

**N00014-17-Q-RFO #1**

1. The RFQ does not state it, but will the locations of the workshops be chosen and provided by the government. The offeror is NOT expected to find and rent a location for the workshops. Is this assumption correct?

The Government will choose the venue of the workshops within the Washington, DC Metro area on the dates defined in the RFQ. There is NO need for the offeror to rent or coordinate a location for the workshops.

2. Given the chart provided for the quote, should the "unit cost" include the amount for travel, lodging, and meals? If that is accurate, does the Government also want a worksheet to accompany the quote to ensure that the travel, lodging, and M&IE rates are within GSA acceptable rates?

Yes, the "unit cost" should include the amount for travel, lodging and meals as long as there is an accompanying worksheet to show the actual costs within the GSA acceptable rates.