



Request for Proposal

**NeighborWorks® America
Meeting/Lodging Venue**

Deadline

Wednesday, November 18, 2009

NeighborWorks® America seeks proposals from
Meeting Facilities to host our

Community Stabilization – Place Based Training

Oakland, CA – Metropolitan Area

March 22-26, 2010

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

Introduction

Overview

The Neighborhood Reinvestment Corporation (dba NeighborWorks® America) seeks proposal for meeting venues to host guestroom and meeting space for the Community Stabilization – Place Based Training in March 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 3,500 organizations working in affordable housing and community revitalization throughout the United States, 235 of which, called NeighborWorks Organizations, receive special services and support. 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.

General Requirements and Notes

The following is an outline of the meeting specifications for Community Stabilization – Place Based Training.

Event Name

NeighborWorks America - Community Stabilization – Place Based Training

Training Event Dates	Location
March 22-26, 2010 (Mon-Fri)	Oakland, CA (Metropolitan Area)

General Requirements

Event Pattern: **Arrival** - Sunday, March 21, 2010 and **Departure** - Friday, March 26, 2010

Move-In: Saturday, March 20, 2010

Move-Out: Friday, March 26, 2010

Important

Group requires a **24-hour hold** on all assigned meeting rooms and function space starting at 1:00 p.m. on Sunday, March 21, 2010 through 6:00 p.m. on Friday, March 26, 2010.

Guestroom Requirements

NeighborWorks® America requests a total of 70 single guestrooms per night for this program via a Room Reservation (Housing) List. The rooming list will be provided for NeighborWorks® America staff, instructors and attendees. These individuals' guestroom charges will be master billed; **however, all incidentals will be the responsible of each individual guest.** Room rate: **Government per diem or less requested.** 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 – 350-355 Total Guest Room Nights - Master Bill for Staff /Instructors/Attendees

	Single Room	Single Room	Single Room	Single Room	Single Room	Single Room
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
# of Guest Rooms	70	70	70	70	70	5
Oakland, CA	March 21, 2010	March 22, 2010	March 23, 2010	March 24, 2010	March 25, 2010	March 26, 2010

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

Saturday, March 20, 2010 - 2:00 p.m. through Friday, March 26, 2010 - 6:00 p.m. (24-hour hold)

- (1) One Office/Storage Room (set-up): (4) Four 6-ft skirted tables with 4 (four) chairs and (2) two schoolroom tables. **Room must be large enough to accommodate 50 boxes.**

Sunday, March 21, 2010 - 1:00 p.m. through Friday, March 26, 2010 - 6:00 p.m. (24-hour hold)

- (2) Two Breakout Rooms (set-up): Each room set with: Head table with (2) two chairs and 7 crescent rounds of 6 for a capacity of 42 participants each. (2) Two schoolroom tables in rear for materials.
- **If available** (1) One General Session Room: 7 Banquet rounds of 10 for 70 participants used for Continental Breakfast (optional), AM/PM Breaks and welcoming luncheon (optional).
- Pre-Function/Registration area: Near staff office & breakout rooms set with (1) one 6-ft skirted table.

- Group prefers meeting rooms with windows if possible.
- Group requests staff office and breakout rooms to be located as close as possible to each other.
- Group requires meeting rooms with no columns or pillars.
- Group requires meeting rooms where instructors can affix flip chart papers to walls.
- Group requires 24 hour hold on the meeting rooms

Note: Office/storage room is not included in the (2) two breakout rooms required for the classes. Please include meeting room policy and all costs associated with set-up requirements.

Signage:

Each meeting room as well as the registration area requires (1) one easel for signage plus 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 70 people (Optional) | Monday-Friday |
| • AM Break: 10:00 a.m. for up to 70 people | Monday-Friday |
| • PM Break: 2:30 p.m. for up to 70 people | Monday-Thursday |
| • Lunch Break: 11:30 a.m. - 1:00 p.m. (Participants on their own) | |
| • Welcome Luncheon for up to 70 people (Optional) | Mon, Tues or Wed (TBD) |

Note: please include:

- *All costs associated with F&B*
- *A list of restaurants within hotel facility*
- *A list of restaurants within immediate vicinity of the hotel*

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	November 4, 2009
Deadline for proposal	November 18, 2009
Selection of vendor/contract negotiation	November 25, 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 Wednesday, November 18, 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
 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 providing 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