



**INSTRUCTIONS
FOR
ACQUISITION
OF
TRAINING/CONFERENCE
FACILITIES**

DoDDS Europe Procurement Division

27 February 2006

Guiding Principles

1. Contracting for meeting/conference services requires a team effort by the Conference Coordinator and Procurement. (Other team members will be called upon as needed.)
2. The Conference Coordinator has the lead for initial planning and market research. Procurement is available to help at any point in the process. If recent market research information is already available, we will use the existing information whenever possible.
3. Initial market research performed by the Conference Coordinator may be confined to ascertaining two points: (1) there is a facility available in the area in which you want to hold the meeting/conference, and (2) rooms are available at a price that is within the per diem rate. If necessary, with the Director's approval, a conference lodging rate not-to-exceed 125% of the normal per diem rate may be established.
4. Since we are dealing with meetings/conferences that are planned, organized, and conducted by the Government, we start with an initial presumption that we cannot use appropriated funds to purchase meals for persons not in travel status and we cannot use appropriated funds to purchase refreshments for anyone. However, this presumption may be overcome. If circumstances warrant, the Conference Coordinator has the lead in making the case for purchasing meals and/or refreshments and obtaining the Director's approval. The Conference Coordinator will seek advice of Counsel if considered necessary.
5. The Conference Coordinator has the lead in preparing the memo to obtain the Director's approval. The memo will name the area (e.g., Frankfurt) chosen for the meeting/conference—not the name of the facility (which has not been decided at the time the memo is written).
6. Procurement has the lead in soliciting quotes from all known sources located in the area approved by the Director. We will solicit quotes for all pricing combinations.
7. Upon receipt of quotes, Procurement and the Conference Coordinator will work together to select the quote that represents best value to the Government. Selection will consider all cost factors, including costs incurred by travelers that are reimbursed via a travel voucher (e.g., transportation from the airport to the hotel). Based on the terms of the winning quote, the Conference Coordinator will instruct travelers about which meals, if any, need to be shown in their orders as Government-furnished.
8. Procurement has the lead in making sure the VAT form is signed and provided to the vendor.

Table of Contents

1. Planning

Establish timelines
Review Conference Planning Guides
Determine Requirements
Conduct Market Research
Document Market Research
Obtain Approvals/Determinations
Determine Procurement Method

2. Submitting Your Request

If purchase will be made by GPC cardholder--
Prepare GPC package
DoDEA GPC 8052
Description of Requirements
Market Research Documentation
Approvals/Determinations

OR

If purchase will be made by DEPO contracting officer--
Prepare PR package
Funded PR – AF9
Statement of Work
Market Research Documentation
Approvals/Determination

3. Other Matters

Travel Orders
Contract Administration
Receiving Report

4. Attachments

Attachment A – Timeline
Attachment B – Excerpts from DoD Office of General Counsel Memorandum,
Subject: Use of Appropriated Funds to Purchase Food at Conferences,
Meetings, and Events, September 1, 2005
Attachment C – Market Research
Attachment D – Economical Determination
Attachment E – Conference Approval Memorandum
Attachment F – Statement of Work Format
Attachment G – Record of Changes Made After 27 February 2006 (To be added
when required.)

1. Planning.

a. Establish timelines--

(1) Put together a milestone chart such as the one at Attachment A.

(2) Start planning early – at least 6 months in advance if possible.

(3) The time you need to procure an event depends on:

The location of the conference/training.

The time of year you will hold the conference/training.

The size of the conference/training.

(4) Critical dates to consider are:

The required start date for the conference.

The date you must submit your PR/GPC package for procurement-- At a minimum, you should submit your PR to contracting 90 days before the proposed conference start date. If you are holding the conference/training at a time of year or in a location where conference facilities/hotel rooms are scarce, you should submit your package earlier. Call your contract specialist or GPC cardholder to discuss the conference particulars and establish a “submit by” date for your PR or GPC package.

The date you begin planning the conference (6 months in advance if possible).

b. Review Conference Planning Guidance--

(1) AI 8000.5, Fiscal Responsibility in Containing Conference Costs

(2) JTR Conference Planning Guide (Chapter 4, Section S) at [https://secureapp2.hqda.pentagon.mil/perdiem/jtr\(ch1-16\).pdf](https://secureapp2.hqda.pentagon.mil/perdiem/jtr(ch1-16).pdf).

