



Revised Request for Proposal

NeighborWorks® America National Foreclosure Mitigation Counseling Training Meeting/Lodging Venues

**Deadline
Tuesday, November 17, 2009**

NeighborWorks® America seeks proposals from
Meeting Facilities to host our
National Foreclosure Mitigation Counseling Training

Baltimore, Richmond, Greensboro or Norfolk
April 12 – 16, 2009

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Introduction

Overview

The Neighborhood Reinvestment Corporation (dba NeighborWorks® America) seeks proposal for meeting venues to host guestroom and meeting space for National Foreclosure Mitigation Counseling Training in 2010.

Company Background

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 230 organizations working in affordable housing and community revitalization throughout the United States. Each of the local NeighborWorks® organizations is governed by a voluntary board of directors comprised of community residents, business leaders, and representatives of the local government.

NeighborWorks® America is dedicated to providing the highest quality training to the affordable housing and community development field 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. The largest of these events is the NeighborWorks® Training Institute. The professionals who attend these events – for one day or a whole week, from all 50 states and beyond – are committed to making a difference in the lives of working low and moderate income families and their communities. NeighborWorks® America conducts a host of other training programs as well, including a Community Leadership Institute that entails three days of workshops for up to 1,000 participants, an Executive Director Symposium, a two-and-a-half-day series of sessions for approximately 200 participants, and over 230 place-based trainings a year.

NeighborWorks® America was named in the FY2008/2009 Consolidated Appropriations Act and signed into law in December 2007 to administer a national mortgage foreclosure mitigation counseling program which included providing training to thousands of nonprofit foreclosure mitigation counselors. The goal is to help eliminate the default and foreclosure of mortgages of owner-occupied single-family homes that are at risk of foreclosure.

Launched in December 2007, this program has been funded by special appropriations by Congress to increase the availability of foreclosure counseling services across the country. The NeighborWorks® Center for Homeownership Education and Counseling (NCHCEC) has received a portion of this funding to train foreclosure counselors through the NeighborWorks® Training Institutes, regional trainings, and local trainings in collaboration with other national and regional nonprofits and housing finance agencies, as well as the development of e-learning courses on foreclosure mitigation.

General Requirements and Notes

The following is an outline of the meeting specifications for the NeighborWorks® America National Foreclosure Mitigation Counseling Training.

Event Name

National Foreclosure Mitigation Counseling Training

Training Event Dates	Location
April 12-16, 2010	BALTIMORE, MD (New City) or RICHMOND, VA (New City) or GREENSBORO, NC or NORFOLK, VA

General Requirements

Event Pattern: Sunday Arrival and Friday Departure (required)
 Move-In: Friday before event start date
 Move-Out: Last day of event

Important

Require a 24-hour hold on all meeting and function space to accommodate special events and functions that will be determined approximately one month before the event and must be held at one property for the entire event.

Guestroom Requirements

NeighborWorks® America requests a total of **775-860** single guestrooms nights for each program. A housing list will be provided. The guestrooms will be on a housing list to be master billed to NeighborWorks® America for most participants; however, all participants are responsible for their own incidentals. **Government per diem or less required.** NeighborWorks® America is City, Federal and Hotel Occupancy tax exempt (documentation will be provided). NeighborWorks® America will generate the contract with the Hotel.

Guestroom Block: 775 – 860 Single Guestrooms Nights

	Single Room	Single Room	Single Room	Single Room	Single Room	Single Room	Single Room	Single Room
	1	4	160-175	160-175	160-175	160-175	125-150	5
LOCATION	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WED	THURSDAY	FRIDAY
Baltimore, MD or Richmond, VA or Greensboro, NC or Norfolk, VA	April 9, 2010	April 10, 2010	April 11, 2010	April 12, 2010	April 13, 2010	April 14, 2010	April 15, 2010	April 16, 2010

Pre-function and Event Space Requirements and Room Set-up

Friday through Friday by 8:00 a.m. (24-hour hold)

- (1) One Office Room (set-up): (4) Four 6-ft skirted tables with 5 (five) chairs.
- (1) One Storage Room (set-up): (5) Five 6-ft. skirted tables to hold up to 100 boxes (office and storage room can be combined if the room is large enough to accommodate the set-up for both rooms).
- (1) One IT Storage (set-up): (5) Five 6-ft. skirted tables and space for (25) twenty five desktop computers and (50) fifty flip chart stands.

