



**REQUEST FOR PROPOSALS - EVENT PLANNING AND LOGISTICAL SUPPORT - PROJECT
SAFE NEIGHBORHOODS (PSN) 2020 NATIONAL CONFERENCE.
(RFP 2018-DP-BX-K013 – PSN SPRING 2020)**

I. OVERVIEW:

The selected applicant will enter into a contract with the CNA Corporation to provide event planning, management and logistical support for the PSN Spring 2020 Conference. Applicant will work with the CNA Project Manager in the execution of all aspects of PSN Spring 2020, including pre-event planning support, logistical support for conference setup and event management support prior to and during the event. For more detailed information see the Scope of Work section below.

II. ORGANIZATION INFORMATION:

CNA is a nonprofit research and analysis organization dedicated to the safety and security of the nation. It operates the Center for Naval Analyses — the only Federally Funded Research and Development Center (FFRDC) serving the Department of the Navy — as well as the Institute for Public Research. CNA is dedicated to developing actionable solutions to complex problems of national importance. With nearly 700 scientists, analysts and professional staff, CNA takes a real-world approach to gathering data. Its one-of-a-kind field program places analysts on carriers and military bases, in squad rooms and crisis centers, working side-by-side with operators and decision-makers around the world. CNA supports naval operations, fleet readiness and great power competition. Its non-defense research portfolio includes criminal justice, homeland security and data management.

CNA Corporation currently holds a Cooperative Agreement with the U.S. Department of Justice; Office of Justice Programs, Bureau of Justice Assistance. The award number is 2018-DP-BX-K013 for the Project Safe Neighborhoods project (PSN).

PSN is a nationwide initiative supported by the US Department of Justice (US DOJ) that brings together federal, state, local and tribal law enforcement officials, prosecutors, and community leaders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them. The PSN Training and Technical Assistance program supports US Attorneys across the nation in implementing their PSN initiatives.

III. EVENT DESCRIPTION:

The PSN project hosts large, high-profile conferences convening up to 1,000 participants. This invitation-only event will convene executive leaders and key stakeholders from PSN sites (e.g., US Attorneys; PSN Coordinators; law enforcement coordinators; federal, state, local, and tribal law enforcement; and community leaders), DOJ officials, and subject experts to share ideas on violent crime reduction.

The conference will be a 2.5 day event featuring plenary speakers and breakout sessions on a variety of crime reduction topics, to include lessons learned from successful PSN initiatives and opportunities to hear from and share ideas with department leadership and PSN training and technical assistance experts.

CNA is requesting a contractor to provide logistical event planning and coordination support for the PSN 2020



National Conference, which will take place in Dallas, Texas on April 14-16, 2020 at the Omni Dallas Hotel. It is estimated to be over 700 guests in attendance.

IV. APPLICANT RFP RECEPTION:

By responding to this RFP the applicant agrees to be responsible for fully understanding the requirements of the RFP and will ask any questions to make sure that understanding is gained. CNA reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any RFP response deemed to be in the best interests of CNA.

Acceptance of any RFP should not be construed as a contract or indicate any commitment on the part of the CNA for any future action. The RFP does not commit CNA to pay for any costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a final contract.

V. REPORT TO:

The applicant will report to the CNA Institute for Public Research Center for Justice Research and Innovation. The final point of contact will be identified post award.

VI. TYPE OF CONTRACT:

The awarded applicant will receive a Purchase Order to initiate services on this project. This purchase order will contain terms and conditions that are subject to the project. This will be a Cost Reimbursement (CR) contract.

