MEETING SPACES AND SUPPORT SERVICES
NATIONAL PARK SERVICE CHESAPEAKE GATEWAYS
ANNAPOLIS, MARYLAND

I. BACKGROUND

National Park Service Chesapeake Gateways was established by Congress in 1998 as a partnership park to provide technical and financial assistance, in cooperation with other Federal agencies, State and local governments, nonprofit organizations, and the private sector to create a network of Chesapeake Bay Gateways sites and Chesapeake Bay watertrails (Chesapeake Gateways Network). The National Park Service meets these statutory responsibilities by creating, supporting, and investing in the Chesapeake Gateways Network by hosting a variety of partner focused trainings, meetings, symposiums, and workshops, including an annual partner meeting.

In 2020, the National Park Service refreshed the Chesapeake Gateways Network through an updated guiding document, the Chesapeake Gateways Network Framework and has since refreshed it further and opened a new self-nomination process for Places and Experiences for public and private sector members to join the Network. Additionally, the National Park Service launched a grant offering, and an annual technical assistance call for Chesapeake Gateways Network members.

Convening an effective and efficient in-person annual partner meeting is NPS Chesapeake Gateways' key technical assistance offering to the Network, serving as mission critical work in implementing the statutory requirements of the Chesapeake Bay Initiative Act. NPS Chesapeake Gateways is committed to purposely rotating the location of the annual partner meeting year-to-year to ensure we connect locally with our gateway communities across the six states within the watershed.

Having hosted the previous three meetings in West Virginia, Maryland, and Virginia, NPS Chesapeake Gateways has determined to hold the 2027 Annual Partner Meeting in Harrisburg, Pennsylvania (Dauphin County). Harrisburg, in recent years, has become an epicenter of outdoor recreation initiatives within the Chesapeake Bay watershed. The community, located directly on banks of the largest tributary of the Chesapeake Bay, the Susquehanna River, includes a collection of places included in the Chesapeake Gateways Network and recent recipients of Network Grants, has the resources and amenities to support the annual partner meeting, and is centrally located in the watershed to provide reasonable access to all network members.

The 2027 Annual Partner Meeting is scheduled to occur in the first half of March 2027. The Annual Partner Meeting space needs to be capable of supporting 150-170 participants.

Additionally, the National Park Service convenes the Chesapeake Conservation Partnership (CCP). This large landscape collaborative fostering collaborative action to conserve culturally and ecologically important landscapes to benefit people, economies, and nature throughout the Chesapeake Bay watershed. This broad-based coalition focused on promoting voluntary cooperation to conserve landscapes with significant cultural and

natural value. The collaborative effort aims to advance economic growth, outdoor recreation, and responsible stewardship of natural resources throughout the Chesapeake Bay watershed, supporting local communities and private property rights while enhancing opportunities for Americans to enjoy the region's heritage and great outdoors.

Beginning in 2026, the National Park Service determined to co-locate the CCP Annual Meeting with the Network's Annual Partner Meeting. The 2027 CCP Annual Meeting is scheduled to occur immediately prior to the Annual Partner Meeting and expects 50-60 participants.

II. PURPOSE

The purpose of this project is to provide meeting spaces and support services including tables, chairs, A/V, and food & beverage necessary to host the 2027 CCP Annual Meeting & 2027 Chesapeake Gateways Annual Partner Meeting in Harrisburg, Pennsylvania in early March 2027.

III. SCOPE OF WORK

Independently, and not as an agent of the government, the contractor shall provide all meeting spaces and support services including labor, materials, equipment, facilities, and travel (except as otherwise specified) necessary to host the 2027 CCP Annual Meeting & Chesapeake Gateways Annual Partner Meeting in Harrisburg, Pennsylvania in March 2027 as described below.

A. Requirements for the Completed Project

- General Requirements
  1. The National Park Service preserves unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education, and inspiration of this and future generations.
  2. This project will accomplish the National Park Service's mission through the Chesapeake Gateways Network as the keystone technical assistance opportunity: the Chesapeake Gateways Annual Partner Meeting.
  3. This project will accomplish the National Park Service's mission through the Chesapeake Bay Initiative Act, "to identify, conserve, restore and interpret natural, recreational, historical and cultural resources within the Chesapeake Bay Watershed" by providing meeting space for the 2027 CCP Annual Meeting.
  4. The facility provided sufficient hotel rooms on property to support 150-170 guests.
  5. All guest rooms will be paid directly by participants and are not part of the scope of this contract.

