

**UNITED STATES PROBATION OFFICE**  
**SOUTHERN DISTRICT OF ALABAMA**  
JOHN CAMPBELL COURTHOUSE  
113 ST. JOSEPH STREET  
MOBILE, AL 36602  
(251) 441-6800

March 7, 2025

***Request for Quotation***

RFQ Number: 2025-01  
Request Date: March 7, 2025

***This is a request for Open Market Pricing***

The U.S. Probation Office from Mobile, Alabama along with U.S. Probation Middle District of Alabama and U.S. Probation Northern District of Alabama are planning a Training Conference on the dates of September 3<sup>rd</sup> – 5<sup>th</sup>, 2025, in Pensacola Beach Florida. This is a request for open market pricing and a fixed price award. Selection will be made based on the lowest priced, technically acceptable offer.

Quotes may be faxed, emailed or hand-delivered by close of business on Friday, March 21<sup>st</sup>. Please submit quotes to U.S. Probation Office, 113 Saint Joseph Street, Attn: Laura Foots, Mobile, Alabama 36602. Please email quotes to [Laura\\_Foots@alsp.uscourts.gov](mailto:Laura_Foots@alsp.uscourts.gov) . The fax number is 251-441-6810.

Quotes and questions concerning this RFQ should be addressed to Laura Foots, Contracting Officer, telephone 251-441-6753. Contact can also be made using the email address, fax number, or mailing address listed above.

The following is a list of deliverables needed to successfully conduct this conference.

1. Sleeping rooms for approximately 150 participants at the 2025 GSA published government rate of \$124.00 or below per night, for two nights.

We would further ask that you honor the government rate of \$124.00 per night for the two days immediately preceding and immediately following the conference dates. Please advise if you are able to do that, and list which nights the government rate will apply.

Please also advise if you would be able to provide complimentary room upgrades to Speakers and Unit Executives while staying within the government rate.

2. Meeting room to accommodate approximately 150 participants for the morning and

afternoon sessions, as described below. Please advise if there is a fee for the meeting room, or if that fee is waived. Also, please provide the daily fee for a wired Internet connection in each meeting room, or if that fee is waived.

9/5/2025 1:00 p.m. - 5:00 p.m.; conference style with tables and chairs (prefer round tables)  
Note- we request access to this space at 9:00 a.m. on 09/5/2025 for set up and conference preparation.

Break - 2:45 p.m. (tentative time)

9/6/2025 Meeting room to accommodate approximately 150 participants from 8:00 a.m. - 12:00 p.m.; conference style with tables and chairs (prefer round tables)

Meeting room to accommodate approximately 125 participants from 1:00 p.m. - 5:00 p.m.; conference style with tables and chairs (prefer round tables)

Small meeting room for 3 breakout session to accommodate approximately 10 participants each: informal and can be semi-private

Break - 10:15 a.m. (tentative time)

Break - 2:30 p.m. (tentative time)

9/7/2025 Meeting room for approximately 150 participants from 8:00 a.m. - 12:00 p.m.; conference style with tables and chairs (prefer round tables)

Break – 10:15 a.m. (tentative time)

Conference adjourns at 12:00 p.m.

3. Breakfast on the morning of the all-day session not to exceed the GSA M&IE per diem rate of \$18.00 per person.

Refreshments for morning and afternoon breaks each day is subject to the cap established as the breakfast rate under the GSA MI&E per diem rate of \$20.00 per participant (to be negotiated further). Menu selections to be decided upon based on price and availability.

4. No audio-visual equipment will be needed. Court will provide any AV, staging or sound system.

5. Purchase order will be presented therefore, no taxes should be charged.

The total amount will be paid by ACH/EFT after receipt of billing invoice.

6. The terms and conditions below will be included by referencing the contract number in the

purchase order.

Once all quotes have been received, the quotes will be evaluated, and the winning bidder will be notified.

Sincerely,

Laura Foots  
Contracting Officer  
U. S. Probation Office

The following judiciary terms and conditions are incorporated into this request and will be included in the resulting order.

## SOLICITATION PROVISIONS

### Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) Definitions. "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): \_\_\_\_\_

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

☐ sole proprietorship;

☐ partnership;

☐ corporate entity (not tax-exempt);

☐ corporate entity (tax-exempt);

☐ government entity (federal, state or local);

☐ foreign government;

☐ international organization per 26 CFR 1.6049-4;

☐ other

(f) Contractor representations. The offeror represents as part of its offer that it is [\_\_\_\_], is not [\_\_\_\_] 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

☐ Women Owned Business

☐ Minority Owned Business (if selected then one sub-type is required)

- ☐ Black American Owned
- ☐ Hispanic American Owned
- ☐ Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- ☐ Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- ☐ Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- ☐ Individual/concern, other than one of the preceding.

(end)

**Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

**CONTRACT CLAUSES**

Applicable to both the solicitation and contract

**Clause 7-10, Contractor Representative (JAN 2003)**

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

**Name: Pauline Heffernan**

**Address: U.S. Probation Office, 114 St. Joseph Street, Mobile, AL 36602**

**Telephone: 251-441-5224**

**E-mail: Pauline\_Heffernan@alsp.uscourts.gov**

**Fax: 251-441-6810**

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

**Clause B-5, Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement.aspx>.

(end)

The following clauses marked with an 'X' are incorporated by reference:

	2-20A	Incorporation of Warranty (JAN 2003)
	2-20B	Contractor Warranty (Products) (JAN 2010)
	2-35	F.O.B. Destination, Within Judiciary's Premises (JAN 2003)
	2-40B	Delivery of Excess Quantities (JAN 2003)
	2-55	Privacy or Security of Safeguards (JAN 2003)
	2-90A	Option for Increased Quantity (APR 2013)
	2-90B	Option for Increased Quantity – Separately Priced Line Item (APR 2013)
	2-90D	Option to Extend the Term of the Contract (APR 2013)
	2-95	Material Requirements (JAN 2003)
	2-110	Option to Purchase Equipment (JAN 2003)
X	2-125	Security for Advance Payment (APR 2013)
	2-130	Energy Efficiency in Energy-Consuming Products (APR 2013)
	2-135	Acquisition of EPEAT®-Registered Personal Computer Products (MAR 2019)
	2-140	Judiciary IT Security Standards (APR 2013)
	3-1	Contractor Use of Mandatory Sources of Products or Services (JUN 2012)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
	4-150	Cancellation Under Multi-Year Contracts (JUN 2014)
	5-30	Authorization and Consent (JAN 2003)
	6-10	Deposit of Assets Requirements (APR 2013)
	6-15	Deposit of Assets Instead of Surety Bonds (JAN 2003)
	6-65	Rights in Data – Special Works (JAN 2010)
	6-75	Rights to Data in an Offer (APR 2013)
	6-80	Rights in Data – Existing Works (JAN 2010)
	6-85	Commercial Computer Software License (APR 2013)
	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
	6-110	Deferred Ordering of Technical Data or Computer Software (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)

X	7-25	Indemnification (AUG 2004)
	7-70	Judiciary Property Furnished "As Is" (APR 2013)
	7-95	Contractor Inspection Requirements (JAN 2003)
X	7-115	Availability of Funds (JAN 2003)
	7-160	Limitation on Withholding of Payments (APR 2013)
X	7-170	Notice of Intent to Disallow Costs (JAN 2003)
	7-180	Prohibition of Assignment of Claims (JUN 2012)
X	7-215	Notification of Ownership Changes (JAN 2003)