**Conference Coordination and Planning**

**Statement of Work**

***\*Note that this sample has been revised from the source document on the Government Point of Entry as necessary to align formatting and applicable FAR procedures.\****

**STATEMENT OF WORK**

The Federal Election Commission (FEC) invites quotations for coordination and planning services to conduct conferences to be held throughout the country, beginning in 2021.

**1.1 Background**

The FEC conducts a variety of educational outreach programs for federal candidates, party committees, political action committees and others concerned with provisions of the Federal Election Campaign Act and its regulations. Of these programs, the regional conferences attract the largest audience, garner the most positive feedback and routinely feature one or more of the agency’s Presidentially-appointed Commissioners. To ensure that these events continue to meet our high standards, the Commission has determined that it may be in the best interest of the government to contract with one or more professional planning organizations to plan and conduct these conferences. The no-cost contract described herein is cost-effective for the Commission, and the agency works with the contractor to keep registration fees low to ensure that the campaigns, parties and committees we serve can afford training.

**1.2 Specific Duties of Awardee and FEC**

The awardee will be responsible for the following items related to each conference (estimated audience of 150 persons or less).

**1.2.1 Hotel**

1. The awardee will conduct site location research based on FEC identification of host cities and begin site research 12 months (or more) prior to tentative conference dates.
2. The awardee will draft a Request for Quotation to send to potential host facilities and send to FEC for review and approval.
3. The awardee will conduct a site inspection of potential site.
4. Hotels considered as places to hold the proposed conferences shall meet all provisions of the Hotel and Motel Fire & Safety Act.
5. While there is no minimum star rating requirement or preferred brand of hotel, the property must be suitable for business professionals and Presidentially-appointed FEC Commissioners. Historically, major hotel chains, as opposed to boutique hotels, have worked better for our groups.
6. If possible, the hotel will have union representation. If such a hotel is not acceptable to the FEC, a non-union hotel can be utilized.
7. The FEC will have final approval on the acceptability of the hotel before any contract is signed with the hotel.
8. The awardee will negotiate a contract with a suitable hotel.
9. The awardee will sign the hotel contract.
10. The awardee will arrange all menus, audio-visual and room setups based on FEC requests. In some instances, FEC may choose to make special audio-visual arrangements directly with the hotel to satisfy unique requirements.

**1.2.2 Registration**

1. The awardee will establish and maintain an online registration mechanism, accept and process online registration for all FEC conferences and provide FEC access to the registration information (please identify registration system in quote). The registration mechanism and all published materials must comply with all legal requirements regarding accessibility. All conference materials and data are the property of the Federal government. Data collected by the contractor must comply with all legal requirements regarding privacy and disclosure.
2. The awardee will establish a separate conference account where all registration fees are deposited and from which all conference expenses are paid. Awardee may use a certified third party to perform that service (e.g., Cvent or similar vendor).
3. The awardee will draft a budget for each conference (including costs for meeting rooms and food) and provide the proposed registration fees to FEC COR for review and approval (ex. FEC 2020 San Antonio Conference fee was $585 ($635 late fee)).
4. The FEC establishes the agenda for its conferences and shares it with the contractor. A typical two-day conference agenda includes:

**DAY 1 (8:00 am – 4:30 pm)**

* Breakfast (1 hour) – general session
* Welcome (15 minutes) – general session (90-125 seats)
* Workshop 1 (1.5 hours) – two options: o Basic session – 60% of attendees o Advanced session – 40% of attendees
* Workshop 2 (1.5 hours) – 1st of three breakouts into separate “tracks” for candidate, party and PAC. Typical track breakdown: o PAC: 55-70 people o Candidate: 20-35 people o Party: 15-25 people
* Lunch (1 hour) – general session
* Workshop 3 (1.5 hours) – 2nd of three track breakouts
* Workshop 4 (45 minutes) – general session

**DAY 2 (8:00 am – 2:45 pm)**

* Breakfast (1 hour) – general session
* Workshop 5 (1.5 hours) – 3rd of three track breakouts
* Workshop 6 (1 hour) – general session
* Lunch (1 hour) – general session
* Workshop 7 (1.5 hours) – two options: o Basic session – 60% of attendees o Advanced session – 40% of attendees

Fifteen minute coffee/soft drink/snack breaks are offered between workshops.

