BPA Schedule, Call CLIN Structure, and Commercial Terms

Centralized ordering and event-specific competition for commercial hotel services

BPA / solicitation number	FA560626QA045
Ordering period	1 September 2026 through 31 August 2031
Individual Call limit	EUR 40,000.00 (further limited by available funds and applicable authority)
Estimated aggregate purchases	Approximately EUR 200,000.00 across related BPAs; planning only
Version date	10 August 2026

Core rule. The BPA itself carries no funds, minimum purchase, ordered quantity, or reservation. Government liability arises only from an authorized funded Call accepted by the holder.

1. Scope of the BPA

This BPA establishes common terms for anticipated repetitive commercial retreat services. The Government may establish BPAs with multiple qualified sources, request event quotations from BPA holders, solicit an outside source when appropriate, establish an additional BPA through an authorized process, use another acquisition method, or make no purchase.

Establishment of this BPA does not confer exclusivity or guarantee a Call, event, room-night, meal, or euro amount. A holder may decline an RFQ when it lacks availability. After accepting a funded Call without exception, the holder shall reserve and perform the accepted requirement.

2. Ordering Authority and Purchase Limitation

The contracting office centrally manages every RFQ, Call, acceptance, and modification. Requiring-activity personnel, Government Event Leads, Acceptance Officials, and vendor sales personnel may coordinate operational facts but may not bind the Government.

Contracting Officer	Angelica Pequeno, 52 CONS/PKB, angelica.pequeno.1@us.af.mil, 314-452-9501
Other individuals authorized to place Calls	TBD
Payment instructions	See FA560626QA045 Combo Solicitation/Synopsis
Performance area	Property identified in each accepted Call
Applicable clauses	See FA560626QA045 Combo Solicitation/Synopsis

No individual Call may exceed the BPA's stated individual Call limit or another applicable limit. A requirement shall not be split to avoid a threshold or limit. Only a Contracting Officer acting within authority may place or change a Call, accept a commercial exception, determine entitlement, or resolve a dispute.

3. Master and Call CLINs

The holder price list and every Call quotation shall use the same category-level baseline below. The unit of issue is EA for every listed item. The CLIN description states whether one EA represents a lodging configuration-night, person-meal, package-day, room-day, or discrete service outcome.

Master CLIN	CLIN description / measurement	Capacity / age basis	U/I	Included in unit price / control
0001	Standard lodging unit - one complete lawful configuration for one night	1-2 occupants	EA	Private bathroom; linens/towels; Wi-Fi; disclosed housekeeping; ordinary amenities; requested infant arrangement; all mandatory lodging fees.
0002	Family lodging unit - one complete lawful family configuration for one night	3-4 occupants	EA	Same minimum inclusions as 0001. The unit price covers the complete configuration used for the household.
0003	Large-family lodging unit - one complete lawful large-family configuration for one night	5-6 occupants	EA	Same minimum inclusions as 0001. A suite, apartment, villa, or interconnected-room configuration is allowed, but must be disclosed.
0004	Adult breakfast - one person-meal	Age 13 and older	EA	Complete breakfast; ordinary nonalcoholic beverages; service; setup; cleanup; accepted dietary accommodations; all mandatory meal fees.
0005	Child breakfast - one person-meal	Age 3-12	EA	Same inclusions as 0004. A more favorable commercial child-age rule may be offered.
0006	Adult lunch - one person-meal	Age 13 and older	EA	Complete lunch; ordinary nonalcoholic beverages; service; setup; cleanup; accepted dietary accommodations; all mandatory meal fees.
0007	Child lunch - one person-meal	Age 3-12	EA	Same inclusions as 0006. A more favorable commercial child-age rule may be offered.
0008	Adult dinner - one person-meal	Age 13 and older	EA	Complete dinner; ordinary nonalcoholic beverages; service; setup; cleanup; accepted dietary accommodations; all mandatory meal fees.

Master CLIN	CLIN description / measurement	Capacity / age basis	U/I	Included in unit price / control
0009	Child dinner - one person-meal	Age 3-12	EA	Same inclusions as 0008. A more favorable commercial child-age rule may be offered.
0010	Main conference package - one package-day	Up to 80 persons	EA	Private room; standard furniture/layout; basic A/V; water; morning and afternoon coffee/tea; one light snack per expected participant; setup, tear-down, cleaning, and onsite support.
0011	Large main conference package - one package-day	81-165 persons	EA	Same minimum inclusions as 0010, sized for the larger attendance.
0012	Small breakout or childcare-use room - one room-day	Up to 80 persons	EA	Private room; standard furniture/setup; one reset; cleaning. The Government provides childcare personnel and supervision.
0013	Large breakout or childcare-use room - one room-day	81-65 persons	EA	Same minimum inclusions as 0012, sized for a larger attendance.
0014	Call-specific discrete service - one defined occurrence or outcome	As stated in the Call RFQ	EA	Define the outcome, date, acceptance basis, positive quantity, and firm-fixed unit price in the Call. No standing ceiling or open-ended charge.

The Government provides an Event Factsheet; each vendor maps its proposed commercial solution to the applicable categories, derives the EA quantities, and calculates quantity times unit price and the total evaluated price. CLIN 0014 is defined and priced only for a discrete Call-specific need and does not appear as a standing price-list item.

- Each quoted category has a Contractor-derived quantity, U/I EA, a firm-fixed unit price, and an extension price. Aggregate quantities by category when one event-specific unit price applies; retain profile, date, and configuration detail in the supporting schedule.
- A standard inclusion, amenity, fee, gratuity, setup charge, or other mandatory cost shall be included in the price for each category line but may be broken-out in the contractor’s standard invoice documentation. An omitted charge is not separately payable.
- No miscellaneous, pass-through, actual-cost, cost-reimbursable, or later-to-be-negotiated line is authorized.
- The Contractor's schedule maps room allocations, meals, and meeting rooms to the master CLINs and shows the calculation supporting each aggregate EA quantity. The signed Call line schedule controls the amount obligated.

