

1.0 Scope: The 101st Air Refueling Wing, Maine Air National Guard, will conduct its Yellow Ribbon Reintegration Program (YRRP) Post-Deployment event on Saturday, 1 April 2023. The MEANG seeks a family-friendly facility in the Greater Bangor, ME areas to provide conference space, meeting rooms, audio-visual, meals, and snacks for the event. The Government is anticipating 150 attendees.

1.1 Background: The YRRP is a Department of Defense mandated initiative designed to provide information, services, referrals, and proactive outreach programs to Air National Guard members and their families through all phases of the deployment cycle in accordance with DoD Directive 5124.02, DoD Instruction 1342.28. The overall objective of the program is to prepare and sustain Airmen and their families before and after mobilization. This event is for Airmen and their families who are assigned to the 101st Air Refueling Wing, Maine Air National Guard. During these events, Families gain practical, useful information based on curriculum designed specifically for military families. Through small group and one-on-one activities, family members learn how to maintain closeness, and leverage resources during frequent relocation, long separations, and repeated reunions. This approach provides the continuum of care needed. The venue shall provide the following as outlined below:

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## 2.0 General Requirements

- 2.0.1 Date and time of event: Saturday, 1 April 2023, at 0600 - 1700 hours. Setup is required prior to the event for inspection prior to arrival of attendees.
- 2.0.2 A walk through of all event spaces to ensure that all requests are met on Friday, March 31, 2023, no later than 1800.
- 2.0.3 All event spaces require wireless internet access to be available for attendees and staff.
- 2.0.4 Drinking water shall be consistently available throughout the event in rooms. The contractor shall provide water stations with glasses/cups, pitchers filled with water, and/or bottled water. Plastics cups will be provided in the children's areas.
- 2.0.5 Trash and recycling receptacles shall be available in all areas and maintained throughout the event.
- 2.0.6 The contractor shall provide a dedicated audio/visual person on-site to be available to assist with connections during the event and during set-up.
- 2.0.7 Parking in a ramp, or a lot adjacent to the event, is required for an estimated 100 vehicles. Parking for event attendees will be included in the contract; it will not be paid by any individual attendee. If event parking is unavailable, attendees will self-pay at nearby parking ramps.
- 2.0.8 Twenty-five (25) parking spaces in a ramp, or a lot adjacent to the event, will be reserved for self-paying community partners who are supporting the event.
- 2.0.9 Meeting space shall comply with social distancing guidelines per CDC and state and local regulations. Hand sanitizer stations should be available at the entrance to each room.
- 2.0.10 Contractor shall limit conference area entries to outsiders during the event and ensure a secure facility.
- 2.0.11 The Contractor shall ensure there is a conducive learning environment/atmosphere at the event venue to support Yellow Ribbon presentations and training.
- 2.0.12 No noise, unsightly distractions or other activities shall interfere with meeting space.
- 2.0.13 Padded chairs shall be provided to accommodate extended meetings.

## 2.1 Event Spaces to be provided by the Contractor

- 2.1.1 One (1) Yellow Ribbon (YR) General Session Event Space
  - 2.1.1.1 Capacity: large room to accommodate up to 150 attendees.
  - 2.1.1.2 Set up and available no later than: 0600, 1 April 2023
  - 2.1.1.3 Seating set-up: Round tables with table cloths.
  - 2.1.1.4 Audio-Visual Equipment:
    - 2.1.1.4.1 Two (2) projectors with two (2) projector screens – or – alternate means of displaying videos or presentations to all attendees.
    - 2.1.1.4.2 High-speed Internet for three (3) connections. One hard-wired connection is preferred, which will be provided to one computer that will be situated at either the AV table or podium.

- 2.1.1.4.3 Two (2) wireless microphones
- 2.1.1.4.4 Two (2) lavalier microphones
- 2.1.1.4.5 One (1) remote control for presentations
- 2.1.1.4.6 An area shall be set up for a presenter to connect a computer to the projectors and connect to house sound. The presenter will also require a power strip.
- 2.1.1.5 The General Session Room may be used as a potential large classroom.
- 2.1.1.6 General Session room shall be used for dining purposes.
- 2.1.1.7 One (1) American flag and (1) Maine State flag with poles and stands
- 2.1.1.8 Dressed stage with 1 podium
- 2.1.1.9 The Contractor shall ensure that YR staff are able to control access to the General Session room through locks or other means.
- 2.1.1.10 Each seat shall have a pen and note pad.

