STATEMENT OF WORK (SOW)
National Labor Relations Board
2026 Trial Advocacy Training Conference
Lodging and Meeting Space
RFQ#63NLRB26Q0004

SCOPE

The National Labor Relations Board (NLRB or Agency) requires meeting space and lodging for presenters and attendees for a planned Trial Advocacy Training Conference scheduled September 14 through September 18, 2026. The conference will be held in either Chicago, Illinois; Denver, Colorado; San Diego, California; Atlanta, Georgia OR Washington, DC.

BACKGROUND

The NLRB is an independent Federal agency created by Congress in 1935 to administer the National Labor Relations Act, the primary law governing relations between unions and employers in the private sector. The Agency is structured with a headquarters office in Washington, DC and field offices across the United States. Periodic training conferences such as the Trial Advocacy Training Conference support the NLRB's mission by providing critical skills development opportunities for attendees while enabling networking and collaboration between geographically separated office locations.

REQUIREMENTS

The Trial Advocacy Training Conference will be attended by up to 140 individuals including NLRB employees and external speakers. The vendor will provide both lodging and meeting space requirements (details below). The venue should be in the downtown area of either Chicago, Illinois or Denver, Colorado, in a safe area, with a variety of restaurants within a reasonable walking distance.

CLIN 1: Lodging

The vendor will provide lodging accommodations for conference attendees:

Number of Guests	Nights per Guest	Dates
135	4	Sept 14 – 17
5	5	Sept 13 – 17

Lodging must meet the following basic requirements:

- Sleeping rooms should be clean, well-furnished and include usual amenities for overnight accommodation.
- All rooms should include high-speed internet Wi-Fi.
- Handicapped-accessible rooms should be available for attendees who require them.

The following are preferred:

- Availability of an on-site restaurant.
- Access to an on-site Business Center for printing, making copies, and other last-minute general office services.
- Exercise facility with equipment in good working condition and properly maintained.
- On-site guest parking.
- Shuttle service to and from major airports in the metropolitan area.

CLIN 2: Meeting Rooms

The vendor will provide conference meeting space:

Meeting Space	Quantity per Day	Dates
General Session Room	1	Sept 15 – 18 (half day on Sept 18)
Breakout Rooms	10	Sept 15 – 17
Hospitality Room	1	Sept 14 – 18

Meeting Rooms must meet the following basic requirements:

General Session Room

- Comfortable seating for up to 140 attendees arranged in banquet-style tables seating up to eight.
- Faculty table in front of the room, preferably elevated, with seating for six.
- Staff table in the back of the room with seating for four.
- Two registration tables outside of the entrance to the room with seating for three and adequate space for standard registration activities (sign-in sheets, distributing name tags and conference materials, etc.)
- LCD Projector package, including projector, screen, AV cart, multi-plug extension cord, or comparable system.
- Audio sound system including two lavalier microphones, three hand-held microphones with table stands, and a podium with one microphone.
- Electric outlets with at least two power strips and two extension cords.
- Access to high-speed Wi-Fi internet service for all attendees.

Breakout Rooms

- Comfortable seating for up to 15 people arranged in a single table, preferably in a U-shaped layout.
- Presenters table in the front of the room with seating for two.
- Electrical outlets, one power strip, and one extension cord.
- Access to high-speed Wi-Fi internet service.
- If the proposed location does not have enough separate breakout rooms required, the

General Session Room may be partitioned off and used to satisfy a portion of the total number of breakout rooms.

Hospitality Room

- Two tables with seating for four.
- Electrical outlets, one power strip, and one extension cord.
- Access to high-speed Wi-Fi internet service.

CLIN 3 – Morning and Afternoon Refreshments

The vendor will provide morning and afternoon refreshment breaks:

Refreshment Break	Number per Day	Dates
Morning	1	Sept 15 – 17
Afternoon	1	Sept 15 – 17

Refreshment Breaks shall include the following:

- Morning Refreshment Break including beverages (coffee, tea, an assortment of juices, water) and light refreshments.
- Afternoon Refreshment Break including beverages (iced tea, water, an assortment of sodas) and light refreshments.
- Set-up refreshment tables before designated break times in an area convenient to attendees.
- Break-down of refreshment tables after designated break times.

VENDOR DELIVERABLES

The vendor shall provide lodging rooms and meeting rooms for the tasks/events listed above, as per the requirements. The vendor must be able to provide the lodging rooms and meeting rooms for the entire period of the listed task dates.

