



Request for Proposal

NeighborWorks® America Meeting/Lodging Venue

Deadline

Thursday, February 2, 2012

NeighborWorks® America seeks proposals from Meeting Facilities to host our Affordable Housing Faculty Meeting to be held in Boston, MA

Dates

April 2-4, 2012 - Monday - Wednesday

Or

June 4-6, 2012- Monday- Wednesday

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

Introduction

Overview

The Neighborhood Reinvestment Corporation (dba NeighborWorks® America) seeks proposal for meeting venues to host guestroom and meeting space for the Faculty Meeting in April 2012 or June 2012 in Boston, MA.

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 3,500 organizations working in affordable housing and community revitalization throughout the United States, 235 of which, called NeighborWorks Organizations, receive special services and support. 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 250 place-based trainings a year.

General Requirements and Notes

The following is an outline of the meeting specifications for Affordable Housing Faculty Meeting.

Event Name

Affordable Housing Faculty Meeting

Training Event Dates	Location
April 4-6, 2012	Boston, MA
June 4-6, 2012	Boston, MA

General Requirements

Event Pattern: Monday Arrival and Wednesday Departure
 Move-In: Monday, 6:00 AM
 Move-Out: Wednesday 12:00 Noon

Important

Require a **24-hour hold** on the meeting room starting 6:00 a.m. on Monday and ending by 300 p.m. on Wednesday. [?](#)

Guestroom Requirements

NeighborWorks® America requests a total of 20 single guestrooms per night for this program via a Room Reservation (Housing) List. The Rooming List will be provided by NeighborWorks® America for all participants. All individuals' guestroom charges will be master billed; however, all incidentals will be the responsible of each individual guest. Room rate: **Government per diem or less requested.** NeighborWorks® America is City, Federal and Hotel Occupancy tax exempt (documentation will be provided). NeighborWorks® America will generate the contract with the Hotel.

Housing List - Guestroom Block - 20 Single Guest Room Per Night - Master Bill for All Attendees

	Single Room	Single Room	Single Room	Single Room
Day of Week	Sunday	Monday	Tuesday	Wednesday
# of Guest Rooms	1	20	20	0
Date	April 3	April 4	April 5	April 6

	Single Room	Single Room	Single Room	Single Room
Day of Week	Sunday	Monday	Tuesday	Wednesday
# of Guest Rooms	1	20	20	0
Date	June 3	June 4	June 5	June 6

Monday 6:00 a.m. through Wednesday 12:00 Noon (24-hour hold)

- (2) Two Meeting Room:
 - Set-up: Board Room Style - set comfortably for up to 20 people
 - (1) One schoolroom tables in rear for materials.
 - Provide name of meeting room proposed and square footage in your response

- (1) Meeting room for Lunch for 20 people

- Meeting times
 - Monday 2:00 p.m. – 6:00 p.m.
 - Tuesday 8:00 a.m. – 5:00 p.m.
 - Wednesday 8:00 a.m. – 3:00 p.m.

- Group requires meeting room with no columns or pillars.
- Group requires meeting room where flip chart papers may be affixed to walls.
- Group prefers a meeting room with windows if possible.
- Group requires 24-hour hold on the meeting room.

Note: Please include meeting room policy and all costs associated with set-up requirements.

Signage:

One easel required outside the meeting room for signage (group to provide signage).

Food & Beverage Requirements

Government per diem menu or meeting planner package required.

- Afternoon Coffee, refreshments and snacks: 2:00 PM for up to 20 people Monday
- Continental Breakfast w/additional hot items : 8:00 a.m. for up to 20 people Tuesday
- Lunch: 11:30 a.m. for up to 20 people Tuesday
- PM Break: 2:30 p.m. for up to 20 people Tuesday
- Full Breakfast: 8:00 a.m. for up to 20 people Wednesday
- Box Lunch : 12:00 p.m. - 1:00 p.m. 20 people Wednesday

AV Equipment Needs

- Screen
- Flip Charts
- LCD Projector (May bring own)
- Laptop Computer (Will bring our own)

Note: please include AV Equipment Rental Price sheet and appropriate Catering Menu pages. Also include any additional costs associated with AV Equipment Rental and/or Food/Beverage. Also include a list of restaurants within the surrounding area.

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	January 24, 2012
Deadline for proposal	February 3, 2012

Selection of vendor/contract negotiation

February 10, 2012

Number of Copies and Contact Information

Proposals must be received by NeighborWorks® America on or before 5:00 p.m. (Eastern Standard Time) on

Friday, February 3, 2012.

In order for your bid to be accepted for the review process you must submit (2) two hard copies of your proposals along with the following (3) three attachments and other supporting documents. An electronic copy of your proposal with the (3) three attachments should be e-mailed to the individuals listed below before the deadline as well.

NOTE: Proposals that do not have the (3) three attachments will not be considered.

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 Darrell S. Watson at the address below:

Darrell S. Watson, CSEP
Meeting Planning Specialist
NeighborWorks® America
1325 G Street, NW, Suite 800
Washington, DC 20005
dwatson@nw.org

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.
- 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