Sunday through Friday by 8:00 a.m. (24-hour hold)

- (7) Seven Breakout Rooms (set-up): Head table with (2) two chairs and crescent rounds of 6 for a capacity of 48 participants each room. (2) Two schoolroom tables in rear for materials.
- (1) One Breakout Room – Computer Lab (set-up): Head table with (2) two chairs and classroom style for 25 participants with 2 at each table. (2) Two schoolroom tables in rear for materials.
- (1) One General Session Room: Banquet rounds of 10 for 250 participants used for Reception, Continental Breakfast (optional) and AM/PM Breaks.
- (1) One Pre-function/Registration area: Near General Session Room with room for (4) four 6-ft skirted tables.
- Group requires meeting rooms with no columns or pillars.
- Group requires meeting rooms where instructors can affix flip chart papers to walls.
- Group prefers as many meeting rooms with windows as possible.

Note: Office room and storage room are not included in the (8) eight breakout rooms required for the classes. Please include meeting room policy and all costs associated with other se-up requirements.

Signage:

Every meeting room should have (1) one easel set outside as well as additional easels for directional signage (group to provide signage).

Décor:

If applicable, banners may be hung in meeting spaces (group to provide banners).

Note: please include all costs associated with décor.

Food & Beverage Requirements

Government per diem menu or meeting planner package required.

- | | |
|---|------------------|
| • Continental Breakfast: 7:00 a.m. for up to 250 people (Optional) | Monday-Friday |
| • AM Break: 10:00 a.m. for up to 250 people | Monday-Friday |
| • PM Break: 2:30 p.m. for up to 250 people | Monday-Thursday |
| • Lunch Break: 11:30 a.m. - 1:00 p.m. (Participants on their own) | |
| • Evening Reception for up to 250 participants (Day TBD) | Mon, Tues or Wed |

Note: please include all costs associated with F&B, as well restaurants list surrounding the area and distance from the facility.

A/V Requirements:

- Every breakout room requires (1) one LCD Projector; (1) one screen; (3 to 8) three to eight flip chart papers and stands.
- (1) One breakout room - Computer Lab requires up to (25) twenty five computers (2.8 GHZ CPU or higher) with wired high-speed internet access.

Note: please include all costs associated with A/V requirements including internet, phone and power as well as list of outside A/V companies that work for your facility.

Internet Connection Requirements:

Please provide a cost estimate of internet requirements as per the following grid of needs:

Purpose	Description of Internet Line Needs	Sunday	Monday - Friday
Office Room	(4) Four high speed internet access	4	4
Registration	(1) One high speed internet access		1
Breakout Rooms	(1) One high speed internet access at the head table		1
Breakout Room – Computer Lab requiring multiple connections (e.g. hub)	(1) One high speed internet access at the head table and up to (25) twenty five connections for class participants. Numbers may increase or decrease. Notification would be provided prior to event. Please provide estimate for one classroom with (25) twenty five connections.	(1) One internet line for testing	(1) One line at the head table and up to (25) twenty five wired internet connections for class participants

Status of Union Contract(s) and Current Associated Fees

Please refer to the separate Request for Proposal Response Sheet for the union-related questions.

Note: NeighborWorks® America may contract with outside audio-visual and computer equipment and service vendors. Most breakout rooms will be set with LCD projectors, screens, computers, flipchart papers and stands. In some cases, microphones and other sound or TV equipment is used. If there are any requirements to use union labor for these and other activities, please clarify and detail those costs in your proposal.

Schedule for Evaluation Process

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

- RFP distributed to vendors November 3, 2009
- Deadline for proposal November 17, 2009
- Selection of vendor/contract negotiation November 24, 2009
(contingent on completing site visits)

Number of Copies and Contact Information

Proposals must be received by NeighborWorks® America **on or before 5:00 p.m. (Eastern Standard Time) on November 17, 2009**. Please submit (2) two copies of your proposals, hard copy and electronically with the following attachments and other supporting documents.

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

Proposals should be submitted to both Danielle Neveaux and Virginia Rosell at the address below.

Danielle Neveaux
Manager, Meeting Services
NeighborWorks® America
1325 G Street, NW, Suite 800
Washington, DC 20005
202-220-2384
dneveaux@nw.org

Virginia Rosell, CMP, CMM
Meeting Planning Specialist
NeighborWorks® America
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Proposals become the property of NeighborWorks® America and may be subject to disclosure pursuant to law, such as the Freedom of Information Act. Proprietary information that you wish to remain confidential should not be included in your response materials. To the extent such proprietary information is provided, NW will make reasonable efforts to maintain the confidentiality of such information.

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.
- Facility meeting the following Greening Requirements
 - a. Green Hotel Certification Program
 - b. Hotel Linen Program
 - c. No wax to go cups
 - d. Hotel sponsored recycle bins