**Attachment 5**

**Submission Form for**

**Technical Proposal**

**(Full Service)**

1. Proposer’s name, address, telephone and fax numbers, email and federal tax identification number.

|  |  |
| --- | --- |
| Firm (Legal Name): |  |
| Address: |  |
| Address Line 2: |  |
| City, State, Zip code |  |
| Contact: |  |
| Title: |  |
| Phone Number: |  |
| Fax Number: |  |
| Email Address: |  |
| Federal Tax ID Number: |  |
| Web Site: |  |

1. 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** |
| --- | --- | --- | --- | --- |
| **Sunday, September 9, 2012**  **Set up day** | | | | |
| 5:00 p.m. – 24 hr hold | Staff Office | Conference | 5 |  |
| 5:00 p.m. – 24 hr hold | AV Storage | Empty Room |  |  |
| 5:00 p.m. – 24 hr hold | Faculty Office | Rounds of 7 | 14 |  |
| 5:00 p.m. – 24 hr hold | Registration desk | (2) 6ft tables | 100 |  |
| 5:00 p.m. – 24 hr hold | Breakout #1 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 5:00 p.m. – 24 hr hold | Breakout #2 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 5:00 p.m. – 24 hr hold | Breakout #3 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 5:00 p.m. – 24 hr hold | Breakout #4 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| **Monday, September 10th – Thursday, September 13, 2012** | | | | |
| 24 hour hold | Staff Office | Conference | 5 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 24 hour hold | Faculty Office | Rounds of 7 | 14 |  |
| 24 hour hold | Registration desk | Registration (outside General Session Room) |  |  |
| 8:30 a.m. – 5:00 p.m. | Breakout #1 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 8:30 a.m. – 5:00 p.m. | Breakout #2 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 8:30 a.m. – 5:00 p.m. | Breakout #3 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 8:30 a.m. – 5:00 p.m. | Breakout #4 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 7:00 – 9:00 a.m. | Breakfast | Rounds | 80 - 105 |  |
| 10:00 – 10:30 a.m. | AM Break | Foyer | 80 - 105 |  |
| 11:30 a.m. – 1:30 p.m. | Lunch | Rounds | 80 - 105 |  |
| 3:00 – 3:30 p.m. | PM Break | Foyer | 80 - 105 |  |
| **Friday, September 14, 2012** | | | | |
| 12:00 a.m. – 2:00 p.m. | Staff Office | Conference | 5 |  |
| 24 hour hold | AV Storage | Empty Room |  |  |
| 12:00 a.m. – 2:00 p.m. | Faculty Office | Rounds of 7 | 14 |  |
| 12:00 a.m. – 2:00 p.m. | Registration desk | Registration (outside General Session Room) |  |  |
| 8:30 a.m. – 12:00 p.m. (12:00 – 2:00 p.m.  AV strike) | Breakout #1 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 8:30 a.m. – 12:00 p.m. (12:00 – 2:00 p.m.  AV strike) | Breakout #2 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 8:30 a.m. – 12:00 p.m. (12:00 – 2:00 p.m.  AV strike) | Breakout #3 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 8:30 a.m. – 12:00 p.m. (12:00 – 2:00 p.m.  AV strike) | Breakout #4 | Crescent rds of 5, (1) head table for 2, (1) schoolroom table in back of room for 2 | 35 |  |
| 7:00 – 9:00 a.m. | Breakfast | Rounds | 80 |  |
| 10:00 – 10:30 a.m. | AM Break | Foyer | 80 |  |
| **Saturday, September 15, 2012** | | | | |
| 12:00 a.m. – 8:00 a.m. | AV Storage | Empty Room |  |  |
|  |  |  |  |  |

Are Meeting and Function 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.

1. Propose Sleeping Room schedule. Enter “n/a” for any items that are not applicable.

| Date | Type of Sleeping Room | Estimated Number of Sleeping Rooms | Confirm Number of Rooms able to provide |
| --- | --- | --- | --- |
| Sunday, Sept 9, 2012 | Single/Double Occupancy | 90 |  |
| Monday, Sept 10, 2012 | Single/Double Occupancy | 90 |  |
| Tuesday, Sept 11, 2012 | Single/ Double Occupancy | 90 |  |
| Wednesday, Sept 12, 2012 | Single/ Double Occupancy | 70 |  |
| Thursday, Sept 13, 2012 | Single/ Double Occupancy | 70 |  |
| Friday, Sept 14, 2012 | Single/ Double Occupancy | 2 |  |
|  |  | 412 |  |

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

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. Propose the cut-off date for reservations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 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 | Detailed Food and Beverage Menu |
| --- | --- |
| **Monday, Sept 10, 2012** | |
| Breakfast Buffet |  |
| AM Break |  |
| Lunch – Plated and Buffet options |  |
| PM Break |  |
| **Tuesday, Sept 11, 2012** | |
| Breakfast Buffet |  |
| AM Break |  |
| Lunch – Plated and Buffet options |  |
| PM Break |  |
|  | **Wednesday, Sept 12, 2012** |
| Breakfast Buffet |  |
| AM Break |  |
| Lunch – Plated and Buffet options |  |
| PM Break |  |
|  | **Thursday, Sept 13, 2012** |
| Breakfast Buffet |  |
| Lunch – Plated and Buffet options |  |
| AM Break |  |
| PM Break |  |
|  | **Friday, Sept 14, 2012** |
| Breakfast Buffet |  |
| AM Break |  |

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

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If No, What is the cost of Kosher Meals?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate where your Kosher Meals come from:

|  |
| --- |
|  |
|  |

1. Other Program Needs (identify if included in other proposed pricing):

| Item No. | Description | Approved (please note if approved) | Alternative |
| --- | --- | --- | --- |
| 1. | Complimentary Registration area telephone |  |  |
| 2. | (10) Complimentary easels |  |  |
| 3. | (2) Complimentary Wired Internet for Registration and Staff Office |  |  |
| 4. | Staff Office and AV storage area on total lock out – complimentary lock out and keys for staff |  |  |
| 5. | Complimentary room policy – please indicate how many booked rooms will earn 1 complimentary room. |  |  |
| 6. | (3) comp parking for AV and Security (ERS) |  |  |
| 7. | Sleeping room group rate 2 days pre/post program |  |  |

1. Propose options for transportation to the hotel on public transportation

Discuss the various means of transportation to local airports.

|  |
| --- |
| Discuss the approximate distance from major freeways. |
|  |

**H. Signature (must be completed by proposer):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , 20\_\_\_\_\_\_\_\_. | | | |
| By: |  |  |  |
|  | Signature |  | Print Name |
| Title: |  |  |  |