

**Office of Naval Research (ONR)  
Request for Proposal**

All details below are approximate and based on current information. Please submit your proposals via email or fax. Contact me with any questions. Thank you for your interest in working with ONR. **Please respond with your best value proposal by May 23, 2016**

**CONTACT INFORMATION:**

Jacqueline Williams, CMP  
Office of Naval Research  
875 N. Randolph Street  
Arlington, VA 22203  
703.696.0950 (direct)  
jacqueline.v.william.ctr@navy.mil

**TITLE OF EVENT:** ONR Unmanned Maritime Science and Technology (UMST) Program Review

**EVENT DATES:** Sunday, January 22, 2017 – Thursday, January 26, 2017

**TIMES:** 1500 – 1800 CST (Sunday)  
0600 – 1900 CST (Monday-Thursday)

**PREFERRED LOCATION:** Destin, Florida

**NUMBER OF ATTENDEES:** ~425

**HISTORY**

Jan 2013 Wyndham Bay Point Resort, Panama City, FL  
Jan 2014 Wyndham Bay Point Resort, Panama City, FL  
Jan 2015 Sandestin Golf and Beach Resort  
Jan 2016 Sandestin Golf and Beach Resort

**GENERAL REQUIREMENTS**

Meeting areas as defined in the Function Space section of this request form.

- An on-site, dine-in restaurant capable of accommodating ~250 people within a one hour period for lunch.
- Minimum of six (6) breakout meeting spaces of various capacities as called out in the "Function Space" section of this request form. These spaces should be in the same area as the main meeting space.
- Audio/Visual/IT requirements as described in the Audio-Visual and IT Requirements sections of this request form.

**GUEST ROOM REQUIREMENTS:**

The host facility will provide 455 room nights on site distributed approximately as follows:

Sun, 22 Jan 2017	Mon, 23 Jan 2017	Tue, 24 Jan 2017	Wed, 25 Jan 2017	Thu, 26 Jan 2017
125	225	245	225	100

The rooms must be made available at the FY2017 Federal Government per diem rate.

**METHOD OF RESERVATION: INDIVIDUALS MAKING RESERVATION**

Individual attendees will make reservations for the event directly with the host. All guests should identify themselves as a member of ONR UMST Program Review group in order to obtain the special rate. Resort will accept reservations from attendees after cutoff date on a space- and rate-available. A custom webpage link will also be submitted to group for attendees to make reservations online.

## AUDIO VISUAL AND IT REQUIREMENTS

Wired high-speed internet connection is required at the IT table in the general session room Sunday, 2 January 2017 through Thursday, 26 February 2017.

### Sunday, January 22, 2017 – Main Session Hall and Breakout Meeting Spaces

The A/V and Wi-Fi should be ready to test equipment. (1500 – 1800 on Sunday, 22 January 2017)

### Monday, January 23, 2017 – Thursday, January 26, 2017

UMST Program Review Event (0600 – 1900 daily), See Table below.  
Teardown can start AFTER 1800 on Thursday.

## SUPPORT PACKAGE DESCRIPTIONS

### Power Package Includes:

- 25' Extension cord
- Power strip
- Safety taping

### LCD Data/Video package includes:

- Screen with skirt
- 34" skirted cart
- Extension cord with power strip
- Safety taping
- On-site technical support

Event	Mon, Jan 23, 2017	Tue, Jan 24, 2017	Wed, Jan 25, 2017	Thurs, Jan 26
<b>General Session:</b> <b>6:00 am – 7:00 pm</b> Classroom style (2 per 6-foot), approximately 425 people	<ul style="list-style-type: none"> <li>• Wired Mic</li> <li>• Wired high speed internet</li> <li>• ProCo DB-1 Direct Box</li> <li>• Shure SCM268 Mixer</li> <li>• 100' VGA Cable</li> <li>• 100' VGA Cable</li> <li>• Speaker Timer</li> <li>• LCD Data/Video Rear Projection Package</li> <li>• 9' x 12' Projector Screen</li> <li>• 9' x 12' Projector Trim Kit</li> </ul>			
<b>Breakout 1:</b> <b>6:00 am – 7:00 pm</b> Banquet rounds of 8, approximately 40 people	<ul style="list-style-type: none"> <li>• Conference Phone</li> <li>• LCD Projection Package</li> </ul>			
<b>Breakout 2:</b> <b>6:00 am – 7:00 pm</b> Banquet rounds, approximately 40 people	<ul style="list-style-type: none"> <li>• No A/V Required.</li> </ul>			
<b>Breakout 3:</b> <b>6:00 am – 7:00 pm</b> Theater style, approximately 150 people	<ul style="list-style-type: none"> <li>• LCD Data/Video Projection Package</li> <li>• Wired Microphone</li> </ul>			