(3) DoDEA HQ Procurement Customer Guide – Conference Planning (pages 143-150 of the 28 Oct 05 version).

Note that a GAO decision has superseded some of the information in both the JTR and DODEA Customer Service Guide. The GAO has determined that 1) government agencies, unless given statutory authority to do so, cannot charge a registration fee to cover the costs of meals and refreshments, and 2) government agencies cannot purchase refreshments for employees in a non-travel status just because the majority of conference attendees are in a travel status.

c. Determine your requirements--

(1) Insure that the number of attendees will be limited to the minimum required and determine the number of conference rooms, meals, breaks, hotel rooms and miscellaneous services that will be required to support them.

(2) Review Attachment B to determine whether it is appropriate to use appropriated funds to purchase meals and/or refreshments for attendees who will not be in travel status. If meals and/or refreshments will be provided to attendees not in travel status, include the meals and/or refreshments in your requirements. Approval is required. See the information in paragraph 1.f below for further instructions.

(3) Document your requirements in a statement of work. See Attachment F for the basic format. The format may be modified if necessary as long as the modifications are in compliance with the guidance given in this SOP and other regulatory guidance.

d. Conduct Market Research.

(1) Market research involves collecting and analyzing information about capabilities within the market to satisfy agency needs. It means reviewing the market to see what facilities are available, what services are offered, what commercial practices are used in the industry, and what the market prices are. It does not include obtaining a bid/proposal from the vendor or making a commitment to purchase goods or services. See Attachment C for example.

(2) Check with Procurement to find out what information is currently available. Other possibilities include:

Search the internet.

Talk to other conference coordinators.

Contact potential sources and, when practical, visit their facilities.

(3) DO NOT make a commitment to the hotel/conference center. Only a contracting officer or a GPC cardholder has the authority to make commitments for the Government. See the document at <http://www.depo.eu.dodea.edu/Documents/RatificationReminder.doc> for information regarding unauthorized commitments.

e. Document your Market Research by recording for each vendor--

(1) Name.

(2) Address.

(3) POC's name, telephone number, fax number, and email address.

(4) Change and cancellation policies.

(5) Availability of miscellaneous services such as--

Wireless internet access.

Shuttle service from/to local airport.

Use of copiers and fax machines.

Parking facilities.

(5) Prices for--

Sleeping rooms.

Meals.

Conference rooms.

Refreshments.

Conference package that includes use of conference rooms, meals and, sometimes, refreshments in one price (if available). Be sure to include all available pricing alternatives when submitting the research information to DEPO or the GPC cardholder. (AT A MINIMUM, YOU NEED TO BE ABLE TO CONFIRM THAT MEALS AND LODGING ARE AVAILABLE AT PRICES THAT ARE WITHIN THE AUTHORIZED PER DIEM RATE SO YOU CAN REPORT THAT FACT IN THE MEMO YOU HAVE TO PREPARE FOR THE DIRECTOR'S APPROVAL. AT THIS POINT, THERE IS NO NEED TO GO BEYOND THAT BASIC DETERMINATION.)

Miscellaneous services.

f. Economical determination.

(1) The total daily amount paid by the government for lodging, meals and incidentals for persons in travel status may not exceed the local per diem rate. This is true regardless of whether the payment is directly to the traveler or is paid to a contractor. The maximum contracted amount for 1 or 2 meals cannot exceed the difference between the locality meal rate and the proportional meal rate (PMR). See Attachment D for an example.

(2) Go to the JTR per diem web site at <https://secureapp2.hqda.pentagon.mil/perdiem/perdiemrates.html> and look up the lodging rate, the meals rate and the PMR (prorated meals rate). The incidental expense rate stays the same whether items are provided by contract or not, so it is not a factor in this determination

(3) IAW C4950-H2, the conference coordinator should first attempt to locate a facility where the daily cost of lodging does not exceed the JTR lodging rate. If no such facility can be found, IAW C4950-M the Director/Associate Director may approve a conference lodging rate that does not exceed 125% of the JTR lodging rate. The contract for the rooms cannot exceed the authorized daily rate.

Assuming you are able to locate a facility that meets this condition, you have passed the first test.

