

## **Statement of Requirements**

*IRA C. Eaker Center for Leadership Development  
Commanders' School  
525 Chennault Cir, Bldg 1404,  
Maxwell AFB, AL 36112*

### *Embassy Suites AV Package & Support Services*

**1.0 PURPOSE.** Contract with Embassy Suites to provide Audio Visual (AV) equipment and setup, technical support, conference room configuration changes and manage snack set-up and tear-down to assist during Pre-Command Team Training (PCTT) course executions at the Embassy Suites Hotel.

**2.0 DESCRIPTION OF ITEMS.** Commanders' Professional Development School (CPDS), on behalf of the United States Air Force (USAF), will conduct four (4) sessions of Pre-Command Team Training (PCTT) (23A – 23E) at the Embassy Suites Montgomery (Embassy Suites). Each session contains around 150 Active Duty Commanders, Senior Non-Commissioned Officers, and their Spouses plus instructors and speakers: utilizing Embassy Suites hotel rooms, conference room space, and food/beverage services via USAF Letter of Intent (LOI). This summary addresses a separate sole source contract, which may be negotiated with the Embassy Suites or their sub-contractor(s) for Audio-Visual (A/V) equipment/personnel and event area setup in support of this LOI.

#### **2.1 COURSE DATES**

- 2.1.1 23A: 30 January - 8 February 2023
- 2.1.2 23B: 6-15 March 2023
- 2.1.3 23C: 17-26 April 2023
- 2.1.4 23D: 15-24 May 2023

#### **2.2 CONNECTIVITY SUPPORT**

- 2.2.1 Contractor will supply cables required between government laptops and the facility's AV devices to conduct PowerPoint presentations and ensure that sufficient power sources are available for students to plug in their laptops
- 2.2.2 Contractor will schedule a pre-course dry-run with course directors to test connectivity.
- 2.2.3 Contractor will stand by during course execution to troubleshoot connectivity and other technical issues that may arise, e.g., no sound during video playback, interruption of Wi-Fi, etc.
- 2.2.4 Contractor will establish Wi-Fi access for staff in conference rooms.
- 2.2.5 Contractor will work closely with Commanders' School course directors to verify requirements three weeks prior to each course session.
- 2.2.6 Contractor will work with facility to have equipment, such as screens, mics, and cables available as outlined below.
- 2.2.7 Contractor will offer advice if a remote person is having issue.
- 2.2.8 Contractor will troubleshoot if the Wi-Fi or Wired Internet connection fails

#### **2.3 A/V EQUIPMENT REQUIREMENT**

- 2.3.1 A/V Technician expected on-site each day for troubleshooting/support services.

2.3.2 State Boardroom and Governor's Room will have the same A/V equipment needs and event area **Layout** each day of courses. Weeks 1, 3, 5 & 7 will have the same A/V equipment needs and event area **Layout** each day. Secure Wi-Fi Network for Course Directors and Instructors; accessible with password protection across all conference space; data speeds sufficient to host multiple users and streaming video demands. (see below/attached Excel Doc, PCTT – AY23 – Embassy Suites – Weekly – Audio-Visual-Layout).

### 2.3.3 COURSE A/V EQUIPMENT NEEDS BY WEEK

#### 2.3.3.1 COURSE DATES - NO A/V REQUIRED FOR THE FOLLOWING DATES IN GOVERNOR'S AND STATE BOARDROOMS – ALL DAYS – 7:00 AM – 5:30 PM

- 2.3.3.1.1 23A – Week 1 - Monday, 30 Jan 23 – Friday, 3 Feb 23
- 2.3.3.1.2 23A – Week 2 - Monday, 6 Feb 23 – Wednesday, 8 Feb 23
- 2.3.3.1.3 23B – Week 3 - Monday, 6 Mar 23 – Friday, 10 Mar 23
- 2.3.3.1.4 23B – Week 4 - Monday, 13 Mar 23 – Wednesday, 15 Mar 23
- 2.3.3.1.5 23C – Week 5 - Monday, 17 Apr 23 – Friday, 21 Apr 23
- 2.3.3.1.6 23C – Week 6 - Monday, 24 Apr 23 – Wednesday, 26 Apr 23
- 2.3.3.1.7 23D – Week 7 - Monday, 15 May 23 – Friday, 19 May 23
- 2.3.3.1.8 23D – Week 8 - Monday, 22 May 23 – Wednesday, 24 May 23

#### 2.3.3.2 EQUIPMENT REQUIRED FOR UNEVEN WEEK SESSIONS

##### 2.3.3.2.1 APPLICABLE DATES

- 2.3.3.2.1.1 23A – Week 1 - Monday, 30 Jan 23 – Friday, 3 Feb 23
- 2.3.3.2.1.2 23B – Week 3 - Monday, 6 Mar 23 – Friday, 10 Mar 23
- 2.3.3.2.1.3 23C – Week 5 - Monday, 17 Apr 23 – Friday, 21 Apr 23
- 2.3.3.2.1.4 23D – Week 7 - Monday, 15 May 23 – Friday, 19 May 23

