

U.S. Probation & Pretrial Services

Northern District of Texas



Request for Quotes

2025 DFW District Meeting

The U.S. Probation and Pretrial Services Office, Northern District of Texas, seeks a venue that can provide hotel and a meeting room, parking, and audio-visual services for up to 134 guests (details below). The planned event is scheduled for one day. We have set aside three potential date ranges for this event:

- July 29, 2025
- September 3 – September 4, 2025
- September 9 – September 11, 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 accept federal government per diem rates (by locality) for lodging.

Lodging Requirements

- Lodging is required for 2 guests for one night.
- Standard hotel amenities, laundry service, fitness center, and Wi-Fi, shall be provided.

Meal/Dining Requirements

- A banquet room shall be provided for meals serving large groups. Lunch shall be provided as follows:
 - Light refreshments shall be provided for 134 guests.
 - Lunch shall be provided for 134 guests.
- All lunch meals may be served buffet style.
- The venue will offer three meal choices, including vegetarian and gluten free options.
- Coffee, water, and iced tea shall be provided throughout the day to accommodate 134 guests.
- Per-person, per-day pricing should be included for all meals and refreshments.

Conference/Meeting Room Requirements

- High-speed Wi-Fi should be provided in meeting rooms.
- Conference rooms should be setup as follows:
 - One large meeting room to accommodate 134 participants in half-rounds.

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Audio Visual and Technology Requirements*

The venue shall provide audio visual solutions to support speaker presentations. Additionally, the venue shall provide video conferencing capabilities for virtual participation using federal government Zoom account. Specific A/V requirements are as follows:

- Large meeting space: Standing podium, one lavalier microphone, two wireless handheld microphones, projector, one large projection screen.

**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.*

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. **The judiciary is immune from paying state and local taxes. All quotes shall be received no later than July 6, 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.

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Appendix A - Divisional Offices

Physical Addresses

1100 Commerce Street
Dallas, Texas 75242-1391

341 Pine Street
Abilene, TX 79601-5928

205 East 5th
Amarillo, Texas 79101-1559

2501 Avenue J
Arlington, Texas 76006

501 West Tenth Street
Fort Worth, Texas 76102

1205 Texas Avenue
Lubbock, Texas 79401-4001

33 E. Twohig
San Angelo, Texas 76903-6451

1000 Lamar Street
Wichita Falls, Texas 76301-3430