



Request for Proposal from Venues to Host

NCHEC Advisory Council Meeting Washington, DC

**Preferred date:
April 12, 2012**

**Alternate date:
April 10, 2012**

Deadline: Friday, January 27, 2012

INTRODUCTION

COMPANY BACKGROUND

Overview

NeighborWorks® America is a congressionally-chartered public nonprofit corporation that provides opportunities for families to live in affordable homes, improve their lives and strengthen their communities. NeighborWorks® America provides financial support, technical assistance, and training to over 3,000 organizations working in affordable housing and community revitalization throughout the United States.

Training Division

NeighborWorks® America is dedicated to providing the highest quality training through its Training Division. The Training Division develops and implements over 250 different events each year that serve its network organizations, the community development field as a whole, and the staff of NeighborWorks® America.

In August 2004 NeighborWorks® America launched the **NeighborWorks® Center for Homeownership Education and Counseling** (NCHEC) to address the need for expanded training, certification and support for the fragmented homeownership and housing counseling industry. The purpose of the Council is to provide input, advice and counsel to NeighborWorks® America and the NCHEC leadership on the nature and content of its programs and services and to promote the NCHEC mission. This twice yearly meeting brings together the council to discuss ongoing matters related to the homeownership and housing counseling industry.

GENERAL REQUIREMENTS AND NOTES

The following is an outline of the meeting specifications for the NeighborWorks® America NCHEC Advisory Council Meeting.

EVENT NAME

NCHEC Advisory Council Meeting

GENERAL REQUIREMENTS

Preferred Event Dates: April 12, 2012

Alternative dates: April 10, 2012

LOCATION

Washington D.C. (downtown hotel strongly preferred)

Otherwise a Metro accessible Metropolitan Area Hotel will be considered

GUESTROOM REQUIREMENTS

- Wednesday, April 11, 2012: 20 guestrooms
- Thursday, April 12, 2012: 5 guestrooms

Guestrooms will be master billed to Neighborhood Reinvestment Corporation dba NeighborWorks® America for all participants; however, all participants are responsible for their own incidentals. We require the government rate or best rate available. These rooms will be billed to the master account and a housing list will be provided. In most cases, Neighborhood Reinvestment Corporation dba NeighborWorks® America is City, Federal, and Hotel Occupancy tax exempt (documentation will be provided). NeighborWorks® America will generate the contract with the hotel.

FOOD & BEVERAGE REQUIREMENTS

Government per diem menu required - Please include continental breakfast, am break and lunch menus only.

Thursday, April 12, 2012

- Breakfast: 7:30 a.m. – 8:30 a.m. for 25 people
- AM Coffee Break
- Lunch: 12:00 p.m. – 1:00 p.m. for 25 people

Note: please include all costs associated with F & B.

PREFUNCTION AND EVENT SPACE REQUIREMENTS

Thursday, April 12, 2012 (24 hour hold)

- General Session Meeting Room needed for set-up beginning 7:00am on Thursday, April 12, 2012
- General Session Meeting begins at 8:30 a.m. on Thursday, April 12, 2012
- General Session Room set-up: Hollow Square for 25 people
- (2) Two 6-ft skirted tables in rear with (6) six chairs for staff and materials
- Group requires meeting room with no column and pillars
- Group prefers meeting room with windows
- Group requires meeting room where flip chart papers may be affixed to the meeting room walls
- AV Required: 1 LCD Projector w/Stand and 25’ VGA Connector (Laptop provided)
1 Tripod Screen w/Skirt Appropriate for viewing in Hollow Square for 25
1 Internet Connection
4 Flipcharts w/Pads & Markers

Thursday, April 12, 2012 (24 hour hold)

- Breakout Room needed for Breakfast (7:30am-8:30am) and Lunch (12:00pm – 1:00pm)
- Set-up: Rounds of 6 for 30 people used for Breakfast and Lunch

Note: please include all costs associated with set-up of these meeting rooms.

SIGNAGE

Each meeting room should have (1) one easel set outside as well as additional easels for directional signage (Group to provide signage).

SCHEDULE FOR EVALUATION PROCESS

The expected timeline for the submission and evaluation of proposals is as follows:

- RFP distributed to vendors Friday, January 13, 2012
- Deadline for proposals Friday, January 27, 2012
- Selection of vendor/contract negotiation Friday, February 3, 2012
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SUBMISSION REQUIREMENTS

1. Attachments A (Request for Proposal Response Sheet), Attachment B (Request for Proposal Budget Analysis Response Sheet) and Attachment C (Facility Self-Evaluation Greening Survey) must be completed in their entirety and submitted to NWA on or before the deadline to be considered.
2. Submit one copy of your proposal electronically with the attachments and other supporting documents to:

Vickie Clancy
 Meeting Planning Specialist II
 NeighborWorks® America
 1325 G Street, NW, Suite 800
 Washington, DC 20005
 vclancy@nw.org

3. All proposals become the property of NeighborWorks® America and will be subject to disclosure as requested upon completion of the selection process. Proprietary information that you wish to remain confidential should not be included in your response materials.

BASIS OF AWARD

NeighborWorks® America reserves the right to determine which bidders have met the base requirements of this RFP. In addition, NeighborWorks® America may reject, in whole or in part, any and all proposals, waive minor irregularities in proposals, allow an offer or to correct minor irregularities and negotiate with all responsible efforts in any matter deemed necessary to serve the best interest of NeighborWorks® America.

NeighborWorks® America reserves the right to reject any and all proposals when such rejection is in the interest of NeighborWorks® America, to reject the proposal of a bidder who has not met the prerequisites of the bid proposal or who has previously failed to perform properly or complete on time contracts of a similar nature, and to reject the proposal of a bidder who is not in the sole opinion of NeighborWorks® America, able to perform the contract to the sole satisfaction of NeighborWorks® America.

NeighborWorks® America also reserves the right to waive any informalities and technicalities in the bidding. NeighborWorks® America reserves the right, however, to award the contract in accordance with its best interest and will not be required to accept the lowest bid. Responses will be evaluated using the following criteria:

- Summary of Proposal attached to RFP
- Preference will be given to U.S. General Services Administration Schedule contractors
- Organizational and technical capacity of the vendor (support, responsiveness, follow-up)
- Ability to provide all the services requested
- Timely and complete response to RFP
- Evidence of successfully conducting similar services for other agencies, companies or organizations
- Cost/fees
- Statement/record of Equal Opportunity/Affirmative Action
- Include Greening Policies