

Combined Synopsis/Solicitation: 49100418Q1001

Education and Human Resources (EHR) Advisory Committee Meeting

- (i) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice and Subpart 13.5. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued.
- (ii) The solicitation number is 49100418Q1001 and this solicitation is issued as a request for quotation (RFQ).
- (iii) This solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-95.
- (iv) This acquisition is unrestricted and the associated NAICS code is 531120 “Banquet Hall Rental or Leasing.”
- (v) Contract Line Items are as follows:

Item Number	Description
1	<p>MEETING SPACE REQUIREMENT</p> <p>The facility must provide the following spaces:</p> <p>One (1) large general session meeting room that can accommodate up to 80 attendees when configured for a Round Table seating or Open-U set-up on all meeting days with perimeter seating. Also, we need two (2) tables off to the side for note-takers and EHR IT team. This large session meeting room must be available starting 7:00 a.m. to 6:00 p.m. each day.</p> <p>Three or Four (3 or 4) break-out group meeting rooms that can each accommodate up to 15 to 30 participants. Extra chairs should be available in each room. The rooms should be easily accessible from the large general session meeting room. Each room should be set up with table rounds or conference style. All rooms should be available starting at 7:00 a.m. to 6:00 p.m. each day.</p> <p>All of the meeting space above is to only be utilized by NSF for the duration of the EHR Advisory Committee Meeting. Access should be provided to the rooms through 6 p.m. on Thursday and Friday (November 30 - December 1, 2017) nights.</p>
2	<p>AUDIO VISUAL REQUIREMENT</p> <p>Large general session room requirements: one (1) overhead projection screen; two (2) flip charts); one (1) screen support package; one (1) LCD projector configured for use with an NSF-provided laptop; one (1) podium with one (1)</p>

	<p>podium microphone; four (4) wireless microphone; two (2) web/video conference cameras; four (4) laptops to run the video conference; two (2) wireless lapel microphones per day; three (3) stand-alone wireless microphones per day; one (1) 4 channel Mixer per day; one (1) portable, hand-held, wireless microphones; and, wireless internet connection needed each day. In addition, to support a WebEx meeting a wired connection is needed as well with two (2) cameras and two (2) laptops to support them. Wireless access and connection for at least 60 participants is required.</p> <p>Additionally, an onsite audiovisual technician is needed to support all audiovisual meeting requirements for both days. An NSF IT Specialist will also be available to answer questions both days.</p> <p>Break-out room requirements: Wireless internet connection needed each day; one (1) flip chart with pad required in each room. NSF will be utilizing an outside contractor to handle computer setup.</p> <p>The hotel shall ensure that all materials, services, products and electronic information and technology provided under this contract are in compliance with Section 508 of the Rehabilitation Act of 1973. All applicable fees must be included.</p>
3	<p>FOOD REQUIREMENT</p> <p>On day one, morning and afternoon light refreshments are needed for 30 participants. On day two, only morning light refreshments are needed for 30 participants. The refreshments should be made available by 7:30 a.m. and in close proximity or inside the main large meeting room.</p> <p>The cost of the AM/PM break combined cannot exceed \$25 per person, per day, inclusive of ALL fees.</p> <p>NOTE: Pursuant to the National Science Foundation Authorization Act of 1988, NSF may use appropriated funding for special activities which includes meals and beverages.</p>

***Please note that sleeping rooms are not required. The dates for each meeting are listed in Section (vi).**

(vi) Description of the Requirement - The National Science Foundation (NSF) intends to procure meeting space, food, refreshments, and audio-visual equipment of a high-quality facility for the two-day “Education and Human Resources (EHR) Advisory Committee Meeting” to be held November 30 - December 1, 2017. The meeting space will be required all day on those dates. The facility must be located in **Alexandria, VA** and within a 10-minute walking distance from a Metro station.

(vii) The place of delivery is at the contractor’s site.

(viii) The provision at 52.212-1, Instructions to Offerors-Commercial, applies to this acquisition with no addenda.

(ix) In accordance with the provision at 52.212-2, Evaluation-Commercial Items, the

Government will issue an award resulting from this combined synopsis/solicitation to the responsible offeror who provides the lowest price and is technically acceptable (LPTA).

(x) If the offeror has not completed the online representations and certifications at <https://www.sam.gov>, the offerors shall include a completed copy of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items, with its offer.

(xi) The clause at 52.212-4, Contract Terms and Conditions-Commercial Items, applies to this acquisition with no addenda.

(xii) The clause at 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items, applies to this acquisition.

The following additional clauses apply:

- 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015)
- 52.233-3 Protest After Award (Aug 1996)
- 52.233-4 Applicable Law for Breach of Contract Claim (Oct 2004)
- 52.203-6 Restrictions on Subcontractor Sales to the Government (Sept 2006)
- 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2015)
- 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Oct 2015)
- 52.219-8 Utilization of Small Business Concerns (Oct 2014)
- 52.219-28 Post Award Small Business Program Representation (Jul 2013)
- 52.222-3 Convict Labor (Jun 2003)
- 52.222-21 Prohibition of Segregated Facilities (Apr 2015)
- 52.222-26 Equal Opportunity (Sept 2016)
- 52.222-35 Equal Opportunity for Veterans (Oct 2015)
- 52.222-36 Equal Opportunity for Workers with Disabilities (Jul 2014)
- 52.222-37 Employment Reports on Veterans (Oct 2015)
- 52.222-40 Notification of Employee Rights Under the National Labor Relations Act (Dec 2010)
- 52.222-50 Combatting Trafficking in Persons (Mar 2015)
- 52.222-54 Employment Eligibility Verification (Oct 2015)
- 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011)
- 52.225-13 Restrictions and Certain Foreign Purchases (Jun 2008)
- 52.232-33 Payment by Electronic Funds Transfer—System for Award Management (Jul 2013)
- 52.239-1 Privacy or Security Safeguards (Aug 1996)

- (xiii) Respondents must be in Alexandria, VA and within 10-minute walking distance of a Metro Station.
- (xiv) This is not a Defense Priorities and Allocations System (DPAS) rated acquisition.
- (xv) Quotes are due at 5:00 p.m. EST, on Monday, October 16, 2017. Quotes shall be emailed to the contract specialist, Angela Johnson, at anjohnso@nsf.gov and reference the solicitation number as listed in section (ii) of this Combined Synopsis/Solicitation.
- (xvi) For information regarding this procurement, please contact Angela Johnson, Contract Specialist at anjohnso@nsf.gov or (703) 292-7910.