VII. SCOPE OF WORK:

In direct support of the PSN 2020 National Conference on April 14-16, 2020, the contractor shall provide the following event planning support:

1. Pre-Event Planning Support

The contractor shall coordinate with the CNA team to support the US DOJ with the following event planning activities prior to the meeting:

- A. Attend a kickoff meeting at the conference venue in Dallas with CNA, as well as regular planning meetings with CNA via teleconference to provide updates on planning efforts. The frequency of these meeting will initially be bi-weekly, but the frequency of such check-in meetings will increase to weekly or daily close to the conference date.
- B. Coordinate with the event services management team at the conference venue to ensure that all venue requirements are met, and all necessary venue-related logistical tasks are completed per the contract with the venue. Such tasks may include but are not limited to plenary session and break-out session room set up, coordinating available food and beverage options (food and beverages will not be provided through the event, but CNA requests that the contractor work with the hotel to ensure that sufficient options for purchasing food and beverage are available for purchase).
- C. Coordinate with the audio visual (AV) services personnel to ensure that all AV requirements are met, and all necessary AV-related logistical tasks are completed per the contract with the venue.
- D. Work with CNA to coordinate a resource fair or other program office/agency, including materials that will be hosted at the conference; coordinate venue setup and resource fair logistics.
- E. Coordinate with the CNA event security liaison and security personnel at the venue to assist, as needed,



with security protocols for VIPs.

- F. Coordinate with CNA, the US DOJ, and US DOJ public affairs officials to ensure smooth coordination for activities related to press and media outlets invited to attend the event, such as coordinating with the venue to designate space for a press conference before and/or after the PSN conference, and designating a space for press to observe plenary sessions (as appropriate).
- G. Collaborate with CNA to develop and print multimedia materials for participants:
 - (1) Identify and create a list of all meeting material required for the conference, and associated, including an agenda handout or booklets, name badges, event signage, and meeting handouts.
 - (2) Upon receipt of a final approved material page from CNA, print or supervise the third-party printing of conference materials and the shipment of materials to the conference venue one week prior to the conference (signage, agendas, and other materials). If printing through a third-party, work with vendors to receive quotes for printing needs.
 - (3) Any written, visual, or audio publications, with the exception of press releases, shall contain the following statements:

"This project was supported by Grant No. 2018-DP-BX-K013 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

- (4) Copyright; Data rights. OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.
- (5) Every effort should be made to provide conference materials to participants electronically or via print-on demand services/options. Printed materials should maximize paper usage (printing on both sides) and minimize higher cost options (color printing) where possible.
- H. Coordinate with the conference venue to arrange for on-site videography of the keynote conference session (as needed).
- I. Support logistics related to travel for funded speakers and attendees (e.g., preparing travel guidance for conference participants).
- J. Provide support with the graphic design of signage and the meeting program, in collaboration with CNA graphic designers.
- K. Support the development of a conference mobile app (to obtained through a third party) that will be made available to all conference participants (this task involves uploading content, reviewing content for accuracy, and drafting app messages and a schedule for messages)
 - (1) Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S.



Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

2. Logistical Support for Conference Setup

- A. The contractor shall arrive at the conference venue in advance of the conference to conduct the following.
- B. Coordinate with the venue to ensure all conference facilities are properly set up, including setting up the resource fair and multimedia filming spaces(if necessary).
- C. Coordinate with the venue and the event security liaison to ensure all security protocols are in place.
- D. Receive the shipped meeting materials and conduct a final audit of meeting materials at the venue at least one day prior to the conference.
- E. Attend a pre-conference team meeting the day before the conference to review event roles and responsibilities and provide information on logistical support available during the conference.

3. Event Management Support

During the conference, the contractor shall provide the following support:

- A. Organize and conduct on-site registration of meeting attendees including media, if in attendance.
- B. If requested by CNA and DOJ, support the press conference and ensure logistics with the venue runs smoothly.
- C. Be on site at the venue throughout the conference and coordinate with venue staff to ensure that the meeting runs smoothly.
- D. Serve as a liaison between the venue, CNA and DOJ, conference speakers, security personnel and attendees to ensure all questions are answered and concerns are addressed.
- E. Meet with CNA at the conclusion of the Conference to debrief the conference and discuss any outstanding conference-related tasks.
- F. Following the conference, coordinate all travel reimbursements for non-DOJ travelers that are designated as receiving travel reimbursement, for CNA review, approval, and processing. All travel must follow the Federal Travel Regulations. Coordination of the travel reimbursements may include the collection of:
 - a. W-9 forms for Vendor Setup.
 - b. Assisting with filling out the CNA Non-Employee Expense voucher and collection of receipts to submit to the CNA Accounts Payable office.

