

**U.S. Department of Justice  
Drug Enforcement Administration**

**RFQ #: 15DDHQ23Q00000008**

**Special Notice**

**Subject: Conference Space and Catering Services**

**Posted Date: December 22, 2022**

**Response Due Date: January 8, 2023 @ 11:59 PM Eastern Standard Time (EST)**

**Place of Performance: Arlington, VA**

The U.S. Department of Justice, Drug Enforcement Administration (DEA) has a requirement for a contractor to provide conference space and catering services for DEA training. The Government intends to solicit and negotiate with only one source under the authority of FAR 13.104(b), "Only one responsible source and no other supplies or services will satisfy agency requirements. The Limited Sources Documentation is attached. The Government intends to award a purchase order to Double Tree by Hilton Washington DC – Crystal City, 300 Army Navy Drive, Arlington, VA 22202.

The Government intends to issue a single firm fixed price order in accordance with FAR Part 13. This Request for Quotation (RFQ) is being issued as a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice. This RFQ does not commit the government to pay any cost incurred in the submission of a proposal or to award a contract for these services. It is also noted that the Contracting Officer is the only individual who may legally commit the Government to the expenditure of public funds in connection with this procurement. RFQ number 15DDHQ23Q00000008 is issued on an unrestricted basis. The applicable NAICS code is 72110 - Hotels - except (Casino Hotels) and Motels and the Size Standard is \$32 Million.

The quotes will be evaluated on:

**1. TECHNICAL CAPABILITY**

**Proximity** - Contractors shall include the hotel proximity to DEA HQ, and must have the ability to provide all meeting rooms and catering services as listed in Section 2.

**Dates** – Contractors must be able to meet all of the required dates for the meeting rooms and catering services.

**2. PAST PERFORMANCE**

Contractor shall provide no more than 2 past performance points of contact.

**3. PRICE**

This RFQ document and incorporated provisions and clauses are those in effect through Federal Acquisitions Circular 2022-01, effective December 2021. This announcement constitutes only the RFQ. This acquisition incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. The full text of a clause may be accessed electronically at <https://www.acquisition.gov>. Federal Acquisition Regulation (FAR) clauses incorporated into the RFQ are: 52.212-1 Instructions to Offerors – Commercial Items (OCT 2022), 52.212-2 Evaluation – Commercial Items (OCT 2022), 52.212-3 Offeror Representations and Certifications – Commercial Items (OCT 2022), 52.212-4 Contract Terms and Conditions – Commercial Items (OCT 2022), and 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items

(JAN 2021). The Government anticipates award of a single firm fixed price purchase order. This is an all or none requirement. Award basis is lowest price technically acceptable.

A determination by the Government not to compete this proposed contract acquisition based upon responses to the notice is solely within the discretion of the Government. Information received will normally be considered solely for the purpose of determining whether to conduct a competitive procurement.

All questions or interested vendors shall submit capabilities statement complete with information that shows that they can meet the requirements and delivery dates for the services (hotel proximity to HQ, ability to provide meeting room and catering services) and shall be submitted in writing via email to [Teresa.A.RoshauDelgado@dea.gov](mailto:Teresa.A.RoshauDelgado@dea.gov) by January 3, 2023 at 11:59 PM, EST. The quotes shall be submitted to [Teresa.A.RoshauDelgado@dea.gov](mailto:Teresa.A.RoshauDelgado@dea.gov) by January 8, 2023 at 11:59 PM, EST.