REQUEST FOR PROPOSAL
Hotel and Conference Space
Post Date: June 9, 2026

Contract Location: Beaufort, NC, Atlantic Beach, NC or Myrtle Beach, SC

Solicitation Type: Lodging, Meals, Conference Meeting room space, On-Site Parking, Audio/Visual Equipment Rental.

Solicitation Number: NC-PROB26-0001

Agency:	United States Judiciary
Office:	U.S. Probation Office for the Eastern District of North Carolina
Location:	Terry Sanford Federal Courthouse 310 New Bern Avenue, Room 610 Raleigh, NC 27610

A. Instructions, Conditions, and notices to Offerors:

Summary:
This request is to provide conference center/meeting and/or training facility space, hotel rooms and meals by a commercial hotel, for a training event to be held by the U.S. Probation Office for the Eastern District of North Carolina. The U.S. Probation Office will contract directly with the hotel for the event. Responses will be accepted from hotel event manager staff with onsite catering, lodging, meeting space and audio/visual access. Proposals submitted by third party entities will be accepted.

Event Dates – 3 days/2 nights with available dates of

- August 31- September 4, 2026, or
- September 14-18, 2026, or
- September 21-25, 2026

Components: Lodgings, Meals, Light Refreshments, Meeting Spaces, Parking, Audio/Visual Equipment Rental:

***A.* Lodging:**
The lodging facility should support approximately 80 single-occupancy rooms, for a 2-night stay. Entity must honor the U.S. Government Per Diem for lodging (www.gsa.gov/perdiem).

Lodging Dates and Rates:

Check in Date	1st night - 80 guest rooms 2nd night – 80 guest rooms
Check out Date	3rd day

Single Occupancy:

- Rate for Atlantic Beach, NC Government Rate $ 178/night in August and $123/night in September per General Services Administration (GSA)
- Rate for Beaufort, NC Government Rate $ 178/night in August and $123/night in September per General Services Administration (GSA)
- Rate for Myrtle Beach, SC Government Rate $ 182/night in August and $110/night in September per General Services Administration (GSA)

B. **Meals:**

Entity must honor the U.S. Government Per Diem Rate for meals and incidentals for breakfast and lunch www.gsa.gov/perdiem for approximately 80 attendees.

- Meals and Incidental Expenses for Atlantic Beach, NC per General Services Administration (GSA) are
  Breakfast $18
  Lunch $25
- Meals and Incidental Expenses for Atlantic Beach, NC per General Services Administration (GSA) are
  Breakfast $18
  Lunch $25
- Meals and Incidental Expenses for Myrtle Beach, SC per General Services Administration (GSA) are
  Breakfast $18
  Lunch $25

Example:

1st Day of Training (half day) – PM Break
2nd Day of Training (full day) – Continental Breakfast, Lunch, PM Break
3rd Day of Training (half day) – Buffet Hot Breakfast

C. **Meeting Space:**

The venue must be able to provide a general session room that can accommodate the entire staff of approximately 80 people during the 3-day training event.

D. **Parking:**

On-site parking is required for the entirety of the stay of 3 days/2 nights based on the confirmed number of attendees.

E. **Audio/Visual Equipment Rental Requirements: Preferred on Site or suggested vendor**

- House Sound System Package – includes mixer, wired podium microphone, wireless lavalier microphone, and PC audio (through HDMI and 3.5 mm stereo connection).
- LCP Projector and Screen Package – includes high-definition projector and all cabling to connect to client laptop (VGA, HDMI cabling, power strip).
- Audio, Visual and power connections need to be located at same place to connect client laptops.
- Provide in-house on -site support for Audio/Visual.
- Including setup/breakdown cost as well as all fees.

F. Place of Performance/Hotel Locations:

- Atlantic Beach, NC or
- Beaufort, NC or
- Myrtle Beach, SC

Sales Tax Exempt:
The US Probation is exempt from state sales tax. Documentation can be provided upon request.

Date of Award:
The contract award date is dependent upon final budget approval and availability of funding.

Contract Award Evaluation Criteria/Payment:

- The Government will award a contract resulting from the solicitation to the lowest price responsible offeror, whose offer conforms to the solicitation in accordance with FAR Part 13.
- The award is contingent that the entity must be in the location listed under **Place of Performance** with U.S. Probation representative viewing the site prior to the final award as well honoring General Services' Administration published per rates for both lodging and meals Per Diem Rates | GSA.
- A Purchase Order will be issued to the selected offeror and payment made by invoicing U.S. Probation for the agreed upon services.
- Balance due upon completion of the event via invoice

SAM Registration:
All offerors must be registered on the System of Award Management (SAM) database to be considered for contract award. Offerors can obtain further information in SAM via the website https://www.sam.gov. There is no fee to register for this site.

Availability of Funds:
Due to the competitive standard of the places of performance as well as other factors that can affect availability of these requirements, sourcing for the listed services must be done in advance. The contract award date is dependent upon final budget approval and availability of funding.

Communications Prior to Award:
All communication should be directed – **via email** – to the point of contact:

Jennifer Engledove – Administrative Specialist; Jennifer_Engledove@ncep.uscourts.gov

All questions must be submitted to the points of contact no later than 5:00pm Eastern Standard Time; **Wednesday, June 17, 2026.**

Quotes/Offers Due Date:
Quotes should include the cost of all hotel rooms, food and beverage, meeting room rentals, AV rentals, parking, service fees and any other miscellaneous fees. Quotations are to be submitted electronically via email to the point of contact, no later than 4:00 pm Eastern Standard Time **Wednesday, June 24, 2026.** The subject line of the email must contain **"Solicitation – NC-PROB26-0001."**