##### 2.3.3.2.2 ROOM SETUP AND EQUIPMENT

2.3.3.2.2.1 **Governor's Room** – Monday-Friday – 7:00am – 5:00pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

2.3.3.2.2.2 **State Boardroom** – Monday-Friday – 6:30am – 5:30pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

2.3.3.2.2.3 **Capitol Ballroom** – Monday-Friday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 42 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

2.3.3.2.2.4 **Salon AB** – Monday-Friday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 42 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package

2.3.3.2.2.4 **Salon DEF** – Monday-Friday – 7:00am – 5:00pm

**Layout:** Classroom Setup - 75 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package, 2x Wireless Handheld Microphone with Stand, 1x Wireless Lavalier Microphone

2.3.3.2.2.4 **Embassy I** – Monday Night “Icebreaker” – 6:00pm – 7:30pm

**Layout:** Cocktail Tables – 150 Attendees, Cash Bar(s), Heavy Hors d’oeuvres

**A/V:** None

2.3.3.2.2.4 **Embassy I & II** – Thursday – 7:00am – 5:30pm

**Layout:** 3x Stage Segments w/2 Chairs, Small Table, Water/Tissue Box; Banquet Rounds – 156 Seats, 2 Tables for Instructors

**A/V:** 2x LCD Display Package, 2x Power Strips, 3x Wireless Handheld Microphone with Stand, 2x Wireless Lavalier Microphone

### 2.3.3.3 EQUIPMENT REQUIRED FOR EVEN WEEK SESSIONS

#### 2.3.3.3.1 23A – WEEK 2 - MONDAY, 6 FEB 23 – WEDNESDAY, 8 FEB 23:

2.3.3.3.1.1 **Governor’s Room** – Monday-Friday – 7:00am – 5:00pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

2.3.3.3.1.2 **State Boardroom** – Monday-Friday – 6:30am – 5:30pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

2.3.3.3.1.3 **Salon A** – Monday-Wednesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 21 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package

2.3.3.3.1.4 **Salon B** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 21 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package

2.3.3.3.1.5 **Salon DE** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 57 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package

2.3.3.3.1.6 **Salon DE** – Wednesday – 7:00am – 5:00pm

**Layout:** Classroom Setup - 57 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

**2.3.3.3.2 23B – WEEK 4 - MONDAY, 13 MAR 23 – WEDNESDAY, 15 MAR 23:**

**2.3.3.3.2.1 Governor's Room** – Monday-Friday – 7:00am – 5:00pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

**2.3.3.3.2.2 State Boardroom** – Monday-Friday – 6:30am – 5:30pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

**2.3.3.3.2.3 Salon AB** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 21 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

**2.3.3.3.2.4 Salon DE** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 57 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

**2.3.3.3.2.5 Salon DE** – Wednesday – 7:00am – 5:00pm

**Layout:** Classroom Setup - 57 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

**2.3.3.3.3 23C – WEEK 6 - MONDAY, 24 APR 23 – WEDNESDAY, 26 APR 23:**

**2.3.3.3.3.1 Governor's Room** – Monday-Friday – 7:00am – 5:00pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

**2.3.3.3.3.2 State Boardroom** – Monday-Friday – 6:30am – 5:30pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

**2.3.3.3.3.3 Salon A** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 21 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

**2.3.3.3.3.4 Salon B** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 21 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

**2.3.3.3.3.5 Salon DE** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 57 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

**2.3.3.3.3.6 Salon DE** – Wednesday – 7:00am – 5:00pm

**Layout:** Classroom Setup - 57 Seats, 1 Table for Instructors

**A/V:** Client's LCD Display Package

**2.3.3.3.4 23D – WEEK 8 - MONDAY, 22 MAY 23 – WEDNESDAY, 24 MAY 23:**

**2.3.3.3.4.1 Governor’s Room** – Monday-Friday – 7:00am – 5:00pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

**2.3.3.3.4.2 State Boardroom** – Monday-Friday – 6:30am – 5:30pm

**Layout:** General Session/Congress – Existing Setup

**A/V:** None

**2.3.3.3.4.3 Salon A** – Monday-Wednesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 21 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package

**2.3.3.3.4.4 Salon B** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 21 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package

**2.3.3.3.4.5 Salon DE** – Monday-Tuesday – 7:00am – 5:00pm

**Layout:** Classroom Setup – 57 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package

**2.3.3.3.4.6 Salon DE** – Wednesday – 7:00am – 5:00pm

**Layout:** Classroom Setup - 57 Seats, 1 Table for Instructors

**A/V:** Client’s LCD Display Package

**3.0 DELIVERY REQUIREMENTS:**

3.1 Contractor will support PCTT course directors in conference rooms located at the Embassy Suites Hotel located at 300 Tallapoosa St, Montgomery, AL 36104 during course execution.

3.2 Contractor will provide adequate manpower to ensure the course’s IT/AV and setup requirements can be met.

**4.0 GENERAL INFORMATION:**

4.1 Course directors will bring their government laptops to the facility. Contractor will have appropriate cables (USB, HDMI, etc.) at the appropriate lengths required available if needed.

4.2 Contract shall be set up in a manner as to not incur costs in case course sessions have to be canceled within a reasonable timeframe.