(4) IAW C4955-E3, the cost of each meal furnished by contract must be identified. The cost of the PMR (flat meal rate paid to the traveler when one or two meals are provided by the government) and the contracted food, when combined, cannot exceed the locality per diem rate for meals. If a complimentary breakfast meal is included in the lodging rate and the lodging rate stays the same with or without breakfast (and we don't specify a breakfast different from the one normally provided on a complimentary basis), then the price of breakfast does not have to be included as part of the contracted meal cost. On the other hand, if breakfast increases the price of the room, then that increase must be included as part of the contracted meal cost. If the lunch meal is included as a non-severable part of a conference package, the contracting officer or GPC cardholder will have to review the facts and make an educated guess as to the cost of the meal. For your planning purposes, unless better information is available, use 50% of the cost of the conference room. If the contracted rate for meals, when combined with the PMR, does not exceed the local per diem rate for meals then you have passed the second test.

g. Obtain Approvals and Determinations--

(1) IAW AI 8000.5 obtain a written determination that the proposed conference is necessary for the effective accomplishment of the DoDEA mission. See Attachment E for sample memorandum to use for this purpose.

(2) If applicable, obtain a written determination to allow use of appropriated funds to purchase meals for attendees who are not in travel status and/or refreshments for all attendees regardless of travel status. See Attachment E for sample paragraph to add to the conference memorandum.

(3) After Procurement obtains quotes from vendors, work with Procurement to develop an economical determination that shows that the expenses for the chosen location will not exceed authorized per diem rates (reference Attachment D).

(4) If only one source is available, complete and submit the justification document found at <http://www.depo.eu.dodea.edu/Documents/SingleSource.doc>. This is necessary when, for valid reasons (such as safety and security), only one source is available to provide the services you require. When only one source is available and the estimated cost is expected to exceed \$2500, you must provide an independent Government estimate (IGE). The IGE can be based on information you obtained during market research. But, if for some reason you did not conduct research, check with Procurement for help in developing an IGE.

h. Determine Procurement Method--

(1) For purchases not exceeding \$25,000 or your GPC cardholder's single purchase limit (based on the daily exchange rate, not the budget rate), send your procurement package to your GPC cardholder.

(2) For purchases exceeding \$25,000 or your GPC cardholder's limit, send your procurement package to DEPO.

2. Submitting Your Request.

a. Prepare your GPC package. If your conference costs do not exceed \$25,000 or your GPC cardholder's limit, submit your PR package to the cardholder. The package must include:

(1) DoDEA GPC 8052.

(2) A description of requirements or a statement of work.

(3) Market research documentation.

(4) Approvals/Determinations--

Conference memorandum.

Single source justification if only one source meets your requirements and the cost is expected to exceed \$2500.

(5) Independent Government estimate if only one source is available and the cost is expected to exceed \$2500. (Pricing information obtained during market research will suffice.)

b. Prepare your PR package. If your conference costs exceed \$25,000 or your GPC cardholder's single purchase limit, submit your PR package to DEPO. The package must include:

(1) AF9 (with appropriate signatures). One funded CLIN is adequate.

(2) A statement of work.

(3) Market research documentation.

(4) Approvals/Determinations--

Conference memorandum.

Single source justification if only one source meets your requirements and the price is expected to exceed \$2500.

(5) Independent Government estimate if only one source is available and the cost is expected to exceed \$2500. (Pricing information obtained during market research will suffice.)

3. Other Matters.

a. Travel Orders. If meals and/or lodging are provided by contract, this must be reflected in the employee's travel orders. Complimentary meals, i.e., meals that are normally included in the price of lodging and the price of the lodging remains the same regardless of whether the meal is used or not, can be disregarded. (For example, a breakfast of some kind is normally included in the price of a hotel room. As long as we do not specify a different meal (e.g., a hot breakfast in lieu of the cold cereal and pastries the hotel may normally provide), the meal is complimentary and does not have to be counted as a Government-furnished meal. Since we won't know how meals will be addressed in the contract until the winning vendor has been selected, before you instruct travelers to initiate their orders, you must contact your contract specialist or GPC cardholder to see how the meals are going to be addressed in the contract.

b. Contract Administration. Work closely with your procurement representative. If you need to make any changes before or during the conference, you must contact your contract specialist, contracting officer, or GPC cardholder FIRST. Throughout the course of the event request a daily printout of participants staying at the hotel. Review this list to ensure all proposed charges are properly chargeable to the contract.

c. Paying the Vendor. If your conference has been procured via a contract, with payment to be made by DFAS, the conference coordinator must prepare and submit a receiving report within 5 days of receipt of the invoice. Send the receiving report directly to DFAS with a copy to the contracting office. Follow up with your vendor in about 45 days to make sure he has been paid. Also check your contract for other payment terms or arrangements.

d. VAT Form. Procurement will ensure the appropriate VAT form is delivered to the Vendor.