4. Holder Price List and Call Pricing

Each holder shall provide a property-specific price list using CLINs 0001-0013. For every standing item offered, the holder enters one euro-denominated not-to-exceed ceiling unit price, a unit of issue of EA for the accepted price-list version. A blank means the item is not offered. CLIN 0014 has no standing

ceiling. The price list is a comparison and ordering control; it carries no quantity, extension, reservation, or Government obligation.

- Each Call RFQ requests a current event-specific category-level quotation. The vendor derives the EA quantities from the Event Facts, may quote below its accepted ceiling, and shows each unit price, extension, and total. An event discount does not amend the standing ceiling.
- A holder with more than one property shall submit a separate price list for each property or otherwise identify the property-specific ceiling applicable to every offered category.
- A ceiling increase is prospective and may be used only after the Contracting Officer accepts a dated revised price list in writing. A holder may propose a ceiling reduction at any time. Neither change alters an already accepted Call unless incorporated through a Call modification.
- The quotation shall include every mandatory facility fee, resort fee, service charge, gratuity, audiovisual charge, setup or tear-down charge, and other required cost in the applicable category unit price.
- Taxes or duties for which the Government receives relief are excluded. Any non-relieved mandatory tax shall be included or separately identified exactly as the RFQ directs.
- A disclosed minimum stay, minimum spend, deposit, package restriction, or incidental-card requirement applies only if the Call expressly accepts the identified term.
- The Government workbook is a convenience, not an exclusive format. An equivalent commercial quotation is acceptable when it maps every item offered to the master CLINs and shows the Contractor-derived EA quantity, unit price, extension, total, configuration support, deadlines, and exceptions.

5. Commercial Deadlines, Changes, and Cancellation

The BPA establishes no universal rules regarding timelines, coordination, or cutoff dates. The Government may state preferred planning dates in an RFQ, but each holder shall quote the actual deadlines and commercial terms it can support for that event. Competition and Call award evaluation may consider the value and risk of those terms.

Quoted term	Required statement
Hold and acceptance	Quote-valid-through date; courtesy-hold expiration; time required for written Call acceptance
No-cost flexibility	Latest no-cost reduction date and limit, plus the separate latest no-cost full-cancellation date, if any
Increase requests	Minimum lead time, capacity conditions, and pricing method

Quoted term	Required statement
Guest information	Minimum identification needed, deadline, substitution policy, and secure exchange method
Dietary/menu/layout	Practical information and confirmation deadlines
Reduction/cancellation after cutoff	Objective price or credit method; maximum requested exposure; mitigation and resale-credit treatment

Bilateral quantity changes. Every substantive attendance, lodging, meal, space, date, scope, or price change requires a priced written bilateral modification signed by the Contracting Officer and the Contractor. The original Call remains in effect unless and until that modification is executed.

For a requested change, the Contractor shall identify availability and provide a revised category-level Call schedule showing the changed EA quantities, unit prices, extensions, revised total, price increase or credit, any incorporated commercial charge, and any mitigation or resale credit. This section does not waive an administrative change, termination, or other right independently authorized by an incorporated clause or applicable authority.

6. Call RFQ, Competition, Formation, and Reservation

- The contracting office normally sends the same releasable Event Factsheet and RFQ to every BPA holder reasonably capable of the event. Internal routing, funding, and budget data are removed unless the Contracting Officer deliberately includes information needed for the acquisition. The RFQ states the announced evaluation basis and quotation requirements.
- If there are not enough BPA holders to obtain maximum practicable competition for a purchase above the micro-purchase threshold, the Contracting Officer solicits other sources as appropriate and may establish another BPA with additional responsible sources. An outside vendor cannot receive a BPA Call before a BPA is validly established with that vendor.
- A forecast, RFQ, quotation, availability statement, sales proposal, and courtesy hold are nonbinding and do not obligate funds or reserve inventory at Government expense.
- The Government issues a written funded Call as its offer. A reservation and binding obligation arise when the holder returns unconditional written acceptance by the stated deadline or as otherwise provided by the Call's applicable terms.
- An acceptance that adds an exception, additional term, external sales agreement, or changed condition is a counteroffer. The Contracting Officer must resolve it and issue a revised Call before Government acceptance of the counteroffer can occur.

7. Call Documents and Precedence

- Latest signed Call modification.
- Accepted funded Call and incorporated Call Pricing Schedule.
- Express Call-specific requirements and the Accepted Event Plan, including identified commercial deadlines and terms.
- Performance Work Statement.
- This BPA Schedule and Commercial Terms document.
- Holder quotation only to the extent expressly incorporated.

A holder website, booking confirmation, click-through term, sales agreement, or other external term is excluded unless the Contracting Officer incorporates the exact identified text. A Call-specific departure from this Schedule or the PWS controls only when the Call states it expressly.

8. Delivery Records, Invoicing, and Review

- The holder shall provide a written reservation acknowledgment and, when requested, aggregate room, meal, or service records sufficient to support the invoice.
- Invoices shall follow the Call payment instructions and match the latest Call line schedule and signed modifications. The holder shall not bill a participant for Government-ordered services.
- The contracting office maintains RFQ, quotations, evaluation, price determination, Call, acceptance, modifications, receipt record, invoice support, and Call Log entry.
- At least annually, the Contracting Officer reviews ordering authority, Call limits, competition, market conditions, holder availability and performance, invoicing, tax treatment, and whether each BPA remains useful.

9. Signatures

Contracting Officer	
Government signature / date	
BPA holder authorized representative	
Holder signature / date	