POINTS OF CONTACT
Contracting Officer:
Delfina St. Clair
Contracting Officer
Acquisitions Management Branch
Delfina.St.Clair@nlrb.gov
Office: 202-273-4212

Program Office:
Michele Brown (COR)
Senior Human Resources Specialist Office of Employee Development (OED)
Michele.Brown@nlrb.gov
Office: 202-273-3779

Basis for Award

The NLRB intends to award a Firm Fixed Price Purchase Order. The objective of the NLRB is to select the quote that represents the best value to the government while meeting or exceeding the requirements. All evaluation factors and their relative importance are set forth in this RFQ. A site visit of the facility may be conducted prior to award. The evaluation factors are listed in order of importance. An integrated assessment of quotes using all evaluation factors found in the solicitation will be the basis for award. The award may be made based on the initial submission, with or without discussion, so contractors should submit quotes that clearly meet or exceed the requirements of the solicitation. All responsible sources may submit a quote which shall be considered by the NLRB.

All quoters must confirm in their quote that the facility is compliant with the Hotel and Motel Fire and Safety Act of 1990 (Public Law 101-391) (15 U.S.C. 2201 et seq.) and the American with Disabilities Act (ADA) (Public Law 101-336)(42 U.S.C. 12101 et seq.).

The NLRB is a tax-exempt Federal agency; do not include any sales taxes in quotes for which the Federal Government is exempt.

Evaluation Criteria

Award will be made to the responsible quoter whose quote, conforming to the solicitation, will be most advantageous to the Government based on technical, past performance, and price. Quotes that exceed the NLRB requirements may receive additional consideration under Technical. These factors are listed in order of importance:

Factor I – Technical

Location – Quotes will be evaluated on the ability of the hotel to provide a facility that is located in Chicago, Illinois; Denver, Colorado; San Diego, California; Atlanta, Georgia OR Washington, DC, in a safe area within walking distance of a variety of restaurants.

b. Rooms – Sleeping rooms should be clean, well-furnished and include usual amenities for overnight accommodations. All rooms must include free high-speed internet access (WIFI preferred).

c. Meeting Space – Meet requirements under Section 3 of the Statement of Work.

d. Other Considerations – Transportation to major airports, availability, and cost of on-site guest parking. In addition, the hotel must include complimentary on-premises exercise facility with state-of-the-art equipment such as elliptical trainers, treadmills, bikes and other strength training equipment that are properly maintained and in good working condition.

Factor II – Past Performance

The hotel should provide references for at least three (3) Federal Government contracts for

similar work performed with the past three (3) years. The hotel will be evaluated based on customer satisfaction. The contact information for each reference shall include:

- Contract Value
- Agency/Company Name/Point of Contact Information
- Description/Type of Services Provided.

Factor III – Price
The NLRB intends to award a firm-fixed price Purchase Order. Lodging price must be at or below the Government per diem rate per night. Vendor should provide pricing in the same or similar format to Attachment A - Pricing Template.

The Government intends to evaluate quotes and make award without discussions; however, this does not preclude the Government from having discussions if it is in the best interest of the Government to do so.

Quote Submission
This is an open-market solicitation for lodging and meeting space as defined herein. The government intends to award a Purchase Order, to one vendor as a result of this solicitation that will include the terms and conditions set forth herein. To facilitate the award process, all quotes must include a statement regarding the terms and conditions herein as follows:
"The terms and conditions in the solicitation are acceptable to be included in the award document without modification, deletion, or addition."
OR
"The terms and conditions in the solicitation are acceptable to be included in the award document with the exception, deletion, or addition of the following:"
Quoters shall list exception(s) and rationale for the exception(s).

Questions/clarifications regarding this solicitation shall be submitted via email to Delfina.St.Clair@nlrb.gov. Questions that are vague, illegible, or irrelevant to the requirement, or submitted after the cut-off date may not receive a response. No telephonic requests will be entertained. Questions are due no later than 1pm EST on July 10, 2026.

Quoters shall submit the following via email to the Contracting Officer no later than 11AM EST on July 15, 2026. The quoter shall submit a separate technical and price quote that addresses the requirements of the solicitation. Hotel contracts shall be submitted with your technical and price quote, along with descriptive literature to include sleeping rooms, diagrams, and amenities. Quotes should be submitted in either Adobe Acrobat or Microsoft Word.

Volume I – Technical	Title	Max. Page Limit	Electronic Copies
	(1) Cover Section	1 Page	One
	(2) Technical Approach (3) Past Performance	12 Pages	One One

Volume II – Price	Title	Max. Page Limit	Electronic Copies
	Price	Unlimited	One

Provisions and Clauses
The full text of FAR provisions or clauses may be accessed electronically at http://acquisition.gov/comp/far/index.html.

