
HOTEL ACCOMMODATIONS FOR
THE
WESTERN DISTRICT OF NORTH CAROLINA U.S. PROBATION OFFICE
401 WEST TRADE STREET
SUITE 1100
CHARLOTTE, NC 28202

RFP: S01-NCWPROB26-0001

March 9, 2026

Procurement Officer:

Brittany Lanter
704-350-7676
brittany_freeman@ncwp.uscourts.gov

Proposals must be emailed:

Brittany Lanter
Attn: RFP # S01-NCWPROB26-0001
brittany_freeman@ncwp.uscourts.gov

Closing Date and Time:

Monday, March 23, 2026, 3:00 P.M.

SECTION 1 - GENERAL INFORMATION

1.1 Summary Statement

The Western District of North Carolina U.S. Probation Office, hereafter “NCWP”, a tax-exempt entity is initiating this Request for Proposals (RFP) to obtain proposals from prospective Offerors to provide lodging and meeting space that can accommodate judicial employees and non-judicial guests for its 2026 District Conference. The facility will need to have adequate meeting space, overnight accommodations, AV services, parking, and adequate space for group meals.

1.2 Procurement Officer

The point of contact in the Judiciary for purposes of this RFP prior to the award of any contract are the Procurement Officer’s as follows:

Brittany Lanter: brittany_freeman@ncwp.uscourts.gov 704-350-7676

The NCWP may change the Procurement Officer at any time by written notice.

1.3 Procurement Method

This procurement will be conducted under the Competitive Sealed Bidding process according to the NCWP Judiciary Procurement Policy. The Contract that results from this RFP shall be based on a fixed price. *By submitting a response to this solicitation, the Offeror agrees to accept hotel lodging payments by means of a Citibank Visa Card and all other expenses by means of Purchase Order.*

The judiciary is tax exempt; therefore, proposals should not reflect taxation. EIN: 56-6194481.

1.4 TIMELINE FOR THIS RFP

The NCWP has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of the NCWP.

RFP Issued	March 9, 2026
Deadline for questions to the Contracting Officers. Please submit all questions by email.	March 13, 2026
Questions and answers posted: https://www.ncwp.uscourts.gov/business-rfq (Only substantive questions will be considered)	March 16, 2026
Proposal submission deadline	March 23, 2026, at 3:00pm
Issuance of Purchase order/Sign Contract (based on mutual acceptability, budget, and cost)	Tentative

1.5 Submission of Proposal

The Proposal must be submitted in a .PDF format as set forth below.

Proposals must be delivered by email as noted in Section 1.4, by the noted date and time. The email should be clearly marked with the RFP Number to the attention of Procurement Officer Brittany Lanter.

Any modifications to a Proposal will be subject to these same conditions. The Proposal must respond to the RFP requirements. Do not respond by referring to material presented elsewhere. The Proposal must be complete and must stand on its own merits. Failure to respond to any portion of the RFP document may result in rejection of the Proposal as non-responsive. All Proposals and any accompanying documentation become the property of NCWP and will not be returned.

Proposals may not be submitted by facsimile or mailed, courier, or any other form of delivery.

1.6 Incurred Expenses

The Judiciary will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to responding to this RFP.

1.7 Revisions to the RFP

If it becomes necessary to revise this RFP before the due date for proposals, amendments will be posted on the NCWP's web page (<https://www.ncwp.uscourts.gov/business-rfqs>). Amendments made after the due date for proposals will be sent only to those Offerors who submitted a timely proposal.

Acknowledgment of the receipt of all amendments to this RFP issued before the proposal due date must accompany the Offeror's proposal. Acknowledgement of the receipt of amendments to the RFP issued after the proposal due date shall be in the manner specified in the amendment notice. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.

1.8 Oral Presentation/Discussions

Offerors may be asked to facilitate an on-premises walk-through and further clarifications to their proposal, to be scheduled at a mutually convenient date.

The walk-through will include a review of all proposed meeting rooms and a menu reflecting the options of food served.

