



Request for Proposal

NeighborWorks® America New York State DHCR Foreclosure Training

**Deadline
Tuesday, November 10, 2009**

NeighborWorks® America seeks proposals from
Meeting Facilities to host our
New York State DHCR Foreclosure Training

Albany, NY

February 1 – 5, 2010 (1st option) or March 15 – 19, 2010 (2nd option)
and
October 4 – 8, 2010

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Attachment B	Request for Proposal Budget Analysis Response Sheet
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Introduction

Overview

The Neighborhood Reinvestment Corporation (dba NeighborWorks® America) seeks proposal for meeting venues to host guestroom and meeting space for the Division of Housing and Community Renewal (DHCR) in 2010.

Company Background

NeighborWorks® America is a congressionally chartered public nonprofit corporation that provides opportunities for families to live in affordable homes, improve their lives and strengthen their communities. NeighborWorks® America provides financial support, technical assistance, and training to over 230 organizations working in affordable housing and community revitalization throughout the United States. Each of the local NeighborWorks® organizations is governed by a voluntary board of directors comprised of community residents, business leaders, and representatives of the local government.

NeighborWorks® America is dedicated to providing the highest quality training to the affordable housing and community development field through its Training Division. The Training Division develops and implements over 150 different events each year that serve its network organizations, the community development field as a whole, and the staff of NeighborWorks® America. The largest of these events is the NeighborWorks® Training Institute. The professionals who attend these events – for one day or a whole week, from all 50 states and beyond – are committed to making a difference in the lives of working low and moderate income families and their communities. NeighborWorks® America conducts a host of other training programs as well, including a Community Leadership Institute that entails three days of workshops for up to 1,000 participants, an Executive Director Symposium, a two-and-a-half-day series of sessions for approximately 200 participants, and over 250 place-based trainings a year.

The Division of Housing and Community Renewal/Housing Trust Fund Corporation is responsible for the supervision, maintenance and development of affordable low and moderate-income housing in New York State. This training is part of the NYS Subprime Foreclosure Prevention Services program, developed to help New York homeowners facing default or foreclosure by providing counseling and legal services. The program is administered by the NYS Division of Housing and Community Renewal/Housing Trust Fund Corporation. The program makes grants available to nonprofits to provide financial counseling, mediation, legal representation, negotiation, and other support services to borrowers who face default or foreclosure. Additionally, the Program provides training and support for housing counselors, mediators and lawyers who are assisting residents with subprime or unconventional mortgages.

General Requirements and Notes

The following is an outline of the meeting specifications for New York State DHCR Foreclosure Training.

Event Name

New York State DHCR Foreclosure Training

Training Event Dates	Location
February 1 – 5, 2010 (1 st option) or March 15 – 19, 2010 (2 nd option)	Albany, New York
October 4 – 8, 2010	Albany, New York

General Requirements

Event Pattern: Sunday Arrival and Friday Departure (required)
 Move-In: Saturday before event start date
 Move-Out: Friday - Last day of event

Important

Require a **24-hour hold** on all meeting and function space to accommodate special events and functions and must be held at one property for the entire event.

Guestroom Requirements

NeighborWorks® America requests a total of **55-60** single guestrooms per night for this program (combination of a housing list & individual call-in). The housing list will be provided for NeighborWorks® America staff and instructors. These individuals' guestroom charges will be master billed; however, incidentals will be on their own. Room rate: **Government per diem or less required.** NeighborWorks® America is City, Federal and Hotel Occupancy tax exempt (documentation will be provided). NeighborWorks® America will generate the contract with the Hotel.

Housing List Guestroom Block: 50 Single Guestroom Nights - Master Bill for Staff & Instructors

	Single Room	Single Room	Single Room	Single Room	Single Room	Single Room
	10	10	10	10	10	0
LOCATION	SUNDAY	MONDAY	TUESDAY	WED	THURSDAY	FRIDAY
Albany	January 31, 2010 or March 14, 2010	February 1, 2010 or March 15, 2010	February 2, 2010 or March 16, 2010	February 3, 2010 or March 17, 2010	February 4, 2010 or March 18, 2010	February 5, 2010 or March 19, 2010
Albany	October 3, 2010	October 4, 2010	October 5, 2010	October 6, 2010	October 7, 2010	October 8, 2010

Request hotel to provide reservation link and instructions for participants to call-in. Course Participants will be responsible for their own guest room, tax and incidental charges.

Call-in Guestroom Block: 225-250 Single Guestroom Nights – Course Participants

	Single Room	Single Room	Single Room	Single Room	Single Room	Single Room
	45-50	45-50	45-50	45-50	45-50	0
LOCATION	SUNDAY	MONDAY	TUESDAY	WED	THURSDAY	FRIDAY
Albany	January 31, 2010 or March 14, 2010	February 1, 2010 or March 15, 2010	February 2, 2010 or March 16, 2010	February 3, 2010 or March 17, 2010	February 4, 2010 or March 18, 2010	February 5, 2010 or March 19, 2010
Albany	October 3, 2010	October 4, 2010	October 5, 2010	October 6, 2010	October 7, 2010	October 8, 2010

Pre-function and Event Space Requirements and Room Set-up

Saturday through Friday by 8:00 a.m. (24-hour hold)

- (1) One Office Room (set-up): (4) Four 6-ft skirted tables with 4 (four) chairs and (2) two schoolroom tables.
- (1) One Storage Room (set-up): (5) Five 6-ft. skirted tables to hold up to 50 boxes (office and storage room can be combined if the room is large enough to accommodate the set-up for both rooms).
- (1) One IT Storage (set-up): (5) Five 6-ft. tables and space for audio visual and computer equipments.