Attachment A

TIMELINES (Example)

<p>The purpose of planning is to give yourself every chance for success. The times and dates suggested in this table should be adequate for most situations. Some situations may require more time while others may require less time. Remember, other people will need time to do the things they have to do to help you successfully complete your project so don't shortchange them. If necessary to accommodate your project, you may add rows for additional actions that have to be taken.</p>				
ACTION	RESPONSIBLE AGENCY	ESTIMATED TIME TO COMPLETE ACTION	MILESTONE DATE	REMARKS
CONDUCT MARKET RESEARCH	CONFERENCE COORDINATOR	15-20 DAYS	(If possible, select a date that is at least 180 days prior to the conference start date)	
OBTAIN APPROVALS/WAIVERS	CONFERENCE COORDINATOR	15 DAYS		
DEVELOP REQUIREMENTS PACKAGE. Includes: Market Research, AF9, SOW/PWS, Suggested Sources or Single Source Justification.	CONFERENCE COORDINATOR	15-30 DAYS		
SUBMIT PURCHASE REQUEST (PR) PACKAGE	CONFERENCE COORDINATOR	1 DAY	(If possible, select a date that is at least 90 days prior to the conference start date)	
AWARD CONTRACT	PROCUREMENT	30 DAYS	(If possible, select a date that is at least 60 days prior to the conference start date)	
ISSUE MEALS/QUARTERS INSTRUCTIONS FOR TRAVEL ORDERS	CONFERENCE COORDINATOR	1 DAYS	Do this immediately after winning vendor has been selected.	
MEETING /CONFERENCE START DATE	VENDOR	0 DAY		

Attachment B

Meals and Refreshments

The following excerpts from the DoD Office of General Counsel Memorandum, Subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events, September 1, 2005, list the conditions that have to exist in order to determine that use of appropriated funds to purchase meals and/or refreshments is authorized. The determination must be documented in the conference approval memorandum. (Note: It is assumed there will be few, if any, occasions where use of appropriated funds will be authorized to purchase meals/refreshments at formal conferences; therefore, the meals/refreshments paragraph in the sample memorandum at Attachment E only addresses training conferences. If an occasion does arise where use of appropriated funds is authorized to purchase meals and/or refreshments at a formal conference for persons who are not in travel status, please contact your contract specialist for guidance.

Training (as authorized by 5 USC 4109)

Appropriated funds may be used to cover food costs that constitute a non-severable portion of the registration or attendance fee for a training program.

For the purposes of this memo, food costs are considered **non-severable** if they are billed as part of the overall costs of the conference, and the conference costs cannot be reduced by foregoing the food or by breaking out the food costs as a separate optional item.

The cost of food provided at a training program conducted by the Government is presumed to be severable because the Government is responsible for arranging the program.

If food costs are a severable part of the registration fee, appropriated funds are available for such costs only where necessary for the employee to obtain the full benefit of the training. For example, where essential training is conducted during a luncheon session, food may be provided at Government expense. Simply labeling a session as a "training event" is not sufficient; instead, the event must be a substantive program designed to improve trainee and agency performance.

Formal DoD Conferences (as authorized by 5 USC 4110)

The conference is a formal conference with registration, a published and substantive agenda, and scheduled speakers,

The conference involves matters of topical interest to actual participants from multiple agencies and/or nongovernmental participants,

Meals and refreshments are incidental to the overall purpose of the formal conference,

Attendance at the meal or when refreshments are provided is important to the host agency to ensure the attendees' full participation in essential discussions and speeches concerning the purpose of the conference, and

The meal and refreshments are part of a formal conference that includes not just the meal and refreshments and discussions or speeches that may take place when the meal and refreshments are served, but also substantial sessions apart from those at which food is served.