2.1.2 Four (4) Breakout Session Rooms - shall comply with social distancing guidelines per CDC and state and local regulations.

- 2.1.2.1 Capacity: 38 attendees per room
- 2.1.2.2 Set up and available no later than: 0600, 1 April 2023
- 2.1.2.3 Seating set-up: Classroom style.
- 2.1.2.4 Audio-Visual Equipment:
  - 2.1.2.4.1 One (1) 10 x 10 projector screen or larger – or - alternate means of displaying videos or presentations to all attendees
  - 2.1.2.4.2 One (1) LCD projector with connections
  - 2.1.2.4.3 One (1) A/V table
  - 2.1.2.4.4 One (1) hand-held wireless microphone or one (1) lavalier microphone with connection to house sound
  - 2.1.2.4.5 Provide sound connection to house sound for laptops to play videos
  - 2.1.2.4.6 Internet service for two (2) connections
  - 2.1.2.4.7 One (1) power strip

2.1.3 Not Used

2.1.4 One (1) Event Registration Area 2.1.4.1 Set up no later than: 1800 on 31 March 2023

- 2.1.4.2 Available from 0600 until 1300, 1 April 2023
- 2.1.4.3 This area should be in proximity to the General Session room. The area shall be used by the YR staff to provide sign-in, welcome, and orientation packages for attendees.
- 2.1.4.4 The area shall have four registration tables. The tables shall be properly dressed with table cloths and skirted. Wireless high-speed Internet access for YR staff shall be provided. A power source shall be provided for at least two computers and two printers.
- 2.1.4.5 Rope stanchions, signage, and sufficient easel stands to direct traffic to the registration area shall be available. The contractor shall provide sufficient display stands/easels able to support standard poster sized signage to place throughout the event area to provide direction to locations.

2.1.5 One (1) Operations Center Room & Storage Room

- 2.1.5.1 - Set up and available no later than: 0700, 31 March, 2023
- 2.1.5.2 The room shall have wireless Internet access for eight (8) YR staff users, and five (5) power strips. The room shall encompass a conference table with chairs. The room shall consist of the following items per-day: One (1) hotel phone with capabilities to call any inhouse number, pens and note pads, keys or digital access, water station with cups, mini refrigerator, one (1) trashcan, one (1) flatbed cart. This space must be able to be locked and secured with keys or digital access given to the Yellow Ribbon Staff.
- 2.1.5.3 Contractor shall provide a laser printer with toner supplied that is capable of printing a minimum of 28 pages per minute in black and white.

## 2.1.6 One (1) Counseling Room

2.1.6.1 - Set up and available no later than: 0600, 1 April, 2023

2.1.6.2 Should contain 2 tables and six chairs.

## 2.1.7 One (1) Vendor/Exhibitor Space

2.1.7.1 Set up and available no later than: 0600, 1 April, 2023

2.1.7.2 Located in an area adjacent to the General Session room capable of holding up to a minimum of 32 tables with 2 chairs each for vendor's displays. The tables shall be properly dressed with table cloths and skirted.

## 2.2 Food and beverage

2.2.1 The contractor shall provide breakfast and lunch. Food and beverage charges are based upon a maximum of 170 total attendees (both adult) per meal.

2.2.2 Meals will be cafeteria-style buffets, which are protected by sneeze guards. Meals will be self-serve unless CDC transmission levels are high then food will be served by event staff.

2.2.3 Menus shall be determined seven (7) days prior to event. Final (guaranteed) meal count shall be determined within seventy-two (72) hours of event by Yellow Ribbon Support Specialist and event coordinator. Menus agreed upon shall not exceed the proposed pricing.

2.2.4 Self-serve beverage stations are preferred at each meal.

2.2.5 The dining room will be in the General Session meeting room.

2.2.6 The Government will provide final quantities no later than 24 March, 2023. Billing shall be based on these quantities.

