Docusign Envelope ID: 713FB6F7-CF14-8EB4-8106-E61A19145C7F

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER: ACQ-25-000000729

2. CONTRACT NO.	3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
47QMCB26A0007	07/06/2026		47QMCB25Q0007	08/26/2025

7. FOR SOLICITATION INFORMATION CALL:	a. NAME	b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE/LOCAL TIME
	Danny Killian	817.445.6150	ES

9. ISSUED BY — CODE 47QMCB

GSA/FAS
OFFICE OF ACQUISITION OPERA
1800 F STREET, NW
WASHINGTON DC 20405

10. THIS ACQUISITION IS
- [x] UNRESTRICTED OR
- [ ] SET ASIDE: % FOR:
- [ ] SMALL BUSINESS
- [ ] HUBZONE SMALL BUSINESS
- [ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)
- [ ] WOMEN-OWNED SMALL BUSINESS (WOSB)
- [ ] ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)
- [ ] 8(A)

NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 561599

SIZE STANDARD: $32.5

11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED
- [ ] SEE SCHEDULE

12. DISCOUNT TERMS: As Indicated On Each Call

13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)
- [ ]

13b. RATING

14. METHOD OF SOLICITATION
- [x] REQUEST FOR QUOTE (RFQ)
- [ ] INVITATION FOR BID (IFB)
- [ ] REQUEST FOR PROPOSAL (RFP)

15. DELIVER TO — CODE

As Indicated On Each Call

16. ADMINISTERED BY — CODE 47QMCB

GSA/FAS
OFFICE OF ACQUISITION OPERA
1800 F STREET, NW
WASHINGTON DC 20405

17a. CONTRACTOR/ OFFEROR — CODE 480866331 — FACILITY CODE

CORPORATE LODGING CONSULTANTS, INC.
8111 E 32ND ST N
STE 300
WICHITA KS 67226-2619

TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY — CODE

As Indicated On Each Call

- [ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED
- [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	GSA Contract #: 47QMCB24D0004 UEI: LUEXN7DZSCU9 Emergency Lodging Services 5.0 Base Period: July 16, 2026 - July 15, 2027 Option 1: July 16, 2027 - July 15, 2028 Option 2: July 16, 2028 - July 15, 2029 Option 3: July 16, 2029 - July 15, 2030 Option 4: July 16, 2030 - July 15, 2031				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA: As Indicated On Each Call

26. TOTAL AWARD AMOUNT *(For Government Use Only)*: $0.00

- [ ] 27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED.
- [ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED.

- [x] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.
- [ ] 29. AWARD OF CONTRACT: REFERENCE ______ OFFER DATED ______. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA *(SIGNATURE OF CONTRACTING OFFICER)*

DocuSigned by:
84D359E37221433...

30b. NAME AND TITLE OF SIGNER *(Type or print)*	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER *(Type or print)*	31c. DATE SIGNED
Matt Rogers VP Gov. Lodging	7.1.2026	Danny Killian	07/06/2026

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Blanket Purchase Agreement (BPA) Award for Emergency Lodging Services (ELS) 5.0 against GSA Contract #: 47QMCB24D0004 Individual Call Orders can be issued against this BPA. See Continuation Pages for BPA CLIN Pricing, Approved Key Personnel, and Performance Work Statement (PWS).				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: ____________

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY *(Print)*	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT *(Location)*	
		42c. DATE REC'D *(YY/MM/DD)*	42d. TOTAL CONTAINERS

Standard Form 1449, Block 20 - Schedule of Supplies/Services Continuation Pages:

BPA Pricing inclusive of IFF has been established in accordance with the Pricing Workbook submitted by Corporate Lodging Consultants, Inc. under GSA Federal Supply Schedule (FSS) Number 47QMCB24D0004. Any call orders to the BPA made pursuant to this agreement will be based on the fully loaded schedule rates listed below. The ordering activity may also request additional discounts from the pricing under this BPA prior to any Call Order.

Base Period
Section A: Booking Fee
Quantity represents one (1) room night

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
0001	CONUS – Booking Fee	EA	1	150,000	$3.63
0002	CONUS – Booking Fee	EA	150,001	300,000	$3.48
0003	CONUS – Booking Fee	EA	300,001	600,000	$3.38
0004	CONUS – Booking Fee	EA	600,001	1,000,000	$3.27
0005	CONUS – Booking Fee	EA	1,000,001	2,000,000	$3.12
0006	CONUS – Booking Fee	EA	2,000,001	Above	$2.97
0007	OCONUS – Booking Fee	EA	1	150,000	$3.22
0008	OCONUS – Booking Fee	EA	150,001	300,000	$3.02
0009	International/Foreign Area (Canada) – Booking Fee	EA	1	300,000	$3.02

Section B: Optional Services
For CLINs 0010A to 0010D the Quantity represents units.
For CLINs 0011 and 0012 the Quantity represents hours.

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
0010A	Ancillary Support Services – Food & Beverage Service	EA	1	10	$3.02
0010B	Ancillary Support Services – Meeting Room Rental	EA	1	10	$3.02
0010C	Ancillary Support Services – Shuttle/Transportation/Parking Service	EA	1	10	$3.02
0010D	Ancillary Support Services – Pet Service	EA	1	10	$3.02
0011	Ancillary Support Services - Congressional Hearing Support	HR	1	40	$30.01
0012	Ancillary Support Services -General Administrative and Technology Support	HR	1	40	$30.01

Option 1
Section A: Booking Fee
Quantity represents one (1) room night

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
1001	CONUS – Booking Fee	EA	1	150,000	$3.72
1002	CONUS – Booking Fee	EA	150,001	300,000	$3.66
1003	CONUS – Booking Fee	EA	300,001	600,000	$3.33
1004	CONUS – Booking Fee	EA	600,001	1,000,000	$3.21
1005	CONUS – Booking Fee	EA	1,000,001	2,000,000	$3.02
1006	CONUS – Booking Fee	EA	2,000,001	Above	$2.57
1007	OCONUS – Booking Fee	EA	1	150,000	$3.02
1008	OCONUS – Booking Fee	EA	150,001	300,000	$2.98
1009	International/Foreign Area (Canada) – Booking Fee	EA	1	300,000	$3.02

Section B: Optional Services
For CLINs 0010A to 0010D the Quantity represents units
For CLINs 0011 and 0012 the Quantity represents hours.

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
1010A	Ancillary Support Services – Food & Beverage Service	EA	1	10	$3.02
1010B	Ancillary Support Services – Meeting Room Rental	EA	1	10	$3.02
1010C	Ancillary Support Services – Shuttle/Transportation/Parking Service	EA	1	10	$3.02
1010D	Ancillary Support Services – Pet Service	EA	1	10	$3.02
1011	Ancillary Support Services - Congressional Hearing Support	HR	1	40	$30.01
1012	Ancillary Support Services -General Administrative and Technology Support	HR	1	40	$30.01

Option 2
Section A: Booking Fee
Quantity represents one (1) room night

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
2001	CONUS – Booking Fee	EA	1	150,000	$3.79
2002	CONUS – Booking Fee	EA	150,001	300,000	$3.76
2003	CONUS – Booking Fee	EA	300,001	600,000	$3.45
2004	CONUS – Booking Fee	EA	600,001	1,000,000	$3.31
2005	CONUS – Booking Fee	EA	1,000,001	2,000,000	$3.02
2006	CONUS – Booking Fee	EA	2,000,001	Above	$2.57
2007	OCONUS – Booking Fee	EA	1	150,000	$3.08
2008	OCONUS – Booking Fee	EA	150,001	300,000	$3.05
2009	International/Foreign Area (Canada) – Booking Fee	EA	1	300,000	$3.08

Section B: Optional Services
For CLINs 0010A to 0010D the Quantity represents units
For CLINs 0011 and 0012 the Quantity represents hours.