Internal Business Meetings To Discuss Day-to-Day Operations

Food may be provided where all the following criteria are met—

The meeting is held at an outside facility,

The cost of the food is a non-severable, non-negotiable portion of the cost of the conference space, and

The cost of the space is demonstrably priced competitively with facilities at which food is not provided.

Here are 2 examples to illustrate how a contract for an internal business meeting would be awarded. Assume 2 equally qualified vendors in each example: Vendor A and Vendor B.

Example 1			
	Vendor A (room includes lunch and refreshments—no exceptions)	Vendor B (no meals or refreshments)	Award to--
Room charge	\$50 x 50 participants = \$2500	\$2501	Vendor A represents best value regardless of the meals/refreshments.
All other charges	\$1000	\$1000	
Example 2			
	Vendor A (room includes lunch and refreshments—no exceptions)	Vendor B (no meals or refreshments)	Award to--
Room charge	\$50 x 50 participants = \$2500	\$2499	Vendor B represents best value. This is an extreme example but the bottom line is this: appropriated funds cannot be used to pay the \$1.00 difference in price.
All other charges	\$1000	\$1000	

Attachment C

Market Research

Note: The following scenario contains more detail than you will need at the market research phase. Tailor your market research to determining two things: (1) facilities are available in the area, and (2) their prices fall within the per diem rate. Check with Procurement if in doubt.

Here is a suggested way to conduct market research for a hypothetical conference to be held 23 – 27 October 2006. Based on appropriate factors (whatever they may be), you have determined the best location for the conference is Wiesbaden, Germany. Now, the job is to find the best location within Wiesbaden. Here are the specifics:

Attendees: 100 (including 15 from local area who will not be in travel status)
JTR maximum lodging rate: \$185.00 (With Director's/Associate Director's approval, may be increased up to 125% of this number if necessary.)
JTR local meals rate: \$73.00 (Use when no meals will be provided by contract.)
JTR proportional meals rate: \$41.00 (Use when 1 or 2 meals per day will be provided by contract.)
JTR incidental expenses rate: \$21.00.

With the above information you are ready to begin calling potential sources.

1. Identify yourself and your purpose. Make it clear you are not committing the Government to hold the conference at the place where the person with whom you are speaking works.
2. Ask these questions and record the answers:

Assumption	Question	Answer
Someone answers the phone.	We are planning a conference for the week of 23-27 October. We require one conference room large enough to accommodate 100 and 4 smaller rooms large enough to accommodate 25 each. Additionally, we will need 75 sleeping rooms. Do you have these rooms available?	Yes
Answer to previous question was yes.	What is your daily rate for a single sleeping room?	\$150
Answer to previous question was a rate that does not exceed 125% of maximum lodging rate.	What is included?	Complimentary breakfast
Complimentary breakfast is included.	Is it possible to decline the complimentary breakfast and receive a reduced rate for the room?	No
Answer to previous question was no.	What does the breakfast consist of?	Pastries and cold cereal

Foods served for complimentary breakfast are not adequate. IF THE COMPLIMENTARY BREAKFAST IS ADEQUATE, DO NOT ASK THIS QUESTION OR THE NEXT QUESTION.	May we purchase a breakfast buffet consisting of (whatever meets minimum requirements)?	Yes
Answer to previous question was yes.	How much per guest?	\$10
Time to move to large conference room	What is the daily rate for the large conference room?	\$100 per guest
Reasonable rate.	What is included in this rate?	Lunch and 2 refreshments
Lunch and 2 refreshments are included.	Is it possible to decline the lunch and refreshments and receive a reduced rate for the room?	Yes
Answer to previous question was yes.	What is the rate without lunch and refreshments?	\$80
Reasonable rate.	May we purchase a lunch buffet consisting of (whatever meets minimum requirements)?	Yes
Answer to previous question was yes.	How much per guest?	\$15
Reasonable rate.	Our attendees may be interested in purchasing their own refreshments, what would be the charge for 2 refreshments per day for approximately 100 guests?	\$6
Reasonable rate.	What do the refreshments consist of?	Cookies, etc.
(1) Time to move to small conference rooms, and (2) lunch and refreshment issues were settled when discussing large conference room.	What is the daily charge for each of the 4 small conference rooms?	\$50 each
Time to move to miscellaneous services.	Do you have shuttle service available for trips from and to the airport?	Yes
Answer to previous question was yes.	What is the charge per trip?	No charge.
FROM THIS POINT, YOU ARE ON YOUR OWN. THE PLANNING GUIDES IN THE JTR AND THE DoDEA PROCUREMENT CUSTOMER GUIDE CAN HELP YOU DECIDE WHAT ADDITIONAL QUESTIONS YOU NEED TO ASK.		

