

The following list of questions comprises all questions received as of 11 October 2004. Any additional questions should be submitted no later than 2:00 PM EST on 14 October 2004. Questions received after this date may not be answered by the government.

## Questions

### Task 1 - Conference Organization

1. d) recommending, recruiting and confirming guest speakers - will the DHS provide recommendations?

DHS S&T is looking for the bidder to offer recommendations and recruit the banquet speaker, who should be a luminary in his or her scientific field and provide an additional “draw” for the conference.

2. e) developing and implementing strategies for in-kind sponsorship – is this sponsorship supposed to bring in money to assist in paying for conference? What is the purpose of the sponsorships.

Correct. DHS S&T is looking for an organization that can broker cosponsoring arrangements with organizations whose interests are aligned with the conference theme and objectives; examples include underwriting receptions, underwriting the banquet, and subsidizing floor space for poster sessions. The purpose of the sponsorships is to allow DHS to provide a superior quality event while minimizing registration costs.

### Task 2 – Technical Session Management

1. h) production of a CD-Rom set with a compendium of the papers presented during the conference – what is the number of CD’s required

DHS S&T anticipates the conference will draw some 500 participants, or more. The CD-Rom production run should be sufficient to provide a copy to any/all attendees.

### Task 3 – Marketing and Promotion

1. b) developing and hosting a conference web site to manage online registration and payment, to support match-making in advance of the conference, and imposing quality standards for externally linked pages – will credit card processing be necessary thru the website? What will the registration fee be? What is meant by match-making?

Credit card processing is necessary through the web site to ease registration and conform to expectations of DHS S&T’s targeted audiences.

The registration fee should be sufficient to cover meals/catering; hall rental and service costs will be borne by the DHS S&T conference budget.

By match-making, DHS S&T would like the web site to offer a bulletin board or similar service, for registered participants to submit a profile of their subject matter interests and current research and desired areas of collaboration. The web site should facilitate on-line introductions of individuals whose interests and requirements for R&D collaborations coincide, and also support scheduling of face-to-face meetings during the conference. Ideally, the web site will be maintained following the conference to support dialogue between conference participants.

2. i) organize an exhibition for 30 – 50 organizations, which may include private sector companies, that represent the cutting edge of research in areas directly relevant to homeland security missions. The exhibits size – table top or full fledge exhibits? What is the exhibit price if any.

DHS S&T is envisioning table top displays, though organizations could arrange to set up Nimloc displays. Booth space allocated is typically 10 x 10. Exhibitor fees will be set in context of an overall scheme for registration and marketing.

#### Task 4 – Conference Logistics

1. b) providing DHS S&T with direct liaison to the conference venue to manage aspects such as A/V, catering, room assignments, signage, exhibit hall/poster session management, on-location support during conference hours, and so on. Will the DHS S&T staff be working directly with the venue departments or will it require the contractor to be the liaison? Is the Offeror intended to bid these costs?

The contractor will be required to be the liaison. DHS S&T's intent is that the offeror will let a subcontract with the conference venue encompassing all hotel catering and conference services, following DHS S&T approval of the conference specifications drafted by the offeror and concurrence with the offeror's recommendation based on hotel proposal(s) received.

2. The SOW does not give information as to the # of sleeping rooms required for the hotel contact? What is the number of sleeping rooms required for this effort?

Because this is DHS S&T's first technical conference, no track record is available to indicate level of interest or attendance. For purposes of a bid, assuming 500 total participants, 400 sleeping rooms would be a probable number for guests staying overnight between day one and day two. The sleeping room tally would likely be somewhat less on the evening prior to the first full day of the technical conference.

3. The travel requirements, is the co-sponsor processing travel or will travel be by ITO's?

DHS S&T does not expect the co-sponsor to make travel arrangements. The co-sponsor may be asked to facilitate ORISE's management of arrivals and departures of the DHS Scholars and Fellows.

4. What are the number of meeting rooms required? How many breakout rooms are required in addition to the general session room?

DHS S&T anticipates six break-out rooms for the technical sessions.

5. Food and Beverage requirements are not specified for costing purposes? Does the government intend to provide break service, lunches and dinners?

Food and beverage requirements should not be included in the bidder's proposal; DHS S&T funding for the conference cannot be used for food and beverage. Catering costs will be recovered through a registration fee.

6. How many rooms will require AV equipment? What type of equipment is anticipated?

DHS S&T anticipates the specifications for the venue will require AV equipment in the plenary and break out rooms. Ideally, the AV equipment set up will support projection of powerpoint presentations and rolling images in between technical sessions on wide screen view(s); projection systems should be able to accommodate CDRoms, data sticks, and presenters' lap tops (though the intent is to have all presentations loaded on the system prior to each technical session). Audio equipment will be necessary to support the technical panels and audience questions. Some combination of table mikes, standing mikes and laveliers is anticipated.

7. It is noted that there are Fixed Price FAR Clauses incorporated and that this solicitation is being conducted under FAR Subpart 12.6. Is this effort intended to be bid under a Contractor's existing GSA Schedule Contract, or will this effort be awarded as a standalone effort? Also, is the effort intended to be Firm Fixed Price (FFP) for labor wherein the Contractor will be reimbursed the entire firm fixed price amount proposed and awarded based on a FFP Payment Schedule, or is this intended to be a Fixed Hourly Labor Rates effort wherein Contractor shall be reimbursed for actual hours worked. The conference support ODC Costs are assumed to be cost reimbursable. Please clarify.

This will be firm fixed price based on a FFP Payment Schedule.

8. It is respectfully requested that the proposal due date be extended two weeks to October 25, 2004 pending answers to the questions since there is not enough definitive information contained in the solicitation for proposal submittal purposes. The solicitation close date has been extended to October 26, 2004.