1. The awardee will maintain a list of all conference registrants including name, address, email address, organization and workshop selections (including total per workshop).
2. The awardee will notify registrants, by email or other electronic means, of receipt of their registration.
3. The awardee will provide an update of the above list (2.e.) to the FEC on a weekly basis (and more often during the final 2 weeks before the conference).
4. The awardee will keep a record of the number of registrants per workshop, and recommend when a workshop should be closed, to avoid overcrowding.
5. The awardee will establish deadlines for late registration fees and for accepting cancellations and registration refunds, if applicable. Awardee will include a cancelation clause in its contracts with host properties to mitigate the risk of monetary loss for attendees, the FEC and the awardee. If a cancelation occurs, awardee will notify the COR immediately and submit a report within two weeks of cancelation to show the steps taken to mitigate monetary damages to the government.
6. The awardee will monitor sleeping room pickup. Attendee room blocks are larger for the first two nights, with a significant drop off for the third night (e.g., for a Tuesday- Wednesday conference last fall, the contracted room block was for 70 rooms for Monday & Tuesday and 20 for Wednesday night). FEC speakers typically check-in the day before the conference begins and check-out the morning after it ends. As such, the hotel contract should generally include 15 government rate rooms for three (3) nights.
7. Should it be necessary to cancel or postpone conferences due to the COVID-19 pandemic, awardee will take steps to mitigate the risk of monetary loss for attendees, the FEC and the awardee.

**1.2.3 Pre-Conference Preparation**

1. The awardee will prepare registration lists and name badges.
2. The awardee will prepare signs made of thick poster board, typical size 22” x 28”, to be placed on an easel outside each workshop room. The FEC can provide an electronic copy of appropriate graphics (e.g., FEC agency seal) for signage. Speaker table tents should be included in each room to identify the speakers.
3. The awardee will prepare directional signs, as needed.

**1.2.4 On-Site Assistance**

1. The awardee will conduct a pre-conference meeting to review plans with facility staff and key FEC personnel.
2. The awardee will ensure that the hotel provides the agreed upon services: proper room set-ups (cluster seating, water, AV, podiums and working equipment). The general session room should have a podium (not needed in any breakout rooms). All rooms should have a screen and three mics (lavalier mics preferred) for each workshop. The FEC will bring its own laptops, but the awardee will provide or arrange for projectors.
3. The awardee will supervise the facility’s provision of meeting space and services during the conference.
4. The awardee will pack-up and arrange for return of materials if necessary.
5. The awardee will receive and pay all meeting related bills.
6. The awardee will provide a summary financial report within 30 days after the end of each conference.
7. The awardee will provide additional conference related services on a case-by-case basis, as agreed upon.

The Federal Election Commission will provide the following:

**1.2.5 Materials**

1. The FEC will promote each conference.
2. The FEC will prepare, reproduce and ship all conference materials, including an agenda, handouts and publications.

**1.2.6 Potential Conference Dates and Locations for 2021-2022 Cycle**

* Title: FEC Regional Conference

Date: August/September 2021

Tentative Location: Seattle, WA

Estimated Attendance: 100-125

Food Functions: 2 breakfasts, 2 lunches, 4 breaks

Break-out Rooms: 3

* Title: FEC Regional Conference

Date: October/November 2021

Tentative Location: Nashville, TN

Estimated Attendance: 100-125

Food Functions: 2 breakfasts, 2 lunches, 4 breaks

Break-out Rooms: 3

* Title: FEC Regional Conference

Date: February 2022

Tentative Location: Denver, CO

Estimated Attendance: 100-125

Food Functions: 2 breakfasts, 2 lunches, 4 breaks

Break-out Rooms: 3

**1.2.7 Agreements**

All contractor agreements with subcontractors performing work under the direction of the contractor shall clearly state the contractor’s name only on the agreement. The contractor can state they are conducting business under contract to the Federal Election Commission; however, the agreements cannot reference the FEC as a co-signer or contractor as the FEC is not responsible for any payment for services under this agreement. All agreements should have a minimum 12-months cancellation policy in order to reflect the Special Terms of this agreement.