

U.S. Probation & Pretrial Services

Northern District of Texas



Request for Quotes

2025 SOEBE Training

The U.S. Probation and Pretrial Services Office, Northern District of Texas, seeks a venue that can provide hotel and meeting rooms, parking, and audio-visual services for up to forty-seven (47) guests (details below). The event is scheduled for September 16, 2025 – September 19, 2025. Quotes shall be provided based upon the criteria outlined in this Request for Quote (RFQ).

Venue Requirements

- The venue must be in good repair with modern amenities and offer a variety of dining options within walking distance (½ mile).
- Venue must be able to accept federal government per diem rates (by locality) for lodging.

Lodging Requirements

- Lodging is required for forty-seven guests the nights of September 16, 17, and 18.
- Standard hotel amenities, laundry service, fitness center, and Wi-Fi, shall be provided.

Meal/Dining Requirements

- Coffee, water, and iced tea shall be provided throughout the day (each day) to accommodate the group size on a given day.
- Refreshment will be provided at the mid-morning and mid-afternoon breaks each day to accommodate the group size.
- Per-person, per-day pricing should be included for all refreshments.

Conference/Meeting Room Requirements

- High-speed Wi-Fi should be provided in meeting rooms.
- Conference rooms should be setup as follows:
 - **Wednesday (full day):** One large meeting room to accommodate forty-seven guests.
 - Breakout room: (Large screen television(s) may be used in place of projector and projection screen.)
 - **Thursday (full day):** One large meeting room to accommodate forty-seven guests.
 - Breakout room: (Large screen television(s) may be used in place of projector and projection screen.)

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Audio Visual and Technology Requirements

- Large screen TV or projection capabilities.
- High quality Wi-Fi available at no cost to attendees.

Quote Submissions & Selection Process

Please note, the details of the conference are still being developed so additional items may be required. More details will be provided as the conference details are finalized. However, for comparison purposes between offerors, please base your offers utilizing the numbers provided in this RFQ. **The judiciary is immune from paying state and local taxes. Lodging quotes should be in line with federal government per diem for the region. All quotes shall be received no later than May 22, 2025.**

Quotes may be emailed or mailed to the following contact:

Katina Gillespie
Operations Training Specialist
1100 Commerce Street, Room 1329
Dallas, TX 75242
Email: training@txnp.uscourts.gov
Phone: 214-753-2545

The selection process will include a review of all quote submissions, along with 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.