SECTION 2 – STATEMENT OF WORK

DESCRIPTION OF SERVICES AND DELIVERABLES

The Offeror must be able to offer conference dates in September for conference year 2026.

Offerors may not propose dates that occur outside of September 8-11 or September 14-18, 2026. The NCWP requires hotel accommodations for the following conference in September 2026:

- Title: Western District of North Carolina U.S. Probation Conference
- Date: Week of September 14-18, 2026 (three days, two nights) with an alternate timeline of Week of September 8-11, 2026
- Location: Knoxville, TN
- Description: Furnish sleeping rooms, meals, and facilities for the meeting space and an award dinner.
- Meals options must include:
 - Awards dinner options no more than \$36 per person (including vegan options)
 - Snack break options at no more than \$12-\$15 per person
 - Breakfast options no more than \$23 per person
- The proposed room rate must be based on the Federal Government’s GSA PER DIEM rates per location or lower, currently \$119. The NCWP will be occupying 80-90 rooms. Meeting space to accommodate 100.
- Event will be conducted during traditional business days

3. GENERAL REQUIREMENTS

3.1 Technical and Cost Proposal

The following information must be included in the technical and cost proposal.

Time	Function	Set Up	Expected Attendance	Room Requirements
DAY 1 SEPTEMBER 2025				
1:00 pm – 5:00 pm	General Session	Crescent Rounds of 8-12	90	Podium and 6 ft table on either side
6:00pm – 8:00pm	Awards Dinner Cash Bar	Crescent Rounds of 8-12	90	Podium and 6ft table on either side
DAY 2 SEPTEMBER 2025				
8:00 am – 9:00 am	Continental Breakfast	Crescent Rounds of 8-12	90	Podium and 6ft table on either side
2:30 pm – 3:00 pm	Beverage/Snack	Crescent Rounds of 8-12	90	Podium and 6ft table on either side
9:00 am – 5:00 pm	General Session	Crescent Rounds of 8-12	90	Podium and 6ft table on either side

DAY 3 SEPTEMBER 2025				
8:00 am – 9:00 am	Continental Breakfast	Crescent Rounds of 8-12	90	Podium and 6ft table on either side
9:00 am – 12: 00 pm	General Session	Crescent Rounds of 8-12	90	Podium and 6ft table on either side
Entire Event	Audio/ Video	Projector/Sound/ Wifi Access Podium Mic/ Lapel Mic/ (2) 7x13 Screens/ Power Strips (3-5)		
THE PROPOSAL MUST REFERENCE ANY ADD ON FEES SUCH AS PARKING, RESORT FEES, TOURISM FEES AND NON-APPLICABLE TAX- EXEMPT LODGING FEES.				

- a) Legal name and address of firm (Proposer), the Contact's name, title, telephone numbers and email address, federal tax identification number, website, hotel check-in/out time, and guest room reservation cancellation policy. Note that if Proposer is a sole proprietor using his or her social security number, the social security number will be required before finalizing a contract.
- b) Propose meeting and function room schedule, including date, time and a description of the meeting and function room (noting dimensions, any odd shapes, angles, pillars, and other salient characteristics). Propose schedule based upon the estimated meeting and function room block.
- c) Propose meeting and function room rates.
- d) Propose termination fee and corresponding effective deadline date.
- e) Propose food and beverage menus, and food and beverage unit rate(s) per local GSA PER DIEM rate. AM Beverage Service costs. Please provide a copy of your menu prices in your response. Hotel should guarantee food, function, and a/v prices a minimum of 3 weeks prior to event.
- f) Propose sleeping room unit rate(s) including any non-tax-exempt taxation and surcharges. (CBA card tax exempt).
- g) Propose the cut-off date for reservations and method of making reservations.
- h) Propose Internet fees for meeting space and individual guest rooms.
- i) Propose parking passes, complimentary passes, and normal parking rate(s).
- j) Prior to the event, NCWP will provide a detailed program of the event. The hotel will assign and provide meeting rooms and banquet space names 21 days prior to the event to include the room names/numbers on the program. The hotel may not make changes to these rooms without written consent by NCWP.
- k) Power Strips/cords for connecting AV equipment.
- l) Please indicate what transportation is available to local shopping establishments and restaurants. Provide the necessary contact information.
- m) No storage or delivery charges for meeting materials either prior to arrival or upon departure.
- n) Acceptance of additional program needs and concessions.

