**Attachment 5**

**Submission Form for**

**Technical Proposal**

**(Full Service)**

1. 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: |  |
| Email Address: |  |
| Federal Tax ID Number: |  |
| Web Site: |  |
| Hotel Check-in and Check-out Time |  |
| Guest Room Reservation Cancellation Policy |  |

Please indicate which date(s) you are offering for the program

|  |  |  |
| --- | --- | --- |
| **Dates** | **Yes** | **No** |
| June 17 – 19, 2014 |  |  |
| June 18 – 20, 2014 |  |  |

1. 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** |
| --- | --- | --- | --- | --- |
| **Date 1: set up day only** | | | | |
| 6:00 p.m. – 24 hr. hold | Staff Office | Conference | 6 |  |
| 6:00 p.m. – 24 hr. hold | AV Storage | Empty Room |  |  |
| 6:00 p.m. – 24 hr. hold | Faculty Room | Conference Set Up | 10 |  |
| 6:00 p.m. – 24 hr. hold | Registration | 3 6ft Tables | Flow |  |
| 6:00 p.m. – 24 hr. hold | General Session  (this room will be used as the GS and working lunch) | 25 rounds of 6  Riser, podium, screen  head table for 2 – 3, one classroom table in back of the room w/ 2 chairs  **\*Provide fit to scale diagram and send with proposal** | 150 |  |
| 6:00 p.m. – 24 hr. hold | Plenary  (guest will move from the GS/lunch room into the plenary room) | 25 rounds of 6  Riser, podium, screen  head table for 2 – 3, one classroom table in back of the room w/ 2 chairs  **\*Provide fit to scale diagram and send with proposal** | 150 |  |
| 6:00 p.m. – 24 hr. hold | Breakout # 1  ***(the GS/lunch room can be used for breakouts)*** | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 6:00 p.m. – 24 hr. hold | Breakout #2 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 6:00 p.m. – 24 hr. hold | Breakout # 3 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 6:00 p.m. – 24 hr. hold | Breakout #4 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 6:00 p.m. – 24 hr. hold | Breakout # 5 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| **Date 2**  **Registration 9 – 11 a.m.**  **Program 11 a.m. – 6 p.m.** | | | | |
| 6:00 a.m. – 24 hr hold | Staff Office | Conference | 6 |  |
| 6:00 a.m. – 24 hr hold | AV Storage | Empty Room |  |  |
| 6:00 a.m. – 24 hr hold | Faculty Room | Conference Set Up | 10 |  |
| 6:00 a.m. – 24 hr hold  Starting @ 9:00 a.m. | Registration | 3 6ft Tables | Flow |  |
| 6:00 a.m. – 24 hr hold  \*11:00 a.m. –  12:30 p.m.\* | General session / working lunch | 25 rounds of 6  Riser, podium, screen  head table for 2 – 3, one classroom table in back of the room w/ 2 chairs | 150 |  |
| 6:00 a.m. – 24 hr. hold  12:45 – 2:15 p.m. | Plenary  (*guest will move from the GS/lunch room into the plenary room*) | 25 rounds of 6  Riser, podium, screen  head table for 2 – 3, one classroom table in back of the room w/ 2 chairs | 150 |  |
| 6:00 a.m. – 24 hr. hold  2:20 – 5:00 p.m. | Breakout # 1  ***(the GS/lunch room can be used for breakouts)*** | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 6:00 a.m. – 24 hr. hold  2:20 – 5:00 p.m. | Breakout #2 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 6:00 a.m. – 24 hr. hold  2:20 – 5:00 p.m. | Breakout # 3 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 6:00 a.m. – 24 hr. hold  2:20 – 5:00 p.m. | Breakout #4 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 6:00 a.m. – 24 hr. hold  2:20 – 5:00 p.m. | Breakout # 5 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 3:30 – 4:00 p.m. | PM Break | Foyer | 150 |  |
| **Date 3**  **Program 8:00 am – 5:00 pm**  **\*Program ends at 2:45\***  **\*AV strike of meeting rooms 2:45 – 5:00 p.m.\*** | | | | |
| 6:00 a.m. – 5:00 pm | Staff Office | Conference | 6 |  |
| 6:00 a.m. – 5:00 pm | AV Storage | Empty Room |  |  |
| 6:00 a.m. – 5:00 pm | Faculty Room | Conference Set Up | 10 |  |
| 6:00 a.m. – 5:00 pm | Registration | 3 6ft Tables | Flow |  |
| 7:00 – 8:00 a.m.  12:30 – 1:30 p.m. | Breakfast & Lunch | 15 rounds of 10  Or  19 rounds of 8 | 150 |  |
| 6:00 a.m. – 5:00 pm  8:00 – 10:00 a.m. | Plenary | 25 rounds of 6  Riser, podium, screen  head table for 2 – 3, one classroom table in back of the room w/ 2 chairs | 150 |  |
| 10:00 – 10:30 a.m. | AM Break | Foyer | 150 |  |
| 10:30 a.m. – 2:45 p.m.  \*AV strike 2:45 – 5:00 p.m.\* | Breakout # 1  ***(the Plenary Room***  ***can be used for breakouts)*** | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 10:30 a.m. – 2:45 p.m.  \*AV strike 2:45 – 5:00 p.m.\* | Breakout #2 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 10:30 a.m. – 2:45 p.m.  \*AV strike 2:45 – 5:00 p.m.\* | Breakout # 3 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 10:30 a.m. – 2:45 p.m.  \*AV strike 2:45 – 5:00 p.m.\* | Breakout #4 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |
| 10:30 a.m. – 2:45 p.m.  \*AV strike 2:45 – 5:00 p.m.\* | Breakout # 5 | 7 crescent rounds of 6  Head table for 2  Classroom table in back of room with 2 chairs | 42 |  |

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.

1. 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 |
| --- | --- | --- | --- |
| Date 1 | Single/Double Occupancy | 6 |  |
| Date 2 | Single/Double Occupancy | 140 |  |
| Date 3 | Check-out | 0 |  |
|  |  | 146 |  |

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

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Total number of ADA rooms:

1. Propose the cut-off date for reservations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Propose Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing

**(Example: Hot Breakfast - PM Break; coffee/tea/soda, healthy & junk food items, Lunch; Three Course Plated).**

| Type of Group Meal | Food and Beverage Menu |
| --- | --- |
| **Date 1** | |
| Lunch |  |
| PM Break |  |
| **Date 2** | |
| Breakfast Buffet |  |
| AM Break |  |
| Lunch |  |

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

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | (10) Complementary Easels |  |  |
| 2. | (4) Complementary Wired Internet for Registration and Staff Office |  |  |
| 3. | Staff Office and AV storage area on total lock out – complimentary lock out and keys for staff |  |  |
| 4. | Complementary room policy – please indicate how many booked rooms will earn 1 complementary room. |  |  |
| 5. | Four (4) Complementary parking |  |  |
| 6. | Group rate 2 days pre & post conference dates |  |  |
| 7. | 3 week cutoff date |  |  |
|  | **Additional Concessions Provided by the Hotel:** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Propose options for transportation to the hotel on public transportation

Discuss the various means of transportation to local airports.

|  |
| --- |
| Discuss the approximate distance from major freeways. |
|  |

**OFFER PERIOD**

A Proposer's proposal is an irrevocable offer for ninety (90) days following the proposal due date. In the event a final contract has not been awarded within this ninety (90) day period, the AOC reserves the right to negotiate extensions to this period.

**H. Signature (must be completed by proposer):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_. | | | |
| By: |  |  |  |
|  | Signature |  | Print Name |
| Title: |  |  |  |