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
2010A	Ancillary Support Services – Food & Beverage Service	EA	1	10	$3.07
2010B	Ancillary Support Services – Meeting Room Rental	EA	1	10	$3.07
2010C	Ancillary Support Services – Shuttle/Transportation/Parking Service	EA	1	10	$3.07
2010D	Ancillary Support Services – Pet Service	EA	1	10	$3.07
2011	Ancillary Support Services - Congressional Hearing Support	HR	1	40	$30.01
2012	Ancillary Support Services - General Administrative and Technology Support	HR	1	40	$30.01

Option 3
Section A: Booking Fee
Quantity represents one (1) room night

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
3001	CONUS – Booking Fee	EA	1	150,000	$3.88
3002	CONUS – Booking Fee	EA	150,001	300,000	$3.78
3003	CONUS – Booking Fee	EA	300,001	600,000	$3.53
3004	CONUS – Booking Fee	EA	600,001	1,000,000	$3.43
3005	CONUS – Booking Fee	EA	1,000,001	2,000,000	$3.04
3006	CONUS – Booking Fee	EA	2,000,001	Above	$2.62
3007	OCONUS – Booking Fee	EA	1	150,000	$3.08
3008	OCONUS – Booking Fee	EA	150,001	300,000	$3.05
3009	International/Foreign Area (Canada) – Booking Fee	EA	1	300,000	$3.08

Section B: Optional Services
For CLINs 0010A to 0010D the Quantity represents units
For CLINs 0011 and 0012 the Quantity represents hours.

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
3010A	Ancillary Support Services – Food & Beverage Service	EA	1	10	$3.07
3010B	Ancillary Support Services – Meeting Room Rental	EA	1	10	$3.07
3010C	Ancillary Support Services – Shuttle/Transportation/Parking Service	EA	1	10	$3.07
3010D	Ancillary Support Services – Pet Service	EA	1	10	$3.07
3011	Ancillary Support Services - Congressional Hearing Support	HR	1	40	$30.01
3012	Ancillary Support Services - General Administrative and Technology Support	HR	1	40	$30.01

Option 4
Section A: Booking Fee
Quantity represents one (1) room night

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
4001	CONUS – Booking Fee	EA	1	150,000	$3.93
4002	CONUS – Booking Fee	EA	150,001	300,000	$3.83
4003	CONUS – Booking Fee	EA	300,001	600,000	$3.66
4004	CONUS – Booking Fee	EA	600,001	1,000,000	$3.52
4005	CONUS – Booking Fee	EA	1,000,001	2,000,000	$2.82
4006	CONUS – Booking Fee	EA	2,000,001	Above	$2.63
4007	OCONUS – Booking Fee	EA	1	150,000	$3.28
4008	OCONUS – Booking Fee	EA	150,001	300,000	$3.24
4009	International/Foreign Area (Canada) – Booking Fee	EA	1	300,000	$3.26

Section B: Optional Services
For CLINs 0010A to 0010D the Quantity represents units
For CLINs 0011 and 0012 the Quantity represents hours.

CLIN	Description	Unit of Issue	Quantity From	Quantity To	BPA Rate
4010A	Ancillary Support Services – Food & Beverage Service	EA	1	10	$3.07
4010B	Ancillary Support Services – Meeting Room Rental	EA	1	10	$3.07
4010C	Ancillary Support Services – Shuttle/Transportation/Parking Service	EA	1	10	$3.07
4010D	Ancillary Support Services – Pet Service	EA	1	10	$3.07
4011	Ancillary Support Services - Congressional Hearing Support	HR	1	40	$30.01
4012	Ancillary Support Services - General Administrative and Technology Support	HR	1	40	$30.01

Approved Key Personnel

- Matt Rogers, Vice President Government Lodging (Program Manager)
  316- 771-7024, mrogers@clclodging.com
- Dax Spencer, Sr. Operations Manager ELA
- Jason Stockdale, Sr. Operations Manager Rapid Response
- Magdelina Zilenski, Rapid Response Manager
- Suresh Oleti, CISO

PERFORMANCE WORK STATEMENT (PWS) FOR GSA MAS BPA EMERGENCY LODGING SERVICE (ELS) 5.0 BPA # 47QMCB25Q0007 (RFQ Amendment 9, Attachment B)

TABLE OF CONTENTS

SECTION 1 – PERFORMANCE WORK STATEMENT

1.0 SCOPE

The Contractor shall provide all resources necessary to accomplish the tasks and deliverables described in this Performance Work Statement (PWS). The Contractor shall identify, negotiate and secure accommodations, housing and optional services for Federal, State, Local, Tribal Government agency/entity personnel prior to, during, or after an emergency related event, both planned and unplanned. This includes emergency related training events as well as emergency preparedness events. Lodging accommodations also may be made for disaster survivors, their pets, service animals, and any other authorized user or recipients of the services.

Emergency lodging and optional services will be authorized only through issuance of a task order executed by any authorized Ordering Agency.

Emergency accommodations will encompass the full range of safe, clean, and secure lodging/housing and optional services for both CONUS (Contiguous United States), and if offered, OCONUS (defined as Alaska, Hawaii, U.S. territories [U.S. Virgin Islands, Puerto Rico, Guam, American Samoa, and Northern Mariana Islands]) and International/Foreign Areas (defined as Canada) locations. The outcome of this support will also provide safe, affordable lodging/housing in a cost-effective manner.

Ordering Agencies may include federal, state, local, and federally recognized tribal agencies and entities.

Ordering Agencies must determine which types of accommodations are required and acceptable in their agency task order with the Contractor. Any alternate facilities used under the GSA ELS program must be properly vetted and ordered by the contractor so that liability, safety, payment processes, and other safeguards can be met. Examples of alternate facilities are campsites, dorms or vacant buildings.

The terms and conditions included in this PWS apply to all purchases made pursuant to it.

Due to the unpredictable nature of the ELS program, the volume of room nights on any given contract year could change at any time.

1.1 DEFINITIONS

Accommodations – Lodging and/or housing that may include, but is not limited to: hotels/motels; dormitories, group quarters, and institutional facilities; cruise ships and recreational vessels; seasonal commercial recreational camps; corporate lodging facilities; residential care facilities; and community facilities. Third party housing accommodations shall not be utilized (ex: ABNB, VRBO).

Ancillary Support Services – Commercial offerings of a hotel/lodging facility provided to accommodate guests when commercially available, including, but not limited to: food & beverage, meeting room, shuttle/transportation, and pet service fees. Under this BPA and any resulting task order, ancillary support services are optional and the Contractor may charge a service fee to arrange these services. The actual cost(s) for ancillary support services will be passed through the Contractor to the Ordering Agency for payment.

Annual Room Nights – The nightly lodging accommodation used by approved recipients upon issuance of a task order by the Ordering Agency.

Approved Recipients – Disaster survivors, pets, and any other approved persons affected/impacted by disasters and/or emergencies.

Booking Fee – The fee charged by the Contractor for procuring lodging accommodations and/or ancillary support services for the Ordering Agency. The fee is a dollar amount added against the accommodations per room night rate or ancillary support service charge. Also referred to as Proposed Service Fee.

CONUS – The continental United States.

Contract Line Item Number (CLIN) – The required or optional product and/or service identified in the solicitation for pricing, delivery, inspection, acceptance, invoicing, and payment (See Section 1.4). Although not listed in Section 1.4, the actual costs for lodging fees and ancillary support services shall be subject to the applicable Industrial Funding Fee (IFF) of 0.75%.