Attachment D

Economical Determination

After Procurement receives quotes, it's time to determine whether it is in the Government's best interest to purchase meals for attendees who are in travel status by contract or by per diem paid directly to the traveler. For this example, we will use the information contained in the above market research example.

Item of Expense	JTR	Quote	Pay to Traveler	Contract	Total Cost to Government
Lodging	\$185	\$150		\$150	\$150
Breakfast	\$73	(\$32)*	\$10	\$0	\$10
Lunch			\$15	\$0	\$15
Dinner		\$41	N/A	\$41	N/A
Incidentals	\$21	N/A	\$21	N/A	\$21
Refreshments	\$0	\$6	\$0	\$0**	\$0
Maximum	\$279				\$237***
*Amount deducted from per diem allowance when Government furnishes one or two meals.					
**Assumes there has been no determination authorizing use of appropriated funds to pay for refreshments.					
***Total cost to Government is less than maximum JTR allowance so, from this standpoint, these expenditures are acceptable.					

In the example above it is obvious that the least overall cost to the Government can be obtained by including at least one of the daily meals in the contract. However, since the meals allowance for the traveler is going to be reduced by \$32 per day regardless of whether the Government furnishes one meal or two meals per day by contract, one could ask whether the Government should purchase both meals. Pursuing this line of inquiry further, one could ask, Should we only purchase breakfast since it is the least expensive of the 2 meals? Or, should we purchase lunch instead of breakfast because, even though it costs more, we have a better chance of the attendees returning from lunch on time if they all eat together? Probably, the fair thing to do in this case is for the Government to purchase both meals by contract.

REMEMBER, YOU WON'T KNOW FOR CERTAIN WHICH, IF ANY, MEALS ARE INCLUDED IN THE CONTRACT UNTIL THE GPC CARDHOLDER OR THE CONTRACTING OFFICER HAS RECEIVED OFFICIAL QUOTES, ANALYZED THE QUOTES, AND AWARDED THE CONTRACT. SO DON'T TELL YOUR TRAVELERS TO INITIATE THEIR TRAVEL ORDERS UNTIL THIS INFORMATION IS CONFIRMED BY PROCUREMENT

Attachment E

MEMORANDUM FOR Director/Associate Director, DoDDS-Europe

Subject: Request Approval to Hold a Conference

References: (a) DoDEA Administrative Instruction 8000.5, Fiscal Responsibility in Containing Conference Costs, April 14, 2005
(b) DoD Office of General Counsel Memorandum, Subject: Use of Appropriated Funds to Purchase Food at Conferences, Meetings, and Events, September 1, 2005

In accordance with reference (a), the purpose of this memorandum is to obtain approval for the conference identified below.

- a. The [insert division/district name] proposes to hold a conference for the purpose of [explain the purpose of the conference].
- b. The proposed conference supports the DoDEA mission by [describe how the proposed conference supports the mission].
- c. To meet mission requirements, it is necessary for [insert number] DoDDS personnel to attend this conference. [insert number] attendees will be in travel status and [insert number] attendees will not be in travel status.
- d. Based on the following information obtained through market research, we have determined that [insert name of city] is the best location for this conference. Our research produced these results: The total estimated cost of the conference will not exceed \$2500. [Alternatively, if costs are expected to exceed \$2500, insert names of other cities considered and estimated costs associated with each city.]

[DEPENDING ON RESULTS OF MARKET RESEARCH USE ONE (BUT NOT BOTH) OF THE FOLLOWING SUBPARAGRAPHS e.]

- e. The proposed expenses for employees in travel status do not exceed the daily limitation imposed by the Joint Travel Regulation.

[OR]

- e. Market research failed to locate a suitable facility within the Joint Travel Regulation's daily lodging rate; therefore, in accordance with JTR paragraph C4950-M, a conference lodging rate not to exceed 125% of the JTR's daily lodging rate is required. The proposed expenses for employees in travel status do not exceed the daily limitation (including this increased conference lodging rate) imposed by the JTR.