<b>Breakout 4:</b> <b>6:00 am – 7:00 pm</b> Banquet rounds, approximately 30 people	<ul style="list-style-type: none"> <li>• Conference Phone</li> <li>• LCD Projection Package</li> </ul>
<b>Breakout 5:</b> <b>6:00 am – 7:00 pm</b> Banquet rounds, approximately 30 people	<ul style="list-style-type: none"> <li>• No A/V Required.</li> </ul>
<b>Breakout 6:</b> <b>6:00 am – 7:00 pm</b> Banquet rounds, approximately 30 people	<ul style="list-style-type: none"> <li>• Conference Phone</li> </ul>
<b>Breakout 7:</b> <b>6:00 am – 7:00 pm</b> Conference, approximately 12 people	<ul style="list-style-type: none"> <li>• Conference Phone</li> <li>• LCD Projection Package</li> </ul>
<b>Reception:</b> <b>Time: TBD</b> <b>approximately 60</b> <b>people</b>	<ul style="list-style-type: none"> <li>• No A/V Required.</li> </ul>

- Please provide your proposed rooms and square footage.

#### **FOOD AND BEVERAGE REQUIREMENTS:**

- It is requested that the facility provide food and beverage cash concessions each morning in the area outside the meeting rooms. Items to include: coffee, tea, assorted juices, soft drinks, breakfast pastries and other assorted breakfast items for purchase.
- Food and beverage must stay within the ME&I per diems for your area. Please visit [www.gsa.gov](http://www.gsa.gov) to view all per diems.
- **PAYMENT METHOD:**
  - Individuals are responsible for all sleeping room related charges
  - ONR is responsible for all meeting room and audio visual related charges
  - ONR method of payment is purchase order.

#### **MUST HAVE REQUESTS:**

- Sleeping rooms: government per diem or lower
- Letter of Intent provided by Office of Naval Research (NOTE: No attrition or cancellation clauses)
- An on-site, dine-in restaurant capable of accommodating ~250 people within a one hour period for lunch.
- Hotel to provide daily lunch buffet for attendees in hotel restaurant at special rate of \$15 per person, inclusive of taxes and gratuities. Attendees will be responsible for their own food and beverage charges.

#### **REQUESTED CONCESSIONS**

- Group rate available 3 days prior/after the conference.
- Discounted self-parking.

- Complimentary meeting space.
- Complimentary hardwire Internet service at IT table next to stage.
- Complimentary house phone at registration.
- Complimentary internet in guest rooms.
- Complimentary wireless internet in meeting areas.
- One complimentary guestroom for every 50 revenue generating guest rooms utilized on a cumulative basis. Value of earned comp room nights can be used to offset any additional charges incurred.
- Hotel to provide ADA approved wheelchair ramp up to stage/podium.
- Complimentary cashiers for cash concessions.
- Complimentary AV setup and testing on Sunday, January 31, 2016.
- Twelve (12) Complimentary easels for duration of meeting.
- Complimentary water in all meeting areas.
- Hotel to provide trashcans in each breakout room and at registration desk.

**ACTION REQUIRED:**

- Please provide a written proposal for the above needs with your best value offer on or before to the response deadline (May 23, 2016).
- Please provide service charge percentages for AV, Meeting Room and F&B (Please note the Federal Government does not pay taxes).
- Please provide DUNNS and CAGE numbers.
- Please send full sales kit.