Declared Natural or Man-made Disasters – A formal statement by the jurisdiction's chief public official (i.e., The President, Governor, Mayor or County Judge) that a disaster or emergency situation exceeds their response capabilities. These disasters may include, but are not limited to: hurricanes, floods, tornadoes, earthquakes, wildfires, pandemics, oil spill, natural gas explosion, toxic chemical spills, widespread power outage/blackout, structural collapse; and other natural or man-made events.

Discount – A reduction in the GSA Schedule price that, when applied, would result in the proposed service fee. The discount should be listed as a dollar amount.

Emergency Needs – Ordering Agency defined needs, such as: housing, lodging, shelter, general meeting rooms and meeting services, food services, supplies related to emergency lodging, standard property shuttle service (which may be provided by the lodging provider at no additional cost), planning support services in response to an emergency, disaster, or preparedness operations.

Fire Safe – A facility that meets the fire safety requirements of the Hotel and Motel Fire Safety Act of 1990, as amended (see 5 U.S.C. 5707a).

GSA Schedule Price – Under the GSA Schedules Program, this is the awarded fixed ceiling price(s) for supplies, and for services, the awarded ceiling hourly rate(s) or fixed price(s) for specific tasks.

Industrial Funding Fee (IFF) – The IFF reimburses GSA for costs related to procuring and managing Category L – Travel under the MAS Consolidated Schedule. Contractors must include a 0.75% IFF on pass-through at cost items like hotels, food and beverage services, and open market line items. For example, a $100 hotel room incurs an IFF of $0.76 (calculated as $100 / 0.9925). Similarly, a $50 food and beverage service incurs an IFF of $0.38 (calculated as $50 / 0.9925).

Important: Do not add an additional IFF to services where the IFF is already included as part of the MAS Schedule Contract terms and conditions (e.g., CONUS and OCONUS booking fees, ancillary services).

International/Foreign Area – Lodging and optional services provided in Canada.

OCONUS – Lodging and optional services provided in Alaska, Hawaii, and U.S. territories (i.e. U.S. Virgin Islands, Puerto Rico, Guam, American Samoa and Northern Mariana Islands).

Ordering Agency – Federal Agency (including but not limited to DOD & DHS), State and Local Government responders/employees/support personnel and authorized users in support of disasters and/or emergencies, and tribal agencies and entities.

Overpayment - An overpayment would be a refund on the excess paid above the negotiated lodging room rate.

Pass through at Cost – The actual cost of the lodging accommodation and/or optional services that is provided by the lodging/housing facility through the Contractor to the Ordering Agency for payment. These costs shall contain no added overhead. The contractor may assess a service fee to arrange for these services; however, the actual cost(s) of the services, plus applicable Industrial Funding Fee (IFF), shall be provided to the Government as a pass through at cost.

Personally Identifiable Information (PII) – As defined in the NIST Special Publication 800-122, PII is any information about an individual maintained by an agency, including any information that can be used to distinguish or trace an individual's identity that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context is considered PII. Such information can include:

- Name, such as full name, maiden name, mother's maiden name, or alias;

- Personal identification number, such as social security number (SSN), passport number, driver's license number, taxpayer identification number, or financial account or credit card number;

- Address information, such as street address or email address;

- Personal characteristics, including photographic image, especially a face image or other identifying characteristic; fingerprints; handwriting; or other biometric data, such as retina scan, voice signature, and facial geometry; and

- Information about an individual that is linked or linkable to one of the above categories, such as date of birth, place of birth, race, religion, weight, activities, geographical indicators, employment information, medical information, education information, and financial information.

Planned Event – An emergency related event that is not sudden or unpredictable where requirements are known ahead of time. These events may include, but are not limited to: emergency preparedness missions; emergency or national security related training (ex: first responder training and National Guard training exercises), COOP exercises, and NSSE (ex: DNC/RNC, Inauguration, dignitary visits, sporting events)

Safe – A structurally sound edifice, potable water, heat and electricity appropriate to the climate zone, free of hazardous materials and debris.

Tribal Agency/Entity – A federally recognized tribe by the U.S. Bureau of Indian Affairs that is published in the Federal Register at https://www.federalregister.gov/d/2021-01606.

1.2 COMMONLY USED FEDERAL GOVERNMENT ACRONYMS

Acronym	Explanation
A&A	Assessment and Accreditation
ADA	Americans With Disability Act
ADR	Average Daily Rate
AO	Authorizing Official
BAR	Best Available Rate
BPA	Blanket Purchase Agreement
CO	Contracting Officer
CONUS	Continental United States
COOP	Continuity Of Operations
COR	Contracting Officers Representative
COTS	Commercially Available Off-The-Shelf
CTO	Commercial Travel Office
DHS	Department of Homeland Security
DMP	Data Management Plan
DNC	Democratic National Convention
DTS	Defense Travel System
ELS	Emergency Lodging Services Program
DUNS	Data Universal Numbering System

EDI	Electronic Data Interchange
EFT	Electronic Funds Transfer
ESF	Emergency Support Function
ETS	E-Gov Travel Service
FAR	Federal Acquisition Regulation
FAS	Federal Acquisition Service
FEMA	Federal Emergency Management Agency
FIPS	Federal Information Processing Standards
FSS	Federal Supply Service
FTP	File Transfer Protocol
FTR	Federal Travel Regulation
FY	Fiscal Year
GDs	Global Distribution System
GSA	U.S. General Services Administration
IPP	Invoice Processing Platform
ISA	Interconnection Security Agreements
ISSO	Information Systems Security Office
IT	Information Technology
M&IE	Meals and Incidental Expenses
MOA/U	Memorandum of Agreement/Understanding
MAS	Multiple Award Schedule
NEMIS	National Emergency Management Information Agency
NIST	National Institute of Standards and Technology
NSSE	National Special Security Event
LRA	Last Room Availability
NLRA	Non Last Room Availability
NSSE	National Special Security Event
OCONUS	Outside the Contiguous United States
PII	Personally Identifiable Information
PM	Program / Project Manager
PMO	Program management Office
PWS	Performance Work Statement
RFQ	Request for Quote
RNC	Republican National Convention
SFTP	Secure File Transfer Protocol
SIN	Special Item Number
SP	Security Plan
SSP	System Security Plan
T&T	Office of Travel and Transportation Services
TDY	Temporary Duty Travel
TMC	Travel Management Center
TSA	Transitional Sheltering Assistance
TSAR	Transitional Sheltering Assistance Reimbursement
TSS	Travel Services Solutions
UDF	User Defined Files

1.3 CONTRACT LINE ITEM NUMBERS (CLINs)

The Contract Line Item Numbers (CLIN) identified below include mandatory and optional services for the base period and all option periods.

