RFP Title: 16th Annual AB1058 Child Support Training Conference

RFP No.: ASU AU-006-LM

ATTACHMENT 5 SUBMISSION FORM FOR TECHNICAL PROPOSAL (Full Conference Services)

A. Proposer's name, address, telephone and fax numbers, email and federal tax identification number.

B. Estimated Meeting and Function Room Block:

Propose Meeting and Function Rooms schedule, including the date, time, and a description of the set is detailed, below. Please add the Function room name, square footage, noting dimensions, any odd shapes, angles, pillars and other salient characteristics). Enter "N/A" for any items that are not applicable.

Time	Function	Set Up	Expected Attendance	Room Name Sq. Footage
		Date 1 – Date 5		
3:00 PM – 24 hours	AV storage	n/a	5	
3:00 PM – 24 hours	Registration	Reg. desk or 3 6 ft tables	flow	
3:00 PM – 24 hours	Staff Office	2 rounds of 8	10	
3:00 PM – 24 hours	Faculty Office	2 rounds of 10	20	
		Date 2		
7:00 AM – 24 hours	Meeting 1	3 rounds of 8	20	
7:00 AM – 24 hours	Meeting 2	3 rounds of 8	20	
3:00 PM	PM Break	Buffet/flow	15-20	
3:00 PM – 24 hours	General Session room	Crescent Rounds w/riser at	350	
	set-up	head of room		
		Date 3		
7:00 AM-8:30 AM	Breakfast	Buffet/rounds	250	

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Time	Function	Set Up	Expected	Room Name
10.00 434 10.20 434	AMD 1	D cc /	Attendance	Sq. Footage
10:00 AM – 10:30 AM	AM Break	Buffet	250	
24 hours	General Session Crescent Rounds		300	
12:00 PM – 1:30 PM Lunch (has to be other than GS space)		Rounds	175	
12:00 PM – 1:00 PM	Lunch for board members			
24 hours	Breakout 1	Crescent Rounds	100	
24 hours	Breakout 2	Crescent Rounds	100	
24 hours	Breakout 3	Crescent Rounds	50	
24 hours	Breakout 4	Crescent Rounds	50	
3:00 PM - 3:15 PM	PM Break	Buffet	250	
		Date 4		
7:00 AM - 8:30 AM	Breakfast	Buffet/rounds	350	
10:00 AM – 10:30 AM	AM Break	Buffet	350	
12:00 PM - 1:30 PM	Lunch	Rounds	350	
24 hours	Breakout 1	Crescent Rounds	120	
24 hours	Breakout 2	Crescent Rounds	70	
24 hours	Breakout 3	Crescent Rounds	60	
24 hours	Breakout 4	Crescent Rounds	60	
24 hours	Breakout 5	Crescent Rounds	50	
24 hours	Breakout 6	Classroom w/Internet	20	
		(must be able to fit 20 laptops with wireless service)		
24 hours	Breakout 7	Classroom w/Internet (must be able to fit 20 laptops with wireless service)	20	
3:00 PM - 3:15 PM	PM Break	Buffet	350	
		Date 5		
7:00 AM – 8:30 AM	Breakfast	Buffet/Rounds	200	
10:00 AM - 10:30 AM	AM Break	Buffet	200	
24 hours – 1:00 PM	Breakout 1	Crescent Rounds	125	
24 hours – 1:00 PM	Breakout 2	Crescent Rounds	75	
24 hours – 1:00 PM	Breakout 3	Crescent Rounds	50	

Are Sleeping rooms compliant with American Disabilities Act (ADA)?

Yes	
No	

Can the Program use its own audio-visual equipment and labor at no additional charge?

Yes	
No	

Please include an audio-visual price list sheet with this proposal for the Program.

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C. Propose Sleeping Room schedule. Enter "N/A" for any items that are *not* applicable.

	Proposing Date(s)	Type of Sleeping Room	Estimated Number of Sleeping Rooms	Confirm Number of Rooms able to provide
Date 1		Single/Double Occupancy	10	
Date 2		Single/Double Occupancy	150	
Date 3		Single/Double Occupancy	300	
Date 4		Single/Double Occupancy	200	
Date 5		Single/ Double Occupancy	N/A	N/A
			660	

Are Sleeping rooms compliant with American Disabilities Act (ADA)?

Yes	
No	

- D. Propose the cut-off date for reservations:
- E. Propose Food and Beverage schedule, including specific menus provided for the unit price indicated on the Form for Submission of Cost Pricing.

Type of Group Meal	Food and Beverage Menu
,	Date 2
PM Break	
	Date 3
Breakfast Buffet	
AM Break	
Lunch	
PM Break	
	Date 4
Breakfast Buffet	
AM Break	
Lunch	
PM Break	
	Date 5
Breakfast Buffet	
AM Break	

ther P	Program Needs (identify if included in other prop	osed pricing):	
Item	Description	Approved (please	Alternative
No.	Description	note if approved)	Antel native
1.	(1) Complimentary Registration area telephone		
2.	(20) Complimentary easels		
3.	(4) Complimentary Wired Internet for Registration and Staff Office		
4.	Staff Office and AV storage area on total lock out – complimentary lock out keys for staff. (3 for Staff Office and 3 for AV storage).		
5.	(8) Complimentary Parking for event staff		
6.	1/40 Complimentary room policy (1 complimentary room for 40 rooms booked)		
iscuss	e options for transportation to the hotel on public s the various means of transportation to local airp s the approximate distance from major freeways.		
ignatı	ure (must be completed by proposer):		
	SIGNED this day of	20	
	NICTING 1 1 1115 (1917 (1)		

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Are you able to provide Kosher Meals at the same price as the group rate?

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