Border Security Enforcement Training Program (BSETP) Phase IV

Lodging

Statement of Work (SOW)

Department of Homeland Security (DHS), Customs and Border Protection (CBP), Office of International Affairs (INA) requires lodging within the U.S. Government per diem rate, for a delegation from El Salvador attending a two-week US Border Patrol Academy training course.

The program will be conducted and rooms will be required from Saturday, July 11, 2026, through Saturday, July 25, 2026.

Requirements:

Check-in date: Saturday, July 11, 2026

Check-out date: Saturday, July 25, 2026.

There are two (2) options for accommodation that vendors may quote under this RFP. There is no preference for one option over the other; however, rooms spread across more than two hotel locations will be deemed non-responsive and will not be considered for award.

Option One:

Under this Purchase Order, CBP requires: eighteen (18) total rooms consisting of sixteen (16) rooms with two (2) double beds and two (2) rooms with single beds in the same hotel location.

CBP requires an additional sixteen16 single rooms reserved in the same hotel location within CBP's total reservation block to be paid for separately by CBP employee travel credit cards. These 16 additional rooms must be provided at the same daily rate as those required by this order; however, they will not be included on the invoice submitted for this Purchase Order.

CBP requires a total reservation block of 34 rooms in the same hotel location for the period of performance. There will be eighteen (18) rooms on this Purchase Order and sixteen (16) paid by U. S. Government Travel credit card.

No Conference Room is required.

No working lunch is required.

Option Two:

Under this Purchase Order, CBP requires: eighteen (18) total rooms consisting of sixteen (16) rooms with two (2) double beds and two (2) rooms with single beds in the same hotel location.

CBP requires an additional sixteen (16) single rooms reserved within CBP's total reservation block to be paid for separately by CBP employee travel credit cards. The 16 additional Travel Card rooms must be provided at the same daily rate as those required by this order; however, the (16) sixteen single rooms under the travel cards may be split and reserved in another location with a minimum of (5) five of the sixteen (16) Travel Card single rooms in the same hotel location as the (18) eighteen rooms on the Purchase Order. If the rooms are split in this manner, the quote must clearly identify the proposed split.

These sixteen (16) single rooms shall not be included on the invoice submitted for this Purchase Order.

CBP requires a total reservation block of 34 rooms for the period of performance. There shall be eighteen (18) rooms on this Purchase Order and sixteen (16) rooms under the reservations to be paid by U. S. Government Travel credit card.

No Conference Room is required.

No working lunch is required.

Taxes/Applicable Fees and/or Charges:

All taxes or other applicable fees and/or charges shall be included in the price proposal's total. No unidentified obligations will be accepted by CBP or paid after Purchase Order award.

Place of Performance:

Due to existing travel arrangements, all accommodations MUST be located in the Roswell, New Mexico 88201 zip code.

Requirement POC:

To be provided upon award.

General:

The Contractor shall:

- Provide required standard accommodation to include a private room with a private bath.

- Ensure lodging has normal hotel unit furnishings, television with basic cable services, in-room local and long-distance telephone capabilities (except toll free numbers) and room wake-up service or in-room alarm clock is provided.

- Provide/or assist with local transportation to/from local eateries and shopping, within the surrounding areas of vendor's establishment.

- Provide access to the business center on a 24-hour basis and provide assistance to all guests concerning operation of computers and all other office equipment in the business center.

- Provide information on hours of operation and costs to guests on matters concerning onsite laundry facilities or in local area of their establishment.

- Verify all guests against the rooming list, assist with check in/out procedures, and provide guidance/services to all guests as required.

- Incidentals are NOT covered under this Purchase Order. The hotel shall verify that all room occupants/hotel guests are notified of this prior to check-in and again prior to check-out. All room occupants/ guests shall be personally responsible for all miscellaneous charges such as, but not limited to, room service, movies, wi-fi, mini-bar, restaurant, laundry, local and long-distance phone calls, and any other expenses incurred during their stay. All guests shall pay for their own incidentals prior to check-out.

INA representative will:

- Submit a rooming list of all attendees including arrival/departure information to the hotel within five (5) business days of award or as soon as possible after award.

- Verify that all miscellaneous expenses such as room service, movies, laundry, mini-bar, local and long-distance telephone charges are paid by all attendees prior to departure. Any additional expenses incurred beyond contracted room rate are the responsibility of each guest.

- Coordinate with vendor to block any and all services outside normal room charge, which can be incurred by room occupant.

- Make direct contact with vendor upon award to coordinate specific details of stay and ensure that all arrangements are mutually understood concerning arrival times, check-out times, accommodation, and any other special information that may impact this program.