SECTION A: BOOKINGS				
CLIN	Description of Supplies/Services	Quantity (i.e. Annual Room Night)		
		Unit of Issue	FROM	TO
0001	CONUS – Booking	EA	1	150,000
0002	CONUS – Booking	EA	150,001	300,000
0003	CONUS – Booking	EA	300,001	600,000
0004	CONUS – Booking	EA	600,001	1,000,000
0005	CONUS – Booking	EA	1,000,001	2,000,000
0006	CONUS – Booking	EA	2,000,001	Above
0007	OCONUS – Booking	EA	1	150,000
0008	OCONUS – Booking	EA	150,001	300,000
0009	International/Foreign Area (Canada) – Booking	EA	1	300,000
SECTION B: OPTIONAL SERVICES				
CLIN	Description of Supplies/Services	Quantity (EA = per Room Night - HR = Hour)		
		Unit of Issue	FROM	TO
0010A	Ancillary Support Services – Food & Beverage Service	EA	1	10
0010B	Ancillary Support Services – Meeting Room Rental	EA	1	10
0010C	Ancillary Support Services – Shuttle/Transportation/Parking Service	EA	1	10
0010D	Ancillary Support Services – Pet Service	EA	1	10
0011	Ancillary Support Services - Congressional Hearing Support	HR	1	40
0012	Ancillary Support Services - General Administrative and Technology Support	HR	1	40

1.4 GENERAL REQUIREMENTS

1.4.1 NATIONAL SPECIAL SECURITY EVENTS (NSSE)

The Contractor must provide lodging/housing accommodations and optional services for National Special Security Events (NSSE) as defined at https://www.secretservice.gov/protection/. When an event is designated by the Secretary of Homeland Security as a NSSE, the Secret Service will assume its mandated role as the lead agency for the design and implementation of the operational security plan. The Secret Service has developed a core strategy to carry out its security operations, which relies heavily on its established partnerships with law enforcement and public safety officials at the local, state and federal levels.

1.4.2 CONUS BOOKINGS

The Contractor shall provide lodging/housing accommodations and optional services in the Contiguous United States (CONUS) during small to catastrophic disasters which may require large-scale housing delivery[1]. While CONUS per diem rates are set by the General Services Administration (GSA), the Contractor shall negotiate discounts for industry standard accommodations to the greatest extent possible, for each ordering agency executed task order. For lodging stays that may last longer than 29 calendar days, the Contractor shall negotiate additional discounts for extended stays to the greatest extent possible and may subcontract, as needed, with contractors under SIN 531110 Long Term Lodging.

1.4.3 OCONUS BOOKINGS

The Contractor shall provide lodging/housing bookings and optional services for Outside the Continental United States (OCONUS) areas during small to catastrophic disasters and events which may require a large-scale housing delivery. OCONUS areas are defined as Alaska, Hawaii, and US territories (US Virgin Islands, Puerto Rico, Guam, American Samoa and Northern Mariana Islands). While OCONUS per diem rates are set by the Defense Travel Management Office (DTMO), the Contractor shall negotiate discounts on per diem rates for industry standard accommodations to the greatest extent possible, for each ordering agency executed task order.

1.4.4 INTERNATIONAL/FOREIGN AREA BOOKINGS

The Contractor shall provide lodging/housing bookings and optional services in International/Foreign areas during small to catastrophic disasters which may require a large-scale housing delivery. The International/Foreign area is defined as Canada. While foreign per diem rates are set by the Department of State (DoS), the Contractor shall negotiate discounts on per diem rates for industry standard accommodations to the greatest extent possible, for each ordering agency executed task order.

1.5 TASK REQUIREMENTS

The Contractor shall:

1.5.1 Identify and quantify, by size and number of persons per unit (e.g., hotel room, one-bedroom, two bedroom, three bedroom, etc.), available inventory and location for the Ordering Agency and Approved Recipients.

1.5.2 Research, segregate, and identify locations suitable for Ordering Agencies and Approved Recipients as a result of an emergency and/or disaster.

1.5.3 Update and report available inventory at intervals sufficient to meet demand. Inventory (See Accommodations defined above) is not limited to traditional hotel/motel/long-term housing/apartments. Accommodations deemed safe and comfortable will be acceptable.

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[1] During a catastrophic disaster or emergency event, there may be as many as 100,000 or more disaster victims and/or responders in need of housing in a single night.

1.5.4 Ensure to the best extent possible that all properties in the United States self-certify their small business designation, if applicable for the type of property.

1.5.5 Identify and secure lodging/housing and manage all lodging and services contracts.

1.5.6 Negotiate discounts on lodging accommodations to the greatest extent possible, for each ordering agency executed task order.

1.5.7 Ensure families and agency groups remain together to the fullest extent practicable.

1.5.8 Provide maximum flexibility for emergency lodging/housing to accommodate the Ordering Agency and Approved Recipients' needs and minimize Government liability. This includes, but is not limited to: flexible lengths of stay with no-penalty for early exit to the extent practicable; use of facilities that assess one charge for rooms used by relief staff on two (2) rotational 12-hour or three (3) rotational 8-hour shifts; facilities providing full, daily room-cleaning maintenance services; and all other normally provided services, for the room rate applied.

1.5.9 Consult with Ordering Agencies on circumstances that may occur when properties are offering excessive prices due to unfair advantages caused by the emergency situation.

1.5.10 Accommodate different administrative terms for payment and liability terms and conditions depending on Ordering Agency needs. For example, housing for relief workers may specify that the Government will centrally pay for housing needs, while housing for displaced recipients may require payment from the recipient or a different responsible source. Another example to accommodate varying needs is the need to include provisions for pets or service animals.

1.5.11 Develop a standardized ordering template so Ordering Agencies can more efficiently and expeditiously place orders when appropriate. The Contractor shall provide the template to the GSA Contracting Officer's Representative (COR) 30 calendar days after BPA award for distribution and posting on the GSA ELS program website (gsa.gov/els) for all Ordering Agencies.

1.5.12 Acknowledge or discuss the terms and conditions of any modification(s)/additional order(s) within two (2) hours of being notified of the need for additional accommodations /services against the initial task order.

1.5.13 Work with each Ordering Agency to define all the pertinent requirements in the task order to include, but not limited to: the roles and responsibilities for Agency staff members; the type of accommodations desired; location of services; ordering details; desired reservation cancellation provisions; appropriate payment details; reporting requirements; and auditing procedures for required lodging and optional services.

1.5.14 Ensure, to the maximum extent possible, that all recipients stay in a "fire safe" facility. This requirement applies to CONUS and OCONUS lodging accommodations. Ordering Agencies may still choose to include various "fire safe" parameters in its task order requirements with the contractor for any location that does not fall under the U.S. Hotel and Motel Fire Safety Act of 1990.

1.5.15 Provide a quality control function or negotiated rate auditing process to ensure all accommodations and service providers honor negotiated hotel/lodging rates and all terms and conditions as established for the particular emergency/disaster/event.

1.5.16 Conduct an audit of negotiated rates on a monthly basis. The Contractor shall provide the results of the audit to the Ordering Agency within 10 business days of audit completion. If overpayments are discovered, the Contractor shall implement a corrective action plan within 30 calendar days and provide a copy of the plan to the Ordering Agency and provide weekly updates until resolved.

1.5.17 Ensure lodging/hotel rates are within allowable reimbursement limits or not to exceed rate (including taxes and fees) set by the Ordering Agency.

1.5.18 Provide reconciliation support of charges as required by the Ordering Agency.

1.5.19 Provide educational materials and training to lodging/housing owners, operators and managers so that the appropriate staff members are aware of the Government's ELS program and understand the protocol when Approved Recipients call and/or check-in to the lodging/housing facility.

1.5.20 Properties must accept Government forms of payment to include, but not limited to: charge cards (e.g. Government Purchase Cards (GPC's), SmartPay Card), cash, and purchase orders.

1.5.21 Removed via Amendment 1

1.5.22 If applicable or required via ordering agency Task Order, the Information Security Systems Officer (ISSO) will be appointed to ensure implementation of system-level security controls, maintenance of system documentation and to ensure systems are operated, used, maintained and disposed of in a proper manner. The ISSO enforces security policies and safeguards, along with reporting security incidents in accordance with agency specific policy.

1.6 OPTIONAL SERVICES

1.6.1 Optional services may be ordered and funded by the Ordering Agency at the time of task order award or via modification after task order award, as needed. The Contractor shall invoice the Government for any optional services in accordance with the Ordering Agency's Invoicing Procedures. Optional services unit prices shall be firm and will not be subject to any adjustments.

