

Request For Proposals SACC Orientation Conference Space

1. SCOPE OF CONTRACT:

- 1.1 Fairfax County, on behalf of the Department of Family Services (DFS) Office for Children School Age Child Care (SACC), is seeking to establish contracts with two (2) qualified offerors to provide conferencing and training facilities, beverage and snack service, and audio/visual capabilities/access for two (2) days that will serve approximately 200 individuals each day in two (2) different centrally located areas of Fairfax County.
- 1.2 Conference space is sought at two (2) different centrally located areas of Fairfax County. As such, the County is seeking to establish a contract in each of the following zones:
 - a. Northern Zone (zip codes): 22030, 22031, 22035, 22033, 22124, 22180, 22181, 20190, 20191 and 22182
 - b. Southern Zone (zip codes): 22032, 22003, 22015, 22151, 22152, 22150, 22153 and 22079
- 1.3 Conference space and associated services are required on two (2) days the week of Monday, August 29th through Thursday, September 1, 2016. Preferred dates are Tuesday, August 30th and Wednesday, August 31, 2016 or two consecutive days during the aforementioned week.
- 1.4 The successful offeror will be required to enter into a contract with the County of Fairfax. A copy of the standard contract (Attachment A) is provided for review.

2. BACKGROUND:

- 2.1 The SACC program requires the use of conference space for their annual Teacher Orientation to take place the week of Monday, August 29 through Thursday, September 1, 2016. During the orientation, the SACC program will be conducting training for approximately 750 of their SACC teachers at multiple sites and days.
- 2.2 For the 2016 Teacher Orientation, SACC is seeking two conference locations in centrally located areas of Fairfax County. SACC staff will be conducting simultaneous trainings at the two different locations with approximately 200 SACC teachers attending the conference at each location.

3. CONTRACT TERM AND RENEWAL:

- 3.1 The term of the contract is from date of award through June 30, 2017. This contract may be renewed for four one-year periods, as mutually agreed upon. The contract awards that result from an informal solicitation of this type may not exceed \$100,000.00 combined for the total contract period.

4. TASKS TO BE PERFORMED:

Qualified offerors are encouraged to submit a response to this request for proposals demonstrating their capabilities for providing the following Tasks to Be Performed:

- 4.1 **Main Conference:** Provide and arrange one conference room for a minimum of 200 participants seated theatre style from 7:00 AM - 9:30 AM.
- 4.2 **Breakout Sessions:** Provide and arrange five (5) separate conference/meeting rooms in banquet-style (seated round tables) for a minimum 40 participants each from 7:00 AM to 5:00 PM. In addition, one table and chair per room should be provided for the workshop presenter.

Request For Proposals SACC Orientation Conference Space

- 4.3 **Registration Area:** Provide and arrange four (4) rectangular skirted tables and chairs in a separate reception area adjacent to the entrance of the main meeting room or conferencing area entrance for event registration and materials. Registration area should be available for setup at 7:00 AM on the morning of each event and continue to be available through 10:00 AM.
- 4.4 **Storage Room:** Provide a large, securable office or room to store materials overnight. The room should be available by 5:00 PM the day before each event.
- 4.5 **Catering & Cleaning Services:** Provide the following each day:
- a. A water station in each room or in a centrally located area for conference participants. Water and glasses/cups should be available throughout the day and replenished at the beginning of each workshop session.
 - b. Provide a morning coffee service (regular and caffeine free) and hot water with a variety of tea bags for 200 people.
 - c. Provide an afternoon break snack service of cold beverages (regular and diet), water, and a variety of oversized home-style cookies (2 per participant)/brownies or acceptable substitute for 200 people.
 - d. Provide trash receptacles for all rooms and the reception area that are monitored and emptied as needed throughout the event day.
- 4.6 **Internet and Audio/Visual Needs:** Provide the following each day:
- a. Complimentary wireless internet service throughout the event space for presenters
 - b. Main Conference Space:
 1. Standing lectern & microphone
 2. One (1) LCD Projector Package (to include at minimum a projector, minimum 8' screen, power strips, power cord, VGA cable, cart and tech assistance)
 3. Two (2) Self-Powered Speakers
 4. Audio/Sound Patch (sound for PowerPoint presentation and/or videos)
 5. Podium with Lighting
 6. Easels or marquees to accommodate event signage.
 - c. Breakout Sessions: If the offeror is unable to provide these services in each of the five (5) break out rooms, the offeror must allow the County to provide these services.
 1. One (1) LCD Projector Package (to include at minimum a projector, minimum 80" screen, power strips, power cord, VGA cable, cart and tech assistance)
 2. Audio/ Sound Patch (sound for PowerPoint presentation and/or videos)
 3. Easels or marquees to accommodate event signage.

