**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, Zipcode |  |
| Contact: |  |
| Title: |  |
| Phone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Federal Tax ID Number: |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** |  | **Yes** | **No** |
| Date 1 (Preferred) | May 13 – 16, 2014 |  |  |
| Date 2 | May 11-14, 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**  |
| 3pm – 24 hour hold | Staff Office | Conference | 4 |  |
| 3pm – 24 hour hold | AV Storage | Empty Room | 2 |  |
| 3pm – 24 hour hold | Breakout #1 | Crescent rounds | 40 |  |
| **Date 2**  |
| 24 hour hold | Staff Office | Conference | 4 |  |
| 24 hour hold | AV Storage | Empty Room | 2 |  |
|  24 hour hold | Breakout #1 | Crescent rounds | 40 |  |
| 24 hour hold | Faculty/Hospitality Office | Conference | 4-6 |  |
| 6a – 24 hour hold | General Session (can be used for breakout #1 in the morning) | Crescent Rounds | 70 |  |
| 24 hour hold | Breakfast | Buffet/rounds | 30 |  |
| 24 hour hold | AM Break | Buffet | 30 |  |
| 24 hour hold | Lunch (separate room than the GS) | Buffet/Rounds | 30 |  |
| 24hour hold | PM Break | Buffet | 70 |  |
|  |  |  |  |  |
| **Date 3** |
| 24 hour hold | Staff Office | Conference | 4 |  |
| 24 hour hold | AV Storage | Empty Room | 2 |  |
| 24 hour hold | Faculty/Hospitality Office | Conference | 4-6 |  |
| 24 hour hold | General Session (can be used as a breakout) | Crescent Rounds | 70 |  |
| 24 hour hold | Breakfast | Buffet/rounds | 70 |  |
| 24 hour hold | AM Break | Buffet | 70 |  |
| 24 hour hold | Lunch (no speaker during lunch) | Buffet/Rounds | 70 |  |
| 24hour hold | PM Break | Buffet | 70 |  |
|  24 hour hold | Breakout #1 | Crescent rounds | 40 |  |
| 6am – 24 hour hold | Breakout #2 | Crescent Rounds | 20 |  |
| 6am – 24 hour hold | Breakout #3 | Conference | 10 |  |
| 6am – 24 hour hold | Breakout #4 | Conference | 10 |  |
| 6am – 24 hour hold | Breakout #5 | Conference | 10 |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Date 4** |
| 24 hour hold – 5p | Staff Office | Conference | 4 |  |
| 24 hour hold – 5p | AV Storage | Empty Room | 2 |  |
| 24 hour hold 5p | Faculty/Hospitality Office | Conference | 4-6 |  |
| 24 hour hold -5p | General Session | Crescent Rounds | 70 |  |
| 24 hour hold -5p | Breakfast | Buffet/rounds | 70 |  |
| 24 hour hold - 5p | AM Break | Buffet | 70 |  |
|  24 hour hold – 5p | Breakout #1 | Crescent rounds | 40 |  |
|  |  |  |  |  |

Please include a diagram of your meeting space layout with your proposal.

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 | Confirm program dates able to provide |
| --- | --- | --- | --- | --- |
| Date 1 | Single/Double Occupancy | 10 |  |  |
| Date 2 | Single/Double Occupancy | 65 |  |  |
| Date 3 | Single/ Double Occupancy | 65 |  |  |
| Date 4 |  | Check out |  |  |
|  |  | 140 |  |  |

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

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

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.

| Type of Group Meal | Food and Beverage Menu |
| --- | --- |
| **Date 2** |
| Breakfast Buffet  |  |
| AM Break |  |
| Lunch – Plated or Buffet. |  |
| PM Break |  |
| **Date 3** |
| Breakfast Buffet  |  |
| AM Break |  |
| Lunch Buffet –  |  |
| PM Break |  |
| **Date 4** |
| Breakfast Buffet |  |
| PM 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:

|  |
| --- |
|  |
|  |

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

| Item No. | Description | Approved (please note if approved) | Alternative  |
| --- | --- | --- | --- |
| 1. | (1) Complimentary Registration area telephone |  |  |
| 2. | Complimentary easels for each meeting room and registration area |  |  |
| 3. | (3) Complimentary Wired Internet for Registration and Staff Office |  |  |
| 4. | (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. |  |  |
|  | (4) Complimentary Parking Passes for event staff |  |  |

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: |  |  |  |