4. Reporting Requirements:

The contractor will provide monthly progress update, via Word document, to CNA regarding status of planning efforts. Template will be provided with the contract award.

VIII. PROJECT SCHEDULE:

This schedule is based on our current guidelines but is subject to change:



- **October 17, 2019:** RFP Delivered
- **October 21, 2019:** Last day for written questions to be received on the RFP document intent.
- **November 8, 2019:** RFP Closes at 2:00 pm Eastern Standard Time
- **November 18 2019:** Contract Awarded (*dates may shift based on DOJ Conference cost approval*)
- **November 2019:** Kickoff meeting with CNA, either at CNA headquarters or over the phone
- **January 2020:** Conference planning meeting at the conference venue
- **Bi-Weekly, Weekly or daily:** Check-in Meetings (by phone/webinar)
- **Monthly:** Status reports (to be provided with invoice)
- **April 14-16, 2020:** Conference dates
- **May 15, 2020:** Contract ends (final reports, materials returned to CNA)

IX. JOB QUALIFICATIONS:

The following qualifications are recommendations, but not an award criteria:

- A. Experience: Minimum 2-4 years' experience in all aspects of event planning
- B. Experience: with hosting and coordinating large events a high level executive event
- C. Experience: with Department of Justice grant funded events and the DOJ
- D. Excellent organization and project management skills.
- E. Problem solver and results oriented
- F. Able to work well under pressure of event deadlines
- G. Ability to prioritize tasks in a fast paced environment
- H. Access and proficiency with Adobe InDesign, Photoshop, and Illustrator software is preferred
- I. Proximity to the Dallas, TX or Washington, DC areas

X. EMPLOYMENT ELIGIBILITY VERIFICATION FOR HIRING UNDER THE AWARD

1. The applicant (and any sub applicant at any tier) must--
 - A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).
 - B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--
 - (1) this award requirement for verification of employment eligibility, and
 - (2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
 - C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).
 - D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs



To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify [website \(https://www.e-verify.gov/\)](https://www.e-verify.gov/) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

XI. REQUIREMENTS RELATED TO SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

The applicant must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/> . This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The applicant also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the applicant's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



XII. REQUIREMENT TO REPORT ACTUAL OR IMMINENT BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

The applicant (and any "sub applicant" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a sub applicant) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to a CNA Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

XIII. INSURANCE REQUIREMENTS

Applicant will be required to provide proof of Automobile Liability Insurance in an amount not less than \$250,000 per person, \$500,000 per accident for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.

Applicant will also be required to provide proof of General Business Liability Coverage in an amount not less than \$250,000 aggregate, \$250,000 occurrence.

XIV. COMPLIANCE WITH APPLICABLE RULES REGARDING APPROVAL, PLANNING, AND REPORTING OF CONFERENCES, MEETINGS, TRAININGS, AND OTHER EVENTS

The applicant, and any sub applicant at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

XV. JOB LOCATION:

Prior to the conference, the applicant must be available for an onsite kickoff meeting in the Dallas, TX area and potentially other meetings as needed. Most meetings will be conducted by web or phone conference. The event will take place in Dallas, TX. The selected applicant will be required to be in attendance for the duration of the setup, execution, and breakdown of the event. Cost of lodging and meals during the event will be reimbursed in accordance with the Federal travel regulations. The current travel policy and per diem rate information is available at the Per Diem rates section of the [U.S. General Services Administration \(GSA\) website](https://www.gsa.gov).

XVI. NON-DISCLOSURE AGREEMENT

The applicant will not release any sensitive, confidential, or proprietary information without prior written approval from CNA. At the time of award, the Contractor may be required to sign a Non-Disclosure Agreement (NDA).

XVII. ORGANIZATIONAL CONFLICT OF INTEREST (OCOI)



The applicant's staff will not direct business as a result of this contract to any entities in which the Contractor, or its staff or family members hold a financial interest. Any OCOI in existence will be fully disclosed at submission.