[IF THE PROPOSED CONFERENCE IS A TRAINING CONFERENCE AND YOUR ANALYSIS INDICATES THAT USE OF APPROPRIATED FUNDS IS AUTHORIZED TO PURCHASE MEALS AND/OR REFRESHMENTS FOR ALL ATTENDEES (INCLUDING THOSE NOT IN TRAVEL STATUS) USE THE FOLLOWING PARAGRAPH WITH ITS TWO SUBPARAGRAPHS.]

As described above, the purpose of this conference is employee training which falls within the purview of 5 USC 4109. Based on the planned schedule, the use of appropriated funds to purchase some meals and/or refreshments for all attendees, regardless of travel status, is authorized. This determination is based on an analysis of the factors cited in reference (b) for training meetings and covers the following meals and/or refreshments:

a. Meals – [Insert name of meal and dates. Only cite the meals where you have determined that persons in non-travel status must attend and will not be charged.]

b. Refreshments – [Insert refreshment time (i.e., morning or afternoon) and dates. Only cite the refreshment times where you have determined that all attendees (including those in travel status and those not in travel status) must attend and will not be charged.]

The point of contact for this request is [insert name and phone number].

[Insert Superintendent's/Division Chief's signature block]

This request is ____ approved ____ disapproved.

DIRECTOR/ASSOCIATE DIRECTOR
DoDDS-Europe

Attachment F

STATEMENT OF WORK

1. **INTRODUCTION:** This order is for non-personal services in support of the [insert name of event]. Required services include lodging, meeting rooms, and miscellaneous support during the period [insert beginning and ending dates].

2. **BACKGROUND:** Department of Defense Dependents Schools-Europe (DoDDS-E) is responsible for providing a quality education for the children of U.S. military and civilian personnel assigned to Europe. The event for which these services are required is part of the ongoing effort to ensure that our educators are fully prepared to handle this responsibility.

3. **SCOPE:** The vendor shall provide lodging for up to [insert number] participants and conference facilities for up to [insert number] participants. Meals and/or refreshments may also be required. See paragraph 5 below for details.

4. LODGING ROOMS AND CONFERENCE ROOMS:

4.1 Lodging: Check-in will begin not later than [insert time and date]. Check-out shall be completed no later than [insert time and date]. A secure baggage room shall be available upon check-out for the convenience of the conference participants. Requirements are:

4.1.1 For the period [insert dates] ([insert number] nights), furnish [insert number] single rooms with WC and bath or shower. [If necessary insert another subparagraph to accommodate variations in the number of rooms required. For example, if the advance party will arrive a day early, their room requirements may need to be shown separately.]

4.1.2 Amenities normally provided in rooms and charged to the occupant on a usage basis (e.g., telephone, mini-bar, movies, sometimes parking) are not a part of this contract and shall not be charged to the Government. The vendor shall make arrangements with each participant to collect these fees directly from the participant.

4.2 Conference Rooms: The following rooms are required for this activity: One conference room large enough to accommodate [insert number] participants for opening and closing events, one administration room large enough to accommodate an administrative staff of [insert number], and [insert number] conference rooms, for break-out sessions, each large enough to accommodate [insert number] participants. Drinking glasses and water shall be provided on side tables in each room in sufficient quantities to accommodate the number of

participants scheduled to use the room on any given day. Water supplies shall be replenished during lunch break each day the room is scheduled for use.

4.2.1 The main conference room is required for [insert times and dates]. The room shall be arranged so that all [insert number] members of the audience will be seated comfortably facing the speaker with an unobstructed view of the speaker. The room shall be equipped with a speaker's podium, a public address system, one lapel microphone, a sound system for projecting music from a computer, a flip chart, display boards for posting conference materials, and a projection screen. Two tables shall be placed at the front of the room for materials and equipment.

4.2.2 Administration Room: A room for conference administration activities equipped with wireless Internet access, a working facsimile machine, and a working photocopier shall be available for unlimited use [insert dates].

4.2.3 Break-out rooms: These smaller rooms shall be near the main conference room. They shall each be equipped with a projection screen, a projection table, a flip chart, and display boards for posting materials. They shall each be arranged in classroom style.