1.6.2 The Contractor shall provide the following optional services as required:

A. Ancillary Support Services
B. Congressional Hearing Support
C. General Administrative and Technology Support

1.6.3 ANCILLARY SUPPORT SERVICES

The Contractor shall provide ancillary support services that directly relate to the emergency lodging program and that are typically provided to commercial customers in the wake of an emergency and/or disaster or event. However, the actual cost(s) of the services, plus applicable IFF, shall be provided to the Government at pass through costs subject to audit and shall include, but not be limited to:

A. Meeting rooms and related service
B. Food and beverage service
C. Standard property shuttle/transportation service
D. Pet service fees

1.6.4 CONGRESSIONAL HEARING SUPPORT

Upon request by GSA or an Ordering Agency, the Contractor shall testify at Congressional or other official Governmental hearings regarding emergency/disaster relief efforts. The Contractor may also be required to, at a minimum, provide the following additional support services:

A. Prepare an executive level presentation on the services provided;
B. Prepare an executive level financial report on the costs of emergency lodging and ancillary support services provided; and
C. Assist the Ordering Agency with the delivery of the prepared materials.

1.6.5 GENERAL ADMINISTRATIVE AND TECHNOLOGY SUPPORT

Upon request by an Ordering Agency, the Contractor shall provide general administrative and technology support to compliment an Ordering Agency's emergency lodging services effort. This support may include, but is not limited to:

A. Providing administrative support to an Ordering Agency such as drafting documents, answering incoming questions via telephone or email, interfacing with approved recipients, and project management.
B. Conducting specialized property sourcing which may include gathering and analyzing as much data as possible about specific or unique lodging accommodations to assist the Ordering Agency.
C. Providing technology[2] support if an Ordering Agency requires a dedicated website for its Property Directory. The Ordering Agency would define any additional support requirements within its task order such as a dedicated web address to host its Property Directory, frequency of Directory updates, or other relevant agency specific requirements.

Upon request by the Ordering Agency for General Administrative and Technology Support (CLIN X012), the Contractor shall develop an electronic Property Directory with information about the Contractor's negotiated hotels/lodging facilities. The Property Directory may be posted on the Ordering Agencies internal website or posted on the Contractors website per the direction in the Ordering Agency task order. The Property Directory shall be easy to use and not require a user to create a profile or require a login process to access. The Property Directory shall allow for an Ordering Agency to limit which locations and properties are displayed. The

[2] Federal, State, Local, Tribal Department/Agency (D/A) customers shall evaluate the proposed information system security authorization package. Each D/A shall issue their own authorization following NIST SP 800-37 Rev. 2 and the customer agency specific security authorization policies and procedures.

Property Directory shall be updated weekly. The required data elements for the electronic Property Directory shall be:

A. Property name;
B. Property address;
C. Property phone number;
D. Property fax number;
E. Are PETS allowed, Yes or No;
F. Is there a KITCHEN in the room, Yes or No; and
G. Number of rooms with ADA accommodations.

1.7 GSA REPORTING REQUIREMENTS

The Contractor shall provide the following GSA reports to the Government at no additional cost. The Contractor shall ensure that all Personal Identifiable Information (PII) is deleted from all GSA reports.

1.7.1 ORDERING AGENCY TASK ORDER REPORTING

The Contractor shall deliver to the GSA COR, and ELS PM (Program Manager) a Task Order report which will list all task orders and modifications executed by the Ordering Agency. The report is due to GSA by 1:00 PM Eastern Time (ET) the first Tuesday of every month in a spreadsheet format. In addition to the Task Order report, the Contractor shall submit copies of all awarded task orders and modifications to the GSA COR within two (2) business days after task order award or modification.

The Task Order report shall include, at a minimum, the following data elements in vertical columns:

A. GSA Blanket Purchase Agreement Number and Contract Number
B. Ordering Agency Name (Agency Name must match the request, see Section 1.20 of this PWS)
C. Ordering Agency Task Order Number/Order Number
D. Ordering Agency Contracting Officer name, telephone number and email address (in separate columns)
E. Ordering Agency Requirements to include:
    a. Service location and physical address (city, state, and zip code)
    b. Type of lodging requested (hotel, apartment, other)
    c. Type of room(s) requested (single, double, triple, quad)
    d. Date range of lodging requested
    e. Number of lodging rooms per night
    f. Total number of room nights required for the period of performance
    g. Room rate per night
    h. Room rate code (if available)
    i. Optional Services requested, if applicable
        i. Type of Ancillary Support Services and total cost
        ii. Total cost of Congressional Hearing Support
        iii. Total cost of General Administrative and Technology Support

1.7.2 INDUSTRIAL FUNDING FEE (IFF) REPORT

The Contractor shall deliver to the GSA COR, and ELS PM an Industrial Funding Fee (IFF) report which shall list the IFF remitted to GSA for the given reporting period. Reports are due to GSA within 15 calendar days of the end of each calendar year quarter (i.e. January 15th, April 15th, July 15th, and October 15th) in spreadsheet format. If the due date falls on a weekend or Federal holiday, it shall be extended to the next business day.

In addition to the requirements of Clause 552.238-80, the IFF report shall include, at a minimum, the following data elements in vertical columns:

A. Ordering Agency Name (And sub agency name, if applicable)
    a. Total number of room nights by month
    b. Total hotel billings in dollars by month
    c. Total ancillary services billings in dollars by month
    d. Total service fees in dollars collected by month
    e. Total IFF in dollars remitted by month
B. Overall total number of room nights
C. Overall total hotel billings in dollars
D. Overall total ancillary services billings
E. Overall total IFF in dollars

1.7.3 SMALL BUSINESS SALES REPORT

Upon request by the Ordering Agency or GSA, the Contractor shall provide to the Ordering Agency or the GSA COR and ELS PM a small business sales report, categorized by Ordering Agency, of lodging room sales to self-certified small businesses. Reports are due within 7 business days from the date of request. The report shall include the following data elements in vertical columns:

A. The number of accepted self-certified small business properties receiving sales and as a percentage of total accepted properties;
B. The number of room nights sold by small business properties and as a percentage of total room nights sold;
C. The dollar value of room nights sold by small business properties and as a percentage of total sales.
D. The number of accepted self-certified small businesses providing optional services and as a percentage of total small businesses;
E. The number of optional services sold by small businesses and as a percentage of total optional services sold;
F. The dollar value of optional services sold by small businesses and as a percentage of total optional services sales.

