

**Combined Synopsis/Solicitation: 49100419Q1043
NRT In-Person Panels**

- (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 49100419Q1043 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 The facility must provide the following space(s):</p> <p>One (1) large general session meeting room is required for May 10, 2019. General session must accommodate up to 80 attendees when configured for round table seating (6-8/table). This large session meeting room must be available at 7:00 a.m. – 1:00 p.m. Friday, May 10, 2019.</p> <p>INTRO - One (1) medium general session meeting room is required for May 8, 2019. General session must accommodate up to 80 attendees when configured for theater seating. This session meeting room must be available at 7:00 a.m. – 10:00 a.m. Wednesday, May 8, 2019.</p> <p>Six (6) meeting rooms are required from 7 a.m., May 8, 2019 – 6:00 p.m., 7 a.m., May 9, 2019 – 6:00 p.m. Each meeting room must accommodate up to 15 participants/w 12 laptops when configured for a boardroom set-up.</p> <p>Wireless high-speed internet access must be available in the large general session room and in the breakout room. All of the meeting space above is to only be utilized by NSF for the duration of the meeting.</p>
2	<p>AUDIO VISUAL REQUIREMENT</p> <p>General session room requirements: one (1) overhead projection screen; one (1) LCD projector configured for use with an NSF-provided laptop; one (1) podium with one (1) podium microphone and one (1) wireless microphone; one (1) portable, hand-held, wireless microphones; and, wireless internet connection. All applicable fees must be included.</p> <p>Meeting room requirements: Wireless internet connection needed for all meeting attendees each day; one easel with (1) flip chart with pad required in each room. All applicable fees must be included. NSF will be utilizing an outside contractor to deliver and set-up laptops.</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>SLEEPING ROOMS REQUIREMENT</p> <p>The facility must provide overnight accommodations (single, private rooms with private baths) for up to 70 participants for three nights (May 7-9), with checkout on May 10th. All lodging rooms must be at the same location as the conference facility. Wireless internet access connection is required in sleeping rooms. All applicable fees must be included. Meeting participants will be responsible for making their own reservations and paying for their own sleeping rooms.</p>
4	<p>FOOD REQUIREMENT</p> <p>The conference center must provide meals for 60 attendees, consisting of three (3) morning snacks (May 8, 9, and 10) and two (2) afternoon snacks (May 8 and 9).</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>
5	<p>ON-SITE PARKING REQUIREMENT</p> <p>The facility must provide parking on-site for retreat participants near or within walking distance to lodging or conference room.</p>

*** 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, audio-visual equipment, sleeping rooms, and meals of a high-quality conference center for the 3-day NSF Research Traineeship Panel Meeting. The meeting being held May 8 -10, 2019. The meeting space will be required all day Wednesday, May 8, 2019 – Friday, May 10, 2019. **The facility must be located near Alexandria, VA area 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 located near Alexandria, VA area and within a 10-minute walking distance from a Metro station.
- (xiv) This is not a Defense Priorities and Allocations System (DPAS) rated acquisition.
- (xv) **Quotes are due at 12:00 p.m. EST, on Wednesday, March 20, 2019.** 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.