5. **CONTRACTOR REQUIREMENTS:**

- 5.1 All Conference and Breakout Session rooms should be reasonably free from distractions, have good controllable lighting and good ventilation, and a comfortable temperature. There must be clear unobstructed views of the podium and projection screen. All rooms should have convenient accessibility to restrooms.

**Request For Proposals
SACC Orientation Conference Space**

- 5.2 The facility must support good communications between the SACC event staff and Contractor's facility staff with items such as walkie-talkies, house phones, etc.
- 5.3 The Contractor shall have adequate, complimentary parking for event participants. Parking shall be adjacent or within close proximity to the facility.
- 5.4 The SACC Program may remove rooms or add rooms as required with the mutual agreement of the Contractor.
- 5.5 The Contractor shall have adequate internal procedures, training and staffing to handle emergency situations and other irregularities such as power failures, equipment failures, etc.
- 5.6 Furnishings and equipment supplied must be in good working condition.
- 5.7 Meeting rooms and space must be available for inspection prior to the event to ensure compliance with the needs described herein. All pre-function areas, conference rooms, and restrooms should be inspected and cleaned regularly.
- 5.8 The Contractor shall provide event services and assign one event manager to work with SACC staff prior to and during the event to coordinate catering and activities. The Contractor shall notify SACC staff in writing of any intended replacement of the event manager.
- 5.9 A conference planning meeting shall be held between SACC staff and the Contractor's facility department managers/event manager prior to the event at a mutually agreeable date and time. The purpose of the meeting will be to review and confirm room setup, catering, and A/V requirements, and to make adjustments as necessary. Additional meetings may be scheduled prior to and during the event if needed.
- 5.10 All equipment shall be in good working condition and the Contractor shall inspect equipment at the beginning of each day to assure reliability. The Contractor shall maintain backup equipment available to substitute in case of failure within 10 minutes of notification from SACC conference staff. The contractor shall have an A/V technician on site for the main conference general session in the morning.

6. CONTRACTOR QUALIFICATIONS:

- 6.1. As the County is seeking to establish a contract in each of the two (2) centrally located zones, a qualified offeror's conference space must be located in one of the following zip codes:
 - a. Northern Zone (zip codes): 22030, 22031, 22035, 22033, 22124, 22180, 22181, 20190, 20191 and 22182
 - b. Southern Zone (zip codes): 22032, 22003, 22015, 22151, 22152, 22150, 22153 and 22079

8. INVOICES:

- 8.1 Invoices must be submitted no later than 10 business days following completion of the services.
- 8.2 Invoices should be submitted to:

