summary of Proposal attached to RFP
- Preference will be given to U.S. General Services Administration Schedule contractors
- Organizational and technical capacity of the vendor (support, responsiveness, follow-up)
- Ability to provide all the services requested
- Timely and complete response to RFP
- Evidence of successfully conducting similar services for other agencies, companies or organizations
- Cost/fees
- Statement/record of Equal Opportunity/Affirmative Action
- Greening Policies