

U.S. Probation & Pretrial Services

Northern District of Texas



Request for Quotes

2019 Court Services Best Practices Training

The U.S. Probation and Pretrial Services Office, Northern District of Texas, seeks a venue that can provide hotel and meeting rooms, meals, parking, and audio visual services for up to 54 guests (details below). The event is scheduled for February 4-February 7, 2019. Quotes shall be provided based upon the criteria outlined in this Request for Quote (RFQ).

Venue Requirements

- The venue must be located *no less than* 50 miles away from any of our divisional offices (see last page). The venue must be in good repair with modern amenities, and offer a variety of dining options within walking distance (1/2 mile).

Lodging Requirements

- Lodging is required for 17 guests the night of February 4, and 54 guests the nights of February 5 and 6th, 2019
- Standard hotel amenities, laundry service, fitness center, Wi-Fi, shall be provided.

Meal/Dining Requirements

- Breakfast and lunch shall be provided as follows:
 - **February 5 (Tuesday)**
 - Breakfast and Lunch shall be provided for 17 guests.
 - **February 6 (Wednesday)**
 - Breakfast and lunch shall be provided for 54 guests.
 - **February 7 (Thursday)**
 - Breakfast and lunch shall be provided for 54 guests.
- All breakfast and lunch meals may be served buffet style.
- The venue will offer three meal choices, including vegetarian and gluten free options.
- A choice of desserts will be served at the lunch meals.
- Coffee, water, soda and iced tea shall be provided throughout the day from February 5 thru February 7 to accommodate the group size.
- Venue will provide mid-morning and mid-afternoon breaks each day with refreshments to accommodate the group size to be included in the meeting room fee.
- Please include per person per day pricing for all meals and refreshments.

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Conference Room Requirements

- February 5 (all day): Conference room to accommodate 54 guests in half rounds
- February 6 (all day): Conference room to accommodate 54 guests in half rounds
- February 7 (all day): Conference room to accommodate 54 guests in half-rounds

Audio Visual Requirements

- The venue shall provide audio visual solutions as follows.
 - February 5 (all day): projector, screen, lavalier microphone
 - February 6 (all day): projector, screen, lavalier microphone
 - February 7 (all day): projector, screen, lavalier microphone
- High quality WIFI available at no cost to attendees

Quote Submissions & Selection Process

Please note, actual numbers and AV requirements may be slightly modified as the agenda is developed. However, for comparison purposes between offerors, please base your offers utilizing the numbers provided in this RFQ. **Lodging and meal quotes should be in line with federal government per diem for the region, prorated based on the venue providing two meals only each day. All quotes shall be received no later than Wednesday, December 19, 2018 at 5:00 pm.**

Quotes may be emailed, mailed, or faxed to the following contact:

Deputy Chief Sharon D. Stewart
Contracting Officer
1100 Commerce Street, Room 1329
Dallas, TX 75242
Email: Sharon_Stewart@txnp.uscourts.gov
Phone: 214-753-2513
Fax: 214-753-2570

The selection process will include a review of all quote submissions, and may include an onsite evaluation of the top contenders. A commercial agreement will be entered between the U.S. Probation and Pretrial Services office and the selected vendor.

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Divisional Office Addresses

1100 Commerce Street
Dallas, Texas 75242-1391

205 East 5th
Amarillo, Texas 79101-1559

501 West Tenth Street
Fort Worth, Texas 76102

33 E. Twohig
San Angelo, Texas 76903-6451

341 Pine Street
Abilene, TX 79601-5928

2501 Avenue J
Arlington, Texas 76006

1205 Texas Avenue
Lubbock, Texas 79401-4001

1000 Lamar Street
Wichita Falls, Texas 76301-3430