XVIII. OTHER GUIDELINES

The award will be subject to additional procurement guidelines that can be found in the referenced documents below: In the event of conflicting conditions, the order of precedence is as follows:

- Part 200 Uniform Requirements - <https://ojp.gov/funding/Part200UniformRequirements.htm>
- Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (Attachment "B")
- DOJ Grants financial guide - <https://www.justice.gov/ovw/file/1030311/download>
- Omni Hotels & Resort Letter of Agreement with CNA dated 05/03/19 (Attachment "C")
- CNA Purchase Order Terms and Conditions (Attachment "D")

XIX. SUBMISSION GUIDELINES:

1. Cover Letter: Each submission must include a cover letter with the following information:

- A. Contractor's Name and mailing address
- B. Reference to the solicitation (RFP) number (RFP 2018-DP-BX-K013 – PSN Spring 2020)
- C. Technical and contracts points of contact (name, phone number and email address)
- D. Name and # of employees
- E. Dunn & Bradstreet Number (DUNS)
- F. Federal Tax ID (EIN, TIN, SS)
- G. Date of SAM expiration
- H. Affirmation that the quote is valid for at least 60 days
- I. A statement specifying the extent of agreement with all terms, conditions, attachments and provisions included in the RFP.

2. Technical Proposal

- A. Provide Offeror's organization chart.
- B. List key personnel that may be assigned to a project and include resumes describing their experience and educational background.
- C. Provide planned project organizational chart designating the makeup of the project team. The proposed team must remain intact for the duration of the project, unless CNA authorizes changes.
- D. State the address of Offeror's office that will be responsible for this project.
- E. Provide a list of similar projects performed within the last five years. Include a brief description of Offeror's role in the project; the total value of the project; and the name and telephone number of a technical representative of the client for each project. (By submitting a Proposal, Offeror consents to CNA contacting such client for its assessment of Offeror's performance.)
- F. Submit a detailed narrative describing Offeror's understanding of the Services required to be provided.
- G. Describe in detail Offeror's approach to performing the Services.
- H. Indicate Offeror's ability to provide any optional Services.

3. Cost Proposal as provided in Attachment "A"



- A. Submit the Proposal electronically CNA's Services Proposal Form and Pricing Schedule, copies of which are enclosed. *(If you have a similar format you can replace our format)*
- B. Submit the Price Proposal on a not-to-exceed basis. It is to include all costs of supervision, labor, materials, tools, supplies, insurance and any other items necessary to accomplish the Services.

Please note that the Department of Justice has the following caps on the following tasks:

Logistical Conference Planner: The total cost limit is \$50 per attendee or \$8,750, whichever is lower.

Programmatic Conference Planner: The total cost limit is \$200 per attendee or \$35,000, whichever is lower.

This includes all staff time related to programmatic planning in this category and should be able to track these costs separately in their accounting records. Total costs are defined as direct and indirect costs. If you should find that you need to bid additional Costs in excess of the established limits these would require additional justification and approval outside of OJP/COPS Office. CNA will be submitting the awarded applicant proposal to the OJP/COPS office for approval.

XX. AWARD CRITERIA

CNA will review the Technical and Price Proposals to determine the completeness of both and Offeror's ability to perform the Services in accordance with all Solicitation Documents. The Proposals will be evaluated based on the following factors (listed in order of importance):

- Demonstrate qualifications to support event planning and logistics for a high level executive event.
- Price.
- Demonstrate delivering on schedule.
- Experience with hosting and coordinating large events for government clients.

Although price is a factor in evaluating the Proposals, submitting the low price does not necessarily mean that such applicant will be awarded a contract.

XXI. SUBMISSION DEADLINE, QUESTIONS, AND ANTICIPATED AWARD DATE:

All proposals should be sent no later than 2 PM (ET) on November 08, 2019, to contracts@cna.org with RFP # 2018-DP-BX-K013 –PSN Spring 2020 in the subject line.

Questions are to be submitted to contracts@cna.org, with reference to the solicitation number in the subject line due by 5:00 PM on Monday October 21, 2019.

Anticipated award date for contract: November 18, 2019