SUMMARY OF CONFERENCE ROOM REQUIREMENTS			
DATE	# ROOMS	# PEOPLE	REQUIREMENTS
[insert]	[insert]	[insert]	Administration room shall be equipped with [insert number] tables each of which seats [insert number] people doing administrative work, and [insert number] other table(s) for materials, folders, computers and printers. The administration room shall support up to [insert number] servers and [insert number] PCs and shall have power outlets sufficient for approximately [insert number] devices.
[insert]	[insert]	[insert]	The main conference room shall be equipped with a speaker's podium, a public address system, one lapel microphone, a sound system for projecting music from a computer, flip chart, display boards for posting conference materials, and a projection screen. The room shall have enough power outlets to support [insert number] laptop PCs. Additionally [insert number] table(s) shall be set-up at the front of the room for materials and equipment.
[insert]	[insert]	[insert]	The break-out rooms shall be near the main conference room. Each of these rooms shall be equipped with a projection screen, a projection table, a flip chart, and display boards for posting materials. All rooms shall be arranged in classroom style. Each room shall have enough power outlets to support [insert number] laptop PCs.

5. MEALS AND/OR REFRESHMENTS: The Government recognizes that industry practice regarding the pricing of meals and/or refreshments varies from vendor-to-vendor. Therefore, in order to facilitate the use of a uniform statement of work, this paragraph 5 is subdivided to accommodate different pricing policies and to accommodate the fact that the Government's authority to contract for meals and/or refreshments is dependent upon the specific circumstances of each event. Therefore, when reading this paragraph 5 and its subparagraphs, the vendor shall interpret any subparagraph not containing dates and/or quantities as a subparagraph that does not apply to this contract.

5.1 Meals Separately Priced and Included in the Price of this Contract:

5.1.1 Breakfast: Breakfast shall be buffet-style and shall include a variety of dishes customarily available for breakfast. Each meal shall include one non-alcoholic beverage. The vendor shall provide [insert number] breakfasts per day for [insert dates]. [Note: If breakfast is complimentary (see definition in JTR paragraph C4554-E), insert zero and N/A, respectively.]

5.1.2 Lunch: Lunch shall be buffet-style and shall include a variety of dishes customarily available in a business-lunch setting. Each meal shall include one non-alcoholic beverage. The vendor shall provide [insert number] lunches per day for [insert dates]. [Note: If included as non-severable cost of conference package, insert zero and N/A, respectively.]

5.2 Meals and/or Refreshments Not Separately Priced and Provided Either on a Complimentary Basis or as Part of the Vendor's Conference Package:

The vendor shall provide meals and/or refreshments in accordance with the vendor's quote. The parts of the quote that address meals and/or refreshments provided on a complimentary basis or as a non-severable part of the vendor's conference package are hereby incorporated into this subparagraph 5.2.

6. MISCELLANEOUS SERVICES: [Insert miscellaneous items. Here are some examples:]

6.1 Registration Area: Provide a registration area or room on [insert date and time]. The cost of providing this service shall be included in the price of the contract.

6.2 Message Center: Provide a message center space for posting announcements addressed to conference participants. The cost of providing this service shall be included in the price of the contract.

6.3 Shuttle Service: Provide shuttle service to and from [insert name of airport]. The cost of providing this service shall be included in the price of the contract.

6.4 Communication Capability: Provide CAT6 cabling infrastructure that will connect the five small conference rooms with the administration room. (Cabling will be used to interconnect the LAN switches.) The cost of providing this service shall be included in the price of the contract.

6.5 Parking: Provide parking space near the hotel for [insert number] conference participants for the duration of the conference.

6.6 Invoicing: Starting on the second day of the conference and each day thereafter, provide the Government's representative a written daily total of services provided under each line item in the contract. Submit the final invoice as soon as final quantities have been established and agreed upon. The cost of providing this service shall be included in the price of the contract.

6.7 Point of Contact: No later than 48 hours prior to the scheduled start of the conference, provide the Government's representative the name and telephone number of the vendor's representative who will be available for the duration of the conference to attend to any problems that may arise. The cost of providing this service shall be included in the price of the contract.

6.8 Items Provided on Reimbursable Basis: [insert items normally paid for on an "as used" basis.]