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Document Type: Sources Sought Notice

Notice Number: AMDTC-16-0017

Response Deadline: June 20, 2016, 12:00 PM, EST.

Title: Hotel/Conference Space and Audio-Visual (AV) Support in Gaithersburg, MD.

Anticipated NAICS Code: 721110 – Hotels (Except Casino Hotels) and Motels

**Contracting Office Address**

National Institute of Standards and Technology (NIST)

Office of Acquisition and Agreements Management

Acquisition Management Division

100 Bureau Drive, Mail Stop 1640

Gaithersburg, MD 20899-1640

This is a Sources Sought Notice ONLY. Requests for copies of a solicitation will not receive a response.

This Notice is for planning purposes only and *is not* a Request for Proposal, Request for Quotation, or an obligation on the part of the National Institute of Standards and Technology (NIST) for conducting a follow-on acquisition. NIST does not intend to award a contract on the basis of this Notice, or otherwise pay for the information requested. No entitlement or payment of direct or indirect costs or charges by NIST will arise as a result of submission of responses to this Notice and NIST use of such information.

**NO SOLICITATION DOCUMENTS EXIST AT THIS TIME.**

NIST is seeking information on commercial vendors that are capable of providing conference space and audio visual (AV) support in Gaithersburg, MD for The National Institute of Standards and Technology (NIST) from October 24 - 26, 2016.

***Background Information***

The National Institute of Standards and Technology (NIST) requires a conference space and AV requirements for NIST/MEP to hold its Kickoff meeting for Round 3 State Competition Awardees in Gaithersburg, MD on October 24- 26, 2016. A large portion of this conference is to provide awardees with a VIP tour of NIST facilities, specifically robotics manufacturing, Cybersecurity, and Additive Manufacturing.

A Gaithersburg conference space/hotel is requested because it offers out-of-town attendees greater flexibility to participate in outreach and networking opportunities at NIST, with MD-based participants while in town.

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### ***Description of Requirement***

The Contractor shall meet the following minimum requirements:

- 1) A meeting location in Gaithersburg, MD, which includes the following:
  - i. Venue location must be within 1-3 miles of a NIST.
  - ii. Access to other public transportation (buses, taxis, etc.) within .5 miles of venue.
  - iii. Meeting space for a maximum of 140 people.
    - a.) Meeting Room #1 - One conference/meeting room which shall accommodate at least 140 people in classroom style, with podium, mic, screen, project, and wireless microphone.
    - b.) Breakout Rooms #2 - #6 –will be set in a board room style (round/rectangle table) for 20-30 people.
  - iv. On-site restaurant or food close by so that attendees can purchase coffee, breakfast, snacks and lunch since that will not be included as part of this contract.
  - v. The rooms shall be available for the Government’s use between 7:30am and 5:30pm Eastern Time.
  
- 2) The Contractor shall provide audio visual equipment and service for the meeting that meets all of the following requirements:

-Audio-Visual equipment for meeting room #1:

  - i. One (1) podium and.
  - ii. One (1) handheld wireless microphone.
  - iii. Projector and screen.
  - iv. All labor to set/strike and man necessary AV equipment. AV support shall be available to the Government throughout the course of the meeting.

NIST is seeking responses from all responsible small businesses sources. Small businesses are defined under the associated NAICS code for this effort, 721110 – Hotels (Except Casino Hotels) and Motels, as those domestic sources having \$32.5 million dollars or less. Please include your company’s size classification and socio-economic status in any response to this notice.

Companies able to provide such services are requested to email a detailed response describing their abilities to [judith.hicklin@nist.gov](mailto:judith.hicklin@nist.gov), no later than the response date for this sources sought notice.

The report should include any information relevant to your capabilities. Also, please provide the following information as part of the response to this sources sought notice:

1. Name of company/companies that are authorized provide services, including address, and a point of contact for the company (name, phone number, fax number and email address).
2. Indication of whether the services are currently on one or more GSA Federal Supply

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Schedule contracts or any other government-wide contracts. If so, please provide the applicable contract number(s).

3. Any other relevant information that is not listed above which the Government should consider in developing its minimum performance requirements.

Points of Contact:

Judith Hicklin, Contract Specialist, Phone (301)975-8838, Email: [judith.hicklin@nist.gov](mailto:judith.hicklin@nist.gov)

Robert Cowins, Contracting Officer, Phone (301) 975-8335, Email: [Robert.cowins@nist.gov](mailto:Robert.cowins@nist.gov)