

**Attachment 5
Submission Form for
Technical Proposal
(Full Service)**

A. Proposer's name, address, telephone and fax numbers, email and federal tax identification number.

Firm (Legal Name):	
Address:	
Address Line 2:	
City, State, Zip code	
Contact:	
Title:	
Phone Number:	
Fax Number:	
Email Address:	
Federal Tax ID Number:	
Web Site:	

B. **Estimated Meeting and Function Room Block:**

Propose Meeting and Function Rooms schedule, including the date, time, and a description of the set is detailed below. Please add the Function room name, square footage, noting dimensions, any odd shapes, angles, pillars and other salient characteristics). Enter "n/a" for any items that are not applicable.

Time	Function	Set Up	Expected Attendance	Room Name Sq. Footage
Sunday, September 9, 2012				
Set up day				
5:00 p.m. – 24 hr hold	Staff Office	Conference	5	
5:00 p.m. – 24 hr hold	AV Storage	Empty Room		
5:00 p.m. – 24 hr hold	Faculty Office	Rounds of 7	14	
5:00 p.m. – 24 hr hold	Registration desk	(2) 6ft tables	100	
5:00 p.m. – 24 hr hold	Breakout #1	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
5:00 p.m. – 24 hr hold	Breakout #2	Crescent rds of 5, (1) head	35	

Time	Function	Set Up	Expected Attendance	Room Name Sq. Footage
		table for 2, (1) schoolroom table in back of room for 2		
5:00 p.m. – 24 hr hold	Breakout #3	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
5:00 p.m. – 24 hr hold	Breakout #4	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
Monday, September 10th – Thursday, September 13, 2012				
24 hour hold	Staff Office	Conference	5	
24 hour hold	AV Storage	Empty Room		
24 hour hold	Faculty Office	Rounds of 7	14	
24 hour hold	Registration desk	Registration (outside General Session Room)		
8:30 a.m. – 5:00 p.m.	Breakout #1	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
8:30 a.m. – 5:00 p.m.	Breakout #2	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
8:30 a.m. – 5:00 p.m.	Breakout #3	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
8:30 a.m. – 5:00 p.m.	Breakout #4	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
7:00 – 9:00 a.m.	Breakfast	Rounds	80 - 105	
10:00 – 10:30 a.m.	AM Break	Foyer	80 - 105	
11:30 a.m. – 1:30 p.m.	Lunch	Rounds	80 - 105	
3:00 – 3:30 p.m.	PM Break	Foyer	80 - 105	
Friday, September 14, 2012				
12:00 a.m. – 2:00 p.m.	Staff Office	Conference	5	
24 hour hold	AV Storage	Empty Room		
12:00 a.m. – 2:00 p.m.	Faculty Office	Rounds of 7	14	
12:00 a.m. – 2:00 p.m.	Registration desk	Registration (outside General Session Room)		
8:30 a.m. – 12:00 p.m. (12:00 – 2:00 p.m. AV strike)	Breakout #1	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
8:30 a.m. – 12:00 p.m. (12:00 – 2:00 p.m. AV strike)	Breakout #2	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
8:30 a.m. – 12:00 p.m. (12:00 – 2:00 p.m. AV strike)	Breakout #3	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
8:30 a.m. – 12:00 p.m. (12:00 – 2:00 p.m. AV strike)	Breakout #4	Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2	35	
7:00 – 9:00 a.m.	Breakfast	Rounds	80	
10:00 – 10:30 a.m.	AM Break	Foyer	80	

Time	Function	Set Up	Expected Attendance	Room Name Sq. Footage
Saturday, September 15, 2012				
12:00 a.m. – 8:00 a.m.	AV Storage	Empty Room		

Are Meeting and Function Rooms compliant with American Disabilities Act (ADA)?

Yes	
No	

Can the Program use its own audio-visual equipment and labor at no additional charge?

Yes	
No	

Please include an audio-visual price list sheet with this proposal for the Program.

C. Propose Sleeping Room schedule. Enter “n/a” for any items that are not applicable.

Date	Type of Sleeping Room	Estimated Number of Sleeping Rooms	Confirm Number of Rooms able to provide
Sunday, Sept 9, 2012	Single/Double Occupancy	90	
Monday, Sept 10, 2012	Single/Double Occupancy	90	
Tuesday, Sept 11, 2012	Single/ Double Occupancy	90	
Wednesday, Sept 12, 2012	Single/ Double Occupancy	70	
Thursday, Sept 13, 2012	Single/ Double Occupancy	70	
Friday, Sept 14, 2012	Single/ Double Occupancy	2	
		412	

Are Sleeping rooms compliant with American Disabilities Act (ADA)?

Yes	
No	

D. Propose the cut-off date for reservations: _____

E. Propose Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing.

Type of Group Meal	Detailed Food and Beverage Menu
Monday, Sept 10, 2012	
Breakfast Buffet	
AM Break	
Lunch – Plated and Buffet options	
PM Break	
Tuesday, Sept 11, 2012	
Breakfast Buffet	
AM Break	
Lunch – Plated and Buffet options	
PM Break	
Wednesday, Sept 12, 2012	
Breakfast Buffet	
AM Break	
Lunch – Plated and Buffet options	
PM Break	
Thursday, Sept 13, 2012	

Type of Group Meal	Detailed Food and Beverage Menu
Breakfast Buffet	
Lunch – Plated and Buffet options	
AM Break	
PM Break	
	Friday, Sept 14, 2012
Breakfast Buffet	
AM Break	

Are you able to provide Kosher Meals at the same price as the group rate?

Yes	
No	

If No, What is the cost of Kosher Meals? _____

Please indicate where your Kosher Meals come from:

F. Other Program Needs (identify if included in other proposed pricing):

Item No.	Description	Approved (please note if approved)	Alternative
1.	Complimentary Registration area telephone		
2.	(10) Complimentary easels		
3.	(2) Complimentary Wired Internet for Registration and Staff Office		
4.	Staff Office and AV storage area on total		

