

US Department of Agriculture (USDA)



Statement of Work

For

**Vendor Provided Large Conference Room, Four Breakout Rooms
and Audiovisual Services**

For

**2023 Region 2 All Hands Timber Meeting
FEB28, MAR01, MAR02**

For

200 Region 2 Timber Management Employees Expected to Attend

SOW Completed by William J Yemma, Consulting Forester, SAF CF

General Information

1.0 Scope of Work

Vendor to provide large conference room for 2.5 business days for general session meeting of 200 Region 2 Timber Employees and 4 X 50-person concurrent breakout rooms for .5 business days (Wednesday afternoon technical sessions for 4 X 50 per room = 200 Region 2 Timber Employees). Listed as:

1. TUE FEB28, LARGE ROOM FOR 200 ALL DAY, 1.0 BUSINESS DAYS
2. WED MAR01, LARGE ROOM FOR 200 IN MORNING, .5 BUSINESS DAYS
3. WED MAR01, 4 X 50 PERSON BREAKOUT ROOMS IN AFTERNOON, .5 BUSINESS DAYS
4. THU MAR02, LARGE ROOM FOR 200 ALL DAY, 1.0 BUSINESS DAYS
FOR ALL OF ABOVE, EACH ROOM TO HAVE VENDOR PROVIDED AUDIOVISUAL COMPUTER PROJECTION EQUIPMENT
5. FOR ALL OF ABOVE, EACH ROOM TO HAVE PODIUM, WIRELESS MICROPHONE, FLIP CHART & MARKERS
6. FOR ALL OF ABOVE, SEATING IN EITHER HALF ROUND OR CLASSROOM, WHICHEVER WORKS BEST IN EACH ROOM

In addition to above, vendor is strongly encouraged to provide hotel room block for 150 of the attendees, at GSA per diem rate. If not able to provide this number of rooms, attendees may stay at adjacent hotels within the commuting area.

2.0 Background

Vendor to provide same level of cleanliness, safety, comfort, etc. as for any standard conference facility event and all rooms must adhere to all fire, safety and security codes and standards.

Contractor Requirements

3.0 Technical Requirements / Tasks

Vendor to provide standard setup, cleanup, HVAC, water, restrooms, etc.

4.0 Government Furnished

All Discussion items and data presented are considered to property of the USDA Forest Service or it's participating meeting partners.

5.0 Deliverables / Schedule

All deliverables described in item 1.o above.

6.0 Travel

Forest Service employees will be traveling to/from the facility in USDA Forest Service vehicles, private vehicles, or staying on site. All travel costs and room reservations are the responsibility of the attendees.

7.0 Contractor's Key Personnel

Vendor to provide an on-site available contact for quick resolution of issues related to room safety or comfort and any audiovisual needs.

8.0 Security Requirements

Vendor to provide reasonable and customary safety and security for large meetings. It is important that vendor have contacts with local 911 entities in the event of safety, security or health emergency. Vendor also must have COVID-19 mitigation protocols available in the event that the County goes to high COVID-19 infection rate status during the above time period.

9.0 Data Rights

All Discussion items and data presented are considered to property of the USDA Forest Service or it's participating meeting partners.

10.0 Section 508 – Electronic and Information Technology Standards

All audiovisual equipment must be able to accept Windows 11.0 or higher operating system from notebook computers.