2.2.7 The contractor must be in compliance with all applicable regulations regarding food and beverage services.

2.2.8 The per-person meal charge shall not exceed the local per diem rate for M&IE expenses, which is available at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>.

2.2.9 Contractor shall provide the following:

2.2.9.1 Coffee and tea service

2.2.9.1.1 Set up and available no later than: 0700, 1 April, 2023

2.2.9.1.2 Available until: 1400, 1 April, 2023

2.2.9.1.3 Capacity: 170 adults

2.2.9.1.4 Location: in or directly adjacent to the General Event Space

2.2.9.1.5 Replenished throughout the day.

2.2.9.2 Breakfast Buffet

2.2.9.2.1 Set up and available no later than: 0700, 1 April, 2023

2.2.9.2.2 Available until: 0830, 1 April 2023

2.2.9.2.3 Capacity: 170 adults

2.2.9.2.4 Location: To be served in, or directly adjacent to, the General Event Space.

2.2.9.2.5 The breakfast buffets shall consist of the following:

2.2.9.2.5.1 Choice of assorted juices, water coffee or hot tea with condiments.

2.2.9.2.5.2 Choice of assorted fresh fruit, pastries, bagels, muffins, and yogurts.

2.2.9.2.5.3 Choice of two meats and scrambled eggs

2.2.9.2.5.4 Spreadable butter and cream cheese

2.2.9.3 Not used

2.2.9.4 Not Used

2.2.8.5 Lunch Buffet - Adult

2.2.9.5.1 Set up and available no later than: 1145, 1 April, 2023

- 2.2.9.5.2 Available until: 1300, 1 April, 2023
- 2.2.9.5.3 Capacity: 170 adults
- 2.2.9.5.4 Location: To be served in, or directly adjacent to, the General Event Space.
- 2.2.9.5.5 Choice of two (2) entrees options; minimum serving of 4 oz.
- 2.2.9.5.6 Choice of two (2) starches; minimum serving 4 oz.
- 2.2.9.5.7 Choice of two (2) vegetables; minimum serving of 4 oz.
- 2.2.9.5.8 Garden salad with at least three (3) choices of salad dressing
- 2.2.9.5.9 Choice of at least two (2) desserts
- 2.2.9.5.10 Choice of rolls or bread w (with spreadable butter)
- 2.2.9.5.11 Choices of beverages shall be provided. Beverage portions shall be at least ten (10) oz. beverages shall be offered in the following varieties:
  - 2.2.9.5.11.1 Lemonade or punch
  - 2.2.9.5.11.2 Hot tea and iced tea
  - 2.2.9.5.11.3 Coffee
  - 2.2.9.5.11.4 Water
  - 2.2.9.5.11.5 Not Used
  - 2.2.9.5.11.6 2% milk and half & half
  - 2.2.9.5.11.7 Sugar, sugar substitute, honey, and other assorted condiments shall be served as well.

2.2.9.6 Not Used

2.2.9.7 Not Used

2.2.9.8 Not Used

## 2.3 Lodging

2.3.1 The Contractor shall provide lodging for staff and attendees at the Government per diem rate for one Yellow Ribbon event. It is estimated that attendees will need lodging for a total of one (1) night (assumption: 1 room per family). Fifty-Six (56) sleeping rooms are estimated to be required for Friday night (check-in 3/31/2023) and two room nights for Saturday night 4/1/2023. In addition, the Contractor shall provide reservations at the Govt per diem rate for approximately eight (8) Yellow Ribbon Staff as early as 29 March 2023 through 2 April 2023 for a total of 89 room nights. Yellow Ribbon staff are self-pay. Final numbers will be provided no later than 7 days prior to the event.

2.3.2 Community parties choosing to utilize lodging at the event location will be self-pay, and the Government will not be responsible for any charges incurred by individuals.

2.3.3 A list of individuals/families authorized lodging will be provided to the venue; all others not on this list will be self-pay.

2.3.4 The Government will provide final quantities no later than 24 March, 2023. Billing shall be based on these quantities.

2.3.5 If lodging is not located on site then it must within reasonable walking distance.