1.7.4 STANDARD GSA GOVERNMENT-WIDE RESERVATION REPORT

The Contractor shall provide a consolidated report of monthly program usage for all Government lodging reservations made to the GSA COR, and ELS PM for the given reporting period. The report is due to the GSA COR, and ELS PM within 15 calendar days after the end of each month in spreadsheet format in vertical columns. If the due date falls on a weekend or Federal holiday, it shall be extended to the next business day. The CONUS, OCONUS, and

International/Foreign Area lodging, if a part of the awarded task order, must be reported separately. The reporting data elements must include, but are not limited to:

A. Ordering Agency Name (And sub agency name, if applicable)
B. Task Order Number
C. Hotel Name
D. Hotel Address
E. Hotel City
F. Hotel State
G. Hotel Zip code
H. Check In Date
I. Check Out Date
J. Number of single rooms
K. Number of double rooms
L. Total room nights
M. Single room rate
N. Double room rate
O. Single room rate taxes (if applicable)
P. Double room rate taxes (if applicable)
Q. Overall total number of room nights
R. Overall total number of rooms reserved
S. Overall total hotel billings in dollars
T. Overall total ancillary services billings
U. Overall total IFF in dollars

1.7.5 GSA GOVERNMENT-WIDE INVOICING REPORT

The Contractor shall provide a consolidated monthly invoice report showing all Government lodging reservations that have been invoiced and paid, including service fees charged, and IFF collected to the GSA COR, and ELS PM for the given reporting period. The report is due to the GSA COR and ELS PM within 15 calendar days after the end of each month in spreadsheet format in vertical columns. If the due date falls on a weekend or Federal holiday, it shall be extended to the next business day. The CONUS, OCONUS, and International/Foreign Area lodging, if a part of the awarded task order, must be reported separately. The reporting data elements must include, but are not limited to:

A. Ordering Agency Name (And sub agency name, if applicable)
B. Task Order Number
C. Hotel Name
D. Hotel Address
E. Hotel City
F. Hotel State
G. Hotel Zip code
H. Check In Date
I. Check Out Date
J. Number of single rooms
K. Number of double rooms
L. Total room nights
M. Single room rate
N. Double room rate

O. Single room rate taxes (if applicable)
P. Double room rate taxes (if applicable)
Q. GSA Per Diem room rate
R. Overall Total amount invoiced and paid to vendor

1.7.6 FISCAL YEAR-END REPORT

The Contractor shall provide a year-end fiscal year report (October - September) detailing the fiscal year-end summary for each Ordering Agency. The reporting data elements must include, but are not limited to:

A. Agency name
B. Task order number
C. Total number of room nights;
D. Total number of room sales
E. Average room rate
F. Government lodging per diem rate
G. Difference between average room rate and Government lodging per diem rate
H. Total room sales IFF paid
I. Total service fees paid
J. Average service fees paid
K. Total service fee IFF paid
L. Optional services;
M. Total service fees paid for optional services
N. Total IFF paid for optional services

The report must be delivered to the GSA COR, and ELS PM within 30 calendar days after each fiscal year end, which is September 30. If the due date falls on a weekend or Federal holiday, it shall be extended to the next business day.

1.7.7 BEST IN CLASS QUARTERLY REPORT

The Contractor shall deliver to the GSA COR, and ELS PM a sales report of quarterly program usage for all Federal Government lodging expenditures, service fees charged, and IFF collected and remitted to GSA for the given reporting period in excel format. The report is due to the GSA COR and, ELS PM within 15 calendar days after the end of each fiscal year quarter (i.e. January 15th, April 15th, July 15th, and October 15th). If the due date falls on a weekend or Federal holiday, it shall be extended to the next business day. The reporting data elements must include, in vertical columns, but is not limited to:

A. Ordering Agency name; Ordering Agency Division (if applicable)
B. Hotel Name (& Hotel Number),
C. City
D. State
E. Zip Code
F. Order Date
G. Check In Date
H. Check Out Date
I. Prices Paid Room Rate (Actual Rate Billed by Hotel – without taxes &/or fees)
J. Room Tax Rate

K. Tax Amount
L. Government lodging per diem rate
M. Total revenue; (Prices paid x room nights)
N. Government lodging per diem rate

1.8 ORDERING AGENCY REPORTING REQUIREMENTS

1.8.1 MONTHLY PROGRAM USAGE REPORT

The Contractor shall provide to the Ordering Agency a monthly program usage in detail for each Ordering Agency's lodging expenditures and service fee(s) charged. CONUS, OCONUS and International/Foreign lodging must be reported separately. Reports are due to the Ordering Agency CO and COR, with a copy to the GSA COR, ELS PM within 15 calendar days after each month. If the due date falls on a weekend or Federal holiday, it shall be extended to the next business day.

For all lodging, reported data elements must include, but is not limited to:

A. Ordering Agency Name (And sub agency name, if applicable)
    a. Total number of room nights by month by agency
    b. Total hotel rooms by month by agency
    c. Check in and check out dates
    d. Room rate achieved by Contractor, not including taxes or fees
    e. Tax amount
    f. GSA Per Diem rate
B. Total ancillary services billings in dollars by month
C. Total service fees in dollars collected by month
D. Total IFF in dollars remitted by month
E. Overall total number of room nights
F. Overall total number of rooms reserved
G. Overall total hotel billings in dollars
H. Overall total ancillary services billings
I. Overall total IFF in dollars

1.8.2 SOCIO-ECONOMIC REPORT

The Contractor shall provide, upon request by the Ordering Agency, a report detailing the socio-economic (e.g. small, disadvantaged, [service disabled] veteran-owned, HUBZone, and women-owned) business status of each hotel/facility utilized during the fiscal year, separated by Ordering Agency. Reports are due to the GSA COR, ELS PM and Ordering Agency CO and COR within 15 calendar days after the request. If the due date falls on a weekend or Federal holiday, it shall be extended to the next business day. The reporting data elements must include, but are not limited to:

A. Agency name
B. Total number of transactions per hotel/facility
C. Total revenue and percentage per socio-economic category
D. Total optional services transactions per hotel/facility
E. Total optional service revenue and percentage per socio-economic category

1.9 PERIOD OF PERFORMANCE

The performance period of this BPA is for a one-year base period and four (4), one-year option periods, which if exercised, will extend the term of the BPA for a possible total length of five (5) years. The period of performance is as follows:

Base Period:	July 16, 2026 – July 15, 2027
Option 1:	July 16, 2027 – July 15, 2028
Option 2:	July 16, 2028 – July 15, 2029
Option 3:	July 16, 2029 – July 15, 2030
Option 4:	July 16, 2030 – July 15, 2031
Extension of Services:	July 16, 2031 – January 15, 2031*

*(maximum 6-month period of performance)

1.10 TYPE OF CONTRACT

The Government contemplates award of a firm-fixed price, single award BPA resulting from this RFQ.

1.11 PLACE OF PERFORMANCE

The work shall be performed at the Contractor's site. Meetings and project planning activities will be performed either at the Government's site or virtually.

1.12 RECOGNIZED FEDERAL HOLIDAYS

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Washington's Birthday (Presidents Day)	Veterans Day
Memorial Day	Juneteenth
Thanksgiving Day	Independence Day
Christmas Day	

1.13 TRAVEL

Arrangements for and costs of all travel, transportation, meals, lodging, and incidentals are the responsibility of the contractor. Travel costs, including lodging and meals, shall be incurred and billed in accordance with FAR Part 31.205-46, Travel Costs. Local travel within the Washington, DC commuting Metropolitan Area (typically 50 miles) will not be paid/reimbursed. Travel costs outside of the DC Metropolitan Area will be reviewed, certified, and approved by the COR. All travel and transportation shall utilize commercial sources and carriers. The government will not pay for business class or first-class travel.

If an Ordering Agency requests the Contractor to travel for a Congressional or official Government hearing and the Ordering Agency pays the Contractor's travel, the Contractor must submit travel requests to the Ordering Agency COR for approval at least one (1) week in advance of travel. The Contractor must submit all travel expenses for reimbursement on an incidental basis within five (5) business days after travel. The Contractor must submit travel expenses in a separate invoice from the invoice(s) used for payment of lodging accommodation and optional services.

1.14 KEY PERSONNEL

The Contractor agrees to assign to this BPA the following Key Personnel:

A. **Program Manager –** A full time, senior level personnel individual for the overall program management, supplier and client relationships. This individual should have, at a minimum, five (5) years of lodging program management experience. Expertise in emergency lodging management is a plus, but is not required.

The CO shall approve individuals designated as key personnel throughout the course of the BPA. All key personnel are subject to the following:

A. Requests for replacement shall include a detailed resume containing a description of position duties and qualifications, information about the qualifications of the individual(s) proposed, and any additional information requested by the CO in sufficient detail to permit the CO and COR, and ELS PM to evaluate the impact on the work the Contractor is obligated to perform hereunder.

