

**Combined Synopsis/Solicitation: 49100419Q1046**  
**Macrosystems Biology and NEON-Enabled Science PI 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 49100419Q1046 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><b>MEETING SPACE REQUIREMENT</b></p> <p>Registration The hotel or conference center must provide a registration table set up outside the general session meeting room on May 15, 2019 from 8:00 to 9:30 am.</p> <p>Large General Session Room The hotel or conference center must provide one large general session meeting room, set up in theatre style that will seat 120 attendees on May 15-16, 2019 from 8:00 am to 6:00 pm and May 17, 2019 from 8:00 am – 2:00 pm.</p> <p>Exhibit Space The hotel or conference center must provide one large exhibit room and/or exhibit space, set up in flow style that will display 16 poster stands with dimensions of 4’ x 8’ on May 15, 2019 from 8:00am to 5:00pm. 16 poster stands with dimensions of 4’ x 8’ are desired in the poster exhibit space.</p> <p>Breakout Rooms The hotel or conference center must provide four breakout rooms with tables and chairs for 20-25 people on May 15, 2019 from 8:00am to 5:00pm, May 16, 2019 from 1:00pm to 5:00pm, and May 17, 2019 from 10:30am to 12:00pm.</p> <p><b>NSF will use an outside vender to set up and tear down poster boards in the exhibit space.</b> All of the meeting space above is to only be utilized by NSF for the duration of the panel meeting. Access should be provided to the meeting through 7:00p.m. on Wednesday and Thursday night; Assistance is required for both days with AV Support.</p>
2	<p><b>AUDIO VISUAL AND INTERNET REQUIREMENT</b></p> <p>General Session Room The hotel or conference center must provide one overhead projection package, one laptop, one podium with microphone, two additional microphones (wireless),</p>

	<p>and on-site IT assistance from May 15 to 17, 2019.</p> <p>Wireless high-speed internet access must be available to all attendees in the large general session room, in the poster exhibit space, in the breakout rooms and in public areas.</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><b>FOOD REQUIREMENT</b></p> <p>The hotel or conference center must provide light refreshments for 75 attendees for morning and afternoon breaks for May 15-17, 2019.</p> <p>Light refreshments may include, but are not limited to coffee, tea, milk, juice, soft drinks and other beverages, donuts, bagels, muffins, cookies and other baked goods, fruit, energy bars, yogurt, nuts, pretzels, and chips.</p> <p>The cost of the AM/PM break combined cannot exceed \$25 per person, per day, inclusive of ALL fees.</p> <p><b>NOTE: Pursuant to the National Science Foundation Authorization Act of 1988, NSF may use appropriated funding for special activities which includes meals and beverages.</b></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, and audiovisual equipment at a high-quality hotel or conference center for the Macrosystems Biology and Early NEON Science PI Meeting to be held on May 15 to 17, 2019. The hotel or conference center must be located in Boulder, Colorado. **The hotel or conference center must have restaurants nearby or have a restaurant on site.**
- (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 Boulder, Colorado and must have restaurants nearby or have a restaurant on site.
- (xiv) This is not a Defense Priorities and Allocations System (DPAS) rated acquisition.
- (xv) **Quotes are due at 12:00 p.m. EST, on Monday, March 25<sup>th</sup>, 2019.** Quotes shall be emailed to the contract specialist, Angela Johnson, at [anjohnso@nsf.gov](mailto: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](mailto:anjohnso@nsf.gov) or (703) 292-7910.