



## **Request for Proposal**

### **NeighborWorks® America Meeting/Lodging Venue**

#### **Deadline**

**Friday, February 3, 2012**

NeighborWorks® America seeks proposals from  
Meeting Facilities to host our

#### **Training of Top-Notch Trainers**

**Washington, DC**

**July 10-13, 2012**

## Table of Contents

<b>Introduction</b>	3
Overview	3
Company Background	3
<b>General Requirements and Notes</b>	4
Event Name	4
General Requirements	4
Guestroom Requirements	4
Guestroom Block	4
Pre-Function and Event Space Requirements	5
Signage	5
Décor	5
Food and Beverage Requirements	5
Status of Union Contracts and Associated Fees	6
Schedule for Evaluation Process	6
Basis of Award	6

## Attachments

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**

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 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.

### **Training of Top-Notch Trainers**

The Training of Top-Notch Trainers is an event aimed at preparing consultants to perform as faculty for The NeighborWorks Training Institute. There are a series of large and small group activities planned with NeighborWorks staff to hone skills. The yearly 2.5 day workshop trains 20-40 potential faculty trainers each year.

## General Requirements and Notes

The following is an outline of the meeting specifications for Training of Top-Notch Trainers.

### Event Name

#### **NeighborWorks America - Training of Top-Notch Trainers**

Training Event Dates	Location
July 10-13, 2012 (Wed-Fri)	Washington, DC (Metropolitan Area)

### General Requirements

Event Pattern: **Arrival** - Tuesday, July 10, 2012 and **Departure** - Friday, July 13, 2012

Move-In: Tuesday, July 10, 2012

Move-Out: Friday, July 13, 2012

### Important

Group requires a **24-hour hold** on all assigned meeting rooms and function space starting at 3:00 p.m. on Tuesday, July 10, 2012 through 2:00 p.m. on Friday, July 13, 2012.

### Guestroom Requirements

NeighborWorks® America requests a total of 25 single guestrooms per night for this program via a Room Reservation (Housing) List. The rooming list will be provided for NeighborWorks® America staff, instructors and attendees. These 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 – 75 Total Guest Room Nights - Master Bill for Staff /Instructors/Attendees**

	Single Room	Single Room	Single Room
	Tuesday	Wednesday	Thursday
# of Guest Rooms	25	25	25
	July 10, 2012	July 11, 2012	July 12, 2012

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

#### **Tuesday, July 10, 2012 - 3:00 p.m. through Friday, July 13, 2012 - 2:00 p.m. (24-hour hold)**

- (1) One General Session Room: 6 Banquet rounds of 6 for 36 participants used for Continental Breakfast (optional), AM/PM Breaks and welcoming luncheon (optional).
- (4) Four Breakout Rooms (set-up): Head table with (2) two chairs and 3 crescent rounds of 4 for a capacity of 12 participants each. (1) One schoolroom tables in rear for materials.
- Pre-Function/Registration area: Near breakout rooms set with (1) one 6-ft skirted table with 2 (Two) chairs.
- Group prefers meeting rooms with windows if possible.
- Group requests registration area and breakout rooms to be located as close as possible to each other.
- Group requires meeting rooms with no columns or pillars.
- Group requires meeting rooms where instructors can affix flip chart papers to walls.
- Group requires 24 hour hold on the meeting rooms

**Signage:**

Each meeting room as well as the registration area requires (1) one easel for signage plus 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.

- |  |                     |
|--|---------------------|
| • Welcome Reception ( <b>Optional</b> )                                    | Tuesday - Wednesday |
| • Continental Breakfast: 7:00 a.m. for up to 30 people ( <b>Optional</b> ) | Wednesday-Friday    |
| • AM Break: 10:00 a.m. for up to 30 people                                 | Wednesday-Friday    |
| • Luncheon for up to 35 people ( <b>Optional</b> )                         | Wednesday           |
| • PM Break: 2:30 p.m. for up to 30 people                                  | Tuesday-Thursday    |
| • Lunch Break: 11:30 a.m. - 1:00 p.m. ( <b>Participants on their own</b> ) | Thursday            |

*Note: please include:*

- *All costs associated with F&B*
- *A list of restaurants within hotel facility*
- *A list of restaurants within immediate vicinity of the hotel*

**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	<b>January 24, 2012</b>
Deadline for proposal	<b>February 3, 2012</b>
Selection of vendor/contract negotiation	<b>February 10, 2012</b>

**Number of Copies and Contact Information**

Proposals must be received by NeighborWorks® America **on or before 5:00 p.m. (Eastern Standard Time) on Monday, February 3, 2012.**

In order for your bid to be accepted for the review process you must submit (1) one hard copies of your proposal 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 individual 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 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 providing 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