B. Contractor request to move any key personnel off the BPA shall be submitted in writing at least thirty (30) days in advance of proposed move(s), and are subject to the approval of the CO, including approval of proposed replacements.

The Government reserves the right to review the qualifications of key personnel selected to work on this BPA before assignment, including the individuals proposed (in the Contractor's quote) and any replacements for these individuals, and to reject individuals whom it determines are not suitable for the program. The Government also reserves this right in certain circumstances when specific key personnel are required for specific tasks.

1.14.1 SUBSTITUTION OF KEY PERSONNEL

Key personnel for this BPA are expected to remain dedicated to the BPA. Substitutions will be allowed only when the Government specifically agrees to the substitution in writing.

The Contractor shall notify the GSA CO, COR, and ELS PM within 30 calendar days after the occurrence of any of these events and shall submit the key personnel function/position, name, telephone number, and email address to the Contracting Officer at least 30 days prior to making any permanent substitutions.

The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the CO, COR, and ELS PM to make a determination as to the appropriateness of the proposed substitution. The burden of illustrating this comparison shall be the Contractor's. The Contracting Officer, working with the COR, and ELS PM will evaluate requests for substitutions of key personnel and promptly notify the Contractor of approval or disapproval of the request.

Proposed substitutes must possess qualifications comparable to the original key person. After receipt of a requested change and all required information, the Contracting Officer shall approve or disapprove any proposed substitution, in writing, within ten (10) working days.

1.14.2 CONDUCT OF CONTRACTOR PERSONNEL

All Contractor personnel providing services under this BPA must conduct themselves so that their dealings and actions in performance of the BPA are above reproach in every respect. Accordingly, Contractor personnel must not allow themselves to be put in a situation where a conflict of interest may arise or justifiably might be suspected by reason of accepting entertainment, gifts, or favors of any kind or by any other action that would result in financial profit to themselves or which could influence or be interpreted as influencing the strict impartiality that must prevail in all business relationships where the public interest is involved. Further, Contractor personnel shall be cautious of acceptance of outside employment or other outside activity if that employment would give rise to a real or apparent conflict of interest situation.

The Contractor shall proceed promptly with performance resulting from the technical direction issued by the COR. If, in the opinion of the Contractor, any direction of the CORexceeds the limitations set forth in the COR's delegation of authority letter issued by the Contracting Officer, the Contractor shall immediately notify the Contracting Officer no later than the next Government work day.

1.15 DELIVERABLES

The draft and final deliverables and all associated data and other material deemed relevant by GSA generated by the Contractor in the performance of this BPA are the property of the U.S. Government and cannot be used, reproduced, or retained by the Contractor. All data formats, and documentation will be given to GSA by the Contractor during and at the end of this BPA. The Contractor shall not release any information without the written consent of the Contracting Officer. Any request for information related to the BPA presented to the Contractor must be submitted in writing to the Contracting Officer for approval.

1.15.1 DELIVERABLE / DELIVERY SCHEDULE

The Contractor shall provide the following deliverables:

Deliverable	RFQ Section	Frequency	Format	Due Date	Deliver To
Ordering Agency Audit Report	1.5.17	Monthly	Microsoft Word or Excel	10 business days after audit completion	Ordering Agency CO, COR, GSA COR, PM via email
Overpayment Corrective Action Plan	1.5.17	As needed	Microsoft Word or Excel	30 calendar days after an overpayment is discovered	Ordering Agency CO, COR, GSA COR, PM via email
Ordering Agency Task Order Report	1.7.1	Monthly	Microsoft Excel	Monthly by 1:00 PM ET every Tuesday	GSA COR, PM via email
Ordering Agency Task Orders and Modifications	1.7.1	Varies	Microsoft Excel or	Within 2 business days of award	GSA COR, PM via email

			Adobe pdf		
Industrial Funding Fee (IFF) Report	1.7.2	Quarterly	Microsoft Excel or Adobe pdf	15 calendar days after the end of each fiscal year quarter	GSA COR, PM via email
Small Business Sales report	1.7.3	Upon Request	Microsoft Excel	7 business days from date of request	Ordering Agency, GSA COR, PM via email
Standard GSA Government-Wide Reservation Report	1.7.4	Monthly	Microsoft Excel	15 calendar days after the end of each month	GSA COR, PM via email
GSA Government-Wide Invoicing Report	1.7.5	Monthly	Microsoft Excel	15 calendar days after the end of each month	GSA COR, PM via email
Fiscal Year-End report	1.7.6	Annually	Microsoft Excel	30 calendar days after the end of the fiscal year	GSA COR, PM via email
Best in Class Quarterly Report	1.7.7	Quarterly	Microsoft Excel	15 calendar days after the end of each month	GSA COR, PM via email
Ordering Agency Monthly Program Usage report	1.8.1	Monthly	Microsoft Excel	15 calendar days after the end of each month	GSA COR, PM and Ordering Agency CO, COR via email
Ordering Agency Socio-economic report	1.8.2	Upon Request	Microsoft Excel	15 calendar days from date of request	GSA COR, PM and Ordering Agency CO, COR via email
Kick-Off Meeting	1.18.1	Once	in Person or Virtual	10 business days after award	N/A

1.15.2 METHOD OF DELIVERY

The Contractor shall deliver all reports, plans, products, etc. listed in Section 1.15.1 above to the designated Point of Contact (POC) according to the delivery schedule. All deliverables shall meet the requirements as described in this RFQ in clear, concise, well-written language. All deliverables shall be provided in electronic format to the designated POC using Microsoft Word, Excel, and/or Adobe pdf unless otherwise agreed upon with the COR. Hard copies of deliverables shall be provided upon request.

1.16 INSPECTION AND ACCEPTANCE

The COR for the resulting BPA is a Government official who has been delegated specific technical, functional and oversight responsibilities.

The COR will perform inspection and acceptance of services to be provided under this BPA. The COR will notify the contractor of deliverable acceptance or provide comments in writing within ten (10) Government workdays of receipt of a deliverable or within such other reasonable time frame as agreed upon by the Contractor and Government. Within ten (10) Government business days of receipt of the written comments, the Contractor shall re-submit the final deliverable to the COR. The Contractor shall be allowed five (5) Government business days for one (1) re-submission of deliverables. The Contractor may reference incorporated FAR Clause 52.212-4(a) for additional inspection/ acceptance terms and conditions.

The Ordering Agency is responsible for inspection and acceptance of all deliverables provided by the contractor pursuant to a task order.

1.17 INVOICING PROCEDURES

Invoices are authorized for payment upon the Ordering Agencies receipt and acceptance of deliverables specified in its executed task order and the receipt of a valid invoice. Unless otherwise agreed to, all invoices shall contain the information specified in FAR 52.212-4(g)(1) and the period of performance relative to the services rendered in the invoice. The Contractor must submit invoices to the Ordering Agency in a timely manner at the conclusion of services outlined in the task order, or, if required, at an agreed upon interval during the services outlined in the task order should those services be for an extended period of time. Upon receipt of a valid invoice, the Ordering Agency must pay the Contractor for the services outlined in the Contractor provided invoice in accordance with FAR 52.232-25 Prompt Payment.

1.18 MEETINGS

1.18.1 POST-AWARD KICKOFF MEETING

Within ten business days of BPA award, the Government will conduct a post-award kickoff meeting at a location, date, and time mutually agreed upon by all parties.

1.19 METHOD OF PAYMENT

The BPA does not obligate funds. Funds will be obligated upon execution of a task order by the Ordering Agency. Payment of services will be the responsibility of the Ordering Agency.

