Solicitation Title: Lease/Rental of Conference Space and Facilities – The Office of Inspector General, Office of Audits & Evaluations **(OAE)** plans to have a conference and meeting in **Houston, TX**. **FY26 Operational Planning Meeting** August **23-28, 2026**

Solicitation Number: [F363130-26-2000243]

Notice Type: Combined Synopsis/Solicitation

NAICS Code: 531120 – Lessors of Nonresidential Buildings (except Mini warehouses)

PSC Code: X1AB – Lease/Rental of Conference Space and Facilities

1. Description of Requirement

Office of Veteran Affairs Office of Inspector General (VAOIG) requires the lease/rental of conference space and associated facilities to host the **[FY26 Operational Planning Meeting]**

[23 August - 28 August 2026 (Mon-Thurs meeting days; includes setup/teardown] in **[Houston, Texas]**. The event will accommodate at least **[106]** attendees, and will include plenary sessions, breakout rooms, and catering services.

2. Minimum Requirements

The facility must:

Be located within **[0.5] miles** of **[Houston, TX / Galleria]**.

<u>Meeting Space</u>

Provide **[1 each]** General Session (all attendees together) main conference room with seating for **[106 people]** in **[classroom]** style that must be wide and not narrow to ensure people sitting at the back of the room are able to view the presentations.

Include **[5 each]** breakout rooms (airwalls acceptable) to hold at least 25 people each.

Include **[1 each]** Quiet room, holds at least 10 (no Av needed for this room) – optional if free.

Total of **7** rooms are needed.

<u>A/V</u>

A/V packages for all rooms (able to accommodate virtual attendees).

General Session – mainstage podium, 2 lavalier microphones, 4 handheld wireless microphones, at least 2 screens (depending on room layout)

Breakouts -podium, 1 lavalier microphone, 2 handheld wireless microphones, 1 screen for presentations

High-reliability WIFI coverage for **ALL** rooms

Light Refreshments

AM and PM Breaks for 30 minutes each day of the meetings, Monday – Thursday (meeting days). Include coffee/tea, water, and standard light break items; offer pricing tiers and service fees.

3. Period of Performance

From **[August 23, 2026]** to **[August 28, 2026]**, including setup and teardown time.

4. Deliverables

Reserved conference space per specifications.

Setup and breakdown of rooms per event schedule.

Technical support for AV equipment during event hours.

Catering service per agreed menu and schedule.

5. Submission Instructions

Interested vendors shall submit a **capabilities statement** including:

Facility location and capacity details.

Floor plans and photos.

Pricing (itemized by space, services, and equipment).

Business size and socio-economic status (e.g., Small Business, WOSB, SDVOSB).

Past performance references for similar events.

Submissions must be sent via email to **[Contracting Officer Antoinette Ingram** antoinette.ingram@va.gov **and Contract Specialist Gerald Liddell** gerald.liddell1@va.gov no later than **[15 July 2026 1PM EST]**.

6. Evaluation Criteria

Award will be made to the offeror responsible whose proposal is most advantageous to the Government, considering:

Technical capability to meet requirements.

Past performance.

Price.

7. Additional Information

This solicitation is issued as a **100% Small Business Set-Aside.** However, all responsible sources may submit a quotation which shall be considered by the agency.

NAICS code 531120 (Lease/Rental of Conference Space and Facilities).

Instructions to Offerors:

At a minimum, the quotation package should include:

Company Profile: Name, address, Point of Contact (POC), and SAM UEID number.

Socio-economic Status: Statement regarding small business certifications (e.g., SDB, HUBZone, SDVOSB).

Corporate Experience: Evidence of prior performance in efforts of similar size and scope.

Venue Details: Hotel brochure, floor plans, and a menu for refreshments/meals.

Sample Line-Item Structure (CLINs)

The following Contract Line Item Numbers (CLINs) are standard for conference rental solicitations:

CLIN	Description	Unit of Measure
0001	Audiovisual (A/V) Equipment and Connectivity (Wi-Fi)	JB
0002	Rental of Conference Meeting Space	EA
0003	Food and Beverage Services (Refreshments)	EA

0004 Lodging (if overnight stays are required) Rooms Nights

Standard Facility Requirements

Solicitations generally specify the following minimum technical needs:

Space Capacity: Meeting rooms must accommodate the total estimated number of attendees (106 people) with specific classroom-style seating arrangements.

Security & Access: For sensitive meetings, space should be in a dedicated area not shared with outside guests. Some requirements may specify a minimum Facility Security Level (FSL).

A/V Support: Dedicated on-site A/V support, typically required from 07:00 am to 5:00 pm, including projectors, screens, microphones, and sound distribution.

Refreshments: Continuous self-service water and scheduled AM/PM breaks (coffee, tea, and light items).

Evaluation and Pricing Considerations

Cancellation Policy: Government agencies often require the contractor's cancellation policy as a specific evaluation criterion.

Per Diem Alignment: For requirements involving lodging, initial location selection is typically based on established per diem rates. Agencies may allow the lodging portion to be exceeded by up to **25 percent** to ensure advantageous locations.

Proximity: Solicitations often define a specific "delineated area" or distance (e.g., within .2 miles of a specific zip code 77204).

Solicitation Provisions and Contract Clauses

52.212-1 Instructions to Quoters-Commercial Products and Commercial Services (SEP 2023) (DEVIATION OCT 2025)
52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)
52.212-2 Evaluation-Commercial Products and Commercial Services (NOV 2021) (DEVIATION OCT 2025)

(End of clause)

VAAR Provisions Provisions

852.209-70 Organizational Conflicts of Interest (OCT 2020)
852.233-70 Protest Content/Alternative Dispute Resolution (OCT 2018)
852.233-71 Alternate Protest Procedure (OCT 2018)
852.252-70 Solicitation Provisions or Clauses Incorporated by Reference (JAN 2008

VAAR Clauses

852.201-70 Contracting Officer's Representative (DEC 2022)
852.203-70 Commercial Advertising (MAY 2018)
852.204-70 Personal Identity Verification of Contractor Personnel (MAY 2020)
Small Businesses (JAN 2023) (DEVIATION)
852.222-71 Compliance with Executive Order 13899(DEVIATION)(APR 2025)
852.232-72 Electronic Submission of Payment Requests (NOV 2018)
852.237-75 Key Personnel (OCT 2019)
852.242-71 Administrative Contracting Officer (OCT 2020)