The following solicitation provisions apply to this acquisition:
FAR 52.212-1, Instructions to Offerors–Commercial Items [SEP 2023]
FAR 52.212-2, Evaluation – Commercial Items [NOV 2021]
FAR 52.204-7, System for Award Management (NOV 2024)

The following contract clauses apply to this acquisition:
52.212-4, Contract Terms and Conditions–Commercial Items (NOV 2023)
52.203-13, Contractor Code of Business Ethics and Conduct (NOV 2021)
52.203-17, Contractor Employee Whistleblower Rights (NOV 2023)
52.204-13, System for Award Management Maintenance (OCT 2018)
52.222-3, Convict Labor (JUN 2003)
52.222-35, Equal Opportunity for Veterans (JUN 2020)
52.222-36, Equal Opportunity for Workers with Disabilities (JUN 2020)
52.222-50, Combating Trafficking in Persons (OCT 2025)
52.226-8, Encouraging Contractor Policies to Ban Text Messaging While Driving (MAY 2024)

52.222-90 DEI DISCRIMINATION BY FEDERAL CONTRACTORS (APR 2026)
(a) *Definitions*. As used in this clause—
Program participation means membership or participation in, or access or admission to: training, mentoring, or leadership development programs; educational opportunities; clubs; associations; or similar opportunities that are sponsored or established by the contractor or subcontractor.
Racially discriminatory diversity, equity, and inclusion (DEI) activities means disparate treatment based on race or ethnicity in the recruitment, employment (e.g., hiring, promotions), contracting (*e.g.*, vendor agreements), program participation, or allocation or deployment of an entity's resources.
(b) In connection with the performance of work under this contract, the Contractor agrees as follows:
(1) The Contractor will not engage in any racially discriminatory DEI activities;
(2) The Contractor will furnish all information and reports, including providing access to books, records, and accounts, as required by the Contracting Officer, for purposes of ascertaining compliance with this clause;
(3) In the event of the Contractor's or a subcontractor's noncompliance with this clause, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor or subcontractor may be declared ineligible for further Government contracts;
(4) The Contractor will report any subcontractor's known or reasonably knowable conduct that may violate this clause to the Contracting Officer and take any appropriate remedial actions directed by the Contracting Officer; and

(5) The Contractor will inform the Contracting Officer if a subcontractor sues the Contractor and the suit puts at issue, in any way, the validity of this clause.
(6) The Contractor recognizes that compliance with the requirements of this clause are material to the Government's payment decisions for purposes of 31 U.S.C. 3729(b)(4).
(c) The Contractor must include the substance of this clause, including this paragraph (c), in subcontracts at any tier, including those for commercial products and commercial services, except those where the place of delivery or performance is outside the United States.
(End of clause)

Agency-Specific Clauses
IPP-001 Electronic Invoicing and Payment Requirements - Invoice Processing Platform (IPP)
Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform (IPP) system using the "Bill to Agency" of Interior Business Center – FMD.
"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is: https://www.ipp.gov.

The Contractor must use the IPP website to register, access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve prior to the contract award date, but no more than 3 - 5 business days of the contract award date.

Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email IPPCustomerSupport@fiscal.treasury.gov or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.
(End Clause)

NLR 0001 52.201-9000 CONTRACTING OFFICER'S REPRESENTATIVE (NOV 2015)
(a) The Contracting Officer's Representative (COR) is a representative of the Government with limited authority who has been designated in writing by the CO to provide technical direction, clarification, and guidance with respect to existing specifications and performance work statement/statement of work/statement of objectives, as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the CO for resolution.

(b) The COR is not authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

(c) The Contractor is responsible for promptly providing written notification to the CO if it believes the COR has requested or directed any change to the existing contract. No action shall be taken by the Contractor for any proposed change to the contract until the CO has issued a written directive or a written modification to the contract. The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the CO.

(d) COR authority is not delegable.

Contract Administration Data
All contract administration must be affected by the Contracting Officer. In no event will any modification, change order or other matter in deviation from the terms of scope of this contract be effective or binding unless formalized by proper contractual documents by the Contracting Officer. In the event the Contractor makes any changes to the terms or scope of this contract at the direction of any person other than Contracting Officer, the change will be considered to have been made without proper authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.
(End of Clause)

Local Provision: 52.233-9000 Agency-Level Protests
Potential bidders or quoters may submit an agency-level protest directly to the Contracting Officer (CO). As an alternative to the CO's consideration of a protest, a potential bidder or quoter may request an independent review of their protest by the NLRB Protest Deciding Official (Director, NLRB Acquisitions Management Branch). In either case, the Agency-level protest must comply with the requirements and procedures in FAR 33.103 for submitting agency-level protests.
(End of Clause)

Attachment A – Pricing Template