

25 October 2019

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: Contracting Officer: Keta Peterson  
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Fort Meade, MD 20755  
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Email: keta.s.peterson.civ@mail.mil  
Project Title: DMA Strategic Planning Session

SUBJECT: Request for Quote (RFQ) to purchase meeting space for strategic planning session

1. DMA Contracting department is accepting quotes for the procurement of the use of meeting space for a 5-day Strategic Planning Session. The requirements are as follows:

- Dates/Time: November 4-8, 8:00am to 5:00 pm daily
- November 4:
  - Morning: 55 people in an Auditorium-style setup for Plenary Session
  - Afternoon: Large room that can hold 55 people that will break up into two
- November 5: Large room for workgroup setup that can hold 55 people that will break up into two groups in the same room
- November 6:
  - 8:00am to 12:00pm: Workgroup setup- Large room that can hold 55 people that will break up into two groups in the same room
  - 1:00-5:00pm: 55 People: Auditorium-style setup for a mid-check-in conference
- November 7: Workgroup setup-Large room that can hold 55 people that will break up into two groups in the same room
- November 8:
  - Morning: Workgroup setup- 55 people all day in large room for two working groups in the same room
  - Afternoon: 55 people in the Auditorium-style setup for Plenary Session

- General Requirements:
  - Auditorium-style setup supporting up to 55 people:
    - Presentation capability
    - Podium
    - Audio support for presenters
  - Large Room-Workgroup setup supporting 55 people (two U-shape setups) :
    - Presentation capable
    - 2 Whiteboards
    - 4 Flips Charts on easels
    - Power strips to support up to 15 laptops
    - Must be a private room for proprietary discussions

The proposed price should include all fees for space use. Lunch should NOT be included in the proposed pricing. Light refreshments may be included if it is a standard part of the meeting space pricing structure. Billeting should not be included in this pricing.

2. This is a Request for Quote. This is NOT an order. ALL quotes are due by **12:00pm EST on 30 OCTOBER 2019** via e-mail to: [keta.s.peterson.civ@mail.mil](mailto:keta.s.peterson.civ@mail.mil). LATE QUOTES WILL NOT BE ACCEPTED UNLESS IN THE BEST INTEREST OF THE GOVERNMENT AS DETERMINED BY THE CONTRACTING OFFICER.

3. If you are interested in submitting a proposal, please submit the quote before the due date. Offerors should propose the most advantageous price available as discussions are not anticipated for this requirement. While discussions are not anticipated, the government reserves the right to hold discussions with offerors at our sole discretion. Award may be made based on Lowest Priced Technically Acceptable (LTPA). Additionally, the Contracting Officer reserves the right to: a. Make no awards from this RFQ or proposals submitted. b. Award to multiple bidders if in the best interest of the government. c. Award to other than the low bidder based on quality of the items proposed, delivery time and any other factors determined to be important at the discretion of the Contracting Officer.

4. Email your proposal with pricing to [keta.s.peterson.civ@mail.mil](mailto:keta.s.peterson.civ@mail.mil) no later than **12:00pm EST on 30 OCTOBER 2019**. The Contracting Officer is the only authorized representative that may obligate funds on behalf of the US Government.