RFP Title: Cow County Institute RFP Number: ASU EG-004-SS

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

B. Please indicate which dates you are offering for the program:

June 17 - 20, 2012	
(preferred date)	
June 19 – 22, 2012	

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C. 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.

			Expected	Room Name
Time	Function	Set Up	Attendance	Sq. Footage
_		Day #1: Set up day	<u> </u>	• 0
Day 1: Set up day	Staff Office	Conference set up	5	
12:00 – 11:59 p.m.		w/ space for tables along the		
		walls for materials		
Day 1: Set up day	AV Storage	Empty Room		
12:00 – 11:59 p.m.				
Day 1: Set up day	Faculty room	2 rounds	10	
12:00 – 11:59 p.m.	Danistastiau	2 -1	100	
Day 1: Set up day	Registration	2 classroom	100	
12:00 – 11:59 p.m. Day 1: Set up day	General Session	Rounds of 6 – 8	100	
5:00 – 11:59 p.m.	Set Up	Head table for 10 on Stage	100	
Day 1: Set up day	Meeting Room	Conference	15	
5:00 – 11:59 p.m.	Meeting Room	Conference	13	
Day 1: Set up day	Breakout #1	Crescent rounds 6 – 8, head	50	
5:00 – 11:59 p.m.	Dicaκout #1	table, 1 6ft table in back of	30	
3.00 11.37 p.m.		room		
Day 1: Set up day	Breakout #2	Crescent rounds 6 – 8, head	50	
5:00 – 11:59 p.m.		table, 1 6ft table in back of		
_		room		
		Day #2		
Day 2:	Staff Office	Conference set up	5	
24 hr hold		w/ space for tables along the		
		walls for materials		
Day 2:	AV Storage	Empty Room		
24 hr hold	T 1:	2 1	10	
Day 2: 24 hr hold	Faculty room	2 rounds	10	
Day 2:	Registration	2 classroom	100	
24 hr hold	Registration	2 Classiooni	100	
Day 2:	General Session	Rounds of 6 – 8	100	
(8:00 a.m. – 5 p.m.)	Set Up	Head table for 10 on Stage		
24 hour hold	1			
Day 2:	Meeting Room	Conference	15	
(8:00 a.m. – 5 p.m.)				
24 hour hold				
Day 2:	Breakout #1	Crescent rounds 6 – 8, head	50	
(8:00 a.m. – 5 p.m.)		table, 1 6ft table in back of		
24 hour hold	D	room	50	
Day 2: (8:00 a.m. – 5 p.m.)	Breakout #2	Crescent rounds 6 – 8, head table, 1 6ft table in back of	50	
(8:00 a.m. – 5 p.m.) 24 hour hold		room		
7:00 – 8:00 a.m.	Breakfast	Rounds	60	
10:00 – 10:30 a.m.	AM Break	Flow	60	
12:00 – 1:00 p.m.	Lunch	Rounds	60	

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			Expected	Room Name
Time	Function	Set Up	Attendance	Sq. Footage
3:00 -3:30 p.m.	PM Break	Flow	60	
		Day #3		
Day 3:	Staff Office	Conference set up	5	
24 hr hold		w/ space for tables along the		
		walls for materials		
Day 3:	AV Storage	Empty Room		
24 hr hold				
Day 3:	Faculty room	2 rounds	10	
24 hr hold				
Day 3:	Registration	2 classroom	100	
24 hr hold				
Day 3:	General Session	Rounds of $6 - 8$	100	
(8:00 a.m. – 5 p.m.)		Head table for 10 on Stage		
24 hour hold				
Day 3:	Computer Lab Set up	Classroom	40	
3:00 p.m. – 11:59 p.m.	only			
Day 3:	Breakout #1	Crescent rounds $6 - 8$, head	50	
(8:00 a.m. – 5 p.m.)		table, 1 6ft table in back of		
24 hour hold		room		
Day 3:	Breakout #2	Crescent rounds $6 - 8$, head	50	
(8:00 a.m. – 5 p.m.)		table, 1 6ft table in back of		
24 hour hold		room		
7:00 – 8:00 a.m.	Breakfast	Rounds	90	
10:00 – 10:30 a.m.	AM Break	Flow	90	
12:00 – 1:00 p.m.	Lunch	Rounds	90	
3:00 -3:30 p.m.	PM Break	Flow	90	
		Day #4		
Day 4:	Staff Office	Conference set up	5	
12:00 a.m. – 2:00 p.m.		w/ space for tables along the		
		walls for materials		
Day 4:	AV Storage	Empty Room		
24 hr hold				
Day 4:	Faculty room	2 rounds	10	
12:00 a.m. – 2:00 p.m.				
Day 4:	Registration	2 classroom	100	
7:00 a.m. – 1:00 p.m.				
Day 4:	General Session	Rounds of $6 - 8$	100	
12:00 a.m. – 2:00 p.m.		Head table for 10 on Stage		
Day 4:	Computer Lab	Classroom	40	
12:00 a.m. – 2:00 p.m.		G. A	1.5	
11:00 a.m. – 3:00 p.m.	Meeting	Conference	15	
Day: 4	Breakout #1	Crescent rounds $6 - 8$, head	50	
12:00 a.m. – 2:00 p.m.		table, 1 6ft table in back of		
Б	D 1	room	70	
Day: 4	Breakout #2	Crescent rounds 6 – 8, head	50	
12:00 a.m. – 2:00 p.m.		table, 1 6ft table in back of		
7.00 0.00	D a1.fa 4	room	00	
7:00 – 8:00 a.m.	Breakfast	Rounds	90	
10:00 – 10:30 a.m.	AM Break	Flow	90	
40.00		Day #5		
12:00 a.m. – 8:00 a.m.	AV Storage	Empty Room		

