



QQ – 122537

COMMONWEALTH'S ATTORNEYS' SERVICES COUNCIL
Training Virginia's Prosecutors for the 21st Century

Commonwealth's Attorneys' Services Council (CASC)

Scope of Services Required

This quick quote is for the procurement of lodging, conference rooms, and some meals for a CASC training program. Requirements mentioned below are for: **Sunday, May 23, 2027 - Friday, May 28, 2027**

CASC is seeking bids from hotels ONLY (no event planners or other third-party vendors) with on-site conference facilities, including lodging, direct meal services, and conference rooms in **Williamsburg, VA** for a 6-day training program for approximately 55 people (estimated). The final attendee count will be confirmed prior to the event. **Location should be convenient for pedestrian access to shops, restaurants and services. Guests should not need to drive a vehicle during the conference or cross a major roadway on foot.**

Read this Scope of Services document carefully for details. **Bids must be submitted in eVA.** Complete the online eVA item list providing the US dollar amount for each item. **Provide the hotel name, address, contact information for the on-site contact person in the description/note area when submitting bid.** You are also encouraged to upload a separate document with bid details into eVA.

Lodging and meals must be at or below per diem rate (resource: <https://www.gsa.gov/travel/plan-book/per-diem-rates>). **Resort Fees are not permitted.** Where applicable any **service charges should not exceed 20%.**

Requirements:

Hotel Accommodation

Hotel accommodation for five (5) nights, billed at or below state per diem rate. Number of rooms is an estimate. The final attendee count will be confirmed prior to the event.

55 hotel rooms **Night 1:** Sunday night, May 23, 2027

55 hotel rooms **Night 2:** Monday night, May 24, 2027

55 hotel rooms **Night 3:** Tuesday night, May 25, 2027

55 hotel rooms **Night 4:** Wednesday night, May 26, 2027

55 hotel rooms **Night 5:** Thursday night, May 27, 2027

Designated Conference Registration Area

Designated training registration area for six (6) days to be supplied with one (1) 12 ft. table with cloth table cover (or equivalent), four chairs, two (2) display easels, trash can, ice water, and drinking glasses.

Conference Room

Conference Room for six (6) days with tables & chairs arranged in a classroom style with ample room for 50 attendees.

Day 1: Sunday, May 23 starting at 1:00 p.m.

Day 2: Monday, May 24

Day 3: Tuesday, May 25

Day 4: Wednesday, May 26

Day 5: Thursday, May 27

Day 6: Friday, May 28 until 1:00 p.m.

Additional room requirements: cloth table coverings (or equivalent) on all tables, attendee tables must be large enough for a binder and reading materials, head table with chairs, podium, microphones with wireless capabilities and/or cables to measure 6 feet in length, PowerPoint/video viewing capabilities, A/V connections to include HDMI, VGA, and analog audio with connection to speakers and access to power. Ice water and drinking cups should be available in the room for attendees.

Meeting Rooms

Four (4) additional rooms, on the listed dates and times, with tables & chairs arranged in classroom style with ample space for 10-12 attendees.

Four rooms: Tuesday, May 25 from 8:00 a.m. – 9:00 a.m.

Four rooms: Tuesday, May 25 from 3:00 p.m. – 6:00 p.m.

Four rooms: Wednesday, May 26 from 8:00 a.m. – 9:00 a.m.

Four rooms: Thursday, May 27 from 8:00 a.m. – 10:00 a.m.

Additional room requirements: cloth table coverings (or equivalent) on all tables, attendee tables must be large enough for a binder and reading materials, and ice water and drinking cups should be available in the room for attendees.

Hospitality Suite for Networking

Complimentary after-hours hospitality suite for private networking with tables, chairs, glasses, bowl/bin with ice, 2 large trash cans, and ample space for up to 30 people each night Sunday, May 23 - Thursday, May 27. Space must permit guests to provide their own food and beverages.

Beverages for Breaks

Continuous coffee/tea/soft drinks available throughout the program for morning and afternoon breaks each day, billed on a consumption basis for 55 people.

Day 1: Sunday, May 23 starting at 1:00 p.m.

Day 2: Monday, May 24

Day 3: Tuesday, May 25

Day 4: Wednesday, May 26

Day 5: Thursday, May 27

Day 6: Friday, May 28 ending at 1:00 p.m.

Refreshments for Afternoon Breaks

Refreshments (pastries or hot snack items) for afternoon breaks each day, to be billed on consumption basis, or at daily rate not to exceed \$5 per diem.

Afternoon 1: Sunday, May 23

Afternoon 2: Monday, May 24

Afternoon 3: Tuesday, May 25

Afternoon 4: Wednesday, May 26

Afternoon 5: Thursday, May 27

Breakfast Buffet

Hot Breakfast for five (5) days, served between 7:30 a.m. and 9:00 a.m. each morning, priced at or below per diem rate and billed on a per person basis.

55 people on Day 1: Monday, May 24

55 people on Day 2: Tuesday, May 25

55 people on Day 3: Wednesday, May 26

55 people on Day 4: Thursday, May 27

55 people on Day 5: Friday, May 28

Luncheon

Luncheon for four (4) days, priced at or below per diem rate and billed on a per person basis.

55 people on Day 1: Monday, May 24

55 people on Day 2: Tuesday, May 25

55 people on Day 3: Wednesday, May 26

55 people on Day 4: Thursday, May 27

Dinner

Dinner for two (4) evenings priced at or below per diem rate and billed on a per person basis.

55 people on Day 1: Monday, May 24

55 people on Day 4: Thursday, May 27

Dining Area for Catered Dinner

Indoor dining area for 55 people to receive a catered dinner from an outside vendor on Sunday, May 23.

Audio Visual

Complementary access to power and audiovisual equipment if agency is unable to provide their own, including overhead digital projector, projector screen (measuring at least 6 feet in width), audio interface for computer audio with speakers, and microphones.

Wi-Fi

Complimentary Wi-Fi in conference rooms and meeting spaces. Access to wired/ethernet connection.

Parking

Complimentary parking sufficient to accommodate 55 attendees and staff.

Receive and Store Materials Before the Event

Ability to receive and store training materials (boxes containing 55+ binders) up to three days before the training program and the ability to move materials to conference registration area before conference opening on the first day of the conference with no box handling fee.

Location

Williamsburg, Virginia – Hotel location should have convenient pedestrian access to restaurants, shops and services. Attendees should not need to drive a vehicle during the conference or cross a major roadway on foot.

BID SUBMISSION – INSTRUCTIONS:

All bids must be submitted electronically online via [eVA](#) using the Bidder's established eVA Supplier Account. The entire bid response including attachments, and addendums must be submitted electronically in eVA no later than the closing date and time stated on the electronic solicitation posting. Faxed, emailed, mailed or hand-delivered bids will not be accepted.

To learn how to submit an online bid in eVA please refer to the online supplier training page at:

<https://eva.virginia.gov/supplier-training-materials.html>

In the event of technical difficulties, suppliers should contact eVA Customer Care at 1-866-289-7367 or via email at eVACustomerCare@DGS.Virginia.gov.