PROVISIONS AND CLAUSES APPLICABLE TO HOTEL CONTRACT

Clause B-1 and B-5

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>.

Clause 1-10 Gratuities or Gifts (JAN 2010)

Clause 1-1, Employment by the Government (JAN 2003)

Clause 1-5, Conflict of Interest (AUG 2004)

Clause 1-15, Disclosure of Contractor Information to the Public (AUG 2004)

Provision 2-70 Site Visit (JAN 2003)

Provision 3-15 Place of Performance (JAN 2003)

Clause 3-300, Registration in the System for Award Management (SAM) (OCT 2003)

Clause 3-305, Payment by Electronic Transfer (SAM) (APR 2013)

Clause 3-310, Payment by Electronic Transfer – Other than SAM (APR 2013)

Clause 7-235, Disputes (JAN 2003)

Clause 7-130, Interest (Prompt Payment) (JAN 2003)

Clause 7-135, Payments (APR 2013)

Clause 7-140, Discounts for Prompt Payment (JAN 2003)

Clause 7-145 Government Purchase Card (JAN 2003)

Clause 7-150 Extras (JAN 2003)

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases

1. Provision 3-5, Taxpayer Identification and Other Offeror Information 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.
2. (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.

3. (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.
4. (d) Taxpayer Identification Number (TIN): _____
- a. TIN has been applied for.
- b. TIN is not required, because:
- 1) 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;
 - 2) Offeror is an agency or instrumentality of a foreign government;
 - 3) Offeror is an agency or instrumentality of the federal government.
5. (e) Type of Organization:
- 1) sole proprietorship;
 - 2) partnership;
 - 3) corporate entity (not tax-exempt);
 - 4) corporate entity (tax-exempt);
 - 5) government entity (federal, state or local);
 - 6) foreign government;
 - 7) international organization per 26 CFR 1.6049-4;
 - 8) other
6. (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:

- a. Women Owned Business
- b. Minority Owned Business (if selected then one sub-type is required)
- c. Black American Owned
- d. Hispanic American Owned
- e. Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- f. 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)
- g. Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- h. Individual/concern, other than one of the preceding. Clause 2-115, Terms for Commercial Advance Payment of Purchases (APR 2013) (Applies if advance payment will be authorized.

COMMERCIAL AGREEMENTS

PROHIBITED TERMS AND CONDITIONS

- Credit Application/Master Account: Credit provisions are not applicable to the judiciary.
- Attorney Fees: Any clause regarding payment of attorney fees.
- Automatic Renewals of Agreements: Provisions that automatically renew the commercial agreement from year-to-year.
- Payments in Advance.
- Insurance: The judiciary is self-insured.
- Damage Deposits: Any damage deposit. For Indemnification and/or Hold Harmless terms.
- Arbitration Clause: Any clause agreeing to arbitration.
- Indemnification and/or Hold Harmless- “Notwithstanding any other term or provision of this agreement, the liability of the judiciary, with respect to any claim for personal injury, death, property loss or damage pursuant to this agreement, is limited by and subject to the procedures and terms of the Federal Tort Claims Act, the Anti-Deficiency Act and all other applicable federal laws and regulations.”
- This contract will terminate without liability to either party if substantial performance of either party’s obligations is prevented by an unforeseeable cause reasonably beyond the party’s control. Such cases include, but are not limited to, acts of God; acts, regulations, or orders of governmental authorities; fire, flood or explosion, war, disaster, civil disorder, curtailment of transportation facilities, or other emergency making it illegal, or otherwise impossible to provide the facilities or the services or to hold the meeting; any delay in necessary and essential construction or renovation of the hotel; strike, lockout, or work stoppage or other restraint of labor, either partial or general, from whatever cause.