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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.

D. Propose Sleeping Room schedule. Enter "n/a" for any items that are not applicable.

z. rropose	biceping Room se	medate. Enter	in a for any recini
		Estimated	Confirm
	Type of	Number of	Number of
	Sleeping	Sleeping	Rooms able
Date	Room	Rooms	to provide
Day #1	Single/Double	70	
	Occupancy		
Day #2	Single/Double	80	
	Occupancy		
Day #3	Single/ Double	80	
	Occupancy		
Day #4	Single/ Double	2	
-	Occupancy		
		232	

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

Yes	
No	

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

	Food and Beverage Menu
Type of Group Meal	
	Day #2:
Breakfast Buffet	
AM Break	

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т		1	Food and Beverage Menu	
1	ype of Group Meal			
Lun	ch – Plated or Buffet.			
Luii	cii – Flated of Buffet.			
	P.M. Break			
	Breakfast Buffet	Day	#3	
	Breakrast Burret			
	AM Break			
	Lunch Buffet –			
	2112			
	PM Break			
		Day	#4	
	Breakfast Buffet			
	AM Break			
Are y	AM Break ou able to provide Koshe	r Meals at the same	e price as the group rate?	
Are y		r Meals at the same	price as the group rate?	
re y	ou able to provide Koshe	r Meals at the same	price as the group rate?	
	ou able to provide Koshe Yes No		e price as the group rate?	
	ou able to provide Koshe Yes		price as the group rate?	
f No.	ou able to provide Koshe Yes No	ner Meals?		
f No.	ou able to provide Koshe Yes No , What is the cost of Kosh	ner Meals?		
f No.	ou able to provide Koshe Yes No , What is the cost of Kosh	ner Meals?		
f No.	ou able to provide Koshe Yes No , What is the cost of Kosh	ner Meals?		
f No.	ou able to provide Koshe Yes No , What is the cost of Kosh	ner Meals?sher Meals come from	om:	
If No.	Yes No What is the cost of Kosle indicate where your which your while indicate where your while your while indicate where your while	ner Meals?sher Meals come from	om: r proposed pricing):	Alternative
If No.	Yes No What is the cost of Kosle indicate where your Ko	ner Meals?sher Meals come from	om:	Alternative

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Item No.	Description	Approved (please note if	Alternative
110.		approved)	
1.	Complimentary Registration area telephone		
2.	(10) Complimentary easels		
3.	(3) Complimentary Wired Internet for		
	Registration and Staff Office		
4.	Staff Office and AV storage area on total		
	lock out – complimentary lock out and keys		
	for staff		
5.	Complimentary room policy – please indicate		
	how many booked rooms will earn 1		
	complimentary room.		
6.	(3) Complimentary parking for AV &		
	Security (OERS)		
7.	Complimentary access to executive lounge		
	for event staff (8) for meal purposes		
8.	Internet bundle package for computer lab		

	se options for transportation to the hotel on public transportation ss the various means of transportation to local airports.	
	ss the approximate distance from major freeways.	
nature (m	nust he completed by proposer):	
nature (<u>m</u>	nust be completed by proposer):	
nature (<u>m</u>	nust be completed by proposer): SIGNED this day of	·
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