Payment of all lodging/housing and optional services ordered under this BPA is the sole responsibility of the specified Ordering Agency. GSA will not be liable for any amount that may be due to the Contractor, its subcontractors, or any other entity providing services under this effort for services that may be ordered by authorized users other than GSA.

The ordering agency payment terms and conditions must be clearly identified in each task order between the Ordering Agency and the Contractor. Ordering agencies may utilize direct pay, Government Purchase card or SmartPay card for payment of invoices. The contractor may add a percentage up to 3% of the invoice amount for a credit card fee should the agency pay an invoice with a card.

1.20 ORDERING PROCEDURES

After the Blanket Purchase Agreement (BPA) is awarded, Ordering Agencies eligible to utilize the BPA may request to become an authorized user. The Ordering Agency can refer to the ELS Website for instructions on how to request to be an authorized user.

GSA will maintain a directory of authorized users and provide the directory to the vendor upon request or upon changes to the directory. Once the Ordering Agency is authorized to use the BPA, the Ordering Agency's designated CO can issue a task order against the BPA. The task order must include, at a minimum: agency requirements, payment, and reporting/auditing requirements. Payment of all services under the task order will be the sole responsibility of the specified Ordering Agency.

Only authorized users may contact the contractor, execute task orders, and/or make modifications to existing reservations and/or requirements.

There is no cost to become an authorized user of the BPA.

1.21 PERFORMANCE REQUIREMENTS

The Government shall use the monitoring methods cited in the attached Quality Assurance Surveillance Plan (QASP) to determine whether the Acceptable Quality Levels have been met. If the contractor has not met the minimum requirements, the assigned Contracting Officer's Representative may request the contractor develop a corrective action plan to show how and by what date it intends to bring performance up to the required levels. The QASP is a living document and may be updated unilaterally by the Government as necessary.

(END OF SECTION 1)

SECTION 2 – GOVERNMENT POINT(S) OF CONTACT

2.0 GOVERNMENT POINT(S) OF CONTACT

A GSA Contracting Officer and the Contracting Officer's Representative (COR) will perform contract administration of the awarded BPA. The Contracting Officer Representative shall be capable of providing all technical assistance and clarification required for the performance of this effort.

CONTRACTING OFFICER (CO)
Name: Danny Killian
Phone: 817-455-6150
Email: danny.killian@gsa.gov; Copy to: onthego@gsa.gov

CONTRACTING OFFICER REPRESENTATIVE (COR)
Name: Steven Meyer
Phone: 202-230-6395
Email: steven.meyer@gsa.gov

ELS PROGRAM MANAGER (PM)
Name: Marcus Witowski
Phone: 202-740-3250
Email: marcus.witowski@gsa.gov

(END OF SECTION 2)

SECTION 3 – CONTRACT CLAUSES

3.0 PREVAILING TERMS AND CONDITIONS

All applicable clauses incorporated into the contractor’s current GSA MAS, Category L - Travel, SIN 561599L contract shall flow down and are hereby incorporated into the awarded BPA. In the event of a conflict between the provisions of the BPA and the GSA MAS contract, the provisions of the GSA MAS contract will take precedence.

3.1 CLAUSES INCORPORATED BY FULL TEXT

3.1.1 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within fifteen (15) days.

3.1.2 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within fifteen (15) days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the BPA expires:

The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(END OF SECTION 3)

SECTION 4 – OTHER TERMS AND CONDITIONS

4.0 ORGANIZATIONAL CONFLICT OF INTEREST

The contractor's attention is directed to FAR Subpart 9.5, Organizational Conflicts of Interest. Any potential conflict of interest issues will be considered prior to ordering agency task orders.

4.1 NON-DISCLOSURE / NON-USE AGREEMENT

The Contractor shall ensure that a Non-Disclosure Agreement is signed, if applicable, by all staff assigned to or performing on this BPA before performing any work, including all subcontractors and consultants. The Contractor shall also ensure that all staff understand and adhere to the terms of the Non-Disclosure Agreement, protecting the procurement sensitive information of the government and the proprietary information of other contractors.

4.2 CONTRACTOR EMPLOYEES

The Contractor shall ensure that Contractor personnel identify themselves as contractors when attending meetings, answering government telephones, providing any type of written correspondence, or working in situations where their actions could be construed as official government acts.

4.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is designated by the Contracting Officer to perform technical liaison between the contractor's management and the Contracting Officer in routine technical matters constituting general program direction within the scope of the BPA. Under NO circumstances is the COR authorized to effect any changes in the work required under this BPA whatsoever, or enter into any agreement that has the effect of changing the terms and conditions of this BPA, or that causes the Contractor to incur any costs.

In addition, the COR will NOT supervise, direct, or control Contractor employees. Notwithstanding this provision, to the extent that Contractor accepts any direction that constitutes a change to this BPA without prior written authorization of the Contracting Officer, costs incurred in connection therewith are incurred at the sole risk of the contractor, and if involved under this BPA will be disallowed.

On all matters that pertain to the contract terms, the Contractor must communicate with the Contracting Officer. Whenever, in the opinion of the contractor, the COR requests efforts beyond the terms of the contract, the Contractor shall advise the Contracting Officer. If the COR persists and there still exists a disagreement as to the proper contractual coverage, the Contracting Officer will be notified immediately, preferably in writing.

4.4 UNAUTHORIZED COMMITMENT

In no event shall any understanding or agreement between the Contractor and any Government employee other than the Contracting Officer on this BPA be effective or binding upon the Government. All such actions must be formalized by a proper contractual document executed by an appointed Contracting Officer. The Contractor is hereby put on notice that in the event a

Government employee other than the Contracting Officer directs a change in the work to be performed or increases the scope of the work to be performed, it is the Contractor's responsibility to make inquiry with the Contracting Officer before making the change. **Payments will not be made without being authorized by an appointed Contracting Officer with the legal authority to bind the Government**.

4.5 CANCELLATION PROVISION

In the event an Ordering Agency cancels the room requirement and/or is a no-show for such rooms/properties, then the Ordering Agency shall pay upon request to the Contractor the hotel/property charges and the Contractor’s fees based upon the cancellation policy of the hotel as outlined in the task order requirements referenced in section 1.5.14. If the hotel/property waives cancellation charges to the Contractor, the Contractor may only invoice the Ordering Agency a maximum of the Contractor’s fees, at the Contractor’s discretion, for one night for all such hotel rooms/properties.

4.6 GOVERNMENT FURNISHED EQUIPMENT (GFE) / INFORMATION (GFI) / FACILITIES

4.6.1 GOVERNMENT FURNISHED EQUIPMENT / INFORMATION / PROPERTY

If necessary, the Contractor shall maintain a detailed inventory accounting system for Government furnished equipment/material or Contractor-acquired-Government owned property (CAP). The inventory accounting system must specify, as a minimum: product description (make, model), government tag number, date of receipt, name of recipient, location of receipt, current location, purchase cost (if CAP), and contract/order number under which the equipment is being used. The Contractor shall either: a) attach an updated inventory report to each monthly progress report, or b) certify that the inventory has been updated and is available for Government review. In either case the contractor’s inventory listing must be available for Government review within one (1) business day of COR request. No GFP will be provided upon BPA award.

4.6.2 GOVERNMENT FACILITIES

Unless directly related to this BPA, the Contractor and any employees or consultant of the Contractor are prohibited from using U.S. Government facilities (such as office space or equipment) or U.S. Government clerical or technical personnel in the performance of the services not specified in the BPA.

(END OF SECTION 4)

5.0 PWS ATTACHMENTS

1 – QASP