Sunday through Friday by 8:00 a.m. (24-hour hold)

- (3) Three Breakout Rooms (set-up): Each to be set with: Head table with (2) two chairs and 8 crescent rounds of 6 for a capacity of 48 participants each room. (2) Two schoolroom tables in rear for materials.
- (1) One General Session Room: 12 Banquet rounds of 10 for 120 participants used for Continental Breakfast (optional), AM/PM Breaks and welcoming luncheon (optional).
- (1) One Pre-Function/Registration area: Near General Session Room with room for (2) two 6-ft skirted tables.
- Group requires meeting rooms with no columns or pillars.
- Group requires meeting rooms where instructors can affix flip chart papers to walls.
- Group prefers as many meeting rooms with windows as possible.
- Group requires 24 hour hold on the meeting rooms

Note: Office room and storage rooms are not included in the (3) three breakout rooms required for the classes. Please include meeting room policy and all costs associated with other set-up requirements.

Signage:

Every meeting room should have (1) one easel set outside as well as additional easels for directional signage (group to provide signage).

Décor:

If applicable, banners may be hung in meeting spaces (group to provide banners).

Note: please include all costs associated with décor.

Food & Beverage Requirements

Government per diem menu or meeting planner package required.

- Continental Breakfast: 7:00 a.m. for up to 120 people **(Optional)** Monday-Friday
- AM Break: 10:00 a.m. for up to 120 people Monday-Friday
- PM Break: 2:30 p.m. for up to 120 people Monday-Thursday
- Lunch Break: 11:30 a.m. - 1:00 p.m. **(Participants on their own)**
- Welcome Luncheon for up to 120 people (Optional) Mon, Tues or Wed (TBD)

Note: please include all costs associated with F&B, as well restaurants list surrounding the area and distance from the facility.

Status of Union Contract(s) and Current Associated Fees

Please refer to the separate Request for Proposal Response Sheet for the union-related questions.

Note: NeighborWorks® America may contract with outside audio-visual and computer equipment and service vendors. Most breakout rooms will be set with LCD projectors, screens, computers, flipchart papers and stands. In some cases, microphones and other sound or TV equipment is used. If there are any requirements to use union labor for these and other activities, please clarify and detail those costs in your proposal.

Schedule for Evaluation Process

The expected timeline for the submission and evaluation of proposals is as follows:

RFP distributed to vendors	October 26, 2009
Deadline for proposal	November 10, 2009
Selection of vendor/contract negotiation	November 18, 2009

Number of Copies and Contact Information

Proposals must be received by NeighborWorks® America **on or before 5:00 p.m. (Eastern Standard Time) on Tuesday, November 10, 2009**. In order for your bid to be accepted for the review process you must submit (2) two hard copies of your proposals along with the following (3) three attachments and other supporting documents. An electronic copy of your proposal with the (3) three attachments should be e-mailed to the individuals listed below before the deadline as well. **NOTE: Proposals that do not have the (3) three attachments will not be considered.**

1. Attachment A Request for Proposal Response Sheet
2. Attachment B Request for Proposal Budget Analysis Response Sheet
3. Attachment C Facility Self-Evaluation Greening Survey

Proposals should be submitted to both Danielle Neveaux and Barb A. Nappy at the address below.

Danielle Neveaux, CMP
 Manager, Meeting Services
 NeighborWorks® America
 1325 G Street, NW, Suite 800
 Washington, DC 20005
 dneveaux@nw.org

Barb A. Nappy
 Meeting Planning Specialist, NCHEC
 NeighborWorks® America
 1325 G Street, NW, Suite 800
 Washington, DC 20005
 bnappy@nw.org

Proposals become the property of NeighborWorks® America and will be subject to disclosure as requested upon completion of the selection process. Proprietary information that you wish to remain confidential should not be included in your response materials.

Basis of Award

NeighborWorks® America reserves the right to determine which bidders have met the base requirements of this RFP. In addition, NeighborWorks® America may reject, in whole or in part, any and all proposals, waive minor irregularities in proposals, allow an offer or to correct minor irregularities and negotiate with all responsible efforts in any matter deemed necessary to serve the best interest of NeighborWorks® America.

NeighborWorks® America reserves the right to reject any and all proposals when such rejection is in the interest of NeighborWorks® America, to reject the proposal of a bidder who has not met the prerequisites of the bid proposal or who has previously failed to perform properly or complete on time contracts of a similar nature, and to reject the proposal of a bidder who is not in the sole opinion of NeighborWorks® America, able to perform the contract to the sole satisfaction of NeighborWorks® America.

NeighborWorks® America also reserves the right to waive any informalities and technicalities in the bidding. NeighborWorks® America reserves the right, however, to award the contract in accordance with its best interest and will not be required to accept the lowest bid. Responses will be evaluated using the following criteria:

- Summary of proposal attached to RFP
- Preference will be given to U.S. General Services Administration Schedule contractors.
- Organizational and technical capacity of the vendor (support, responsiveness, follow-up).
- Ability to provide all the services requested.
- Timely and complete response to RFP.
- Evidence of successfully conducting similar services for other agencies, companies or organizations.
- Cost/fees.
- Statement/Record of Equal Opportunity/Affirmative Action.
- Facility meeting the following Greening Requirements
 - a. Green Hotel Certification Program
 - b. Hotel Linen Program
 - c. No wax to go cups
 - d. Hotel sponsored recycle bins