

# U.S. Probation & Pretrial Services

Northern District of Texas



## Request for Quotes

### *2026 District Meeting*

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 145 guests (details below). The event is scheduled for July 28-31, 2026, our second date option is August 4-August 7, 2026. 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 9 guests for one night (Tuesday).
- Lodging is required for remaining staff (approximately 136 guests) for two nights.
- 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. Breakfast, lunch, and dinner shall be provided as follows:
  - **Day 1 (Wednesday)**
    - Dinner shall be provided for 145 guests.
  - **Day 2 (Thursday)**
    - Breakfast, lunch, and dinner shall be provided for 145 guests.
  - **Day 3 (Friday)**
    - Breakfast and lunch shall be provided for 145 guests.
- All breakfast and lunch meals may be served buffet style. The dinner meals may be served banquet or 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 and dinner meals.
- Coffee, water, and iced tea shall be provided throughout the day to accommodate 145 guests.
- 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 meals and refreshments.

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## Conference/Meeting Room Requirements

- High-speed Wi-Fi should be provided in meeting rooms.
- Conference rooms should be setup as follows:
  - Day 1 (Wednesday afternoon): One large meeting room to accommodate 145 participants in half-rounds.
  - Day 2 (Thursday): One large meeting room to accommodate 145 guests in half-rounds. Two break-out meeting rooms are requested that can seat approximately 45 people per room, in half rounds.
  - Day 3 (Friday morning): One large meeting room to accommodate 145 guests in half rounds. Additional tables to be setup on stage for a panel discussion with seven panelists.

## Audio Visual and Technology Requirements\*

The venue shall provide audio visual solutions to support speaker presentations and a panel discussion (with audience Q&A). Additionally, the venue shall provide video conferencing capabilities for virtual participation using federal government Zoom account. Specific A/V requirements are as follows:

- Day 1 (Wednesday afternoon): Stage, projector, projection screen, lavalier microphone, four wireless handheld microphones, and standing podium.
- Day 2 (Thursday):
  - Large meeting space: Stage, standing podium, one lavalier microphone, seven wireless handheld microphones, projector, one large projection screen.
  - Breakout rooms: Lavalier microphone, projector, and projection screen. (Large screen television(s) may be used in place of projector and projection screen.)
- Day 3 (Friday morning): Stage, standing podium, one lavalier microphone, seven wireless handheld microphones, projector, and 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.*

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## 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 March 18, 2026.**

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](mailto: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