FCG – Accounts Payable
PO Box 1147
Fairfax, VA 22038-1147

Request For Proposals SACC Orientation Conference Space

OR email: FOCUSAPINVOICES@fairfaxcounty.gov

9. **TECHNICAL PROPOSAL INSTRUCTIONS:**

- 9.1 The offeror must submit the Technical Proposal in a separate binder containing the completed Proposal Questionnaire (Attachment B). This information will be considered the minimum content of the proposal. Proposal contents shall be arranged in the same order and identified with headings as presented herein.
 - a. Name of firm submitting proposal; main office address; and contact information for individual overseeing the project.
- 9.2 Suitability of the Facility:
 - a. Location: The offeror must identify the address of the proposed conference space and zone in which the facility is located.
 - b. Facility Availability: The offeror must identify at least two days in which the facility is available during the week of Monday, August 29th and Thursday, September 1, 2016.
 - c. Description of Conference Space: The offeror must provide a description of the available space including room configurations and maximum room capacities. The offeror may include attachments with preliminary layouts, sketches, diagrams, other graphic representations, and other data as may be necessary for presentation, substantiation, justification or understanding of the proposed approaches and program.
 - d. Description of Parking: The offeror must provide a description of adequate, complimentary parking for event participants, as well as whether parking is adjacent or within close proximity to the facility.
- 9.3 Demonstrated Ability to Accomplish Tasks to Be Performed
 - a. The technical narrative should address separately each of the tasks described in the Request for Proposal and responses should be keyed to appropriate paragraph numbers. Responses should describe any relevant experience and how the offeror will accomplish each of the tasks to be performed.
 - b. References: Special notation must be made of similar or related conferences performed and must include three references, including the organization names, addresses, names of contact persons, email addresses, and telephone numbers for each reference. References shall relate to the offeror's experience hosting a similar sized conference.
- 9.4 In this section, the offeror may also comment if deemed appropriate, on any aspect of the Request for Proposal, including suggestions on possible alternative approaches to the coverage, definition, development, and organization of the issues presented in the "Tasks to be Performed" section, and may propose alternative approaches.
- 9.5 The personnel named in the technical proposal will remain assigned to the project throughout the period of this contract. No diversion or replacement may be made without submission of a resume of the proposed replacement with final approval being granted by the County Purchasing Agent.

**Request For Proposals
SACC Orientation Conference Space**

10. COST PROPOSAL INSTRUCTIONS:

- 10.1 Offerors must include a pricing schedule as the last sheet to Attachment B supported by cost and pricing data adequate to establish the reasonableness of the proposed costs. The pricing schedule must include total costs associated with the facility rental, catering & cleaning services and audio visual services needed to complete each of the Tasks to be Performed in Section 4, Contractor Requirements in Section 5 and the total project cost. Administrative costs, mileage and travel time must be included in the total rates.

11. SUBMISSION OF PROPOSAL:

- 11.1 Please submit responses to this Informal Request for Proposals to:

Fairfax County Department of Administration for Human Services
Attn: Stephanie Walters, Contract Analyst
12011 Government Center Parkway
Contracts & Procurement Management, Suite 738
Fairfax, Virginia, 22035
Telephone: 703-324-7810

OR email: Stephanie.Walters@fairfaxcounty.gov

(Please note that electronic submissions are required to be less than 10 MB to ensure receipt)

- 11.2 Proposals must be received at the above address or electronically by **11:00 a.m. EDT on Thursday, June 16, 2016**. *No proposals will be accepted after this date and time and will be returned to the sender.*

12. BASIS OF AWARD:

- 12.1. A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Informal Request for Proposal. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the proposal and the evaluation criteria listed below. The Committee, at its discretion, may schedule a site visit of the Offeror's facility to assist in determining the suitability of the facility. Based upon this review, the cost proposals of the highest rated offeror(s) will then be reviewed.
- 12.2 Offerors' proposals will be evaluated based on the following criteria:
- a. Demonstrated Suitability of the Facility (Ref: Paragraph 9.2) – 40 points
 - b. Demonstrated ability to accomplish tasks as referenced in Section 4, **TASKS TO BE PERFORMED** and Paragraph 9.3. – 30 points
 - c. Reasonableness of cost proposal – 30 points
- 12.3 The County may contact offerors to clarify information included in their proposals.
- 12.4 The County shall negotiate a contract with the highest rated Offeror(s). At this time, the Offeror and the County may negotiate any changes desired in the offer if deemed in the best interest of Fairfax County.

**Request For Proposals
SACC Orientation Conference Space**

13. **GENERAL TERMS AND CONDITIONS:**

- 13.1 The vendors awarded a contract will be expected to abide by all applicable provisions of the Fairfax County General Conditions and Instructions to Bidders. This document is available for review at: <http://www.fairfaxcounty.gov/dpsm/pdf/generalconditions.pdf>