6. All guest rooms will be provided at or below GSA 2027 Federal per diem for Harrisburg, PA (Dauphin County) [$125 currently, unless in Hershey which is $145].
7. All guest rooms paid with a federal government travel card will have state taxes waiver, provided that the traveler submits appropriate documentation upon check-in.
8. The facility shall have sufficient amenities onsite to provide for professional networking outside of the established program of the annual partner meeting (i.e. on-site restaurants, bars, lobby area, and other gathering spaces)
9. Proposals **MAY** include Audio Visual (A/V) services either directly or through a subcontractor provided they're able to meet the following requirements:
    - Projector screens appropriate for the proposed meeting spaces and number of attendees.
    - Audio system sufficient to amplify presentations and panel discussions for the proposed meeting spaces and number of attendees; this includes a minimum of two wireless microphones (one for the presenters and one for questions from audience members).
    - Audio drops (XLR connections) tied directly into the system for recording sessions with **government provided cameras**.
    - Onsite technical support during meeting times to ensure all provided equipment is operating properly
    - All cords, cables, and connections to connect **government provided laptops and projectors (3 – EPSON LCD Projector Model: HA72A)** to the screens and audio systems.

- Chesapeake Conservation Partnership Annual Partner Meeting
    1. Provide meeting space for up to 60 participants on Monday and Tuesday in March 2027. Meeting space should be sufficient for participants to sit in groups of eight at tables while being able to see a speaker and projected visual aid in the room.
    2. Provided food and beverage services shall be limited to a "coffee hour" between 8 a.m. and 9 a.m. which may include up to a continental style breakfast consistent with federal definition, a morning "snack break", and lunch each day (two days), as well as an afternoon "snack break" on Monday.
- Chesapeake Gateways Annual Partner Meeting
    1. Provide meeting spaces sufficient for a two-day Partner Meeting including plenary and at least three concurrent sessions.
    2. The plenary sessions (two) must be held in a space that can support up to 170 participants in a theater (no tables) layout.
    3. The concurrent sessions (three at once, held multiple times) should support at least 60 guests in a banquet or classroom layout.

4. Provided food and beverage services shall be limited to a "coffee hour" between 8 a.m. and 9 a.m. which may include up to a continental style breakfast consistent with federal definition, a morning and afternoon "snack break", and lunch each day (two days).

B. Project Management

The contractor shall assign an Event Manager to serve as the direct contact for the National Park Service to coordinate with prior to and during both meetings to ensure that scheduling, coordination, oversight, and communication is effectively accomplished for all items included under this contract.

1. The Event Manager shall be the primary point of contact between the contractor and the National Park Service (NPS) Contracting Officer, Contracting Officer's Representative (COR), and NPS Coordinator (NC) for this contract. The Event Manager shall perform the following work:

   a. Notify the Contracting Officer, COR, and NC of any changes to the contractor's business operations that affect work under this contract, including but not limited to:
      i. Changes to contractor's address, telephone, and other contact information.
      ii. Proposed changes to key personnel.
      iii. Workload or capacity issues affecting the ability of the contractor to accept additional work.

   b. Communicate with the Contracting Officer, COR, and NC regarding major or broad issues affecting this contract, including but not limited to:
      i. Clarification of work processes that are acceptable or unacceptable to the government under this contract.
      ii. Informing Contracting Officer, COR, and NC of misunderstandings, inconsistencies, or conflicting instructions encountered when working with the COR.

2. The Event Manager shall be the primary point of contact between the contractor and COR and shall perform the following work:

   a. The Event Manager shall have full authority to act for the contractor on all matters relating to this contract. The Event Manager shall maintain contact with the COR and NC as necessary, and shall:
      i. Be available to take or respond to telephone calls or electronic mail messages during normal hours of operation.
      ii. Establish procedures to ensure messages are properly relayed when the Event Manager is not directly

available.

iii. Respond to emergency messages from the COR or NC on the same day they are received. All non-urgent messages from the COR or NC shall be responded to in no less than two working days.

b. Provide quality control to ensure that all elements of project work meet the requirements of the contract specifications as follows:

i. Ensure that all modifications are implemented.

ii. Inform the COR and NC of any issues that could affect work quality or schedule.

iii. Ensure that all work not acceptable or compliant with the specifications is corrected prior to review by the COR and NC.

iv. Oversee quality of all services during the event.

c. Track work progress to ensure that the project is completed according to the schedule.

d. Travel as required in this contract, and attend meetings with the Contracting Officer, COR, NC, NPS staff, and other project stakeholders.

e. Coordinate and ensure that all work is in accordance with the specifications referenced by this contract.

C. Travel, Meetings, and Presentations

All required travel, meetings, and presentations shall be provided as follows:

Meeting Purpose	Location or Type	Minimum Required Contractor Attendees	Days on Site
Site Visit	Harrisburg, PA (Dauphin	Event Manager	One Day
Load In	Harrisburg, PA (Dauphin County)	Event Manager	One Day
Load Out	Harrisburg, PA (Dauphin County)	Event Manager	One Day

D. Time for Completion, Review, and Approval

All work, including review and approval of sections A-C, shall be completed on or before March 31, 2027.