Request for Proposal

NAME of EVENT: Office of Naval Research (ONR), Unmanned Maritime Science and Technology (UMST) Program Review

EVENT DATES: Sunday, 2 February 2020 – Thursday, 6 February 2020

TIMES: 1500 – 1800 EST (Sunday)

0600 – 1900 EST (Monday-Thursday)

LOCATION: Sandestin, Florida (South Walton Beach)

# OF ATTENDEES: ~475

REQUESTING POC: Jacqueline Williams, CMP
Contractor Supporting the Office of Naval Research
875 N Randolph Street
Arlington, VA  22203
Jacqueline.v.william.ctr@navy.mil
703-696-0950

GENERAL REQUIREMENTS:
The facility must be capable of providing the following:

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

- An on-site, dine-in restaurant capable of accommodating ~300 people within a one-hour period for lunch.
- Minimum of six (6) breakout meeting spaces of various capacities as described 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 COMMITMENT:
The host facility will provide 950 room nights on site distributed approximately as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun, 2 Feb 2020</td>
<td>150</td>
</tr>
<tr>
<td>Mon, 3 Feb 2020</td>
<td>250</td>
</tr>
<tr>
<td>Tue, 4 Feb 2020</td>
<td>260</td>
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<tr>
<td>Wed, 5 Feb 2020</td>
<td>240</td>
</tr>
<tr>
<td>Thu, 6 Feb 2020</td>
<td>150</td>
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</tbody>
</table>

The rooms must be made available at the FY2020 Federal Government per diem rate or lower.
SLEEPING ROOM RESERVATIONS:
- Individual attendees will be responsible for their own sleeping room reservations and payments.
- All guests should identify themselves as a member of ONR UMST Program Review group in order to obtain the special rate.
- At the cut-off-date, host facility will release the unreserved rooms for general sale and determine whether it can accept reservations from attendees based on a space- and rate-available basis at the UMST Program Review group rate.
- A custom webpage link created by the hotel will be provided to group for attendees to make reservations online in addition to the telephone reservation number.

MUST HAVE REQUESTS:
- Sleeping room rate at government per diem or lower.
- Ability to sign Letter of Intent provided by Office of Naval Research (NOTE: No attrition or cancellation clauses).
- AV technician(s) available if needed.

REQUESTED CONCESSIONS:
- Complimentary meeting space.
- Complimentary AV setup and testing on Sunday, 3 February 2020.
- Twelve (12) Complimentary easels for duration of meeting.
- Complimentary water in all meeting areas.
- 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 and/or sleeping room charges for meeting staff.
- Hotel to provide ADA approved wheelchair ramp up to stage/podium.
- 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.
- Complimentary cashiers for cash concessions
AUDIO VISUAL AND IT REQUIREMENTS:
- Wired high-speed internet connection is required at the IT table in the main session room Sunday, 3 February through Thursday, 6 January.

- **Sunday, 3 February: Main Session Hall and Breakout Meeting Spaces**
  - The A/V and Wi-Fi should be ready for group test equipment. (1500 – 1800 on Sunday 3 February 2020)

- **Monday, 3 February – Thursday, 6 February**
  - UMST Program Review Event (6:00 am – 7:00 pm daily), See Table below.
  - Teardown can start AFTER 4:00 pm on Thursday.

SUPPORT PACKAGE DESCRIPTIONS:

**AV PACKAGE INCLUDES:**
- 25’ Extension cord
- Power strip
- Safety taping

**LCD DATA/VIDEO PROJECTION PACKAGE INCLUDES:**
- Screen with skirt
- 34” skirted cart
- Extension cord with power strip
- Safety taping
- On-site technical support

<table>
<thead>
<tr>
<th>Room</th>
<th>Mon, 3 February 2020</th>
<th>Tues, 4 February 2020</th>
<th>Wed, 5 February 2020</th>
<th>Thurs, 6 February 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom style (2 per 6-foot), approximately 475 people</strong></td>
<td>(2) LCD Data/Video Rear Projection Package</td>
<td>(2) 9' x 12' Projector Screen</td>
<td>(2) 9' x 12' Projector Trim Kit</td>
<td>(1) Wired Podium Mic with 12” gooseneck</td>
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<td></td>
<td>(1) ProCo DB-1 Direct Box</td>
<td>(2) 100' VGA Cable</td>
<td>(1) Speaker Timer</td>
<td>(1) Shure SCM268 4-channel Mixer</td>
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<td></td>
<td>(1) Package with power strip, 25-50 foot extension cord, safety taping</td>
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<td><strong>Banquet rounds of 8, approximately 40 people</strong></td>
<td>Conference Phone</td>
<td>LCD Projection Package</td>
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<tr>
<td>Event Type</td>
<td>Audio/Video Equipment</td>
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<tr>
<td>Banquet rounds, 40 people</td>
<td>No A/V Required</td>
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<tr>
<td>Theater style, 150 people</td>
<td>LCD Data/Video Projection Package, Wired Microphone</td>
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<td>Banquet rounds, 30 people</td>
<td>Conference Phone, LCD Projection Package</td>
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<tr>
<td>Banquet rounds, 30 people</td>
<td>No A/V Required</td>
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<tr>
<td>Banquet rounds, 30 people</td>
<td>Conference Phone</td>
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<td>Conference, 12 people</td>
<td>Conference Phone, LCD Projection Package</td>
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<td>Reception, 60 people</td>
<td>No A/V Required</td>
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**PAYMENT METHOD:**
- Individuals are responsible for all sleeping room related charges.
- ONR is responsible for all meeting room related charges.
- ONR method of payment is by government purchase order (total charges > $10,000) or purchase card (total charges < $10,000).

**REQUIRED:**
- Your business must have a current registration in the System for Award Management in order to be considered under this proposal. Please provide your DUNS and CAGE numbers and your small business status (large or small) as listed in the System for Award Management (SAM) database.
- Please provide your proposal by Friday, May 31, 2019. If you have any questions, please contact Jacqueline Williams at the email address or phone number above.